

**INSPECTION REPORT**

(TO BE CONDUCTED BY AN OFFICER NOT BELOW THE RANK OF DEPUTY DIRECTOR OF THE DEPTT. CONCERNED AND TO BE FORWARDED BY THE SECRETARY OF THE DEPTT. DEALING WITH MINORITY WELFARE OF STATE GOVERNMENT/UT ADMINISTRATION).

- (1) (i) Name of the organisation:  
(ii) Complete address of registered office/Head office/Corporate office:  
(iii) Telephone No. (Land line):  
(iv) Fax No.:  
(v) E-mail address:  
(vi) Website address:  
  
(Enclose photograph of the façade of the institute).
- (2) (i) Complete address of coaching centre where coaching classes for minority students will be conducted/have been conducted (for ongoing cases):  
(ii) Telephone No. (Land line):  
(iii) Fax No.:
- (3) (i) Name of Chairperson/President/Secretary/Head of the organisation:  
(ii) Telephone No. (Land line):  
(iii) Mobile No.:
- (4) Success rate for the proposed coaching courses/training programmes (last three years data for new cases and one year data for ongoing cases is required to be given):

| Year | Name of coaching training programme | Number of students coached / trained | Number of students who were successful in the exam / secured employment after training | % of success |
|------|-------------------------------------|--------------------------------------|--|--------------|
|      |                                     |                                      |  |              |
|      |                                     |                                      |  |              |

(5) Enclose a list of students coached/trained by the institute for the last three years in prescribed proforma only verified and signed by the Inspecting Officer alongwith the application form. (The details given in any other proforma will not be accepted. The proforma may be downloaded from the Ministry's website [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in)):

(6) Details of faculty members of the institute for the proposed coaching course/training programme:

| Name | Qualification | Experience | Subject taught | Name of the coaching/training programme for which the faculty member has been engaged | Whether regular or part-time |
|------|---------------|------------|----------------|---|------------------------------|
|      |               |            |                |   |                              |
|      |               |            |                |   |                              |

(7) Details of Infrastructure of the coaching institute:

(i) No. of classrooms with seating capacity for each:

(ii) Total floor area of the coaching institute:

(iii) Whether the premises is owned or rented:

(iv) Types of teaching aids available:

(a) No. of computers (for computer courses only):

(b) Projector:

(c) Availability of library and nos. of books on each subject relevant to the coaching/training programme:

(d) Other equipments:

(v) List of the material / hand-outs etc. provided to the students by the institute as part of the coaching/training programme:

- (8) Comparative details of coaching programme being conducted/to be conducted by the coaching institute:-

| For coaching/training of candidates from minority communities as proposed by the Institute |          |       | For coaching of other candidates under the institute's normal coaching/training programme for same course |          |       | For coaching/training programme run by other institutes in the locality |          |       |                            |
|--|----------|-------|---|----------|-------|---|----------|-------|----------------------------|
| Name of coaching course/training programme   | Duration |       | Fee charged per candidates  | Duration |       | Fee charged per candidates  | Duration |       | Fee charged per candidates |
|  | Days     | Hours |   | Days     | Hours |   | Days     | Hours |                            |
|  |          |       |   |          |       |   |          |       |                            |
|  |          |       |   |          |       |   |          |       |                            |
|  |          |       |   |          |       |   |          |       |                            |

(9) **For ongoing cases (not relevant for new proposals):**

- (i) Whether the following information has been uploaded on the website of the institute and verified by the Inspecting Officer:
- Details of students coached/trained alongwith results/placement records for last three years in the prescribed proforma:
  - Details of faculty members in the prescribed proforma (as in Sl No. 6 above):
  - Infrastructure of the institute etc. (as in Sl. No. 7 above):
  - The amount of stipend paid to the students/candidates concerned against their names for the coaching programme sanctioned by the Ministry of Minority Affairs:
- (ii) Status of stipend paid to the candidates as per the sanctioned coaching/training programme:

| Sanctioned        |   |        |   | Paid              |   |        |   | Mode of payment                                  |   |                                     |   |                               |   |                                   |  |
|-------------------|---|--------|---|-------------------|---|--------|---|--|---|-------------------------------------|---|-------------------------------|---|-----------------------------------|--|
| No. of candidates |   | Amount |   | No. of candidates |   | Amount |   | No. of students paid through electronic transfer |   | No. of students paid through cheque |   | No. of yet to be paid stipend |   | Reason for non-payment of stipend |  |
| L                 | O | L      | O | L                 | O | L      | O | L  | O | L                                   | O | L                             | O |                                   |  |
|                   |   |        |   |                   |   |        |   |  |   |                                     |   |                               |   |                                   |  |

L - Local candidates  
O - Outstation candidates

- (10) Recommendation of the Inspecting Officer (a) for new proposals and (b) for ongoing cases for release of 2<sup>nd</sup> instalment/1<sup>st</sup> instalment of subsequent year of grant-in-aid

(Assessment is to be given in not less than 100 words, keeping in view the credibility of the institute taking into consideration success/placement rate, faculty member, infrastructure, fee and course duration and implementation of the coaching programme sanctioned by the Ministry of Minority Affairs)

Date:  
Place:

Signature of inspecting authority

Name\_\_\_\_\_

Designation\_\_\_\_\_

Seal\_\_\_\_\_