SP/102--13-6-1997--4pp--5,000.

DISTRICT :
Institute:
Code No. :

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

INSPECTION REPORT

1. Name and designation of the Inspecting Officer :

2. Name of the Institute :

3. Name of the Principal of the institute and his/her qualifications with year of passing. :

   (i) General :

   (ii) Technical :

4. Whether the prescribed fee for recognition is paid in time ? If so, please furnish the Challan No. and date. :

5. (i) Whether applied for renewal or fresh recognition ? :

   (ii) If applied for renewal, please furnish the following:- :

   (a) Whether the original recognition was granted in favour of the present Principal ? (to be verified from office records). :

   (b) Whether the Institute is shifted from its old premises ? If so, has the management informed the fact to the Department. :

   (c) Subjects in which the recognition was accorded last time. :

   (d) Adverse remarks, if any, of the last Inspecting Officer. :

I. 1. Date and time of Inspection :

2. Staff members available at the time of inspection (furnish details). :

3. No. of students on the rolls of the Institute (as per Attendance Register) :

4. No. of students present at the time of inspection. (furnish particulars of two students.) :

5. Whether the rate of monthly tuition fee/exam. fee collected by the Institute is on par with fee collected in other sister institutes in that area ? :

6. Whether sufficient number of key board exercise charts, Speed Books, Manuscripts question papers and model papers are available in the Institute ? :

7. Whether the following records are maintained ? :

   (a) Admission register :

   (b) Attendance register of students :

   (c) Attendance register for staff :

   (d) Students fee receipt book with counterfoils :

   (e) Staff Acquittance register :

   (f) Stock register for equipment, furniture, etc. :

   (g) Whether the papers typed by the students are corrected with dated initials by the Principal/ Instructor ? :

   (h) Internal assessment (weekly tests register) :

   (i) Register of candidates for Technical Examinations :

   (j) Schedules of Examinations (Batch-wise list of candidates sponsored for the Exam.) :

8. Whether the following charts are exhibited ? :

   (a) Photoframe containing original recognition order :

   (b) Working hours of the Institution and weekly holiday. :

   (c) Hourly chart of students with Machine No. :

   (d) Key board diagrams (English/ Telugu/Hindi) :

9. (a) Does the Institute impart coaching in shorthand ? :

(b) If so, whether separate accommodation is provided ? :

(c) Whether the Instructor imparting Shorthand is qualified, if so, Lower or Higher :

(d) Whether books/magazines/S.H. Dictionary is available for the benefit of students ? :

(e) Whether Black-Board facility is available ? :

(f) Whether stop-watch is available ? :

10. General condition about building and its location :

11. Remarks on furniture :

12. Whether the Institute is used for any other purpose ? If so, is it obstructing the running of the Institute ? :

13. (a) Condition of the Typewriters:-:

(b) Number of T/Ws. available :-	English	Telugu	Hindi	Total
(i) For Beginners :				
(ii) For Speed Typing :				
(iii) Out of order :				

14. Whether the Institute is providing notes on Mechanism of Typewriter and Duplicator to the Higher Grade students. :

15. Whether the Institute is having Wall-Clock ? :

16. Particulars of the teaching staff :

Sl. No.	Name	Designation	Qualifications		Salary P.M.
			General	Technical	

17. Whether the Institute's Batch list sent to the Board is tallying with the Attendance/Admission Register :

18. Result of the last Board Examination :

je.t Code	No. appeared	No. passed

19. Subject in which recognition is sought. :

20. Whether qualified Instructors are available in the subject in which recognition is sought ? :

21. Whether any progress is shown after last inspection ? :

22. In case of fresh recognition, please furnish :- :

(a) Is there any recognised Institute existing within one furlong ? If so, furnish the name and other particulars of the Institute. :

(b) Whether the management of the above Institute has any objection for opening of the new Institute in that area ? (A NOC has to be obtained, if the Management has no objection). :

23. General Remarks : :

24. Specific recommendations of the Inspecting Officer (whether recommended or not - if recommended, mention the subjects and grades. :

Signature of the Inspecting Officer.