

### PART-III

#### 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 (if any) for new cases and for one or more years` data for ongoing cases 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 in prescribed proforma duly verified and signed by the Inspecting Officer along with the application form. The proforma may be downloaded from the Ministry's website [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in)



(9) For ongoing cases (*not relevant for new proposals*) i.e **(Release of 2<sup>nd</sup> Installment)**

(a) Details of faculty members in the prescribed proforma (as in SI No. 6 above):

(b) Infrastructure of the institute etc. (as in SI. No. 7 above):

(c) The amount of stipend paid to the students/candidates concerned against their names for the coaching programme sanctioned by the Ministry of Minority Affairs:

(i) Status of stipend paid to the candidates as per the sanctioned coaching/training programme:

| Sanctioned        |   | Paid   |   |                   |   | Mode of payment |   |  |   | Not paid (if any)                   |   |                               |   |                                   |
|-------------------|---|--------|---|-------------------|---|-----------------|---|--|---|-------------------------------------|---|-------------------------------|---|-----------------------------------|
| 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)

Signature of inspecting authority

Date:  
Place:

Name \_\_\_\_\_  
Designation \_\_\_\_\_

Seal \_\_\_\_\_