



## ORGANIZATION & MANAGEMENT

| Clause | Dimension            | Items  | Obs. Type | Not Applicable | Yes | No | Remarks |
|--------|----------------------|--|-----------|----------------|-----|----|---------|
| OM-1   | ORGANIZATION         | Ownership status (Sole Proprietorship/Partnership/Company etc) is properly   | NC        |                |     |    |         |
| OM-2   | ORGANIZATION         | Functions of the governing body are clearly defined.   | NC        |                |     |    |         |
| OM-3   | ORGANIZATION         | Presence of organogram (org. chart) of the institution with job descriptions.  | NC        |                |     |    |         |
| OM-4   | FINANCIAL MANAGEMENT | Balance sheet is maintained regularly.   | NC        |                |     |    |         |
| OM-5   | FINANCIAL MANAGEMENT | Profit & loss statement is maintained regularly.   | NC        |                |     |    |         |
| OM-6   | FINANCIAL MANAGEMENT | The working capital is adequate.   | Obs       |                |     |    |         |
| OM-7   | FINANCIAL MANAGEMENT | The fund generation capacity is adequate.  | Obs       |                |     |    |         |
| OM-8   | SECURITY             | Visitor record is maintained at the entry point & put up to the Principal on regular basis.  | NC        |                |     |    |         |
| OM-9   | SECURITY             | Security lights at critical points are installed and switched on during night.   | SNC       |                |     |    |         |
| OM-10  | SECURITY             | Computer labs, workshop, offices, classrooms have proper locking arrangements & their keys are kept safely under the responsibility of a designated staff members. | SNC       |                |     |    |         |
| OM-11  | IMAGE BUILDING       | Notice boards placed prominently & photographs of major activity/special occasions displayed.  | Obs       |                |     |    |         |
| OM-12  | IMAGE BUILDING       | Honor Rolls displayed at appropriate location.   | Obs       |                |     |    |         |
| OM-13  | IMAGE BUILDING       | Institute activities are highlighted and courses are advertised in local press.  | Obs       |                |     |    |         |
| OM-14  | IMAGE BUILDING       | Each course being run in the Institute is advertised effectively making use of handbills, posters and the local press.   | Obs       |                |     |    |         |
| OM-15  | IMAGE BUILDING       | Institute prospectus is available.   | Obs       |                |     |    |         |
| OM-16  | AUTHORIZATION        | NOC for running a new course has been obtained from TEVTA/PBTE.  | SNC       |                |     |    |         |

## FACULTY & SUPPORT STAFF

| Clause | Dimension    | Item  | Obs. Type | Not Applicable | Yes | No | Remarks |
|--------|--------------|---|-----------|----------------|-----|----|---------|
| FSS-1  | GENERAL      | Service rules are properly described.   | NC        |                |     |    |         |
| FSS-2  | GENERAL      | Permanent faculty is adequate.  | Obs       |                |     |    |         |
| FSS-3  | GENERAL      | Administrative / Support Staff is adequate.                                     | Obs       |                |     |    |         |
| FSS-4  | JOB ANALYSIS | Job Description (work details) of all positions/posts are well defined.         | Obs       |                |     |    |         |
| FSS-5  | JOB ANALYSIS | Job Specification (worker's qualities) of all positions/posts are well defined. | Obs       |                |     |    |         |

NC = Non Confirmation, SNC = Serious Non Confirmation, Obs = Observation

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|--------|----------------|---|-----|--|--|--|--|
| FSS-6  | HR DATA        | Details of instructional staff available.   | Obs |  |  |  |  |
| FSS-7  | HR DATA        | Qualification and in-service training record of Instructors available.                | Obs |  |  |  |  |
| FSS-8  | HR DATA        | Details of administration staff available.  | Obs |  |  |  |  |
| FSS-9  | ATTENDANCE     | Attendance register is maintained for entry time of the arrival of each staff member. | SNC |  |  |  |  |
| FSS-10 | ATTENDANCE     | Late arrivals record is also maintained.  | NC  |  |  |  |  |
| FSS-11 | ATTENDANCE     | Short leave register is maintained.   | SNC |  |  |  |  |
| FSS-12 | LEAVE POLICY   | Proper leave record for all staff members is maintained with HOI/ Principal.          | SNC |  |  |  |  |
| FSS-13 | LEAVE POLICY   | Leave of staff member has been catered for through substitution.                      | NC  |  |  |  |  |
| FSS-14 | SECURITY STAFF | Trained & experienced security guards / chowkidars are available at specified posts.  | SNC |  |  |  |  |
| FSS-15 | SECURITY STAFF | All security guards to wear defined uniform.  | NC  |  |  |  |  |
| FSS-16 | MEETINGS       | Staff meetings are conducted to review institute performance and minutes recorded.    | SNC |  |  |  |  |
| FSS-17 | DRESSING       | Teachers are smartly dressed.   | Obs |  |  |  |  |
| FSS-18 | APPRECIATION   | Appreciation letters for teacher showing best results.                                | Obs |  |  |  |  |

### **BUILDINGS AND ALLIED FACILITIES**

| Clause | Dimension      | Item  | Obs. Type | Not Applicable | Yes | No | Remarks |
|--------|----------------|---|-----------|----------------|-----|----|---------|
| BAF-1  | BUILDING       | Building is adequate in terms of capacity.                              | NC        |                |     |    |         |
| BAF-2  | BUILDING       | Building is adequate in terms of auxiliaries (Lights, fans etc).        | Obs       |                |     |    |         |
| BAF-3  | BUILDING       | Quality of construction is excellent.                                   | Obs       |                |     |    |         |
| BAF-4  | BUILDING       | The building is properly maintained.                                    | Obs       |                |     |    |         |
| BAF-5  | BUILDING       | Proper maintenance/management of the Principal's office.                | Obs       |                |     |    |         |
| BAF-6  | BUILDING       | Presence of administrative/support staff office.                        | NC        |                |     |    |         |
| BAF-7  | BUILDING       | Availability of faculty staff office.                                   | NC        |                |     |    |         |
| BAF-8  | BUILDING       | Availability of a meeting room.   | Obs       |                |     |    |         |
| BAF-9  | BUILDING       | A properly located reception office manned by pleasant & helping staff. | Obs       |                |     |    |         |
| BAF-10 | BUILDING       | Clean & well laid out classrooms.                                       | Obs       |                |     |    |         |
| BAF-11 | BUILDING       | Well-maintained auditorium if held.                                     | Obs       |                |     |    |         |
| BAF-12 | BUILDING       | Well-kept lawns/play ground.  | Obs       |                |     |    |         |
| BAF-13 | PARKING        | Parking area for cars, motorcycle & bicycles is specified.              | Obs       |                |     |    |         |
| BAF-14 | TRANSPORT      | Access to the building location is easy through a public transport.     | NC        |                |     |    |         |
| BAF-15 | LIBRARY        | Does the library exist as per the scope of institute?                   | SNC       |                |     |    |         |
| BAF-16 | LIBRARY        | Are the library cards issued to the students?                           | NC        |                |     |    |         |
| BAF-17 | LIBRARY        | Record of issuance & receipt of books is maintained?                    | NC        |                |     |    |         |
| BAF-18 | DRINKING WATER | Filtered drinking water is available for all.                           | NC        |                |     |    |         |

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| BAF-19 | CANTEEN     | Proper cafeteria clean & presentable.   | Obs |  |  |  |  |
| BAF-20 | CANTEEN     | Canteen where available is maintained, clean and hygienic.  | NC  |  |  |  |  |
| BAF-21 | SANITATIONS | Clean Toilets/Washrooms.  | Obs |  |  |  |  |
| BAF-22 | HOSTEL      | Appointed Hostel Warden/Superintendent is available in the hostel.  | SNC |  |  |  |  |
| BAF-23 | HOSTEL      | Hostel Management Committee inclusive of senior students is constituted on yearly   | SNC |  |  |  |  |
| BAF-24 | HOSTEL      | Mess Management Committee monitors the expenses of the mess and running of the kitchen on quarterly basis.  | SNC |  |  |  |  |
| BAF-25 | HOSTEL      | Hostel Management has prepared SOP for day to day running of the hostel.  | SNC |  |  |  |  |
| BAF-26 | HOSTEL      | Rules and regulations of the hostel resident are displayed and communicated to each students at the time of allotment.                                  | SNC |  |  |  |  |
| BAF-27 | HOSTEL      | HOI holds monthly meeting with Hostel Superintendent / Warden to ensure the proper implementation of hostel SOP. Record of these meeting is maintained. | NC  |  |  |  |  |
| BAF-28 | INSPECTIONS | Daily or weekly round of the classrooms /laboratories & other allied facilities to inspect and monitor their mantainace.                                | SNC |  |  |  |  |

### LEARNING SUPPORT FACILITIES

| Clause | Dimension         | Item   | Obs. Type | Not Applicable | Yes | No | Remarks |
|--------|-------------------|--|-----------|----------------|-----|----|---------|
| LSF-1  | DATA              | Students intake record (course wise).  | Obs       |                |     |    |         |
| LSF-2  | DATA              | Students intake record (year wise).  | Obs       |                |     |    |         |
| LSF-3  | DATA              | Record of dropouts – course wise.  | Obs       |                |     |    |         |
| LSF-4  | DATA              | Progressive bar charts for last five years.  | Obs       |                |     |    |         |
| LSF-5  | TIME TABLE        | Time Tables are made for each course / technology as per standard specimen.              | SNC       |                |     |    |         |
| LSF-6  | TIME TABLE        | Time Tables are displayed on the Main Notice Board or Departmental Notice Board.         | NC        |                |     |    |         |
| LSF-7  | TIME TABLE        | Update time table duly approved by Principal/HOI is compiled and maintained in the file. | Obs       |                |     |    |         |
| LSF-8  | COURSE CURRICULUM | Teachers possess copies of the latest curriculum relevant to their subjects.             | SNC       |                |     |    |         |
| LSF-9  | COURSE CURRICULUM | The teachers provide details of curriculum to the students.                              | NC        |                |     |    |         |
| LSF-10 | UNIFORM           | Are students wearing specified uniform?  | NC>5%     |                |     |    |         |
| LSF-11 | UNIFORM           | One sample uniform is displayed in a glass cabinet.                                      | Obs       |                |     |    |         |
| LSF-12 | UNIFORM           | Blue coverall is worn while working in the workshops.                                    | NC        |                |     |    |         |
| LSF-13 | UNIFORM           | Weekly dress and personal care check of the students.                                    | NC        |                |     |    |         |
| LSF-14 | ATTENDANCE        | Leave policy & procedure for various duration of courses is defined.                     | NC        |                |     |    |         |
| LSF-15 | ATTENDANCE        | Students are fully aware of the leave policy & procedure.                                | Obs       |                |     |    |         |
| LSF-16 | ATTENDANCE        | Class attendance is taken on a proper performa and forwarded to HOD.                     | NC        |                |     |    |         |
| LSF-17 | ATTENDANCE        | Monthly record of attendance for each student is displayed on the Notice Board.          | NC        |                |     |    |         |

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| LSF-18 | ATTENDANCE                              | Irregularities are brought to notice of the Principal for necessary follow up actions.  | Obs |  |  |  |  |
| LSF-19 | ATTENDANCE                              | Student are detained from appearing in exams if the attendance is below the required percentage?                                    | NC  |  |  |  |  |
| LSF-20 | LESSON PLAN                             | Lesson Plan has been developed by the teachers.   | SNC |  |  |  |  |
| LSF-21 | LESSON PLAN                             | Lesson Plans is available with teachers in class rooms.   | Obs |  |  |  |  |
| LSF-22 | LESSON PLAN                             | Monthly verification of the lesson plan by Principal/HOD/CI.  | NC  |  |  |  |  |
| LSF-23 | ASSIGNMENT                              | Assignment work is given to the students.   | NC  |  |  |  |  |
| LSF-24 | ASSIGNMENT                              | Teacher has a ready record about class assignments.   | NC  |  |  |  |  |
| LSF-25 | FEEDBACK                                | Reports of students lacking interest in class activity are comunicated to their parents.  | NC  |  |  |  |  |
| LSF-26 | MID TERM TEST (MTT)                     | Mid term test is conducted after completion of 50% course as per Academic Calendar.   | SNC |  |  |  |  |
| LSF-27 | MID TERM TEST (MTT)                     | Results record are maintained by institute.   | NC  |  |  |  |  |
| LSF-28 | MID TERM TEST (MTT)                     | Progress report of mid term test are sent to the parents of the students.   | NC  |  |  |  |  |
| LSF-29 | TEST ANALYSIS AND ACTION                | Monthly tests/Quizzes/spot testing are conducted by each teacher.   | NC  |  |  |  |  |
| LSF-30 | TEST ANALYSIS AND ACTION                | Record of test results are available with teacher/HOD/CI.   | NC  |  |  |  |  |
| LSF-31 | SEND UP TEST (SUT)                      | Do the send up tests are conducted as per Academic Calendar?  | SNC |  |  |  |  |
| LSF-32 | SEND UP TEST (SUT)                      | Send up test record are maintained.   | NC  |  |  |  |  |
| LSF-33 | PRACTICALS                              | Practicals are conducted by each relevant teacher as required in curriculum.  | SNC |  |  |  |  |
| LSF-34 | PRACTICALS                              | Record of practicals is available with respective teacher.  | NC  |  |  |  |  |
| LSF-35 | PRACTICALS                              | Does the Principal / HOI/CI verify the record of practicals to ensure their timely completion as per Curriculum?                    | NC  |  |  |  |  |
| LSF-36 | IMAGE BUILDING                          | Well laid out labs with clean, painted equipment, and major machinery marked by display cards etc.                                  | Obs |  |  |  |  |
| LSF-37 | LABORATORY/WORKSHOP EQUIPMENT/MACHINERY | Daily check (before / after use by a class).  | NC  |  |  |  |  |
| LSF-38 | LABORATORY/WORKSHOP EQUIPMENT/MACHINERY | Monthly check (by maintenance / repair personnel).  | NC  |  |  |  |  |
| LSF-39 | LABORATORY/WORKSHOP EQUIPMENT/MACHINERY | Six monthly check (by charge holder and maintenance personnel).   | NC  |  |  |  |  |
| LSF-40 | LABORATORY/WORKSHOP EQUIPMENT/MACHINERY | Yearly check (complete stock taking / condition as to service ability and replacement / repair).                                    | NC  |  |  |  |  |
| LSF-41 | LABORATORY/WORKSHOP EQUIPMENT/MACHINERY | Does the calibration of measuring and monitoring equipment carried out at least in 3 years.   | NC  |  |  |  |  |
| LSF-42 | PRE-EXAMS REVISIONS                     | Teacher designs a comprehensive PERP of his/her subject in consultation with HOI for incorporation before the start of annual exam. | NC  |  |  |  |  |

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| LSF-43 | PRE-EXAMS REVISIONS       | Important questions on the basis of previous question papers are got solved by the students in the class. | NC  |  |  |  |  |
| LSF-44 | PRE-EXAMS REVISIONS       | Record of 4 years questions papers is maintained by HOI/CI/Library.                                       | SNC |  |  |  |  |
| LSF-45 | ANALYSIS OF FINAL RESULTS | Statement is prepared by the HOI showing technology / trade wise result on prescribed Performa.           | NC  |  |  |  |  |
| LSF-46 | PLACEMENT                 | Availability of Placement Officer.  | NC  |  |  |  |  |
| LSF-47 | PLACEMENT                 | List of industries for placement.   | Obs |  |  |  |  |
| LSF-48 | PLACEMENT                 | Availability of record of student data.   | Obs |  |  |  |  |
| LSF-49 | PLACEMENT                 | Availability of record of industries related data.  | Obs |  |  |  |  |
| LSF-50 | PLACEMENT                 | Availability of record of placement of pass out.  | Obs |  |  |  |  |
| LSF-51 | PLACEMENT                 | Industrial / Study tour for students are conducted.   | NC  |  |  |  |  |
| LSF-52 | OTHER ACTIVITIES          | Schedule/Plan of extra curricular activities.   | Obs |  |  |  |  |
| LSF-53 | OTHER ACTIVITIES          | Sports activities are carried out in the institute.   | NC  |  |  |  |  |
| LSF-54 | OTHER ACTIVITIES          | Debates and speech contests are arranged minimum thrice per year.   | NC  |  |  |  |  |
| LSF-55 | PRIZES & AWARDS           | Institute holds annual prize awarding ceremony.   | NC  |  |  |  |  |
| LSF-56 | PRIZES & AWARDS           | Name of the position holders are displayed on notice board.   | Obs |  |  |  |  |
| LSF-57 | PRIZES & AWARDS           | 1st position in each class.   | SNC |  |  |  |  |
| LSF-58 | PRIZES & AWARDS           | 1st position in Qirat / Naat, debates / quiz contest.   | NC  |  |  |  |  |
| LSF-59 | PRIZES & AWARDS           | 1st position in any sports event.   | NC  |  |  |  |  |
| LSF-60 | PRIZES & AWARDS           | Position holder of any activity in district / inter / zonal and provincial competition.                   | NC  |  |  |  |  |
| LSF-61 | PRIZES & AWARDS           | Best overall performance in a course.   | NC  |  |  |  |  |
| LSF-62 | PRIZES & AWARDS           | Best all round student of the year.   | NC  |  |  |  |  |
| LSF-63 | PRIZES & AWARDS           | Best teacher of the year.   | NC  |  |  |  |  |
| LSF-64 | PRIZES & AWARDS           | Prizes are awarded to students performing well in sports.   | NC  |  |  |  |  |

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**Summary of Observations & Recommendations**

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