



SHRI VISHWAKARMA SKILL UNIVERSITY

(First Government Skill University of India, Set-up by Government of Haryana)

FORM FOR INSPECTION OF THE COLLEGE/INSTITUTE FOR APPROVAL OF VOCATIONAL COURSES AT DIPLOMA COURSE/ UNDERGRADUATE LEVEL/POST GRADUATE LEVEL

Name and Address of the College/Institute			
Name of the Principal/HOI with contact no. and email address			
Date of Inspection			
Inspection Committee members	S. No.	Name of the Expert	Organization
	1.		
	2.		
	3.		
	4.		
Approvals:			
Vocational Subjects for which the approval is sought	S. No.	Name of the Course	Intake
	1.		
	2.		
	3.		
	4.		
	5.		
Subjects/Courses for which College is already recognized. (Latest copies of approvals to be enclosed)	S. No.	Name of the Course	Intake
	1.		
	2.		
	3.		
	4.		
	5.		

Committee Members: 1. 2. 3. 4.



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	6.		
	7.		
	8.		
	9.		
	10.		
S.No.	Item	Yes/No	Remark, if any
Funds:			
1.	Does the College possess the sufficient amount of Endowment Fund? (Latest copy of financial statement to be enclosed)		
2.	Has the college received any grant from the UGC? If so, has it been ascertained that the accounts are maintained separately? (Attach Copies of the reports of the Chartered Accountant about the utilization/Inspection reports)		
Management:			
1.	Is the Society/Trust/Company registered? (Latest copy of its constitution to be enclosed)		
Building:			
1.	Does the Institute intend to run the new programme in already existing building? (Attach photographs of the day of Inspection with Inspection Team)		
2.	Does the Institute intend to run the new programme in new building? (Attach photographs of the day of Inspection with Inspection Team)		
General Requirements:			
1.	Are the required number of Class-rooms/Lecture theatres for the subject(s)/Course(s) available for which approval is sought? (as per point 1 (2b) of the Affiliation Policy) (Attach photographs of the day of Inspection with Inspection Team)		

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2.	Are the Laboratories/computer lab required for the subject/Course available for which approval is sought? (as per point 1 (2b) of the Affiliation Policy) (Attach photographs of the day of Inspection with Inspection Team)		
3.	Are the required Laboratories/Computer Lab properly equipped? (as per point 1 (2b) of the Affiliation Policy) (Attach photographs of the day of Inspection with Inspection Team)		
4.	Does the College/Institute has a MOU with Industry for OJT for the subject(s)/Course(s), for which approval is sought? (enclose copy of the MOU/s)		
5.	Are the lecture theatres commodious and well ventilated?		
6.	Does the College/Institute has Medical/First Aid facility?		
7.	Does the College/Institute has canteen facility? (Attach photographs of the day of Inspection with Inspection Team)		
8.	Does the College/Institute has Electricity Power Backup facility/GenSet? (enclose copy of the Bill of purchase) (Attach photographs of the day of Inspection with Inspection Team)		
9.	Does the College/Institute has a Clean Drinking water facility? (Attach photographs of the day of Inspection with Inspection Team)		
10.	Does the College/Institute has Hygienic Toilets/ Lavatories? (Attach photographs of the day of Inspection with Inspection Team)		
11.	Does the College/Institute has a separate toilet/ Lavatories for Boys and Girls?		
12.	Does the College/Institute has the toilet/ Lavatories for the disabled Boys and Girls?		
13.	Does the College/Institute has Ramps/Lifts to assist differently abled students?		
14.	Does the College/Institute has Sports Facility?		
15.	Does the College/Institute has a Computer Lab. With Internet connectivity?		

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16.	Does the College/Institute has Audio Visual facility room? Fresh Photographs are required to be attached along with all inspection team members		
17.	Does the College/Institute has active Portable Fire Safety extinguisher installed? (Attach photographs of the day of Inspection with Inspection Team)		
18.	Does the College possess adequate and suitable furniture? (Attach photographs of the day of Inspection with Inspection Team)		
19.	Does the College/Institute has Grievance Redressal Committee (enclose copy of the order)		
20.	Does the College/Institute has ST/SC Grievance Redressal Committee (enclose copy of the order)		
21.	Does the College/Institute has Women Grievance Redressal Committee (enclose copy of the order)		
22.	Does the College/Institute has formed Anti Ragging Committee (enclose copy of the order)		
Equipment (whether applicable):			
1.	Does the College/Institute has the apparatus, tools etc., according to the requirement for the subject(s)/Course(s) for which approval is sought? (enclose detail of the apparatus/tools) (Attach bills, photographs of the day of Inspection along with the members of inspection team)		
2.	Has the College/Institute placed order made any new purchase of the apparatus, tools etc. required subject(s)/Course(s) for which approval is sought? (Copy of the purchase order/bills to be attached)		
3.	Does this list of apparatus, tools etc. fulfill the requirement for the course (1+2) (Attach undertaking of Director/ Principal of the Institute)		

Committee Members: 1. _____ 2. _____ 3. _____ 4. _____



Library books for the subject(s) for which approval is sought:

1.	Does the College/Institute has the required number books in the Library for the subject(s)/Course(s) for which approval is sought. (At least 1/6 of the intake to be sanctioned, for each subject.) (Enclose signed and stamped list of the available books for each course for which approval is in process) (Attach photographs of the day of Inspection with Inspection Team)		
2.	Has the College/Institute placed order/purchased new books in the Library for the subject(s)/Course(s) for which approval is sought? (Copy of the bills to be attached)		
3.	Does this list of books are sufficient to fulfill the requirement for the course? (1+2) (Attach undertaking of Director/ Principal of the Institute)		
4.	Does the college publish its own magazine? (Attach a copy of the same)		

Staff requirement and availability for proposed courses:

1.	Does the College/Institute has the required number Teachers for the subject(s)/Course(s) for which approval is sought? (as per point 11 of the Affiliation Policy) Annexure I (Attach photographs of the day of Inspection with Inspection Team) (Attach copies of Appointment letters and Joining Reports)		
2.	Is there any faculty sharing the teaching load for the course the approval in process with courses. (Detail of the shared faculty, if applicable) Annexure II		

Committee Members: 1. _____ 2. _____ 3. _____ 4. _____



3.	Does the College/Institute has the required number Non-Teaching/Ministerial Staff for the subject(s)/Course(s) for which approval is sought? (as per point 11 of the Affiliation Policy) Annexure III (Attach photographs of the day of Inspection with Inspection Team)		
Recommendation of the Committee:			
Does the Committee recommend the approval for the subject(s)/Course(s) by the SVSU?			
If Yes, for the following subject(s)/Course(s):			
S. No.	Name of the Course	Intake	Session

* The institute being inspected is require to provide the facility of the photography.

Any additional Information/Recommendation/Remark _____

Date :

Signatures of the Committee Members

- 1.
- 2.
- 3.
- 4.

Committee Members:	1.	2.	3.	4.
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Annexure 1

TEACHING STAFF

S. No.	Name	Designation	Qualification	Scale of pay, Other Allowances /remuneration paid	Date of joining	Regular(R)/ Adhoc (A)/ Contract (C)/ Visiting (V)/ Guest (G)	Approved/ recognized by University (Yes/No)

Annexure II

SHARE FACULTY, IF ANY

S. No.	Name	Designation	Qualification	Teaching Load of other classes	Teaching load of the course for which the approval is sought	Total Teaching Load	Max. Teaching load as per the norms



Annexure III

NON-TEACHING STAFF

S. No.	Name	Designation	Qualification	Scale of pay, other allowances/ remuneration paid	Date of joining	Regular/ Adhoc/ Contract/

NOTE: In case, start of the new subject(s)/Course(s) is/are along with other ongoing programmes in the College/Institute. College/Institute is required to inform the available load of faculty by enclosing current Time-Table of existing programme where the faculty/staff is engaged.