

INSTRUCTIONS TO THE INSPECTORS APPOINTED FOR THE INSPECTION OF VARIOUS COLLEGES w.e.f. THE SESSION 2015-16

1. Confidentiality should be maintained.
2. The inspectors will not accept any transportation, hospitality and any gift in any form from the College authorities. Please note that if at any stage they are found to be accepted, the inspection report sent by the inspectors would be treated as cancelled and invalid.
3. The inspectors will give only factual information and specify the standard requirement in terms of number/facilities available. Kindly avoid using terms like adequate, satisfactory, as per regulations, up to mark etc. Please ensure that at no point of time, any assurance or recommendations is made as an inspector during inspection.
4. If the inspectors want to give special comments or remarks, it should be given in a separate sheet and not in the inspection report.
5. Thorough verification of all the facilities, teaching staff and infrastructure, course wise, as per the norms laid down by the concerned Central Council is required.
6. Thorough verification of the clinical training, arranged by the College, for the students, course wise is required (The name of the hospital, number of beds, facilities available, distance from the College and the letter of permission is required, as the supporting document).
7. The inspectors will conduct a meeting with the students studying in various classes, in the absence of any College authority and furnish findings in the prescribed proforma.
8. Head count of the faculty present at the time of inspection will be made by the inspection committee.
9. The inspectors shall ensure that the College is charging the fee strictly as per the rules laid down by the Govt. of Punjab/University.
10. The inspectors shall ensure that the College is implementing the post Matric Scholarship schemes in toto.
11. The Inspectors shall obtain a certificate from the Principal of the College certifying that there is no case of ragging in the College.
12. The inspectors will submit the Teacher Particular Proforma duly supported by various documents, separately for every faculty member. The inspectors will also give the remarks regarding the eligibility/non eligibility of teachers.
13. After the inspection, the inspectors will submit the inspection report within 48 hours. Each column will be completely filled by the inspectors neatly by hand/computer printing in detail. Each page of the inspection proforma will be certified by putting full signatures and date. All the annexures to inspection report will be duly certified by the inspectors.
14. In the case of Nursing Colleges, the inspectors will verify the Faculty Position for all the nursing courses running in the building of nursing college i.e. ANM, GNM, B.Sc (N), Post Basic B.Sc (N) and M.Sc (N) courses.
15. The inspectors shall be responsible for any false information found at any stage.

16. TA/DA and Honorarium to the inspection committee is to be given by the University. The inspectors will not accept TA/DA from the College. No TA/DA will be paid if the inspection proforma is incomplete.

Documents to be collected by the inspectors

1. Duly filled in Inspection Proforma for verification.
2. Duly filled in Teachers Particular Proformas
3. All the supporting annexures
4. Fee/Fund, if intimated by the University
5. A certificate from the Principal, certifying that the various hospitals attached with the College for the clinical training of the students are within 30 kms area from the College (*).
6. An undertaking in the form of an affidavit that the College will never admit non-attending students in various nursing courses and if at any stage, the University finds non attending students, the University is at liberty to take suitable action against the College and the candidates (*).
7. Attendance record of the students going to various hospitals for the clinical training, duly signed by the Medical Suptd.of the concerned hospitals and the Principal of the College (*).

(* particularly for Nursing Colleges)