

PUNJABI UNIVERSITY, PATIALA

INSPECTION PROFORMA FOR PHYSICAL EDUCATION COURSES

PROFORMA FOR INSPECTION REPORT OF THE COLLEGE FOR TEMPORARY EXTENSION OF AFFILIATION/PERMANENT AFFILIATION IN **B.P.Ed.(Two years course) /B.P.E.S.(Three years course) /M.P.Ed. (Two year course) Diploma In Yoga(One Year) COURSES.**

Important instructions for the Chairman/Inspectors of the Inspection Committee/s and the Principal of the concerned college.

1. All the columns in all the pages of the Proforma must be filled in by the Inspection Committee.
2. It is mandatory for all the Inspection Committees for temporary extension of affiliation to submit the report on this Proforma.
3. The Inspection Committee/s is/are required to procure complete information from the Principal/Management of the College, who in turn are, required to provide the columnised information to the Chairman of the Inspection Committee with all the supporting documents- duly certified for the information to be provided in the proforma)
 - a. Name of the College: _____
 - b. Phone No. _____ (O) E-Mail ID: _____
 - c. Web-site: _____
 - d. **Whether the college is accredited by NAAC? If yes, please attach the certified copy of NAAC Certificate** Yes/No
 - e. **Date of Inspection** _____.
 - f. **Member of the Inspection Committee, who visited the College:**
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

PART -I

Sr. No.	Name of the course(as per NCTE) run by the College	Sanctioned strength with no. of units at present	Admitted students	Proposed no. of units with no. of students as
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				per revised NCTE Norms- 2014
1.	B.P.Ed.			
2.	B.P.E.S			
3.	M.P.Ed.			
4.	Diploma in Yoga			

1.	Status of the College	Whether PERMANENT or TEMPORARY affiliated	
2.	Status of the courses run by the College	Name of the course	Permanent or Temporary
3.	Establishment year of the College		
4.	Course/s for which temporary extension of affiliation/permanent affiliation is sought		
5.	Academic year from which temporary extension of affiliation is sought:		
6.	No. of students proposed to be admitted:		
7.	Name and Addresses of the Colleges in town/neighborhood towns where subject/s and level for which temporary extension of affiliation is being sought, is already being taught:		

BUILDING

(i)	Total number of class room:	
(ii)	Class room/s required to accommodate students of new subject/class:	
(iii)	Whether the College has additional room/s?	
(iv)	Whether adequate and suitable furniture is available for additional students?	

LIBRARY

(i)	Is the library open access or restricted access?	Open / Restricted
(ii)	Is the library catalogued , issue/return computerized?	Yes/No
(iii)	Is the library staff as per University/ NCTE Norms	Yes /No
(iv)	Books available on the subject for which temporary extension of affiliation is being sought (list of books with full particulars, i.e. name of Author, Title, Name of Publisher, year of	

	Publication, etc. is to be supplied).	
(v)	Amount already spent on the books :	
(vi)	Additional amount the College is required to spend for purchase of more books on the subject:	
(vii)	Amount of books purchased in Last Academic Year	
(viii)	Amount proposed to be spent by the College:	

STAFF

A. Teaching Staff :		
(i)	Does the college possess adequate staff consistent with its enrolment? If it is a co-educational institution, is there one lady teacher for every 50 women students?	
(ii)	(a) Total number of Asst. Professors.	
	(b) Are the members of the Teaching Staff being paid their salaries according to the revised U.G.C. grades?	
(iii)	Number of students on the rolls. (Class-wise).	
(v)	Teacher-pupil ratio, if below the standard 1:16 in case of Training Colleges and 1:20 in case of other colleges. What steps does the college propose to take to appoint more teachers?	
(vi)	Is the staff stable and permanent? Attach a list of changes in the staff made during the last three years? (List of members of the present staff with their qualifications, division to be indicated in each examination, grade and salaries may be attached). It should be subject-wise.	
(vii)	Are the members of the staff assigned teaching periods per week, as per University rules/NCTE ?	
(viii)	At what rate is the Dearness allowance being paid to staff?	
(ix)	Names of Asst. Professors, who do not reside at the college station?	

SCALE OF PAY

Whether the College is paying salaries to the teaching/ academic staff of the institution (including part-time staff) in scale of pay as per UGC/University norms (revised from time to time), through account payee cheque/as per advice into the bank account of employee specially opened for the purpose duly reflected in the bank statement of employee. **(If yes, attach certified copies of the both the said cheque/advice and the bank statement)**

Service and Conduct Rules for teachers

(i)	Are the services and conduct rules for teachers of non-Govt. colleges enforced, properly?	Yes/No
(ii)	Have the teachers filled in the agreement forms as prescribed by the	Yes/No

	University?	
(iii)	How many Asst. Professors were confirmed after one year's probation period ?	
(iv)	In how many cases was the probation period extended?	
(v)	In how many cases, the services were terminated?	
(vi)	How many teachers left of their own accord?	
N.B.—The information should be year-wise for the last five years from item No. (iii) to (iv). A separate sheet may be used for this purpose.		
(vii)	The number of Asst. Professors whose termination of services had been challenged by the concerned teachers?	
(viii)	Whether the Provident Fund is being credited to the accounts of the employees as per University Regulations? What is the rate of Provident Fund subscription?	
(ix)	Does the college have Provident Fund scheme for the entire staff?	
(x)	Is the Provident Fund Account separate for each employee?	
(xi)	Whether annual increments are being given to the members of the staff who are eligible for the same?	

Non-teaching Staff :		
1.	Whether the College has appointed (i) Ministerial Staff, (ii) Laboratory Technician and Library staff and (iii) Peons, Daftries, Chowkidars, Attendants, etc.	Yes / No
2.	Whether the College has appointed (i) Ministerial Staff, (ii) Laboratory Technician and Library staff and (iii) Peons, Daftries, Chowkidars, Attendants, etc.	Yes / No

If yes, give the splinting(Appendix Attached)									
<i>Clerk/Typist</i>	<i>Steno Typist</i>	<i>Lab. Tech</i>	<i>Office supdt</i>	<i>Head Clerk/Accountant</i>	<i>Librarian</i>	<i>Assistant Librarians.</i>	<i>Restorer.</i>	<i>Peon, Chokidar, Daftri</i>	<i>Mali and cleaner etc.</i>
3.	How many employees were confirmed after one year's probation period?								Yes / No
4.	Whether the College is paying salaries to all the non-teaching staff as per UGC/Punjab Govt. norms?								
5.	In how many cases was the probation period extended?								
6.	In how many cases, the services were terminated? Nature of penalty be mentioned?								
7.	How many non-teaching employees left of their own accord?								
8.	Whether the Provident Fund is being credited to the accounts of the employees as per University Regulations? What is the rate of Provident Fund subscription?								
9.	Whether annual increments are being given to the members of the staff who are eligible for the same?								Yes / No

10.	Does the College pay salaries to the staff regularly per month?	Yes/No
11.	Does the College maintain the service books of non-teaching employees?	Yes/No
12.	Does the College maintain the annual confidential report in respect of the non-teaching employees?	Yes /No
13.	Whether the leaves to Non-teaching staff is being granted as per Punjab Govt norms?	Yes/No

FINANCIAL RESOURCES

To meet the recurring and non-recurring expenditure on the proposed expansion:

- (i) Year –wise proposed income from all resources:
- (ii) Year –wise expected expenditure to meet requirements of (Building, Furniture, Equipment and on payment of salaries to the additional staff :
- (iii) How does the College propose to meet the deficit?

INFORMATION ON THE WEBSITE

1	Sanctioned programmes along with annual intake in the institution	Yes/No
2	Name of faculty and staff in full as mentioned in school certificate along with the qualification, scale of pay and photograph	Yes/No
3	Name of faculty members who left or joined during the last quarter	Yes/No
4	Names of faculty members during the current session along with qualification, percentage of marks in the qualifying examination and in the entrance test if any, date of admission	Yes/No
5	Fee charged from students	Yes/No
6	Available infrastructure facilities	Yes/No
7	Facilities added during the last quarter	Yes/No
8	Number of books in the library, referred journals subscribed to, and additions, if any, in the last quarter	Yes/No
9	The institution after appointing the requisite faculty or staff as per the provisions of norms and standards of respective programmes and after fulfilling the conditions under regulation and shall formally inform about such appointments to the Regional (committee concerned)	Yes/No

MISCELLANEOUS:-

Are there some enquiries/complaints pending against the College:

Have the College implemented various decisions/instructions given by the University?

PART-II

For Bachelor of Physical Education & Sports (B.P.E.S) course(Three years)- (50 SEATS)

1. STAFF

(I) ACADEMIC FACULTY		
1.	Whether the College has appointed ONE REGULAR PRINCIPAL as per NCTE/UGC /PBI Uni norms.(if yes, attach the photocopy of the University approval letter.	Yes / No
2.	Whether the College has appointed 12 full time Lecturer/ Asst. Professor as per NCTE/UGC /PBI Uni norms.(if yes, attach the photocopy of the University approval letter.	Yes / No
3.	Whether the College has appointed one Librarian. (If yes, attach the photocopy of approval letter).	Yes / No
4.	Whether the College has appointed Physiotherapist as per NCTE/UGC /PBI Uni norms.	Yes / No
5.	Whether the college has appointed four specialist part time faculty (sports experts)	Yes / No
6.	Whether the college has appointed one part time Dietician/ Nutrition Expert.	Yes / No
7.	Whether the college has appointed one part time ICT Instructor.	Yes / No
Note:- For additional intake which will be in multiples of fifty students, the number of full time faculty shall be increased by six per additional unit.		
(II) TECHNICAL STAFF AND SUPPORTING STAFF:		
1.	Whether the College has appointed two full time ground staff (with the knowledge of marking grounds and maintaining sports fields) ?	Yes / No
2.	Whether the College has appointed One part- time Technical Assistant?	Yes / No
3.	Whether the College has appointed One full time Office Assistant (with knowledge of working with computers and accounting software)?	Yes / No
4.	Whether the College has appointed One full time store-keeper (with knowledge of handling stores)?	Yes / No
5.	Whether the College has appointed Two full time Helpers/Attendant?	Yes / No
Terms and conditions of Service:	The terms and conditions of service of teaching and non teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the state Government/Affiliating Body.	
2. INFRASTRUCTURE		
Whether the institution proposing to offer B.P.E.S for one basic unit, possessed five acres of exclusive well demarcated land (either on owner ship basis or on lease/from Govt. and building constructed thereupon, with proper fencing which shall provide enough space for institutional building for future expansion and open space for organizing games and sports build up area consisting of class rooms etc. shall not be less than 1200 sqm(one thousand two hundred meter). This may be ensured even in Hilly Regions where hat total land may be of less		Yes/No

than the required five acres. Built up area for running other courses in combination with B.P.E.S programme shall be as under:

- | | | |
|-------|----------------------------|------------|
| (i) | Only B.P.E.S | -1400 Sqm. |
| (ii) | B.P.E.S plus B.P.Ed. | -2900 Sqm. |
| (iii) | B.P.E.S, B.P.Ed. & M.P.Ed. | -4100 Sqm. |

Note: additional intake of one unit for B.P.E.S will require additional built up area of 500 sqm.

3. FACILITIES (whether institute have the following facilities)

(a)	Three Classrooms for per unit of intake	Yes/No
(b)	Multipurpose Hall with seating capacity of 200	Yes/No
(c)	One multipurpose Laboratory,	Yes/No
(d)	Seminar / Tutorial Rooms,	Yes/No
(e)	Separate room for Principal	Yes/No
(f)	Staff room for faculty members	Yes/No
(g)	Office for the administrative staff	Yes/No
(h)	A store	Yes/No

NOTE:- For every instructional room like classrooms , laboratory, Library etc. space shall not be less than 10 sq.ft. per students. Multipurpose hall shall have the capacity of sitting capacity for two hundred persons having a total area of 2000 Sq.Ft.

(i)	A multi-purpose field for outdoor sports, with at least two hundred meter track and a hall for gymnastic and indoor games and sports	Yes/No
(j)	All the parts of the building is safeguarded against fire hazard	Yes/No

NOTE:- The Institutional Campus, building , furniture etc should be disabled friendly.

(k)	Separate hostel for boys and girls are provided(if necessary)	Yes/No
(l)	Some residential quarters for faculty(if necessary)	Yes/No
4.	Whether the college has Library equipped with minimum 2000 titles and reference books related to the prescribed courses of study, educational encyclopaedias, Yearbooks , electronic publication (CD-ROMs) and atleast five journals on physical education and related subjects. The library shall have photocopying facility and computer with internet facility for the use of faculty and students Teacher	Yes/No

5. Laboratories

(a). Whether the College has Education Technology Laboratory having following Equipments:-

(i)	Hardware for projection ad duplication and educational software required for imparting ICT literacy.	Yes / No
(ii)	Public Address System	Yes / No
(iii)	Television	Yes / No
(iv)	LCD Projector	Yes / No
(v)	Three Display Boards	Yes / No
(vi)	Movie camera in the minimum of ten with internet connectivity	Yes / No
(vii)	Music System	Yes / No
(viii)	Two Computer System with Printers	Yes / No
(ix)	Photocopying Machine	Yes / No
(x)	Gos/DVDs/Rom-Twenty for various sports/Games/Skill Teaching	Yes / No
(xi)	Smart Boards	Yes / No

(b). Whether the College has Anatomy, Physiology and Health Education Laboratory having following Equipments

I	One Articulated Human Skeleton and Two Disarticulated Human Skeletons	Yes / No
II	One Electronic / Digital/ Lever Based weighing Machine	Yes / No
III	One set of Anthropometric Kit	Yes / No
IV	One Stadiometer	Yes / No
V	Ten Growth Chart and Body System Chart	Yes / No
VI	Two Weight and Height Tables	Yes / No

VII	Two Skinfold Calipers	Yes / No
VIII	Two Measuring Tapes(Steel)	Yes / No
IX	One Peak Flow Meter	Yes / No
X	Two Dynamometer Grips	Yes / No
XI	Two Flexometer(Sit and Reach Apparatus)	Yes / No
XII	Two B.P. Apparatus(Sphygmomanometer, Stehoscopes & Stop Watch)	Yes / No

1. (a) Whether the College has Sports and Field Equipments(in the following Categories)

ATHLETICS		
(i)	Measuring Tape(steel)- 15 m., 30m., 50m., 100 m.	Yes / No
(ii)	One wire for marking the track(fifty meter),	Yes / No
(iii)	Four stop watches,	Yes / No
(iv)	One starting clapper	Yes / No
(v)	Two stands for judges at finish	Yes / No
(vi)	Six flags poles six starting blocks,	Yes / No
(vii)	Two stop board	Yes / No
(viii)	Two take off boards,	Yes / No
(ix)	Twenty hurdles,	Yes / No
(x)	One pair of jump stand,	Yes / No
(xi)	Six high jump cross bars,	Yes / No
(xii)	Shot put for men and women (two each)	Yes / No
(xiii)	Discus for men and women(two each),	Yes / No
(xiv)	Hammer for men & women(Two each)	Yes / No
(xv)	Javelin for men & women(six each),	Yes / No
(xvi)	Two vaulting boxes for jumping	Yes / No
(xvii)	Six Relay Batons	Yes / No

(xviii)	Mattress,	Yes / No
(xix)	Weight Training Set(Mats)	Yes / No
(xx)	Landing for High Jumping	Yes / No
(b) Whether the college has equipments (Sports and Games wise) as mentioned against each as under :-		
Sr. No.	Game	Equipment required
(i)	Badminton	Posts, Nets, Racket, Shuttle Cocks
(ii)	Basketball	Stand and Board, Net, Balls
(iii)	Cricket	Batting Gloves, Abdominal Guard, Helmet, Wicket Keeping Gloves, Wicket Keepers Leg Guard, Stumps, Bails, Balls, Tennis Balls
(iv)	Football	Goal Post, Net, Balls(Mini Size 4 numbers) posts with Flags
(v)	Gymnastics	Vaulting Table/Horse(Men & Women), Parallel Bar(Men) Horizontal Bar(Men), Balance Beam(Adjustable), Balance Beam(Adjustable), Gymnastic Mattresses.
(vi)	Handball	Goal Posts, Nets, Balls; Hockey-Goal posts, net, balls, Sticks, Goal keeping kit
(vii)	Kho-Kho	Poles
(viii)	Lawn Tennis	Posts, nets, balls, Rackets
(ix)	Table Tennis	Table, Rackets, Balls
(x)	Volleyball	Posts, Nets, Balls Antenna
(xi)	Weight Training	Rods, Weight Plates 2.5 Kg, 5 Kg, 10 Kg, 15 Kg, 20 Kg, Collars, Benches, Weight Stand, Wight Belts and Weight Jackets; one multi-gym or Separate station wise(at least ten-station)
(xii)	Judo/ Taekwondo/ Wrestling	Mats.
(C)	Whether the college has equipments such as Lezioms; Dumbbells; Flags; Hoops, Wands; Balls Umbrellas; Skipping ropes, Music System; Music-CDs/Cassettes; Material Like Scarf Drill, Ribbon, Placard etc. for mass display activities; demonstrations/display Equipment for martial arts, for indigenous activities/ Mass Demonstration.	
2. Whether the college has suitable and instruments for cultural activities		Yes / No
3. Whether the college has other equipments required for major games, minor games, recreational games, relays, combative games and yoga.		Yes / No

PART-III

For B.P.Ed. Course (Two years)- (for 100 SEATS, 1 UNIT)

1. STAFF

(I) ACADEMIC FACULTY

1.	Whether the College has appointed ONE REGULAR PRINCIPAL as per NCTE/UGC /PU norms.(if yes, attach the photocopy of the University approval letter.	Yes / No
2.	Whether the College has appointed Two full time Associate Professor as per NCTE/UGC /PU norms. (if yes, attach the photocopy of the University approval letter.	Yes / No
3.	Whether the College has appointed six full time Lecturer/ Asst. Professor as per NCTE/UGC /PU norms.(if yes, attach the photocopy of the University approval letter.	Yes / No
3.	Whether the College has appointed three Asst. Professor on part-time(if needed)	Yes / No
4.	Whether the College has three part-time Sports Trainer	Yes / No
5.	Whether the college has appointed one part time yoga Trainer	Yes / No
6.	Whether the college has appointed one part time Dietician.	Yes / No
7.	Whether the college has appointed one part time ICT Instructor.	Yes / No

Note:- (i) For **additional intake** of one hundred students, the number of full time teacher educators shall be increased by eight Asst. Professors/Asst. Professors in Physical Education.

(ii) Appointment of teachers in Physical Education Shall be such as to ensure the availability of expertise for teaching all course/ subjects and activities related to physical education.

(II)	TECHNICAL STAFF AND SUPPORTING STAFF:	
1	Whether the college has appointed one Librarian?	Yes / No
2	Whether the college has appointed one physiotherapist?	Yes/No
3.	Whether the College has appointed two full time Grounds-men/marker/Helpers?	Yes / No
4.	Whether the College has appointed One part- time Music Teacher/Band Master?	Yes / No
5.	Whether the College has appointed One Part-Time ICT Instructor?	Yes / No
6.	Whether the college has appointed one part-time Technical Asst. ?	Yes / No

7.	Whether the College has appointed One full time Accounts Asst. ?	Yes / No
8.	Whether the College has appointed one full time Office Asst. ?	Yes / No
9.	Whether the College has appointed one full time Store-Keeper?	Yes / No
10	Whether the college has appointed two full time Helpers/Attendants?	Yes / No

NOTE:- In case of composite institution, the Principal and academic, administrative and technical staff can be shared across programmes. There shall be one Principal and others may be termed as HODs.

Terms and conditions of Service: The terms and conditions of service of teaching and non teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the state Government/Affiliating Body.

2. INFRASTRUCTURE

(i) Whether the institution has provision for two classrooms, one multipurpose hall, one seminar room/ten tutorial specialization classrooms, separate rooms for the Principal, Faculty members, medical facility, office for the administrative staff and a store. For every instructional room like class room, Laboratories and libraries etc. spaces shall not be less than 10 Sq.Ft(Ten Square feet) per students. Multipurpose Hall shall have the seating capacity for at least two hundred persons with total built up area inclusive of dias as 2000 Sq.mts(Two Thousand Square meters).**(The Institute must have at least 5-8 acres** of land with proper fencing which shall provide enough space for institutional building and for future expansion and open space for organizing games and sports. Build up area consisting of classroom etc, shall not be less than 1500 Sq. Mtr. For addition unit, the built up area is to be increased by 3000 Sq.Ft. the maximum intake capacity of an institution shall remain three hundred students taking all physical education courses together. Physical Education courses are not to be run with other teacher Education courses. Five to eight acres of land is sufficient for all physical education courses upto an intake capacity of three hundred students. Labs, Gym , Library , Sports facilities can be shared with other Physical education courses being run in same campus.

Yes/No

(ii) Built-up Area for running other course in combination with B.P.Ed. Programme shall be as under;

- | | | |
|-----|---------------------------------|------------|
| (a) | Only B.P.Ed. | -1500 Sqm. |
| (b) | B.P.Ed. plus M.P.Ed. | -2700 Sqm. |
| (c) | B.P.Ed. plus D.P.Ed., & M.P.Ed. | -3900 Sqm. |

Yes/No

Note: Additional intake of one unit of B.P.Ed. will require additional built up area of 500 sqm.(five hundred square meters)

(iii)	Whether the college has a multipurpose play field for outdoor sports, a 400 meter athletic Track (may be 200 meter in metro cities), gymnasium and a hall for indoor games and sports.	Yes/No
(iv)	Whether the institution campus, building, furniture etc. is disabled friendly.	Yes/No
(v)	Whether the safeguard against fire Hazard has been provided in all parts of the building	Yes/No
(vi)	Whether the college has constructed separate hostels for boys and Girls for outstation students.	Yes/No

3. FACILITIES

(a)	whether institute has easy access to sufficient number (five to ten) of recognized secondary schools in the nearby area, for field work and practice teaching related activities of the student-teacher. An undertaking in the prescribed format be obtained from institute. It is desirable that the institution has an attached school under its own control.	Yes/No
(b)	whether institute has Library -cum reading room, equipped with minimum two thousand titles and reference books related to the prescribed course of study, educational encyclopaedias year-books, electronic publications(CD ROMS) and minimum five referred journals on physical education and related subject. The library shall have photocopying facility and computer with internet facility for the use of faculty and students-teachers.	Yes/No
(c)	whether institute has equipments and facilities for indoor sports , outdoor sports and Physical activities; sports medicine laboratory; education technology laboratory; anatomy, physiology and health education laboratory; human performance laboratory; physiotherapy, athletic care and rehabilitation laboratory, sports psychology laboratory; as well as for physical activities including athletics, sports and games, mass display drills ets. As prescribed by the University	Yes/No
(d)	whether institute has Educational Technology Laboratory equipped with Digital Camera, Plasma/LED/LCD T.V. , DVD Recorder and player, Smart Board, Photocopier Machine , CDs/DVDs/ROM for various sports/games/skills Teaching , Media Projector, video camera(Handy cam Digital), Desktops(TFT)-20, color Printer, Scanner, Public Address System, portable display boards)4 feet x 7 feet), computer laboratory with 15 desktop(TFT) and internet, intranet facilities with lib-net services, music system, CCTV.	Yes/No

4. **Laboratories:** The institution shall have the following equipments and facilities various laboratories.

(a) **Whether the institute has Anatomy, Physiology and Health Education Laboratory with following equipments:**

(i)	One Hemoglobin Meter	Yes / No
(ii)	Two Respirometer(wet)	Yes / No
(iii)	One Human Skeleton	Yes / No
(iv)	Human Body System Charts displaying all systems(at least one separate chart for each body system)	Yes / No
(v)	At least ten human body organ system models	Yes / No
(vi)	Food nutrient Charts	Yes / No
(vii)	Communicable and Non-Communicable Diseases chart	Yes / No
(viii)	Road Safety Devices Charts	Yes / No
(ix)	First Aid Box(Primary and Advance)	Yes / No
(x)	Height and Weight Charts	Yes / No

(b) Whether the College has Human Performance Laboratory with following Equipments:-

I	Peak Flow Meters,	Yes / No
II	Dry Spiro Meters	Yes / No
III	Heart Rate Monitors	Yes / No
IV	Stop Watches(Electronic Measuring time upto 1/100 th of a second)	Yes / No
V	Grip Dynamometers	Yes / No
VI	Back and Leg Dynamometers	Yes / No
VII	Goniometer,	Yes / No
VIII	Anthrop meters	Yes / No
IX	Sliding Calipers	Yes / No
X	Skin Calipers	Yes / No

XI	Steel Tapes	Yes / No
XII	B.P. Apparatuses(Sphygmomanometers and Stethoscope)	Yes / No
XIII	Harvard Step Test Benches	Yes / No
XIV	Wall Thermometer and Barometer	Yes / No
XV	Metronome	Yes / No
XVI	Flexometer(to measure Flexibility)	Yes / No
XVII	Finger Dexterity Test	Yes / No
XVIII	Reaction Time Apparatus(Visual and Audio)	Yes / No
XIX	Foot and Hand Reaction Time Apparatus(Visual and Audio)	Yes / No
XX	Vibrators	Yes / No

(c) Whether the Institute has Physiotherapy, Athletic Care and Rehabilitation Laboratory with following Equipments:-

(i)	Infra red Lamp	Yes / No
(ii)	Diagnostic Table	Yes / No
(iii)	Sterilizing Unit	Yes / No
(iv)	First Aid Box(Primary and Advanced)	Yes / No
(v)	B.P. Apparatus(Sphygmomanometer and Stethoscope)	Yes / No
(vi)	Thermometer(Clinical)	Yes / No
(vii)	Ultra Sound Therapy Unit	Yes / No
(viii)	Wheel Chair	Yes / No
(ix)	Vision Chart	Yes / No
(x)	Clutches	Yes / No
(xi)	Weighing Machine	Yes / No
(xii)	Ice Box	Yes / No
(xiii)	Stretcher	Yes / No
(xiv)	Wax Bath Therapy	Yes / No
(xv)	IFT(Short wave Diathermy)	Yes / No
(xvi)	Hot Packs	Yes / No

(xvii)	Ice Packs	Yes / No
(xviii)	Massage Tables	Yes / No
(xix)	Refrigerator	Yes / No

8. Whether the Institute has following Sports and Field Equipments:-

(a) Athletics:-

(i)	Measuring Tape(steel)- 15 m., 30m., 50m., 100 m.;	Yes / No
(ii)	one wire for marking the track(fifty meter),	Yes / No
(iii)	Six stop watches(with ten Lap Memory),	Yes / No
(iv)	Two starting clappers,	Yes / No
(v)	two stands for judges at finish;	Yes / No
(vi)	six flags poles,	Yes / No
(vii)	Twenty starting blocks,	Yes / No
(viii)	two stop board,	Yes / No
(ix)	two take off boards,	Yes / No
(x)	Thirty hurdles	Yes / No
(xi)	one pair of jump stand	Yes / No
(xii)	six high jump cross bars,	Yes / No
(xiii)	shot put for men and women (six each),	Yes / No
(xiv)	discus for men and women(six each),	Yes / No
(xv)	Hammer for men & women(Three each),	Yes / No
(xvi)	javelin for men & women(Five each),	Yes / No
(xvii)	two vaulting boxes for jumping,	Yes / No
(xviii)	Twelve Relay Batons,	Yes / No
(xix)	one set of Weight Lifting (Olympic Set).	Yes / No

(b), Whether the college has equipments (Sports and Games wise) as mentioned against each as under :-

Sr. No.	Games	Equipment required	Yes / No
(i)	Badminton	Badminton Posts(2 Sets), Badminton Nets(Six), Badminton Rackets(20), Shuttle Cocks(10 Barrels).	Yes / No

(ii)	Basketball	Basketball stand and Boards(2 Sets), Basket - Balls (Two dozen) and Basketball Nets(four Pair)	Yes / No
(iii)	Boxing	Gloves, Punching Bags & Ring(if possible)	Yes / No
(iv)	Cricket	Cricket Batting Pad(Three Sets), Batting Gloves(Three Sets), Abdominal Guard(three), Helmet(Three), Wicket Keeping Gloves(Two Pairs), Wicket Keeping Gloves(Two Pairs), Wicket Keepers Leg Guard(Two Pairs), Stumps(Twelve Nos.), Bails(Ten Nos.),Cricket Balls	Yes / No
(v)	Football	Footballs Post(Two sets), Football Net(Four sets), and posts with Flag(Eight)	Yes / No
(vi)	Handball	Handball Posts(Two sets), Handball-Balls(one dozen), Handball-Net(four sets)	Yes / No
(vii)	Hockey	Hockey posts(Two Sets), Hockey-bailsmen(Dozen), Hockey Sticks(Thirty), Hockey Goal Keeping Kit(one),	Yes / No
(viii)	Kho-Kho-	Kho-Kho Poles(Two Sets)	Yes / No
(ix)	Lawn Tennis	Lawn Tennis posts(Two), Tennis Balls, Tennis Rackets	Yes / No
(x)	Table Tennis	Table Tennis Bailsmen(Dozen), Rackets, Balls	Yes / No
(xi)	Volleyball:	Volleyball Posts(Two Sets), Volleyballs(Twenty), Volleyball Nets(four), Antenna(four)	Yes / No
(xii)	Weight Training	Weight Training Rods(Ten), Weight Plates 2.5 Kg, 5 Kg, 10 Kg, 15 Kg, 20 Kg(Ten each), Collars(Twenty, Benches(Four), Weight Stand(Two), Squat Stand, One Multi -gym or separate station wise(at least ten station), weight Jackets and Weight Belts, One multi-gym or separate station wise(at least ten station)	Yes / No
(xiii)	Judo/Taekwondo/ Wrestling	Mats	Yes/No
(xiv)	Whether the college has equipments such as Leziiums(50 pairs); Dumbbells(50 pairs); Indian Clubs(50 pairs), Flags; Hoops, Wands; Balls, Umbrellas; Skipping ropes, Music System; Music-CDs/ Cassettes; Material Like Scarf Drill, Ribbon, Placard etc. for mass display activities;		Yes / No
(xv)	Gymnastics Apparatus: Parallel Bars(One Set),Uneven Parallel Bars(One Set), Horizontal Bar(One set),Two Roman Rings(One set), Six Climbing Ropes(Manila), Mats(Twelve Rubbers, Twelve Coir), Balance Beam(Adjustable sets)- One set, Multi-gym(Twelve Stationed)- one set, Vaulting Table (One set), Beat Board(two Nos.),Crash Mat(One)		Yes / No
(xvi)	Whether the college has suitable and instruments for cultural activities		Yes / No
(xvii)	Whether the college has other equipments required for major games, minor games, recreational games, relays, combative games and yoga.		Yes / No

9. Amenities		
(i)	Whether the college has functional and appropriate furniture in required number for instructional and other purposes.	Yes / No
(ii)	Whether the college has separate common rooms for male and female, staff and students.	Yes / No
(iii)	Whether the college has sufficient number of toilets for male and female for staff and students.	Yes / No
(iv)	Whether the college has made arrangement for parking of vehicles.	Yes / No
(v)	Whether the college has provided safe drinking water.	Yes / No
(vi)	Whether the college has made the sufficient arrangement for cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.	Yes / No
Note: In case of composite institution, the infrastructural and other facilities shall be shared by various teacher education programmes)		

PART-IV

For M.P.Ed. Course (Two years/Four Semesters)- (for 40 SEATS, 1 UNIT)

1. STAFF

(I) ACADEMIC FACULTY-(for the basic unit of forty students with combined of eighty for the two year programme)

1.	Whether the College has appointed ONE REGULAR Professor as per NCTE/UGC /PU norms.(if yes, attach the photocopy of the University approval letter.	Yes / No
2.	Whether the College has appointed Two full time Associate Professor as per NCTE/UGC /PU norms. (if yes, attach the photocopy of the University approval letter.	Yes / No
3.	Whether the College has appointed Three full time Lecturer/ Asst. Professor as per NCTE/UGC /PU norms.(if yes, attach the photocopy of the University approval letter.	Yes / No
4.	Whether the College has three part-time Sports Trainer	Yes / No
The teachers shall be drawn from various areas of study included in the curriculum		

(II) TECHNICAL STAFF AND SUPPORTING STAFF:		
1	Whether the college has appointed one Office Superintendent as per NCTE/UGC/Pb.Govt./PU norms.	Yes / No
2	Whether the college has appointed Two Technical Asst. as per NCTE/UGC/Pb.Govt./PU norms.	Yes/No

3.	Whether the college has appointed One Computer Asst. as per NCTE/UGC/Pb.Govt./PU norms.	Yes / No
4.	Whether the college has appointed Two Helpers/Ground persons/ Markers as per NCTE/UGC/Pb.Govt./PU norms.	Yes / No
5.	Whether the college has appointed two Lab Attendants as per NCTE/UGC/Pb.Govt./PU norms.	Yes / No

Terms and conditions of Service: *The terms and conditions of service of teaching and non teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the state Government/ Affiliating Body.*

2. INFRASTRUCTURE

(i)	Whether the institute has at least eight (08) acres of land which provide enough space for future expansion, and open space for organizing games and sports. Built up area consisting of classrooms etc. Shall not be less than 1200 Sq.Mtr.(Twelve hundred square meter). This must ensured even in Hilly Regions were the total land may be at least two acres for administrative building and three acres for sports/game facilities.	Yes/No
(ii)	Whether the institute have four class rooms(Two each for M.P.Ed. 1 st year and 2 nd year students) to accommodate twenty student each	Yes/No
(iii)	Whether the Institute has multipurpose hall to accommodate 200 persons, having total area of 2000 sq.ft(two thousand square feet) inclusive of dias.	Yes/No
(iv)	Whether the Institute has four small rooms for fifteen students to conduct specialization classes.	Yes/No
(v)	Whether the Institute has Seminar /Tutorial Rooms,	Yes/No
(vi)	Whether the Institute has separate rooms for the Professor/Head, Faculty members,	Yes/No
(vii)	Whether the Institute has office for Administrative Staff.	Yes/No
(viii)	Whether the Institute has a store	Yes/No
(ix)	Whether the Institute has a multi-purpose Hall /Gymnasium for indoor sports and facilities for outdoor sports.	Yes/No
(x)	Whether the Institute has separate common rooms for male and female faculty and students.	Yes/No
(xi)	Whether the Institute has sufficient number of toilets (separate for male and female and PWD, has been made available to the staff and students.	Yes/No
(xii)	Whether the Institute has Hostels for boys and girls separately and some residential quarters for teacher are desirabile.	Yes/No

Note

- (i) For every instructional room like class room, Laboratory, Library etc. space shall not be less than 10 sq.ft.(Ten square feet) per student.
- (ii) Built up Area for running other course in combination with M.P.Ed. Programme shall be as under:-

- a) B.P.Ed. Plus M.P.Ed. -2700 Sq.Mts.
- b) B.P.Ed. Plus D.P.Ed. Plus M.P.Ed. -3900 Sq. Mts.

c) Addition intake of one unit of M.P.Ed. will require additional built up area of 400 Sqm(four hundred square meter) respectively.		
1. Equipments and Materials		
(i)	Library:- whether institute has Library with the facility of reading room and equipped with minimum two thousand titles and reference books related to all specialization and courses in Physical education, educational encyclopaedias electronic publications(CD ROMS) online resources, at least five referred journals on health /sports education and teacher education /staff development, and also inter connectivity. At least one hundred quality books will be added to the library every year. The library shall have photocopying facility and sufficient number of computers with internet facility for the use of faculty and students.	Yes/No
(ii)	Laboratory Equipments:- In addition to the laboratories mentioned under the B.P.Ed. Programme, the institute offering M.P.Ed. programme shall have equipments an faculty specified for the laboratories mentioned below.	
(a) Exercise Physiology Laboratory:-		
(i)	Whether the institute has Lactate Analyzer	Yes/No
(ii)	Whether the institute has Body composition Analyzer	Yes/No
(iii)	Whether the institute has Metabolic Analyzer	Yes/No
(iv)	Whether the institute has Pedometer	Yes/No
(v)	Whether the institute has B.P. Apparatus(Manual and Electronic)	Yes/No
(vi)	Whether the institute has Skin Fold Caliper	Yes/No
(vii)	Whether the institute has Five Spiro Meter	Yes/No
(viii)	Whether the institute has Heart rate monitor	Yes/No
(ix)	Whether the institute has Ten multi function Pedometer	Yes/No
(x)	Whether the institute has Computerized Tread Mill	Yes/No
(b) Sports Psychology Laboratory:-		
	Whether the institute has EMG Biofeedback: questionnaire on personality, Anxiety, Group Cohesion, Aggression, Motivation, Metal toughness, Self-esteem, Locus of Control and such other questionnaires as per the requirement of the contests of the syllabus: Depth Perception Apparatus, Anticipation Assessment Apparatus, Finger Dexterity Test.	Yes/No
(c) Sports Bio-Mechanics Laboratory:-		
(i)	Whether the institute has Force plate(Latest Module complete set)	Yes/No

(ii)	Whether the institute has Electronic Goniometer(Latest Module)	Yes/No
(iii)	Whether the institute has Gait Analysis System anytime	Yes/No
(iv)	Whether the institute has anywhere alternatively pressure plate.	Yes/No
(d) Measurement and Sports Training Laboratory:-		
(i)	Whether the institute has Digital back/Leg Dynamometer	Yes/No
(ii)	Whether the institute has Digital Hand Grip Daynamometer(Adult and Children)	Yes/No
(iii)	Whether the institute has Skin fold Capillary	Yes/No
(iv)	Whether the institute has Anthropometry Kit(Computer) Sliding and Spreading	Yes/No
(v)	Whether the institute has Caliper	Yes/No
(vi)	Whether the institute has Girth measure-Goniometer; Steel Taps; Felxomeasure.	Yes/No
(vii)	Whether the institute has Hear rate monitor	Yes/No
(viii)	Whether the institute has Weighing Machine	Yes/No
(ix)	Whether the institute has Reaction Time Apparatus(Visual and Audio)	Yes/No
(x)	Whether the institute has Foot and Hand Reaction Time Apparatus	Yes/No
(xi)	Whether the institute has vibrators	Yes/No
(e)	Whether the institute has facilities for Yogic Kriya, Yoga Mats	Yes/No
4.	Whether the college has suitable adequate instruments for cultural / activities various as and when needed and other equipment required for minor games, recreational games, relays and combative sport on the basis of need and specialization.	Yes/No
5. Whether the college has other Amenities given hereunder:-		
(i)	Whether the college has functional and appropriate furniture in required number for instructional and other purposes.	Yes / No
(ii)	Whether the college has made the arrangement for parking of vehicles.	Yes / No
(iii)	Whether the college has provided safe drinking water.	Yes / No
(v)	Whether the college has made the effective arrangement for regular cleaning of campus, water and toilet facilities (Separate for male and Female students and teachers) repair and replacement of furniture and other equipments.	Yes / No
(vi)	Whether the college has made the sufficient arrangement for cleaning of campus, water and toilet facilities, repair and replacement of	Yes / No

	furniture and other equipments.	
<p><i>Note: if more than one programme in teacher education are run by the same institution in the same campus, the facilities of playground, multipurpose hall, library and Laboratory (with proportionate addition of books and equipments) and institutional space can be shared. The institution shall have one Principal for the entire institution and Heads for different teacher education Programmes offered in the institution.</i></p>		
<p>6. Managing Committee:- Whether the college has Managing committee as per rules of the Panjab University/Concerned State Govt., if any, in the absence of such rules, the institution shall constitute the Managing Committee on its own. The committee shall comprise of sponsoring Society/Trust, Educationists, Physical Education experts, representative of the affiliating University and of the staff.</p>		
(i)	Constitution & Composition of the Governing Body:	
(ii)	Name and addresses of the Office Bearers:	
(iii)	Whether the Principal is ex-officio member on its Governing Body?	Yes/No
(iv)	Whether the 2/3 representatives of teachers are on its Governing Body?(Three representative of the teachers are required , if the number of members of the Governing Body exceeds to 15)	Yes/No
(v)	Last date when election of representative of teachers was held as required under Chapter VIII(E), Regulation 8.1, P.U. Calendar Vol.- I of 2007:	

OBSERVATIONS OF THE INSPECTION COMMITTEE/DEFICIENCIES IDENTIFIED:

1. Is adequate number of books available for starting the new subject/course? Yes/No

If No:

- (i) The approximate amount required to be spent on Books.
- (ii) Percentage deficiency in terms of books:

2. (a) Is adequate staff available for starting the new course? Yes/No

a) %age deficiency in terms of staff : _____

- (a) (i) Scale of salary is being paid to the existing faculty
(The salary statements from the salary register for the last 12 months duly certified by the Principal of the College and countersigned by the chairman/President/Secretary/General Secretary).

(ii) Scales to be paid to the new faculty to be appointed _____

- iii) Additional posts the college is required to fill up before starting the course: _____

3. Is infrastructure available in terms of class rooms/laboratories/ equipments sufficient? Yes/No

If No:

- i) **%age deficiency in terms of infrastructure:**
- ii) Additional infrastructure required to be added before starting the new course:

Recommendations of the Committee (1, 2 or 3; Strike out whichever is not applicable):

- i) The proposed extension of affiliation be granted for _____ (name of the subject) with maximum number of students the College is allowed to admit _____.

OR

- ii) The Proposed extension of affiliation of extension in _____ be not granted.

OR

- iii) The Proposed extension of affiliation in _____ (name of the subject/course) be granted for admitting _____ students, only if the College fulfilled the following conditions/requirements by _____ (date) and submit the proof of having fulfilled the requirement:

Whether **re-visit** of Inspection Committee is needed (Justify): Yes/No

Name & Signature of the Committee Members:

Name Signature

1. _____
2. _____
3. _____
4. _____

The information to be supplied to the Chairman of the Committee by the College authorities:

1. Details of Funds (Endowment, others, as approved by the University):
2. Dimensions of Laboratories as approved by the University:
3. List of equipment, chemicals, etc:
4. Teacher-taught ratio in:
5. Teacher's workload as approved by the University:
6. List of books/copy of syllabus in the relevant subject:

7. Details of enquiries/complaints pending against the college and instructions given by the University: