

CHECK LIST

OFFICE OF THE CONSULTANT DISTRICT INFRASTRUCTURE AND QUALITY MONITORING CELL

1. Class inspection : Students Enrolled
+2 : Students Present

+3 : Students Enrolled
: Students Present
2. CMS SANKALPA :
3. Monthly Test :
4. Student attendance Register :
5. Staff attendance register :
6. Leave application file :
7. Leave register :
8. Service book :
9. Common Academic Calendar :
10. Time table :
11. Workload :
12. Lesson plan :
13. Progress register :
14. Seminar/Group Discussion :
15. Month wise abstract of student :
16. Attendance/postcard message :
17. Remedial Classes :
18. Special coaching class :
19. Undertaking for not engaging
20. in Private coaching or tuition: :
21. Students common room :
22. Toilets with running water :
23. Question Bank :
24. Provision of Drinking water :
25. Adequate class room :
26. Co-curricular activity :
27. Women cell :
28. Anti-ragging cell :
29. Stock register :
30. Tabulation register :

(Monthly test/Pre-test/Test/Half yearly/Annual)

31. NSS/YRC :
32. Library :

- 33. Cash book :
- 34. DCR :

- 35. Personal file :
- 36. Bill voucher :
- 37. Acquaintances :
- 38. Advance register :
- 39. Draft/Cheque Register :
- I. Receive Register :
- ii. Issue Register :
- 40. Furniture stock :
- 41. Laboratory :
- 42. Proctorial :
- 43. Govt. orders guard file :
- 44. Exam Guard file :
- 45. Recognition :
- Temporary :
- Permanent :
- 46. Affiliation :
- Temporary :
- Permanent :
- 47. Permission Letter :
- 48. NAAC & UGC :
- 49. IQAC :
- 50. Self-defence training programme :
- 51. Equal Opportunity Cell :
- 52. Placement Cell :
- 53. Coaching Centres for
SC/ST/Minority students :
- 54. AISHE(All India Survey on Higher Education):
- 55. Legal Cases :
- 56. NAAC activity :
- 57. Cleanliness of campus and building :

Signature of Principal

Signature of DLC

NB: All the above points must be checked, while visiting a college

12 College website

Whether website is updated regularly? Yes No

If yes, date of updation If no, last up-dation date

13 Available Land Area

14 Available Building: Blocks Rooms Area in Sft

15 Status of Boundary Wall

16 Hostel facilities	Sanctioned Strength	Actual strength
Boys	<input type="text"/>	<input type="text"/>
Girls	<input type="text"/>	<input type="text"/>

17 Library
i No. of Titles

ii No. of Books Reference Book: Text Book:

iii No. of Rooms

iv Status of Reading Room for Boys Girls:

v Details of staff position

Automated or not (e-Library) : Yes No

18 Office
i No. of Sr. Clerk

ii No. of Jr. Clerk

iii No. of Class IV Staff

iv No. of Contractual Staff

19 Lab Facilities:

SI #	Subject	Condition	Demo/Lab Asst. sanctioned/ actual	Lab. Attendant sanctioned/Actual	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

20 Academic performance :

a. Status of faculties:

SI #	Subject	Work Load	Sanctioned Post	Men in Position	On leave With reasons CL/DL/EL	Remarks on engagement of classes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

b. Status of enrolment and result of +2

Sl. No	Stream	Sanctioned Strength	Students Enrolled	Exam Appeared	Result			
					1st	2nd	3rd	F
1								
2								
3								
4								

c. Status of enrolment of +3

Sl #	Stream	Students Enrolled	Hons/Pass	Sanctioned Strength	Students Enrolled
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

21 NME-ICT: No of nodes available _____, No of nodes utilised: _____

22 UGC Grants

Year during XII Plan Period	Amount Received	Submission of UC	
		Amount	Date
2012-13			
2013-14			
2014-15			

A Teacher's Feed back

B Students' Feed back

C Principle's Feed back

24 Lesson Plan and Progress Register, maintained as per CMS format
Whether the Principal reviews progress register if so period

Yes

No

Weekly

Fortnightly

Monthly

25 Funds as per the closing balance in cash book on the date of Visit:

26 Whether routine is displayed

27 Whether holiday list has been revised as per guidelines

28 Co-curricular activities:

29 NSS- Number of units:

Male:

Female:

Total :

30 Have you uploaded college data for AISHE:

Yes

No

If No, by what date it is to be up-loaded:-

D	D	M	M	Y	Y	Y	Y
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31 Self Defense Training for Girls:

i No of girl students trained:

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ii Name of the Trainer:

iii Grant received for the purpose

iv Whether utilized: Yes No

v If yes, amount utilized:

vi Whether UC Submitted :

vii Whether proper documentation has been made? Yes No

32 Any Legal cases of the staff members pending

If yes, then their writ petition No:

33 Are you updating SIP, CIP, regularly and sending them on-line to the HE dept. Yes No

34 NAAC status:

i Whether accredited/re-accredited.

ii If Yes, grade obtained & Date of accreditation.

iii If not, have you applied for LOI:

Yes	No
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 If yes, Track ID No :

iv Have you Submitted SSR:

Yes	No
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v If, yes date of submission of SSR:

35 Communication-cum-Language Laboratory functioning regularly : Yes No

OFFICE OF THE CONSULTANT
DISTRICT INFRASTRUCTURE AND QUALITY MONITORING CELL
MONTHLY REPORT FOR THE MONTH OF

PART- B

1. Name of the College :
 2. Date of visit :
 3. Enrollment and Attendance of students & maintenance of Attendance register :
 4. Deficiency/surplus staff as per work load :
 5. Teachers attendance* :
 6. Lesson plan and progress register :
 7. Maintenance of records :
 8. Utilisation of funds received from different agencies :
 9. Steps taken by the Principal for better Academic performance :
 10. Cleanliness of college campus and building:
 11. Any other observation ; :
- The un-authorized absence of the staff members and dropping of classes must be informed to sptc.hed@gmail.com immediately with a copy to the Principal of the college concerned as well as to the respective RDE.

Signature of DLC

Mobile No.-

e-mail ID: