Performa of Mid Term Physical Inspection of Institutions/Organizations under Free Coaching and Allied Scheme for the year 2017-18 to 2019-20

(Each page of the Inspection Report be signed by the Inspecting Authority)

Date of inspection:

- Name & Address of coaching institutions/organization where the said coaching is imparting with all details (phone, email Address etc.):
- Address of coaching centre, whether the coaching centre run by organisation:
- Date of commencement of coaching programme:
- 4. Whether attendance is being marked through Bio-metric attendance system and proper records are being maintained by the organisation/institution?
- 5. Whether class/classes were running at the time of inspection, if not the reasons thereof?
- 6. Whether CCTVs are installed in the coaching centre? Whether Digital Video Recording (DVR) of classes are being maintained and linked to website of the organisation?
- Whether the institution/organization has uploaded the complete details of coaching programme in its website.
- No. of students present at the time of inspection may be furnished in following format:

Total No. of students allocated to organisation/institution	No. of stud	ents present	No. of students absent	
	Male	Female	Male	Female

- Total percentage of Female student/candidate
- Whether students are aware of the benefits of the scheme.
- 11. Whether any fees being charged by the institution/organization from minority students/candidates for the said coaching programme?
- Whether the institution/organization is following/has followed all terms and conditions of Free Coaching and Allied Scheme.

13. Details of faculty members of the institute for the proposed coaching courses:

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

- 14. Details of Infrastructure of the coaching institute:
 - (i) No. of classrooms with seating capacity:
 - (ii) Total floor area of the coaching institute:
 - (iii) Whether the premises is owned for rented:
 - (iv) Types of teaching aids available:
 - (a) No. of computers:
 - (b) No. of projectors:
 - (c) Availability of library/of books on each subject relevant to the coaching programme:
 - (d) Other equipment relevant to the proposed coaching programme:
 - (v) List of the material/hand-outs etc. provided to the students by the institute as part of the coaching programme:
- 15. Status on stipend to be paid to the students:

Sanctioned		Stipend Disbursement		Mode of payment (Through PFMS)		Not paid (if any)	
No. of candidates	Amount sanctioned as stipend	Total No. of candidates to whom stipend paid	Total Amount paid	No. of students (Aadhar Based)	No. of students (Account Based)	No. of students yet to be paid stipend	Reason for non- payment of stipend

- 16. Enclose a list of students coached by the institution/organization in the prescribed proforma (Format-III) duly verified by inspection officer. The proforma may be downloaded from the Ministry's website i.e. www.minorityaffairs.gov.in
- 17. Feedback from the Students / Candidates if possible at the time of inspection:
- 18. Any other information as inspecting officer deem necessary:
- Assessment/recommendation by the inspecting officer:

Signature with seal of Inspecting Officer (s)

Name:

Designation:

Deptt:

Mobile No.: