

Learning Centre Audit Report

Dated: _____

LC Code: _____

Address: _____

GENERAL PROFILE

LC Code: _____ Stream: _____

LC Name: _____

Address: _____

State: _____

Type of Area: (Put tick mark): Metro State Capital Dist HQ Town

Semi Urban Rural Backward Area Remote Hilly Region Tribal Area.

LC Location: Commercial Semi- Commercial Residential

Premises: Owned Rented Leased

Distance from Bus Stand (in Km) _____ Distance from Railway Station (in Km): _____

Type of Organization:

Trust: Society: Company: Partnership Firm: Proprietor Firm:

Year of Establishment: _____ Year of Authorization with PTU DEP: _____

Specify jurisdiction for operation as per MOA: _____
(Provide the Copy of Memorandum of Association)

Name of the Stakeholders/ Functionaries

S No:	Name	Designation	Qualification	Mobile No	Phone No	Email ID

(Attach additional sheet if required)

Name of the Stakeholder(s) Actively Involved in PTU Learning Centre Operations

S No:	Name	Role in Centre

SUMMARY OF ENROLLED STUDENTS

Present Student Strength: _____ Number of Boys: _____ Number of Girls: _____

Number of Employed: _____ Number of Self Employed: _____

Number of Students Category wise:

General BC SC OBC Physically Handicapped

Do you have Alumni Association? Yes: No Number of Registered Members

INFRASTRUCTURE

Communication System

Phone No.

Whether own fax: Yes No Number

Email ID Yes No ID:

Website Yes No Name:

Internet Facility Yes No

Type of Internet Connection: Lease Line DSL Dialup Bandwidth

Classroom, Lab & Equipments

Description	Units	Total Area	Description	Units	Total Area
Classroom			Library		
Lab			Staff Room		
Counseling			Audio Visual Room		
Reception			Toilets		
Circulation			TOTAL COVERED AREA		

Classroom Details:

	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6
Size						
No. of Classroom Chairs						
White/Black Board						
Air Condition / Air Cooler						
General Ambience						

Lab Details:

	Lab 1	Lab 2	Lab 3	Lab 4	Lab 5	Lab 6
Size						
No. of Computers						
No. of Lab Chairs						
White/Black Board						
Air Conditioners						
UPS Backup						
General Ambience						

Details of Audio/ Visual Room:

Size		Computers	
Seating Capacity		White /Black Board	
LCD /OHP		DVD /CD Player	
Speakers		Public Address System	

Details of Computers:

Type	Processor	RAM	HDD	Make	No. of Computers
Server					
Client					

(Attach additional sheet if required)

Whether Computers are networked: Yes No **If Yes, Details of the Networking:**

Type of Cabling: Coaxial: UTP: Fiber optic:

Type of Concentrator: Hub: Switch:

No. of Computers Connected with Network

Laser printers		Dot Matrix Printers		Inkjet Printers	
In Lab(s)	Total	In Lab(s)	Total	In Lab(s)	Total

Power Backup : Generator Yes No If Yes, Capacity:

Teaching Aids:

No of OHP Used in Classrooms Yes No

No of LCD Used in Classrooms Yes No

Library Details:

Size		No of Books	
No. of Chairs & Seating Capacity		No of Magazines /Journals	
No of Titles		Photocopier	

How the Library Record is maintained: Manually Computerized

Attach the List of Books in Following Format:

Sr. No.	Title	Number of Copies

MARKETING

Glow Sign Board: Yes No

Sign Board Yes No

If Yes Dimension:

Glow Sign Design as per PTU Norms:

Yes No

Reception Area :

Good Ok Poor

Counseling Area:

Good Ok Poor

Counselor

Yes No

Counselor Personality

Good Average Poor

Enquiry Record

Good Average Poor

Follow up Mechanism

Good Average Poor

Sept. 2007 Session Performance:

No. of Enquiries	No. of Prospectus	No. of Admissions	Enquiries to Admission Conversion Ratio

Local Promotion in Sept. 2007 Session

Type of Promotion	Budget
Newspaper Ad	
Posters	
Banners	
Pamphlets	
Sun Packs	
Cable TV	
FM Radio	
Other	

Brand Building Activities

Activity	Yes / No
Seminar	
Cultural Event	
Conference/ Workshop	
Sports Meet	
Any Other	

Attach Documentary Proof of the Activities Like Press Coverage, Photographs, Etc

Session Wise Enrollments (New + Readmission):

Sept. 2004	Sept. 2005	Sept. 2006	Sept. 2007

Admission in the Allotted Courses (Current Figures):

COURSE	STUDENTS	COURSE	STUDENTS	COURSE	STUDENTS

Courses which has Less than 10 Admissions in Sept. 2007 Session:

Course	Approval Session	No. of Students in Sept. 2007	Expected Intake in Next Session

Local Competition (If any):

Other Universities /Colleges offering similar programmes : _____

Private Institutions : _____

Other PTU LC : _____

Any other (Pl. Specify) : _____

SWOT Analysis of the Institution:

Strengths

Weaknesses

Opportunities

Threats

HUMAN RESOURCE

Type of Staff	No. of Staff	
	Full Time	Part Time
Academic /Technical		
Administrative		
Any Other		
TOTAL		

DETAILS OF THE CENTRE HEAD /MANAGER:

Name	Qualification	Experience

DETAILS OF THE TECHNICAL FACULTY:

Sr.	Name	Qualification	Experience	Working Since	FT/PT	No. of Batches
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

DETAILS OF THE COMMUNICATION SKILLS FACULTY:

Sr.	Name	Qualification	Experience	Working Since	FT /PT	No. of Batches
1						
2						

DETAILS OF ADMINISTRATIVE /OTHER STAFF:

Sr.	Name	Designation	Qualification	Experience	Working Since	FT /PT
1						
2						
3						
4						
5						
6						

Methodology Used to Evaluate Performance of Staff:

PLACEMENTS

No. of Students Passed Out: _____

No. of Students Placed: _____

Placement Activities Undertaken at Centre (Yes /No):

Communication & Personality Development		Resume Writing & Interview Handling Workshops	
Industry Visits		Campus Interviews	
Placement Notice Board			

Whether Dedicated Placement Coordinator Appointed: Yes No

If Yes, Details of the Placement Coordinator:

Sr.	Name	Qualification	Experience	Working Since	FT /PT
1					

Maintenance of Placements Record: Good Ok Poor

Top 5 Placements of the Centre Till Date:

Sr.	Uni. Roll No.	Name of the Student	Course Passed	Organization Placed	Location	Designation	Salary Package
1							
2							
3							
4							
5							

ACADEMIC

Details of Batches Time Slot-wise:

Slot	No. of Batches	No. of Students	Slot	No. of Batches	No. of Students
Total					

Average No. of Batches Taken by a Faculty: _____

Batch Progress Record Maintained: Yes No

Student Attendance Record Maintained Yes No

Internet Test / Assignment Record Maintained Yes No

Drop Outs in Last 2 Sessions:

Total Students in Sept. _____ Session		Total Students in Sept. _____ Session	
Total Students in March _____ Session (Except New Admission)		Total Students in March _____ Session (Except New Admission)	
No .of Drop Outs		No .of Drop Outs	
Drop Out Percentage		Drop Out Percentage	

If Dropout Percentage is More than 5%, Reasons for the same:

Result of Last 3 Examination Sessions:

Session			
Total No. of Student Appeared (Regular)			
Total No. of Student Passed (Regular)			
Pass Percentage			

Summary of Non-attending Students:

Course	Total No. of Students	Total No. of Non Attending	Course	Total No. of Students	Total No. of Non Attending

RECORDS MAINTENANCE /HANDELING

Database Management System :

- Manual
- Automated with DBMS Software
- Handled using MS-Excel etc.

Students Record File

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Incoming Circulars /Documents from PTU /RC

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Outgoing Letters /Documents Record

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Student Result Record

- Properly Maintained
- Not Properly Maintained
- Not Maintained

DMC Issued Record

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Books Issued to Students Record

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Enquiries Record /PIC Forms

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Student Attendance Record

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Staff Attendance Record

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Student Notice Board /Notice Record

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Students Fee Receipt

- Properly Maintained
- Not Properly Maintained
- Not Maintained

LC Stationary (Letter Head /Visiting Cards etc)

- As per PTU guidelines
- Not as per PTU guidelines

Library Record

- Properly Maintained
- Not Properly Maintained
- Not Maintained

Student Feedback

- Regularly taken
- Occasionally taken
- Not taken

FINAL RATING BY INSPECTION TEAM

LC Profile

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Average
- 1 Poor

Marketing

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Average
- 1 Poor

Infrastructure & Facilities Provided

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Average
- 1 Poor

Placements

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Average
- 1 Poor

Human Resource Quality & Management

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Average
- 1 Poor

Records Maintenance /Handling

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Average
- 1 Poor

Academics

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Average

Overall Rating Points

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Average
- 1 Poor

Recommendations /Comments about the Institute:

Inspection Team:

Inspector(s) _____

Signature(s) _____