



Higher Education Department Government of the Punjab

**TRANSFORM HIGHER EDUCATION
EVALUATION AND ASSESSMENT SURVEY FOR IMPROVING COLLEGES
SECTION-1: COLLEGE BUILDING & FACILITIES**



**Start Tree Plantation Campaign
to Fight Air Pollution in Pakistan**

**SPREAD THIS MESSAGE TO RAISE
AWARENESS**



EVALUATION AND ASSESSMENT SURVEY FOR IMPROVING COLLEGES

The Punjab government is fully committed to bringing quality in education and in this regard concrete measures are being taken. The Government strongly believe that Investment on human resource, education and skill training is mandatory to induce effective and comprehensive changes because it enables the socioeconomic indicators to stabilize the status of country.

Performance in Colleges is increasingly judged on the basis of learning outcomes. Investments to improve college infrastructure has effects on the educational quality. Buildings, classrooms, laboratories, and equipment's - are crucial elements of learning environments. There is strong evidence that high-quality infrastructure facilitates better instruction, improves student outcomes, and reduces dropout rates, among other benefits.

The rationale, scope and objectives of this survey is to address the shortfall in provision of suitable and safe learning environments. Typically, classrooms are overcrowded, many buildings and other facilities are inadequate, sites are poorly planned and there is little maintenance. This situation is not conducive to good teaching and learning. So, the key objectives of this survey are:

- *Creating a 'Student-friendly' enabling learning environment, with particular attention to the needs of girls.*
- *Data collection and analysis*
- *Devising strategy for the construction of new and the renovation of existing colleges.*
- *Financial planning and management*
- *Targeting investments to where the need is greatest;*
- *Targets, budgets and timelines*
- *Quality Control*
- *Roles, responsibilities and capacity building*
- *Asset management (maintenance)*

At the same time HED will develop model colleges at Divisional, District & Tehsil level. After the completion of survey HED will devise a strategy for allocation of funds for the monitoring and implementation of the new model by constructing the new and the renovation of existing colleges.

In view of above, all Principals of Colleges in Punjab are requested to assist in developing a comprehensive database required to clearly identify the current scenario for accurate assessment between what exists and what is required; accurately target resources and to plan the construction/renovation of missing facilities in a logical and economical manner.

All fields must be filled clearly and if required add extra sheet. Add supporting documents. You may add college pictures particularly front of college, events and other activities. This survey form can also be downloaded from HED website. www.hed.punjab.gov.pk/. This survey form must be completed and deposited in the office of undersigned in hard and soft copy before 12th October 2018. For any assistance please contact Mr. Naveed Hassan, Project Development Specialist, Strategic Planning Unit on mobile no. 03004160778; email: pds.planning.hed@gmail.com

Muhammad Tanveer Jabbar Sheikh
Additional Secretary (P&B)
Higher Education Department

**COLLEGE BUILDING INFRASTRUCTURE PROFILE****A. Location**

College Name: _____

Division: _____ District: _____ Tehsil/Town/UC: _____ City: _____

Date of Establishment: _____ CMIS Code: _____

B. Land:

College Land		Covered Area		Encroachment if any	
Kanal	Marlas	Kanal	Marlas	Kanal	Marlas

Transferred to HED	Yet to be transferred to HED

C. Detail of Encroachment. (Mark ✓ in the relevant box)Type of Encroachment: Residential Commercial Road /Passage By some Govt Department/ Corporation etc* Encroachments Since *Note: Please add separate sheet to describe in detail with documentary evidence:*

- Action taken by College Administration/ Director Colleges, if any.
- Detail of any court case, pertaining to encroachment.
- Any illegal occupation / encroachment by some Govt Department. or Semi Govt/ Autonomous body.

D. BUILDING TYPE AND OWNERSHIP DETAIL. (Mark ✓ in the relevant box)

Public	Private	Rented		Government	Located in Historical Building/Donated Building
		Rent per Month	On Rent since		

Status of Building: Under college use practically used by any other agency/ Dept *Note: Attach attested copy of lease agreement by the owner if college is functional in rented building. Indicate clearly the total area, number of rooms, attach Map of the building.***E. COLLEGE MAP.**

Each College Principal is directed to provide copy of the College map in hard and soft form showing clearly total college area, covered area, marking facilities and highlighting encroached area if any. If it is not available he may get it prepared. This is mandatory.



F: COMMERCIAL USE OF COLLEGE PREMISES

Commercial use of college premises includes any shops (inside/outside) other than canteen, leasing of land for agricultural or industrial use or utilization of College premises for any other use.

Mark ✓ in the relevant box and provide all supporting documents.

Number of Shops Total Area covered by Shops

Total Land leased out for agriculture or other use:

Total yearly Revenues from rent of Shops / land leasing

Date of initiation of commercial Activity: Year _____ Month _____ Date _____

College Principal who initiated commercial activity: Name:

Construction of Shops was carried out by: College Lessee Others*

Period of Lease agreement: Date of Expiry

Process of Leasing or Rent: Properly Advertised as per rules: Yes NO

Note: If Govt Rules were followed, attach copies of supporting documents.

Detail of Deposit Rent: Govt Treasury College Bank Account

Bank Name: _____ Account Number _____

Total Amount Deposited since initiation _____

Up to date Balance: _____ (Attach latest Bank Statement)

Permission for commercial utilization of College Building was granted by:

Secretariat DPI Colleges Director Colleges Deputy Director

College Council Principal District Government Others

Note: Please specify others and also attach copy of authorization by competent authority. If there is any Litigation or Issue associated with Rent/ Lease attach complete detail.



G. PHYSICAL BUILDING INFRASTRUCTURE

Describe Condition of Building/ Allied facilities (Mark ✓ in the relevant box)

Building Unit	No. of Units	Condition						Requirements		
		Good	Fair	Poor	*Dangerous	Minor Repair	Major Repair	Immediate Repair	**Required Additional Unit	***Space Available
Class Rooms										
Lecture Theatre										
Auditorium										
Multipurpose Hall										
Examination Hall										
Library										
Science Laboratories										
Computer Laboratory										
Dispensary										
Washrooms										
Career Counseling Office										
Cafeteria / Canteen										
Principal Office										
Subordinate staff offices										
Exam Controller Office										
Sports Office										
Guard Room										
Kitchen										
Car Parking										
Bus Shed										
Bike & Cycle Stand										
Any Other facility/Paragraph Description										
Day Care Centre										
If Historical Building/ Please provide one										

Note: A detailed separate sheet may be enclosed to explain *dangerous building unit, **reasons for required additional unit and availability of ***suitable place for construction.



H. PLAYGROUNDS/ SPORTS FACILITY. (Mark ✓ in the relevant box)

Facility	Availability		Size of Ground	Condition					
	Available	Not Available		Good	Fair	Poor	Full Maintained	operational	Need Improvement
Cricket Ground									
Hockey Ground									
Football Ground									
Swimming Pool									
Badminton Ball Court									
Any Other									

I. GREEN LAWNS & TREES. (Mark ✓ in the relevant box)

Facility	Availability		Condition of Lawns					New Trees How many new trees added during current year	
	Number of Available Lawns	Not Available	Good	Fair	Poor	Fully Maintained	Total no of trees		No of Malis/ Builders
Green Lawns									

J. HOSTELS. (Mark ✓ in the relevant box)

Hostel available or not. Available Not Available

Number of residential rooms _____ Single Rooms _____ Double Sharing _____

Accommodation Capacity _____ Existing Strength residing _____

Year of Construction _____ Faculty stay*: Available Not Available

Number of Washrooms _____

Number of Rooms allocated for faculty (Temporary Stay) _____

Hostel Warden Residence: Available Not Available

Name of Warden Hostel: _____ Designation/ Grade _____

Hostel Kitchen facility: Available Not Available

Number of Regular Staff deputed for Hostel: _____ Temporary/ W. Charged _____



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*Note: *Temporary stay of teachers in colleges particularly female teachers or in village or hill station colleges. List of regular staff as well as temporary staff may be provided with grade or salary package.*

Hostel Details	Condition				
	Good	Fair	Poor	Need Improvement	New Construction Required
Overall Hostel Building					
Residential Room					
Washrooms					
Kitchens					
Dining Hall					
Common Room					
Warden Residence					
Staff Residences					
Mosque					
Indoor Sports Facility					
Laundry Room					
Guests Meeting Room					
Reception					
Security Room					
Canteen/ Shop					
Dispensary/ First Aid Room					
Parking Area					
Others					

Condition of Hostel Building/ Allied Residence. (Mark ✓ in the relevant box)

Road/ Walkways	Type of Road			Condition					Proposed Area required to be constructed
	Gravel	Metal	Tiles/ Bricks	Good	Fair	Poor	Need Improvement	New Construction Required	
Access Entry Road									
Internal Roads. /walkways									
Internal Walkways									



K. INTERNAL ROADS/ WALKWAYS (Mark ✓ in the relevant box)

L. COLLEGE LIBRARY. (Mark ✓ in the relevant box)

Nature of Library Building: Attached Separate

Total seating capacity of the Library _____ Year of last purchase of Books _____

Amount _____ Number of Books purchased _____

Annual Budget Rs. _____. Budget Allocation: Good Average Poor

How many newspapers/ magazines are purchased for Library?

Type	English		Urdu		International Magazines	
	Name	No.	Name	No.	Name	No.
Newspaper	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
Magazines	1.					
	2.					
	3.					
	4.					
	5.					
Journals	1.					
	2.					
	3.					
Others	1.					
	2.					

Total Yearly Expenditures incurred on purchase of Newspapers/ Magazines (Last five Years)



Detail of Library Staff.

#	Name of the Librarian/ Staff	Designation/Grade	Qualification	
			Academic	Professional
1				
2				
3				
4				
5				
6				

Note: Professional Qualification means Library Course or Degree. If there is no Librarian indicate the name and designation to whom additional charge given.

(Mark ✓ in the relevant box)

Whether the collection is classified or not: Yes No

If Yes –Name of the classification scheme adopted:

i) CC ii) UDC iii) DDC iv) Any other

Whether the collection is catalogued or not: Yes No

If Yes –Name of the cataloguing scheme adopted

i) CC ii) AACR –I iii) AACR- II iv) Any other

Description of Automation	Yes	No
Whether library is automated or not?		
Status of automation: Fully Automated		
Status of automation: Partly Automated		
Barriers to automation: Lack of IT Capacity (Trained Staff),		
Barriers to automation: Space		
Barriers to automation: Power		
Barriers to automation: Financial Constraints		
Barriers to automation: IT Equipment's		
Barriers to automation: Library automation software		
Barriers to automation: Expert Librarian		
Barriers to automation: Internet Connection		



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Maintained Library Card Issuance System? Yes No

Library catalogue Available? Yes No

Library Statistics:

Year	Average Daily Visitor	Level (FA, BA, MA, BS4)	Average Daily Issue of Books
2014-15			
2016-17			
2017-18			

Facilities in Library

Description of Facility	Availability		No of available items	Condition			
	No	Yes		Good	Fair	Poor	Need to be Replaced (How Many?)
Almirahs							
Chairs							
Computers*							
Photocopier							
Binding Machine							
Scanners							
Alternate Power Source							
Lights/ Ventilation							
Air Conditioners							
Newspapers Racks							
Printers**							
Signage Board							
Security Cameras							
Display Panels/ Easels							
Wall Mount Boards							
Magazine Racks							
Clock							
Library Guide Book							
Cleaning Items							
Book Binders							
Others							

Note: * detailed specification of Computers/ **Printers may be added on separate sheet.



Collection of Books and periodicals (As on 30thSept 2018)

Collection of books	No. of Periodicals	Reference Books

Library Book Record (Subject-Wise). *Note: Attach complete list of Library books subject wise.*

#	Subjects	No. of Books	Library Books Usage Detail			
			Inter	Graduation	Post-Graduation	BS4 Years
1.	Urdu					
2.	English					
3.	Islamic Studies					
4.	Pak Studies					
5.	Political Science					
6.	Sociology					
7.	Economics					
8.	Punjabi					
9.	Geography					
10.	Physics					
11.	Chemistry					
12.	Biology					
13.	Mathematics					
14.	Statistics					
15.	Philosophy					
16.	Tourism					
17.	Pakistan					
18.	Business					
19.	Sarikee					
20.	Journalism etc.					
21.	Others					

Note: Please use additional sheets for complete record based on same patten/ proforma



M.COLLEGE SCIENCE LABORITES

Number of Labs in College _____ Capacity of each lab (for students) _____

Lab Type	Yes	No	Size of Lab Room	Capacity of Students	Condition			
					Good	Fair	Poor	Required
Physics Lab								
Chemistry Lab								
Biology Lab								

Physics Lab: Fully Equipped Partly Equipped Not Equipped

Chemistry Lab: Fully Equipped Partly Equipped Not Equipped

Biology Lab: Fully Equipped Partly Equipped Not Equipped

Annual Budget Allocation for Science Labs: _____

Last Procurement was made on _____ Amount _____

Budget Allocation: Appropriate Average Poor

Do you have Laboratory Management and Chemical Cleanout Manual: Yes No

Note: If Yes Please attach a copy of Manual.

Description	Availability	
	Yes	No
Proper Chemical distribution and storage Mechanism		
Housekeeping, maintenance, and inspections of the stockroom and laboratories.		
Personal protective apparel and equipment for teachers and staff		
Warning signs and container labels to identify hazards.		
Waste disposal.		
Develop strategies to reduce the use of hazardous chemicals.		
Acquire information about the chemicals in use.		
Proper Handling of Toxic Chemicals		
ventilation system is adequate		
staff working with hazardous chemicals receives proper training of chemical management, including safe storage, proper use, potential hazards and disposal		
An inventory of the chemicals maintained where chemicals are stored*.		
Fire Extinguisher (properly filled & regularly inspected)		
Safety Equipment & First Aid		
Biology equipment's maintained properly		

*Note: *If List of Science lab inventories maintained please attach.*



Detail of Staff attached with Science Labs

#	Name of the Teacher/ Staff	Designation/Grade	Qualification	
			Academic	Professional
a. Teachers				
1				
2				
3				
4				
5				
6				
b. Staff				
7				
8				
9				
10				

Professional means having training of doing work in labs. Use Additional page if required.

N. COMPUTER LABS.

Number of IT Labs in College _____ Capacity of each lab (for students) _____

Lab Type	Yes	No	Size of Lab Room	Capacity of Students	Condition			
					Good	Fair	Poor	Required
IT Lab								

IT Lab: Fully Equipped Partly Equipped Not Equipped

Annual Budget Allocation for IT Labs: _____

Last Procurement made on _____ Amount _____

Budget Allocation: Appropriate Average Poor

Do you have IT Lab Management Manual? Yes No



IT Faculty.

Sanctioned Strength		Working	Name of Teacher
Grade	Strength		
BS 17			
BS 18			
BS19			
BS 20			
CTI			
Other Staff Associated with IT Lab (Mention Grade/ Strength & Name of Staff Member			
Grade	Strength	Working	Name of Staff
BS			
BS			
BS			
BS			
Daily Wages			

Use Additional page if required

Student Strength IT Subject

Student Strength/ Enrollment										
Shift	Inter		Graduation		Post Graduate		BS4 Years			
	Ist Year	2nd Year	Ist Year	2nd Year	Ist Year	2nd Year	Ist Year	2nd Year	3rd Year	4th Year
Morning Shift										
Evening Shift										

Do the college charge any fund for Computer Lab / Class: Yes No

If Yes how much charged from each student per month?

Yearly Revenues collected: Deposited in Bank: Yes No

If deposited in Bank. Mention Bank Branch _____

Account Number _____



Computers Inventory Detail

Specifications of Computers (Desktop/ Laptops)										Quantity (add number in each column)				
CPU/ Intel i5/i7 or other	Hard Disc	RAM (GB)	DVD/CD-RW	Graphics card	Windows Version	Wi-Fi	Monitor			Total Quantity	working	Out of service	Repairable	Non-Repairable
							14 Inch	16 Inch	21.5 inch					

**Type refers to Computer GHz, Pentium, Intel Core i5 or i7. Mention each category of computer in Lab.*



Detail of Other Facilities / Items in Computer Lab

Description of Item	Quantity	Condition				
		Good	Fair	Poor	Reparable	Not Repairable
Docking Stations						
Additional Instructor Monitor						
Network Rack						
48 Port Switch						
UPS						
Server for all lab functions						
Server OS						
Workstation Software						
Network Printer						
Network Scanner						
Printer/Scanner Stands						
Projector (Smartboard) Multimedia						
Workstation Desks						
Conference Table						
Workstation Chairs						
Instructor Chair						
Wireless Router/Hub						
Keyboard and mouse combo						
Webcam						
Registered Window						
Microsoft Office						
Antivirus						
Cables and Connectivity						
Speakers						
CD burner						
Mega USB Drives						
Alternate Power Supply (Generator)						
Availability of Wi-Fi						
Air Conditioners						



Computer Courses offered in Lab other than regular classes like Diploma or Certificates.

Courses Offered	Duration	Number of students	Fee Charged	Diploma/ Certificate

O. OFFICIAL RESIDENCES IN COLLEGE PREMISES

Number of official Residences in College:

Principal Residence. Yes. No Vice-Principal Res: Yes No

Hostel Warden Residence. Yes. No Number of Staff Reside

Number of Staff Quarters

Note: List of Staff residing in official Quarters may be added.

Principal using College Accommodation Yes Lying Vacant

Vice-Principal using College Accommodation. Yes No

If College official accommodations are being used by other college faculty or outsider, Give details

Accommodation	Name of the occupant/Designation/ BS/ Department	Permission Taken from Secretary HED		Residing Since	Monthly Deductions
		Yes	No		
Principal Accommodation					
V. Principal Accommodation					
Hostel Warden Accommodation					
Staff Resident					
Servant Quarters					

Note: Use additional sheet if required.



Condition of official Residences

Residence	Date of Construction	Building Condition			
		Good	Fair	Poor	Dangerous
Principal Residence					
V. Principal Residence					
Hostel Warden					
Hostel Superintendent					
Servant Quarters					

Utilities in official Residences

Residence	Sui Gas			Electricity		
	Gas Meter In stalled		If Meter not installed how much bill is deducted P.M	Electric Meter In stalled		If Meter not installed how much bill is deducted P.M
	Yes	No		Yes	No	
Principal Residence						
V. Principal Residence						
Hostel Warden						
Staff Residence						
Servant Quarters						

Other Facilities provided by College in official residences.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



J. DETAIL OF FURNITURE/ EQUIPMENT (OFFICES/ CLASSROOMS)

Principal Office

Description	Availability			Description	Availability		
	Number	Yes	No		Number	Yes	No
Tables				Landline Phone			
Chairs				Internet (WIFI)			
Sofa				Computer Desktop			
Racks				Laptop			
Cupboards				Printer			
Tablet				Internet			
Air Conditioner				Fax Machine			
Gas Heater				Scanner			
Refrigerator				Multimedia			
Curtains/ Blinds				LED/ TV			
Clock				UPS			
Carpet				Incumbency Board			
Fans				Principals' Pictures			
Lights				Water Dispenser			
Photocopier				Gas Geiser			
Microwave oven				Electric Geiser			
Kitchen				Electric Kettle			
Crockery				Washroom (attached)			
Medals/ Trophies				Rest room			
Air Cooler				Security Camera/ Others			

Vice-Principal Office

Description	Availability			Description	Availability		
	Number	Yes	No		Number	Yes	No
Tables				Landline Phone			
Chairs				Internet (WIFI)			
Sofa				Computer Desktop			
Racks				Laptop			
Cupboards				Printer			
Air Conditioner				Internet			
Refrigerator				LED/ TV			
Security Camera				Incumbency Board			
Curtains/ Blinds				Washroom (attached)			
Clock				Air Cooler			
Carpet				Lights			
Fans				Others			



Staff Room

Description	Availability			Description	Availability		
	Number	Yes	No		Number	Yes	No
Tables				Landline Phone			
Chairs				Internet (WIFI)			
Sofa				Computer Desktop			
Racks				Laptop			
Cupboards				Printer			
Air Conditioner				Internet			
Refrigerator				LED/ TV			
Security Camera				Incumbency Board			
Curtains/ Blinds				Washroom (attached)			
Clock				Air Cooler			
Carpet				Lights			
Fans				Others			

Auditorium / Multipurpose Hall

Auditorium Available: Yes No Size Capacity

Auditorium Furnished Yes No

Date of Construction. Condition: Good Fair Poor Dangerous

Indoor Sports Facility: Yes No

Attached Washrooms Functional: Yes No

Auditorium Utilization Details.

1. _____
2. _____
3. _____

How many events / Exhibitions/ Indoor Matches held during **2016-18** (Attach Pictures)

Serial No	Dates	Event Name



Detail of Auditorium Furniture/ Equipment's

Description	Availability			Description	Availability		
	Number	Yes	No		Number	Yes	No
Tables				Air-Conditioners			
Chairs				Drinking water Coolers			
Lights				Gas Heaters			
Fans				Projector/ Multimedia			
Audio System				Speakers			
Blinds				Fire Alarm			
Electricity				Fire Extinguishers			
Generators				LEDs			
Roof Ceiling				Water Supply			
Capet/ Tiles				Security Camera			
Notice Board				Others			

Detail of Class Rooms/ Lecture Theatre, Furniture/ Equipment

Description	Availability			Description	Availability		
	Number	Yes	No		Number	Yes	No
Tables				Air-Conditioners			
Chairs				White Boards			
Lights				Black Boards			
Fans				Projector/ Multimedia			
Audio System				Speakers			
Windows				Fire Alarm			
Electricity				Fire Extinguishers			
Generators				LEDs			
Roof Ceiling				Mike			
Floor Tiles				Security Camera			
Rostrum				Exhaust Fans			
Air Coolers				Notice Board			
				Other			



College Dispensary

College Dispensary Maintained; Yes. No Functional: Yes No

First Aid Trained staff: Yes No. Emergency Arrangements: Yes No

Emergency Doctor / 1122 in range available: Yes No

Detail of basic Equipment's:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

Detail of Budget allocated for Dispensary Rs. _____

Detail of Expenditures on dispensary during current Year: _____

Detail of Medicines available:

#	Medicine	Quantity	Date of Purchase	Expiry Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				



College Canteen

College Canteen Maintained; Yes. No Functional: Yes No

Canteen Contract: Yes No. Canteen Contract Amount: _____

Period of Contract: _____ Contractor Name: _____

Contractor Contact Number: _____ ID Card No. _____

Cleanliness / Food Quality: Good Fair Poor

Canteen Contractor has separate Electric/ Gas Meter: Yes No.

If not, how much bill is charged on monthly basis: _____

(List all electric/ Gas appliances)

Detail of Food items served in Canteen and prices

#	Food Item	Price	Brand if applicable
1	Drinking water 250 ml		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Note: Use Additional Sheet



SECURITY ARRANGEMENTS

Boundary Wall. (Mark ✓ in the relevant box)

Category of College as per Security Arrangement: A+ A B

Height of Boundary Wall: _____ Feet. Height of Razor Wire / Barbed Wire: _____ Feet

Description	(Mark ✓ in the relevant box)		Remarks
	Yes	No	
Razor wire: Completely Installed			
Razor wire: Partially installed			
Gate Security Barrier			
Security Board Instructions			
No of Security Guards			
No of Security Cameras			
Security Control Room Availability			
Security arrangements during evening and night			

Security Control Room Furnished Unfurnished

Other Details

Description	Mark ✓ in the relevant box)		Condition/ Quality		
	Yes	No	Good	Fair	Poor
Clean Drinking Water					
Water Filtration Plant					
Water Quality Checked					
Cold water Coolers					
Separate washrooms for boys/ Girls					
Water Flush tanks working washroom					
Water supply/ taps					
Carrier Garbage Disposal Bins					
Counselling Center					
Day Care Center					
Parents Waiting Area					
Main College Board					
Internal Boards					
College Site Map Board					
Prayer Area					
Separate washroom for girls/boys in case of BS/PG College					
Others					



College Transport Details

Vehicle	Make/ Model/ Reg No.	Total No.	Year of Purchase	Condition				Utilization		
				Good	Fair	Poor	Out of service	utilized	Not utilized	No of students use the bus service
Buses										
Pickup/ Carry Van										
Cars										
Coaster										
Tractor										
M. Cycles										
Cycles										

Total Budget allocated for Transport. _____ Total POL Charges (Annual) _____

Total Maintenance Charges (Annual) _____ Total Number of Drivers _____

Helpers _____ Workshop Maintained: Yes No

Drivers Licenses up to date. Yes No

Total Revenues collected from Bus Rides _____ Private Use; Yes No

Log Books Maintained; Yes. No Student Monthly Charges _____



GREEN COLLEGES CAMPAIGN

Working together for a sustainable Future
Tree survey for Colleges

The Government of the Punjab has launched tree plantation drive. Everyone to join this Green Punjab drive so as to counter the twin threats of climate change and pollution confronting our future generations. Colleges having vast area are perfect place for planting trees. The purpose of this survey is to collect existing inventory of trees stock and target for the future.

#	Tree Species	Number	Age	Height (m)	Health			Target for Future
					Good	Fair	Poor	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								



**TRANSFORM EDUCATION
EVALUATION AND ASSESSMENT SURVEY FOR IMPROVING COLLEGES
SECTION-2 ACADEMIC & HUMAN RESOURCES**



ACADEMIC ACTIVITIES:-

Mention College category:(Mark ✓ in the relevant box)

Autonomous	General	Science College	Others	Others	
Category	Male	Female	Co-Education	Others**	
Programmes Offered	Inter/ FSc	Graduation	Post-Graduation	BS4 Programme	Others

Student Enrollment

Programme	Duration	Shift	Enrolled Students	Appeared in Exam	Passed in Exam	%age
Intermediate (I)		Morning				
		Evening				
		Both Shift				
Intermediate (II)		Morning				
		Evening				
		Both Shift				
Graduation (I)		Morning				
		Evening				
		Both Shift				
Graduation (II)		Morning				
		Evening				
		Both Shift				
Post-Graduation (I)		Morning				
		Evening				
		Both Shift				
Post-Graduation (II)		Morning				
		Evening				
		Both Shift				



Student Enrolment BS4 Program/ Diplomas/ Certificates/ Others

Programme	Duration	Shift	Enrolled Students	Appeared in Exam	Passed in Exam	%age
BS(4Year) (I)		Morning				
		Evening				
		Both Shift				
BS(4Year) (II)		Morning				
		Evening				
		Both Shift				
BS(4Year) (III)		Morning				
		Evening				
		Both Shift				
BS(4Year) (IV)		Morning				
		Evening				
		Both Shift				
		Morning				
		Evening				
		Both Shift				
		Morning				
		Evening				
		Both Shift				
		Morning				
		Evening				
		Both Shift				



Commerce Colleges

Programme	Duration	Shift	Enrolled Students	Appeared in Exam	Passed in Exam	%age
I Com		Morning				
		Evening				
		Both Shift				
		Evening				
		Both Shift				
D Com		Morning				
		Evening				
		Both Shift				
B Com		Morning				
		Evening				
		Both Shift				
M Com		Morning				
		Evening				
		Both Shift				
BBA		Morning				
		Evening				
		Both Shift				
MBA		Morning				
		Evening				
		Both Shift				



Commerce Diplomas/ Certificates

Programme Diploma/Certificate	Duration	Shift	Enrolled Students	Appeared in Exam	Passed in Exam	%age
		Morning				
		Evening				
		Both Shift				
		Morning				
		Evening				
		Both Shift				
		Morning				
		Evening				
		Both Shift				
		Morning				
		Evening				
		Both Shift				
		Morning				
		Evening				
		Both Shift				
		Morning				
		Evening				
		Both Shift				

Note: Mention each Programme including Certificate, Diploma and others short cases offered.



Title	Description	Date (DD/MM/YY)	Department/Agency/Level

Achievements and Awards of Institution

College Societies

#	Description of Society	Number of Members	Date (DD/MM/YY)	Activity
1.				
2.				
3.				
4.				
5.				

College Council

#	Council Members	Designation
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



HUMAN RESOURCE

A. PRINCIPAL

Principal Name: _____ Last Degree: _____ BPS: _____

Date of Appointment in this College: _____ Office Contact No.: _____

Email (Official): _____ Email (Personal): _____

Mobile (Personal): _____ Fax No.: _____

Present Address (Personal): _____

Status of Posting: Permanent Additional Charge Look After Charge DDO
Power

Previous Experience as Principal / Vice Principal (If any)				
Designation	BPS	Institution	Period Served	
			From (DD/MM/YYYY)	To (DD/MM/YYYY)

Teachers Training /Course Attended (Start from Current/Latest/ Foreign)					
Title	Agency / Department	Year	Duration	Date	
				From (DD/MM/YYYY)	To (DD/MM/YYYY)

Note: Use additional sheet if required.



Title	Agency / Department	Year	Date	
			From (DD/MM/YY)	To (DD/MM/YY)

**Conducted: as resource person / Trainer. Add documentary evidence.*

Achievements and Awards of Principal			
Title	Description	Date (DD/MM/YY)	Department/ Agency/Level

B. TEACHING STAFF

(Attach complete list of all teacher, sanctioned strength, working & Vacant)

Faculty Numbers				
BS-17	BS-18	BS-19	BS-20	CTI

Faculty Qualification					
BPS	BS4	Masters	M.Phil.	Ph.D.	Post Doc
17					
18					
19					
20					



CTI Qualification				
BS4	Maters	M.Phil.	Ph.D.	Post Doc

Detail of BS4 Programmes disciplines & Teachers associated with programme & their qualification / Experience may be provided



Faculty Workload (BS Programs) Use this format to fill the faculty workload																											
Sr. No	Faculty Name with Father Name (BPS)	Physics	Chemistry	Botany	Zoology	Mathematics	Statistics	Economics	Compute Science	Psychology	History	Urdu	English	Islamic Studies	Arabic	Bio Technology	International Relation	Political Science	Education	Philosophy	Communication Studies	Journalism	Social Works	Sociology	Gender Studies	BBA	Others

*In case of others please specify name



C. NON-TEACHING STAFF. (Use this format to add complete list of staff)

No. of Staff:

Male:

Female:

Sr. No.	Name with	Father Name	Qualification (Last Degree with Subject/ Certificate)	Designation	BPS	Date of Entry into Govt. Service (DD/MM/YYYY)	Date of Posting in this College (DD/MM/YYYY)	Assignments



ACADEMIC RECORD MAINTENANCE

#	Description	Maintained		Add Log Register/ Remarks
		Yes	No	
1.	Course File / Catalog Maintained			
2.	Syllabus			
3.	Course Outline for Students			
4.	Lesson Plans			
5.	Gradebooks			
6.	Student Attendance Records			
7.	Student Behavior Records			
8.	Student / Parents Complaint Cell			
9.	Student Teacher Evaluation			
10.	Field Trips / study tours			
11.	Homework / Assignments			
12.	Test / Quizzes			
13.	Timetable / Schedule of Papers			
14.	Assignments / Quizzes / Mid Term / Final Term / Term Paper Specimen			
15.	Marking Criteria / System			
16.	Lecture Methods			
17.	Presentation on Multimedia			
18.	Pedagogical Techniques Used			
19.	Trainings Attended			
20.	Workshops Attended			
21.	Workshop/ Seminar Organized or Conducted			
22.	Community Services			
23.	Principal-Teacher Interaction			
24.	Parent-Teacher Meeting			



TRANSFORM HIGHER EDUCATION

#	Description	Maintained		Add Log Register/Remarks	#			
		yes	NO					
25.	Teacher-Student Meeting				Methods: Timings/Schedules:			
26.	Student-Career Counseling				Methods: How many sessions conducted in a week.			
27.	Administrative Workload				If yes add copy			
28.	Academic Workload				Techers Average lectures per week			
29.	College Annual Event Calendar				If yes add copy			
30.	College Annual Sports Events				If yes add copy			
31.	Literary / Social Activities				If yes add copy			
32.	Students Cleanliness standards				If yes add copy			
33.	International Days Events							
34.	Any Student Union presence in college (Political/ Religious)							
35.	Monitoring / Inspection by DPI				If yes please add date of inspections			
36.	Monitoring / Inspection by Director				If yes please add date of inspections			
37.	Monitoring / Inspection by Dy Director				If yes please add date of inspections			
38.	Monitoring / Inspection by Secretariat officers				If yes please add date of inspections			
39.	Monitoring / Inspection by District Government				If yes please add date of inspections			
40.	Inter College Sports Competitions				Add Details			
41.	Any coordination with concerned BISE				Add Details			
42.	Total No. of Classes for a Subject Total Session: Session Duration:	Start	End	20%	40%	60%	80%	100%
43.	Overall Faculty Attitude / Peer Review	GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> NOT GOOD <input type="checkbox"/>						
44.	Overall Staff Attitude	GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> NOT GOOD <input type="checkbox"/>						
45.	Overall Student Attitude	GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> NOT GOOD <input type="checkbox"/>						



General Details.

1.	Budget Supervisor	Budget Officer: Available <input type="checkbox"/> Not Available <input type="checkbox"/> Qualification: _____ Any Training received Budget Handling System: Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/>
2.	Clerk	Available <input type="checkbox"/> Not Available <input type="checkbox"/> No. of Clerks: _____
3.	Attendance Register	Maintained for Employees: Yes <input type="checkbox"/> No <input type="checkbox"/> Maintained for Students: Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Employee Attendance Monitoring	Camera Yes <input type="checkbox"/> No <input type="checkbox"/> Manual Attendance Yes <input type="checkbox"/> No <input type="checkbox"/> Thumb Impression Yes <input type="checkbox"/> No <input type="checkbox"/> RFID Cards Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Teacher Reward System	Available <input type="checkbox"/> Not Available <input type="checkbox"/> Criteria:
6.	Suggestion / Complaint Box	Available <input type="checkbox"/> Not Available <input type="checkbox"/> Record Maintained: Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Online Admission System	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Usage of MIS – HED	Operator: Available <input type="checkbox"/> Not Available <input type="checkbox"/>

Water Supply Sources

Tube well	Turbine	Pumps	Hand Pumps	Motors	Govt. Supply	Overhead Reservoirs	Underground Water tank
						Capacity	Capacity
						Gallons	Gallons



BUDGET OF THE COLLEGE

Total Budget _____ Allocation _____ Release _____ Utilization _____

Budget Head-wise:

Sr. No	Name of Head	Allocation	Release	Utilization
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Development Budget

Total Budget _____ Allocation _____ Release _____ Utilization _____

Budget Head-wise:

Sr. No	Name of Head	Allocation	Release	Utilization
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



Maintenance and Repair Grant

Total Grand Provided	Detail of M & R Work	Remarks (if any)
	1.	
	2.	
	3.	
	4.	
	5.	

Note: Detail of last 3 years may be provided

College Fund:

Total Funds Received _____ Deposited in the Bank _____

Name of Bank _____ Bank Account No _____

Sr. No	Title of Account	Rate of Fee	Total Fund Collected	Total Fund Deposited in the Bank	Total Fund Utilized	Balance Available	Remarks (if any)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: Detail of collection of funds of last 3 years for morning and evening may be provided separately



Issues/ Problems/ Suggestions/Recommendations

Note: Each Principal may add extra sheet to explain any specific issue relating to building, equipment's, transport, student issues. Security or any other problem, suggestions and recommendations.