**Performa for Inspection of Affiliated Colleges**

1. **General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Code ***#*** | ***Question*** | ***Response*** | ***Response options*** |
|  | **Identification** |  |  |
| 1 | Name of the College |  |  |
| 2 | District |  |  |
| 3 | Name of Tehsil |  |  |
| 4 | Phone  |  |  |
| 5 | Website |  |  |
| 6 | Email |  |  |
| 7 | Identification code/registration code |  |  |
| 8 | Year of establishment of institution |  |  |
| **Category** |
| 9 | Status |  | 1. Public2.Private |
| 10 | Gender |  | 1.Boys’ only2.Girls’ only3.Co-education  |
| 11 | Level  |  | 1.Degree2.Post-graduate 3. Both |
| 12 | Do you offer any 4 year BA/BS courses? |  | 1. Yes2. No |
| 13 | Type of college |  | 1. Professional2. General 3. Other |
| 14 | Departments/Programs |  |  |
| 1. **Governance**
 |
| 1 | Do you have a governing body?   |  | 1.Yes2.No  |
| 2 |  *Total number of members in the governing body* |  |  |
| 3 |  *Number of Local Government official* |  |  |
| 4 |  *Number of MP/other elected person*  |  |  |
| 5 |  *Number of representatives of the local community* |  |  |
| 6 |  *Number of representatives from the business community* |  |  |
| 7 |  *Number of Teachers* |  |  |
| 8 |  *Number of Student’s father, mother, or guardian* |  |  |
| 9 |  *Number of students* |  |  |
| 10 | Is the student intake merit based? |  | 1. Yes2. No |
| 11 | What is the admission criteria? [Please tick all that apply] |  | 1. Marks obtained in Intermediate/undergraduate degree2. Admission/entry test3. Regional quota4. Quota for needy students5. Capacity to pay6. Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 12 | Who has the authority to hire/ fire faculty members?[Please pick only one response] |  | 1. The government department2. The governing body3. The affiliating university/BISE4. The Principal5. Other*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 13 | Who determines the salary of teachers? [Please pick only one response] |  | 1. The government department2. The governing body3. The affiliating university/BISE4. The Principal5. Other*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 14 | Are the college’s accounts and administration computerized? |  | 1. Yes2. No  |
| 15 | Is Principal autonomous to make following decision through appropriate committees? |  | 1. Yes
2. No

If yes, mark among the following1. Recruitment of staff
2. Curriculum design
3. Administration of exam
4. Awarding of degree
5. Admission of students
6. Other Please Specify
 |
| 1. **Resources**
 |
| 1 | Total land area of the campus |  | canals/acres |
| 2 | Built/Constructed Area |  |  |
| 3 | No. of classrooms |  |  |
| 4 | Total covered area of the administration building |  |  |
| 5 | Type of college current building |  | 1. Rented
2. Own
 |
| 6 | Are computers accessible to teachers? |  | 1. Yes2. No  |
| 7 | Is there a computer lab accessible to students? |  | 1. Yes2. No  |
| 8 | How many computers are there in the computer lab for use by students? |  |   |
| 9 | Do students have access to an internet connection? |  | 1. No2. Broadband Internet Connection3. Dial-up Internet Connection4. Other*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 10 | Do teachers have access to an internet connection? |  | 1. Yes2. No internet connection  |
| 11 | Is there a library in the college? |  | 1. Yes2. No [skip Q48a to Q48c] |
| 12 |  *How many books are there in this library?* |  | 1. Less than 1002. Between 100 and 5003. Between 500 and 20004. > 20005. N.A. |
| 13 |  *Out of the books in the library, approximately what percentage of these are textbooks?* |  | 1. <10%2. Between 10% and 50%3. Between 50% and 90%4. >90%5. N.A. |
| 14 |  *How many books were bought in current year?* |  | 1. <102. Between 10 and 503. >504. N.A. |
| 15 | Is there an auditorium in the college? |  | 1. Yes2. No |
| 16 | Are there multimedia facilities available in the college (projector etc.)? |  | 1. Yes2. No |
| 17 | Is there a playground/sports field in the college? |  | 1. Yes2. No |
| 18 | How many science labs does this college have? |  |  |
| 19 | How many hours on average these labs are used in a week? |  | 1. <102. between 10 and 203. >204. N.A. |
| 20 | How many teaching shifts do you have in a day? |  |  |
| 21 | What are the timings of these shifts? |  | 1. \_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_ |
| 1. **Facilities**
 |
| 1 | Number of toilets for female students? |  |  |
| 2 | Number of toilets for female teachers? |  |  |
| 3 | Is there any hostel facility at college? |  | 1. Yes
2. No
 |
| 4 | How many students can be accommodated in the dormitory/hostel as per the original design?  |  | \_\_\_\_\_\_\_\_ male; \_\_\_\_\_\_\_\_ female  |
| 5 | How many students are actually accommodated in the dormitories/hostel? |  | \_\_\_\_\_\_\_\_ male; \_\_\_\_\_\_\_\_ female |
| 6 | Is there any accommodation facility for teaching staff at college? |  | 1. Yes
2. No
 |
| 7 | How many members of teaching staff are accommodated on the college premises? |  | \_\_\_\_\_\_\_\_ male; \_\_\_\_\_\_\_\_ female |
| 8 | Do you have transport facilities for students? |  | 1. Yes2. No [skip Q60a&b] |
| 9 |  *How many students use this facility? [Number]* |  |  |
| 10 |  *What is the monthly fee for using this facility for students?* |  |  |
| 11 | Is your institution subscribes newspapers and periodicals?  |  | 1. Yes [how many] \_\_\_\_\_\_\_\_\_\_
2. No
 |
| 12 | Do college has granted fee exemptions and scholarships on need basis? |  | 1. Yes [%] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. No
 |
| 13 | Is there any career counseling and job search services for students? |  | 1. Yes
2. No
 |
| 14 | Do college promotes the co-curricular and recreational activities of students? |  | 1. Yes
2. No
 |
| 15 | Are there any medical services for employees? |  | 1. Yes
2. No
 |
| 16 | Are there any medical services for students? |  | 1. Yes
2. No
 |
| 1. **College Climate**
 |
| 1 | What is the average number of days class was not held last month? (excluding weekends and national holidays) |  |  |
| 2 | Do you have a two-day weekend? |  | 1. Yes2. No  |
| 3 | Percentage of students who are absent from class on any given day (degree-level) |  | 1. < 10% of students2. between 10% and 25% of students3. between 25% and 50% of students4. > 50% of students5. N.A. |
| 4 | Percentage of students who are absent from class on any given day (postgraduate-level) |  | 1. < 10% of students2. between 10% and 25% of students3. between 25% and 50% of students4. > 50% of students5. N.A.  |
| 1. **Affiliation**
 |
| 1 | Did you receive the letter of registration from Directorate of Public Instruction (DPI), Colleges for establishment of college before applying to the university for affiliation? |  | 1. Yes
2. No
 |
| 2 | How long before starting the session Applied to University for affiliation? |  | 1. After starting classes
2. 1-2 Months
3. 3-4 Months
4. 4-6 Months
5. longer than 6 Months
 |
| 3 | How long Affiliation Team of University took to visit the college after submission of application for affiliations? |  | 1. 1-2 Months
2. 3-4 Months
3. 4-6 Months
4. longer than 6 Months
 |
| 4 | Is university visits colleges randomly for sake of quality check?  |  | 1. Yes
2. No
 |
| 1. **Examinations**
 |
| 1 | How satisfied are you with the quality of the examination content? |  | 1. Fully satisfied 2. More or less satisfied3. Not satisfied 4. More or less dissatisfied 5. Fully dissatisfied |
| 2 | How satisfied are you with the quality of the marking? |  | 1. Fully satisfied 2. More or less satisfied3. Not satisfied 4. More or less dissatisfied 5. Fully dissatisfied |
| 3 | How satisfied are you with the timeliness of the results? |  | 1. Fully satisfied 2. More or less satisfied3. Not satisfied 4. More or less dissatisfied 5. Fully dissatisfied |
| 4 | How satisfied are you with the quality of the invigilation? |  | 1. Fully satisfied 2. More or less satisfied3. Not satisfied 4. More or less dissatisfied 5. Fully dissatisfied |

1. **Staff**

|  |
| --- |
|  |
| **Teaching Staff**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name of Faculty/Dept. | Dept  | Number of Full time Professors/ Associate Professors (A) | Number of Full time Assistant Professors/ lecturers (B) | Number of part time teaching staff (C ) | Number of full-time and part-time teachers with Ph.D their highest degree | Number of full-time and part-time teachers with MPhil/MS degree as their highest degree | Number of full-time and part-time teachers with >5 years of teaching experience |
|  | a. | b. | c. | d. | e. | f. | g. | h |
| i |   |   |   |   |   |   |   |  |
| ii |   |   |   |   |   |   |   |  |
| Iii |   |   |   |   |   |   |   |  |
| Iv |   |   |   |   |   |   |   |  |
| v |   |   |   |   |   |   |   |  |
| vi |   |   |   |   |   |   |   |  |
| vii |   |   |   |   |   |   |   |  |
| viii |   |   |   |   |   |   |   |  |
| ix |   |   |   |   |   |   |   |   |
| x |   |   |   |   |   |   |   |   |
| xi |   |   |   |   |   |   |   |   |
| xii |   |   |   |   |   |   |   |   |
| xiii |   |   |   |   |   |   |   |   |
| xiv |   |   |   |   |   |   |   |   |

**Salary Information**1. Average Salary of Lecturer ------------------------------
2. Average Salary of Assistant Professor -----------------------------
3. Average Salary of Associate Professor -----------------------------
4. Average Salary of Professor ------------------------------------
5. Mode of Transfer of Salary ------------------------------------
 |
| **Additional information**

|  |
| --- |
| Total number of teachers teaching at degree/postgraduate level who have: |
| a. Attended refresher courses in last year |  |
| b. Received in-service training in last year |  |
| c. Received management/admin. training in last year |  |

 |
| **Non-teaching Staff**

|  |  |
| --- | --- |
| Type of staff | Number of staff |
| a. Technical lab staff/demonstrators  |  |
| b. Admin. Staff |  |
|  c. Grade/Class IV staff |  |

 |

**I . Students – Enrollments, Applications Received, Seats Available**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Enrollment - Degree**

|  |  |  |
| --- | --- | --- |
|   | Department | **Current Year** |
|   | Male | Female | Total |
|   |   | Year 1 | Year 2 | Year 1 | Year 2 | Year 1 | Year 2 |
|  |  | a. | b. | c. | d. | e. | f. |
|   | **Departments Degree Level**  |   |   |   |   |   |   |
| i |  |   |   |   |   |   |   |
| ii |  |   |   |   |   |   |   |
| iii |  |   |   |   |   |   |   |
| iv |  |   |   |   |   |   |   |
| v |  |   |   |   |   |   |   |
| vi |  |   |   |   |   |   |   |
| vii |  |   |   |   |   |   |   |
| viii |  |   |   |   |   |   |   |

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|  |
| **Enrollment – Postgraduate** |
|

|  |  |  |
| --- | --- | --- |
|   | Department | **Current Year** |
|   | Male | Female | Total |
|   |   | Year 1 | Year 2 | Year 1 | Year 2 | Year 1 | Year 2 |
|  |  | a. | b. | c. | d. | e. | f. |
|   | **Departments Postgraduate Level**  |   |   |   |   |   |   |
| i |  |   |   |   |   |   |   |
| ii |  |   |   |   |   |   |   |
| iii |  |   |   |   |   |   |   |
| iv |  |   |   |   |   |   |   |
| v |  |   |   |   |   |   |   |
| vi |  |   |   |   |   |   |   |
| vii |   |   |   |   |   |   |   |
| viii |   |   |   |   |   |   |   |

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| **Enrollment – 4 year BS**

|  |  |  |
| --- | --- | --- |
|   | Department | **Current Year** |
|   | Male | Female | Total |
|   |   | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 1 | Yr 2 | Yr 3 | Yr 4 |
|  |  | a.  | b. | c. | d. | e. | f. | g. | h. | i. | j. | k. | l. |
|   | **Departments 4 year BS Level**  |   |   |   |   |   |   |   |   |   |   |   |   |
| i |  |   |   |   |   |   |   |   |   |   |   |   |   |
| ii |  |   |   |   |   |   |   |   |   |   |   |   |   |
| iii |  |   |   |   |   |   |   |   |   |   |   |   |   |
| iv |  |   |   |   |   |   |   |   |   |   |   |   |   |
| v |  |   |   |   |   |   |   |   |   |   |   |   |   |
| vi |  |   |   |   |   |   |   |   |   |   |   |   |   |
| vii |   |   |   |   |   |   |   |   |   |   |   |   |   |
| viii |   |   |   |   |   |   |   |   |   |   |   |   |   |

 |
| **Applications Received; Number of Seats Available****Degree Level**

|  |  |  |
| --- | --- | --- |
|    | Department | **Current Year** |
|   | Applications received | No. of seats available |
|   |   | Total | Total |
|   |   | Year 1 | Year 1 |
|  |  | a. | b. |
|   | **Departments Degree Level** |   |   |
| i |  |   |   |
| ii |  |   |   |
| iii |  |   |   |
| iv |  |   |   |
| v |  |   |   |
| vi |  |   |   |
| vii |   |   |   |
| viii |   |   |   |
| ix |   |   |   |

 |
| **Postgraduate Level**

|  |  |  |
| --- | --- | --- |
|    | Department | **Current Year** |
|   | Applications received | No. of seats available |
|   |   | Total | Total |
|   |   | Year 1 | Year 1 |
|  |  | a. | b. |
|   | **Departments Postgraduate Level**  |   |   |
| i |  |   |   |
| ii |  |   |   |
| iii |  |   |   |
| iv |  |   |   |
| v |  |   |   |
| vi |  |   |   |
| vii |   |   |   |
| viii |   |   |   |
| ix |   |   |   |

 |
| **BS Level**

|  |  |  |
| --- | --- | --- |
|    | Department | **Current Year** |
|   | Applications received | No. of seats available |
|   |   | Total | Total |
|   |   | Year 1 | Year 1 |
|  |  | a. | b. |
|   | **Departments BS Level (Grades 13-16)** |   |   |
| i |  |   |   |
| ii |  |   |   |
| iii |  |   |   |
| iv |  |   |   |
| v |  |   |   |
| vi |  |   |   |
| vii |   |   |   |
| viii |   |   |   |
| ix |   |   |   |

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**J. Student Fees**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Degree | 4 year BS degree | Masters |
|  |  | Arts/Sc. Science | Science | Commerce/Business | Arts/Sc. Science | Science | Commerce/Business | Arts/Sc. Science | Science | Commerce/Business |
|  |  | a. | b. | c. | d. | e. | f. | g. | h. | i. |
| i | Tuition fee (per year) |  |  |  |  |  |  |  |  |  |
| ii | Admission fee (annual) |  |  |  |  |  |  |  |  |  |
| iii | Examination fee (annual) – incl. university examination fee |  |  |  |  |  |  |  |  |  |
| iv | Registration fee – incl. university registration fee |  |  |  |  |  |  |  |  |  |
| v | Other fee…………… |  |  |  |  |  |  |  |  |  |
| vi | Other fee…………… |  |  |  |  |  |  |  |  |  |
| vii | Other fee…………… |  |  |  |  |  |  |  |  |  |
| viii | Other fee…………… |  |  |  |  |  |  |  |  |  |

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|  |
| --- |
| 1. **Quality**
 |
| 1 | Do college follows quality standards set by the Quality Enhancement Cell (QEC) of Affiliating University | 1. Yes
2. No
 |
| 2 | Does college offer trainings to teaching faculty? If Yes, a: Pre-recruitment training; b: On job training | 1. Yes
2. No
 |
| 3 | Whether college representatives are the members of curriculum development committee?  | 1. Yes
2. No
 |
| 4 | Does the college has Quality Enhancement Cell? | 1. Yes
2. No
 |
| 5 | Do college has a mechanism for teacher appraisal/ evaluation by students/peers? | 1. Yes
2. No
 |
| 6 | Do college has a monitoring system to check attendance/absenteeism? | 1. Yes
2. No
 |