

# **TECHNICAL INSTITUTE INSPECTION MANUAL: 2018**

**For  
Government Engineering Colleges  
and Polytechnics**



**DIRECTORATE OF TECHNICAL EDUCATION  
EDUCATION DEPARTMENT  
GOVERNMENT OF GUJARAT**



---

# **TECHNICAL INSTITUTE INSPECTION MANUAL: 2018**

**For  
Government Engineering Colleges  
and Polytechnics**



**Directorate of Technical Education  
Education Department,  
Government of Gujarat**

---





**Anju Sharma, IAS**  
Principal Secretary  
Education Department



**Education Department**  
**Government of Gujarat**  
Block No. 5, 8th Floor,  
Sardar Bhavan, New Sachivalaya,  
Gandhinagar-382 010

Date :



### Message

I congratulate the Directorate of Technical Education, whole team for preparing dedicated Technical Institute Inspection Manual (TIIM) targeted to provide roadmap for inter-se department academic evaluation of their colleges. The Department of Technical Education, Government of Gujarat is actively participating in growth of technical education by ensuring supply of high quality of technical manpower.

The Technical Education Department is highly focussed for improving the quality and excellence in the institutions through various initiatives. I am sure this manual will be helpful to facilitate and encourage quality in teaching, research and extension activities along with maintenance of set standards at department level in the colleges.

I am sure, following the processes and guidelines of the manual, our Engineering Colleges and Polytechnics will achieve academic excellence and in turn the students will be benefitted.

**Anju Sharma**

Principal Secretary (Education)  
Govt. of Gujarat





**K. K. Nirala, IAS**

**Director**

**Directorate of Technical Education**

Block No.2, 6<sup>th</sup> Floor  
Karmayogi Bhavan  
Sector 10-A,  
Gandhinagar - 382010  
Gujarat, India

Date

**Preface**

The purpose of this Technical Institute Inspection Manual for (TIIM) is to provide guidelines for performance evaluation of the technical institutions under the Directorate of Technical Education. AICTE and Directorate of Technical Education GoG, have published guidelines indicating the job profile of teachers, requirements of infrastructure as well as essential and desired activities on campus. Thus the teacher is mandated to play multiple roles in the institution which broadly include direct teaching, academic administration and planning, overall professional development and graduate attributes of students, which would include innovation, curricular and co-curricular activities.



Thus a need was felt to define the performance evaluation process that can enhance the overall development of the institution as a whole and that of faculty and department as a part of the system. This manual is divided in two components: (i) academic performance evaluation and (ii) infrastructure requirement and availability assessment.

Shri K.K.Nirala, IAS  
Director, Technical Education  
Government of Gujarat



## ACKNOWLEDGEMENTS

Institutions have been functioning and evolving on their own for long. However, a structured growth, can be chartered only through specific guidelines and directives. Credit goes to Shri K.K. Nirala, IAS, Director of Technical Education, Government of Gujarat, for visualizing such a need and forming a committee of four senior Principals to write such a Manual.

The committee has brain stormed internally as well as externally through marathon meetings with senior Heads of Departments at VGEC and LDCE, and other government institutions, Deans and Directors of various autonomous institutes.

Inputs from Prof. P. R. Dave and Prof. V. S. Purani, Joint Directors of Technical Education have been valuable. Principals of each of the Degree Colleges have shared their own practices after brain storming with their HoDs.

Prof. N. M. Patel, Convenor of the Sub-Committee, Prof. M. C. Chudasma, Prof. H. C. Patel, Prof. V. K. Thekadi, Prof. R. A. Thakker and Prof. M. T. Savaliya have been the backbone of the core committee of four Principals.

**Prof. R. K. Gajjar**

Principal, VGEC and  
Chairperson, TIIM

## TABLE OF CONTENTS

Message from Principal Secretary, Education Department .....	3
Preface .....	5
Acknowledgements .....	7

### **Part A                      Academic Inspection**

Chapter 1	Introduction .....	11
Chapter 2	Faculty Academic Performance .....	14
Chapter 3	Department Academic Performance .....	19
Chapter 4	Institute Academic Performance .....	21

### **Part B                      Infrastructure**

Chapter 1	Infrastructure Inspection Details .....	25
-----------	---	----

# **PART : A**

# **ACADEMIC INSPECTION**





## **Chapter: 1**

# **INTRODUCTION**

### **1.1 Objective**

The purpose of the academic inspection is not just to observe the processes related to teaching - learning, but to facilitate and encourage quality in teaching, research and extension activities. Another important objective is to check if the rules and regulations set by the university as well as the state government are adhered to and standards are maintained at various departments within the institute. It is desired that the department prepares and follows its action plan and monitors it effectively.

The proposed academic inspection manual mainly focuses on three stakeholders i.e. faculty, department and institute.

### **1.2 Inter-Departmental Audit**

#### **1.2.1 Inter-Departmental Audit Panel Structure**

The inter department audit panel members should be nominated by the head of the institution. The panel shall normally comprise of:

- HOD of other department, as the chairperson
- Two senior professors / experienced faculty members of other department, as panel members.

#### **1.2.2 Role of Audit Panel**

##### **I. Faculty Level Inspection**

- A.** To observe the effectiveness of planning and execution of teaching-learning process: This may further be quantified in terms of detailed lesson planning for theory and lab sessions; lecture notes and assignments prepared by the faculties; use of multimedia in teaching; use of ICT tools like 'moodle' by the faculties.
- B.** To observe the regularity in teaching-learning process: This aspect may cover the percentage actual engagement of theory and lab sessions; student attendance record by all the faculties.
- C.** To check and suggest the quality improvement measures: This involves verification of the result analysis and steps taken for improvement; faculty trainings and pedagogy sessions.

## **II. Department Level Inspection**

- A.** To check the implementation strategies of teaching-learning process: This may further be quantified in terms of regularity of preparing and displaying the time tables; steps taken by the department to avoid mass absence of students and the practice followed by the department for alternative arrangement of workload for the faculties on leave/on duty/trainings.
- B.** To verify the steps for continuous improvement: This may include student feedback and review system adopted; students counselling; parent meeting; Frequency of revision of curriculum; Industry-institute interactions.
- C.** To verify the student support system: The audit team is expected to check the records for industrial visits, training/internships, workshops conducted, number of guest lecturers arranged, student chapters managed by the department, professional society membership by the students and faculties, and co-curricular activities.

### **1.2.3 Frequency of Inter-Department Audit Process**

The process shall be preferably done once a year. The teaching - learning process shall be observed randomly during regular semesters. The audit panel members (of other department) shall randomly visit department (undergoing audit) to monitor the academic process as listed earlier. The consolidated report of the same shall be submitted to the head of the institution in the month of December every year.

### **1.3 Institutional Audit Panel Structure**

For institute level audit, an independent committee per institute shall be nominated by the Director of Technical Education. The committee should preferably include.

- (i) Not lower than the rank of Jt Director/Principal/Professor nominated by DTE as a chairperson.
- (ii) Two experienced faculty members not below the rank of Associate Professor/HoDs as members.
- (iii) One member not below the rank of Associate Professor/HoD from the institute shall act as member secretary of the panel.

#### **1.3.2 Role of Audit Panel (Institute)**

The audit panel is expected to guide the institute on multiple aspects by monitoring following (but not limited to) important points:

- (i) To critically review the internal audit observations and the actions taken by the institute.
- (ii) To observe the institute performance in academic and research activities such as results, publications, patents, projects etc.

- (iii) To determine the status of institutes' outcome based education implementation.
- (iv) To observe the maintenance of student academic record and faculty record.
- (v) To review incremental placement and its activities.
- (vi) To observe the impact of industrial visits / field visits / training etc. on students and faculty learning, quality of question papers and assessment etc.
- (vii) To evaluate the utilization of resources including online resources and outcome.
- (viii) The team may verify the records related to utilization of library, online subscriptions available, common amenities for the students and its utilization etc.
- (ix) Placement records are the most important indicators of expected outcome of teaching-learning process.

### **1.3.3 Frequency of Institute Level Audit**

The institutional audit shall be done once in a year per institute (preferably during the winter semester). As the institute level audit reports shall be available with the head of the institute by the end of December every year, it will form basis for observation for institute level academic audit.

## Chapter: 2

# FACULTY ACADEMIC PERFORMANCE

Faculty members play key role in overall academic performance of the institute; hence it is essential to assess contribution of each faculty in the overall academic performance of the institute. The Information in the format given below may be used to collect information for faculty academic performance evaluation process, which will be verified by head of department and reviewed by inspection panel members.

### Format for Faculty Academic Performance Evaluation

[To be filled by all faculty members individually]

**Name of Institute** : \_\_\_\_\_

**Department** : \_\_\_\_\_

**Name of the staff** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Academic term** : From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

#### 1. Academic work details

Subject with Code in Hrs/week	Teaching workload in Hrs/term		Teaching workload actually		Teaching workload engaged in Hrs/term		Total % of Teaching contact hours in which all student absent	% Course Covered	Remarks if any
	Th	Pract/ Tut	Th	Pract/ Tut	Th	Pract/ Tut			

#### 2. Engagement of faculty during the term (No of days)

Total No of teaching days available in the term: \_\_\_\_\_

Attendance in the institute: \_\_\_\_\_ days (\_\_\_\_\_ %)

On duty: \_\_\_\_\_ days

Total Leave (other than CL/RH) : \_\_\_\_\_ days

### **3. Faculty output details**

<b>Sr. No.</b>	<b>Name of subject taught</b>	<b>% result in GTU exam</b>	<b>% Sharing with other Faculty</b>
1			
2			
3			
4			

### **4. Faculty instructional contributions and details**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details of Contribution</b>
1	Lesson Planning	
2	Laboratory Planning	
3	Assignments	
4	Class notes	
5	Use of ICT tools	
6	New experiment development	
7	New books recommended	
8	Journals referred for enrichment	Give details of any two journal papers referred
9	New Projects proposed/development	
10	Planning for purchase of new equipment	
11	Industrial visits	
12	Student assessment	
13	Student counselling	
14	Any other additional / specific contributions	

## 5. Faculty achievement and other activities

Sr. No.	Activity	Contribution (Give appropriate details in brief wherever needed)
1	Major research projects completed	<ul style="list-style-type: none"> <li>Title of the project</li> <li>Date of sanction and duration</li> <li>Grant received (amount)</li> <li>Funding agency</li> <li>PI or Co-PI</li> </ul>
2	Minor research projects completed	<ul style="list-style-type: none"> <li>Title of the project</li> <li>Date of sanction and duration,</li> <li>Grant received,</li> <li>Funding agency</li> <li>PI or Co-PI</li> </ul>
3	Guiding ME student for dissertations	<ul style="list-style-type: none"> <li>Name of the student</li> <li>Topic of research</li> <li>Publications by Student</li> <li>Total students guided in last 5 years</li> </ul>
4	Guiding PhD students for thesis	<ul style="list-style-type: none"> <li>Total students who completed PhD under your supervision</li> <li>Total student perusing PhD under your supervision</li> <li>Topic of research of perusing students</li> <li>Publications by students</li> </ul>
5	Innovative processes developed in teaching and learning	
6	Examination /Evaluation reforms initiated	
7	Participation in curricular development	
8	Participation in conferences, symposia, seminars and workshops	<ul style="list-style-type: none"> <li>International or National,</li> <li>State or University level</li> <li>Attended or Presented paper</li> </ul>
9	Refresher / Orientation / Pedagogy / Management courses attended	
10	Participation in co-curricular and extra-curricular activities	

<b>Sr. No.</b>	<b>Activity</b>	<b>Contribution (Give appropriate details in brief wherever needed)</b>
11	Publication of research papers	<ul style="list-style-type: none"> <li>• In peer reviewed journals [impact factors, citations, h-index]</li> <li>• Non-peer reviewed journals</li> <li>• Conference proceedings</li> </ul>
12	Books published	<ul style="list-style-type: none"> <li>• With ISBN No</li> <li>• Without ISBN No</li> <li>• Chapters in books(Give details: Title, Publisher and Year)</li> </ul>
13	Patents applied/granted	<ul style="list-style-type: none"> <li>• National</li> <li>• International</li> <li>• Commercialized</li> </ul>
14	Consultancy services provided and revenue generated	<ul style="list-style-type: none"> <li>• Agency</li> <li>• Nature of work</li> <li>• Duration</li> <li>• Amount</li> <li>• Status: Completed/Ongoing</li> </ul>
15	Conferences, seminars, symposia and workshops organized as convener / coordinator	<ul style="list-style-type: none"> <li>• International or National</li> <li>• State or University level</li> </ul>
16	Contribution as organising committee / program committee member, reviewer, session chair, or panel member in conferences/symposia/journal	<ul style="list-style-type: none"> <li>• International or National</li> <li>• State or University level</li> </ul>
17	Expert talks delivered	
18	Awards /recognitions received:	<ul style="list-style-type: none"> <li>• International or National</li> <li>• State or University level (Give details)</li> </ul>
19	Contribution as coordinator / member at Institute/Department committees	
20	Contribution as coordinator / member of DTE / University / ACPC / GPSC or any govern agency	
21	Any other additional / specific contributions	

**Self Observations by faculty:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Signature of the teaching staff**

**Comments by Head of Department:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Head of Department**

**Comments by Inspection Panel Members**

3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

**Member 1**

**Member 2**

**Chairperson**



## Chapter: 3

# DEPARTMENTAL ACADEMIC PERFORMANCE

Individual department plays an important role in overall academic performance of the institute; hence it is essential to standardise the best practices across the departments.

### Format for Departmental Academic Performance Evaluation

[To be filled by Each Department]

**Name of Institute** : \_\_\_\_\_

**Department** : \_\_\_\_\_

**Academic term** : From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

### Details for major performance indicators of the Department

Sr. No	Parameter	Details
1	Approved Intake	
2	Student to Faculty Ratio	
3	Supporting Staff Details	
4	Student Attendance	
5	Laboratory & Equipments	
6	Result Analysis / Academic Performance	
7	Student feedback system	
8	Placement	<ul style="list-style-type: none"> <li>• No of companies visiting campus for placement</li> <li>• No of student placed by campus placement</li> <li>• Minimum, Maximum and Average salary of campus placement</li> <li>• Off campus placement</li> <li>• Higher studies</li> <li>• Self employed</li> <li>• Total % Placement (including all)</li> </ul>
8	Project and Consultancy	<ul style="list-style-type: none"> <li>• No of projects</li> <li>• Agency</li> <li>• Nature of work</li> <li>• Duration</li> <li>• Amount</li> <li>• Status: Completed / Ongoing</li> </ul>

Sr. No	Parameter	Details
9	Faculty Student Research Contributions	
10	Awards / Achievement by students and faculties	
11	Training / Workshops / Conference organised	
12	Industry institute linkage	
	• Industry advisory board of department	
	• Student Chapters of professional organisation	
	• Expert talks	
	• Visits	
	• Industry projects	
	• Faculty on boards of industry/institutes or professional organisations	
13	Innovative Practices	

**Comments by Head of Department:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Head of Department**

**Comments by Inspection Panel Members**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Member 1**

**Member 2**

**Chairperson**

## Chapter: 4

# INSTITUTE ACADEMIC PERFORMANCE

Students, faculty members, and departments play major role in overall performance of the institute. The format given below may be used to collect information to assess major performance indicators of the institute.

### Format for Institute Academic Performance Evaluation

**Name of Institute** : \_\_\_\_\_

**Academic term** : From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

### Details for major performance indicators of the Institute

Sr. No	Parameter	Details
1	Academic Performance	<ul style="list-style-type: none"> <li>• Overall Institute Result</li> <li>• Overall student Engagements</li> <li>• Student participation/achievements at state / national / international level</li> </ul>
2	Placement	<ul style="list-style-type: none"> <li>• No of companies visiting campus for placement</li> <li>• No of student placed by campus placement</li> <li>• Minimum, Maximum and Average salary of campus placement</li> <li>• Off campus placement</li> <li>• Higher studies</li> <li>• Self employed</li> <li>• Total % Placement (including all)</li> </ul>
3	Library	<ul style="list-style-type: none"> <li>• No of Titles</li> <li>• No of Volumes</li> <li>• Circulation</li> <li>• Journals</li> <li>• Periodicals</li> <li>• Reading Room facility</li> <li>• Library Automation</li> <li>• Library Staff</li> </ul>
4	Internet and Computational facilities	<ul style="list-style-type: none"> <li>• Internet speed</li> <li>• Service provider</li> <li>• No of computer on LAN</li> <li>• Total no of computers</li> <li>• Common computer centre</li> <li>• Wi-fi facility</li> </ul>
5	Hostel	<ul style="list-style-type: none"> <li>• Boys Hostel Capacity</li> <li>• Girls Hostel Capacity</li> <li>• Hostel Management System</li> </ul>

Sr. No	Parameter	Details
6	Infrastructure as per AICTE and GTU	<ul style="list-style-type: none"><li>• Adequate</li><li>• Inadequate</li></ul>
7	Other Amenities	<ul style="list-style-type: none"><li>• Drinking Water</li><li>• Student Store</li><li>• Canteen</li><li>• Help Centres</li><li>• Exam Control room</li></ul>
7	NSS/NCC Activities	<ul style="list-style-type: none"><li>• Nodal Officer</li><li>• Activities</li></ul>
8	Sports Activities	
9	Other Co-curricular and Extra-curricular Activities	
10	Website and communication system	
11	News letter	
12	Cleanliness & Housekeeping	
13	SSIP/other Projects	
14	Innovative Practices	

**Comments by Principal :**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Principal****Comments by Inspection Panel Members**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Member 1****Member 2****Chairperson**

# **PART : B**

  

# **INFRASTRUCTURE**



## Infrastructure Inspection Details

The purpose of this section is to bring to the notice of Head Office, if there are any deficiencies as per the requirements of AICTE Approval Process Handbook (APH). It is important that, such deficiencies should be addressed at all levels and removed at the earliest. Hence Principals should ascertain that they have applied for Faculty, Staff, Civil works, equipments, library requirements, ICT facilities etc as per the current APH, in their New Items applications to DTE. On the other hand DTE officials may note such requirements and take all steps to comply AICTE requirements.

1 **Land:** \_\_\_\_\_ Acre.

2 **Instructional Area (INA) in m<sup>2</sup>.**

2.1 Class Rooms (No. of divisions \* duration of course \* 0.75)

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Classrooms	Number of Rooms Required = (Number of divisions/Year) * Duration of the course * 0.75	66 m <sup>2</sup> (UG) / 33 m <sup>2</sup> (PG)

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Seating Capacity
2.5	Toal Area:					

2.2 Tutorial Rooms

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Tutorial Rooms	25% of total classrooms	33 m <sup>2</sup>

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Seating Capacity
2.3	Toal Area:					

**2.3 Laboratory (For first year UG)**

<b>Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019</b>		
Laboratory (For first year)	2 per division Additional 2 Laboratories for Basic Sciences	66 m <sup>2</sup>

<b>Sr. No.</b>	<b>Intake</b>	<b>Basic Sciences Laboratories</b>
1	Up to 300	2
2	301 – 600	4
Requirement shall be calculated on pro - rata basis for intake greater than 600.		

<b>Sr. No.</b>	<b>Department Name</b>	<b>UG/ PG</b>	<b>Name of Building</b>	<b>Room No.</b>	<b>Carpet Area m<sup>2</sup></b>	<b>Seating Capacity</b>
2.3	Toal Area:					

**2.4 Laboratory (Other than first year UG)**

<b>Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019</b>		
Laboratory (Other than first year)	2 per Course per semester	66 m <sup>2</sup>
For course having more than 2 divisions, one additional laboratory for each division need to be created.		

<b>Sr. No.</b>	<b>Department Name</b>	<b>UG/ PG</b>	<b>Name of Building</b>	<b>Room No.</b>	<b>Carpet Area m<sup>2</sup></b>	<b>Seating Capacity</b>
2.4	Toal Area:					

**2.5 Laboratory (For PG Courses)**

<b>Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019</b>		
Laboratory (For PG Courses)	1 per Course	66 m <sup>2</sup>



Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Seating Capacity
2.5	Toal Area:					

## 2.6 Workshop

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Workshop	1	200 m <sup>2</sup>

Sr. No.	Intake	Basic Sciences Laboratories
1	Up to 300	1
2	301 – 600	2
Requirement shall be calculated on pro - rata basis for intake greater than 600.		

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Seating Capacity
2.6	Toal Area:					

## 2.7 Computer Centre

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Computer Centre	1	150 m <sup>2</sup>

Sr. No.	Intake	Basic Sciences Laboratories
1	Up to 300	1
2	301 – 600	2
Requirement shall be calculated on pro - rata basis for intake greater than 600.		

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Seating Capacity
2.7	Toal Area:					

**2.8 Drawing Hall**

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Drawing Hall	1	132 m <sup>2</sup>

Sr. No.	Intake	Basic Sciences Laboratories
1	Up to 300	1
2	301 – 600	2
Requirement shall be calculated on pro - rata basis for intake greater than 600.		

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Seating Capacity
2.8	Toal Area:					

**2.9 Seminar Hall**

Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019		
Seminar Hall	1 per 2 UG Courses	132 m <sup>2</sup>
	1 per PG Department	66 m <sup>2</sup>
	1 per Diploma Institution	132 m <sup>2</sup>

Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Seating Capacity
2.9	Toal Area:					

**2.10 Library**

<b>Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019</b>						
Library	1				400 m <sup>2</sup>	
Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Seating Capacity
2.10	Toal Area:					

**2.11 Language Laboratory**

<b>Engineering (Degree/Diploma/Post Diploma) requirement as per AICTE 2018-2019</b>						
Language Laboratory	1				132 m <sup>2</sup>	
Sr. No.	Department Name	UG/ PG	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Seating Capacity
2.11	Toal Area:					

<b>Total Instructional Area (INA) in m2 (2.1 + 2.2 + ... + 2.11)</b>		
--	--	--

**3 Administrative Area (ADA) in m<sup>2</sup>**

Sr. No.	Name of Admin Office	Min. Req. in m <sup>2</sup>	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Remarks
1	Principal Office	30				
2	Board Room	20				
3	Office all Inclusive	150 <sup>1</sup> / 300 <sup>2</sup>				
4	Cabin for HODs	20	NA	NA		
5	Faculty rooms (One per faculty)	5	NA	NA		
6	Central Stores	30				

Sr. No.	Name of Admin Office	Min. Req. in m <sup>2</sup>	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Remarks
7	Maintenance	10				
8	Security	10				
9	Housekeeping	10				
10	Pantry for Staff	10				
11	Examinations Control Office	30				
12	Placement Office	30				
13	Any Other					
14	Any Other					
3	Toal Area:					

<sup>1</sup> Technical Institution having one Programme

<sup>2</sup> Technical Campus having more than one Programme

<b>Total Administrative Area (ADA) in m<sup>2</sup></b>		
---	--	--

#### 4 Amenities Area (AMA) in m<sup>2</sup>

Sr. No.	Name of Admin Office	Min. Req. in m <sup>2</sup>	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Remarks
1	Toilets (Ladies & Gents)	150 <sup>1</sup> / 350 <sup>2</sup>				
2	Boys Common Room	75 <sup>1</sup> / 100 <sup>2</sup>				
3	Girls Common Room	75 <sup>1</sup> / 100 <sup>2</sup>				
4	Cafeteria	150				
5	Stationery Store & Reprography	10				
6	First Aid cum Sick Room	10				
7	Principal's Quarter (Desirable)	150				
8	Guest House (Desirable)	30				

Sr. No.	Name of Admin Office	Min. Req. in m <sup>2</sup>	Name of Building	Room No.	Carpet Area m <sup>2</sup>	Remarks
9	Sports Club / Gymnasium (Desirable)	200				
10	Auditorium / Amphi Theatre(Desirable)	400				
11	Boys Hostel (Desirable)					Indicate Capacity
12	Girls Hostel (Desirable)					Indicate Capacity
4	<b>Total Area:</b>					

<sup>1</sup> Technical Institution having one Programme

<sup>2</sup> Technical Campus having more than one Programme

<b>Total Amenities Area (AMA) in m<sup>2</sup></b>		
--	--	--

**5 Access and Circulation Area (ACA) in m<sup>2</sup> . (25% of Built up area)**

Access and Circulation are (ACA) of 25% of sum of INA, ADA, AMA is desirable covering common walkways, staircases, entrance lobby.

Sr. No.	Department Name	Name of Building	Area Type	Carpet Area m <sup>2</sup>
5	<b>Toal Area:</b>			

<b>Total Access and Circulation Area (ACA) in m<sup>2</sup></b>		
---	--	--

**6 Checklist of Essential and Desirable Requirements**

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
1	Standalone Language Laboratory	E		
2	Potable Water supply and outlets for drinking water at strategic locations	E		
3	Electric Supply	E		
4	Sewage Disposal System	E		

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
5	Telephone	E		
6	Vehicle Parking	E		
7	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution	E		
8	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed in the Web site of the Institution	E		
9	Digital payment for all financial transactions as per MHRD directives	E		
10	Compliance of the National Academic Depository(NAD) as per MHRD directives, applicable to PGDM/PGCM Institution and University Departments	E		
11	Provision to watch MOOCS Course(s) through Swayam	E		
12	Display board within the premises as well as in the Website of the Institution indicating the feedback facility of students and Faculty available in the AICTE Web-Portal	E		
13	Barrier Free Built Environment for disabled and elderly persons (as per Chapter V of Approval Process Handbook 2018-19)	E		
14	Safety and Security measures in the Campus (as per Chapter V of Approval Process Handbook 2018-19)	E		
15	Safety provisions including fire and other calamities (Refer Annexures 8 & 9 of Approval Process Handbook 2018-19)	E		
16	Implementing Food Safety and Standards Act, 2006 in the Institution.	E		

<b>Sr. No.</b>	<b>Detail</b>	<b>Essential/ Desirable</b>	<b>Yes/ No</b>	<b>Remark</b>
17	General Insurance provided for the assets against fire, burglary and other calamities	E		
18	Road suitable for use by Motor Vehicle- Motorized road	E		
19	General Notice Board and Departmental Notice Board	E		
20	First aid, Medical and Counselling Facilities	E		
21	Appointment of Student Counsellor	E		
22	Group Insurance to be provided for the Employees	E		
23	Insurance for Students	E		
24	Institution-Industry Cell	E		
25	Placement Cell	E		
26	Applied for membership of National Digital Library	E		
27	Establishment of Online Grievance Redressal Mechanism as per Annexure 12 of Approval Process handbook 2018-19	E		
28	Establishment of Anti Ragging Committee (as per All India Council for Technical Education notified Regulation for Prevention and Prohibition of ragging in AICTE, approved Technical Institution vide No. 37-3/Legal/AICTE/ 2009 Dated 01/07/2009)	E*		
29	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 F.No. 37-3/Legal 12012, dated 25/05/2012)	E*		

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
30	Establishment of Internal Complaint Committee (ICC)(As per section 4 All India Council for Technical Education (Gender Sensitization, Prevention Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances of Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated, 10/06/2016	E*		
31	Establishment of Committee for SC/ST (As per the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11/09/1989)	E*		

- **Appointment of Committees should be made before commencement of the session, however, an Affidavit to that effect need to be submitted by the new Institution at the time of inspection by Expert Visit Committee (Affidavit 4)**

Sr. No.	Detail	Essential/ Desirable	Yes/ No	Remark
1	Implementation of the Schemes announced by MHRD	D		
2	Offering of Skill development Courses Approved by the Council	D		
3	Participation in the National Institutional Ranking Framework (NIRF)	D		
4	Fabrication facility Laboratory (FABLAB) / Tinkering Laboratory/ Innovation Laboratory	D		
5	Backup Electric Supply	D		
6	Availability of at least ONE Smart Classroom per Department	D		
7	Rain Water Harvesting and installation of grid connected solar roof tops/ power systems	D		
8	Waste management and environment improvement measures to ensure a sustainable green Campus	D		



<b>Sr. No.</b>	<b>Detail</b>	<b>Essential/ Desirable</b>	<b>Yes/ No</b>	<b>Remark</b>
9	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency	D		
10	Enterprise Resource Planning (ERP) Software for Student-Institution- Parent interaction	D		
11	Efforts to encourage Final Year Students to write GATE Examination.	D		
12	Transport	D		
13	Post Office, Banking facility/ATM	D		
14	LCD (or similar) Projectors in Classrooms	D		
15	Staff Quarters	D		
16	Display of Course(s) and “Approved Intake” in the Institution at the entrance of the Institution. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	D		
17	Implementation of Startup Policy	D		
18	Intellectual Property Right Cell	D		
19	Implementation of Unnat Bharat Abhiyan/Saansad Adarsh Gram Yojna (SAGY)	D		
20	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment friendly disposal of used sanitary napkin through sanitary napkin incinerator	D		

**Comments by Head of the Institute :**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Head of the Institute**

**Comments by Inspection Panel Members**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**Member 1**

**Member 2**

**Chairperson**





## **DIRECTORATE OF TECHNICAL EDUCATION EDUCATION DEPARTMENT - GOVERNMENT OF GUJARAT**

Office of the Director, Technical Education,  
Block No. 2, 6th Floor, Karmyogi Bhavan, Sector-10-A Gandhinagar - 382 010  
Phone: (079) 232 53546 Fax: (079) 232 53539  
Email: [dteguj@gujarat.gov.in](mailto:dteguj@gujarat.gov.in), [dire-dte@gujarat.gov.in](mailto:dire-dte@gujarat.gov.in)