

# BOARD OF TECHNICAL EDUCATION,U.P.

1-Gurugovind Singh Marg,Bans Mandi Xing, Charbagh,Lucknow

Phone No. 0522-2630243, 2638709

Webside : [www.bteup.ac.in](http://www.bteup.ac.in)

## Inspection Proforma For Institute Information

[To be filled by the institute]

1. Trust/Society Registration Documents:

Name of Society	
Registration Certificate No.	
Date of Registration	
Registered at	
Registered under act	
Registration valid up to	

2. Name of Institute :

3. Address of Correspondence with E-mail ID :

4. Registration No. (Attached Photocopy of registration Certificate)

5. Location of Institute

6. Year of the establishment:

7. Letter No. of Board of Technical Education for Inspection :

8. Land (Detail of Land with Proof):

Gata No.	
Khasra	
Khatauni	
Dhara 143( Landuse Certificate)	

9. Name of Inspection Team Members Present :

i.

ii.

iii.

iv.

v.

vi.

10. Details of courses running & Applied

S.No	Name of the Trade	Periods	Intake Applied	Academic Session
1.	Civil Engg.	3 yrs.		
2.	Mechanical Engg. (PRO/AUTO/RAC)	3 yrs.		
3.	Electrical Engg.	3 yrs.		
4.	Electronics Engg.	3 yrs.		
5.	Computer Science & Engg.	3 yrs.		
6.	Information Technology	3 yrs.		
7.	Diploma in Pharmacy	2 yrs.		

11. Detail of floor area provided

A. Administrative

S.No	Particular	To be filled by Institute				Remark
		No.of Rooms Required	Standard Carpet Area (Sq.mt)	No.of Rooms Available	Carpet Area	
i.	Principal Room	01				
ii.	Office	01				
iii.	Confidential Room	01				
iv.	Steno Room	01				
v.	Record Room	01				
vi.	Store Room	01				
vii.	library	01				
viii.	Student's Common Room(Boys & Girls Each)	02				
ix.	Lecturers Room(Asper Requirement)					
x.	H.O.D. Room	01				

B. (I) Academic (Class Room)\*\* Class Room Requirement As Per B.T.E./A.I.C.T.E.

Norms For Each Trade

S.No	Particular	To be filled by Institute - Intake 60				Remark
		No.of Rooms Required	Standard Carpet Area (Sq.mt.)	No.of Rooms Available	Carpet Area	
i.	Lecture Room*					
ii.	Drawing Hall					

**(ii.) Laboratory & Shops Requirement**

(Mention all Labs As Per A.I.C.T.E./B.T.E. Syllabus) , Example For  
Civil/Mechanical/Electrical/Electronics/Computer Science & Engg. (5 Branches)

S.No.	Name of Lab	No.	Required Space(sq.mt.)	Area Provided	Gas Supply	Water Supply	Electric Supply
1	APPLIED PHYSICS LAB	1					
2	CHEMISTRY LAB	1					
3	APPLIED MECHANICS LAB/E.M.E. LAB	1					
4	ELECTRICAL ENGG. I LAB	1					
5	CIVIL ENGG. LAB	1					
6	BASIC ELECTRICAL ENGG. LAB	1					
7	E.C.D. LAB	1					
8	COMPUTER LAB	1					
9	F.E.D. LAB	1					
10	SURVEYING LAB	1					
11	WORKSHOP	8					

11(C) Work Load of Teaching Faculty Members Diploma / Degree

S. No.	Name of Faculty	Subject taught	P.G.		Degree	Diploma	Remark
			Theory	Pract.	Theory	Pract.	

11(D) Non Teaching Staff

S.No.	Name of Non Teaching Staff	Designation	Pay scale	Date of Joining	Signature of Faculty	Remark By Inspection Committee
1.		Head Clerk/Office Superintendent				
2.		Steno				
3.		Accountant				
4.		Clerk				
5.		Typist				
6.		Store Keeper				
7.		Librarian				
8.		Student's Clerk				
9.		Class VI Employees & Sweeper*				
10.						

11(E) Staff Students Ratio

12. Other Facilities

a. Library

i. Total No. of Books

ii. Total No. of Titles

iii. Subject wise Classification

S.No	Subjects	Reference/Text Book	Total No. of Books

iv. Detail of Facilities Available in the Library

b. Financil Detail

I. Income & Expenditure Detail of Last Two Years

Financial Year	Income	Expenditure	Remark of C.A. if any
2016-2017			
2017-2018			

ii. Present Position of balance amount in the Bank Account (Attach Bank Statement)

iii. Resources & Funding Agencies

iv. Detail of F.D.R. If Any

- c. Detail of Electrical Backup if Available
  
- d. Transport Facilities For
  - i Students
  
  - ii For Staff
  
- e. Canteen If Available.
  
- f. Internet Facilities.
  
- g. Detail of Play Grounds & Other Games Facilities Available.