

Proforma for Inspection of ATI for HRDS Affiliation



Ι	General	
	1. Date of inspection	
	2. State & District	
	3. Name and Address of ATI	
	4. Phone Nos	
	5. Email ID	
	6. Name and Address of Manager	
	7. Phone Nos	
	8. Email ID	
	9. Nature of Management	Individual/ Society/ Trust/Other
II	Staff Details.	
	1. Name of Principal / Head of Institution	
	2. Number of Instructors	
	3. Number of Office Staff	
III	Infrastructure Facility	
	1. Tool, Equipment & Machinery	Attach Separate List
	2. Accommodation	
	(a). Workshop for Practical Training	
	(b). Class room	
	(c). Administrative Block	
	4. Whether Building	
	(a) Owned or leased	

Signature of the Members;

Proforma for

Recommendations by the Members of Inspecting Committee

The Committee Members inspected

On

Various information furnished in the report on the proforma have been checked and verified as per the prescribed norms and standards. Based on the inspection, the following comments and recommendations are made as under:

- 1. Availability of tools, equipments and machinery shown in the lists have been verified.
- 2. Infrastructural facilities available at the Institute have been verified.
- 3. Defects and deficiencies noticed during the inspection, which should be communicated to the Principal of the Institute for rectification.

Sl. No	Subject for which affiliation has been sought	Defects and deficiencies noticed
1		
2		
3		

4. Subjects/Units, which had already been approved by HRDS:

5. Details of Subjects/Units existing in the Institute:

Signature of the Members;

6. Subjects/Units, which are now recommended for affiliation:

(Separate list may be attached)

7. Other observations/comments, if any:

The above comments/recommendations from S. No 1 to 7 are made by us. Three copies of this repost is signed by us and a copy of the complete Inspection Report is given to the head of institution. The other two copies will be submitted to the Regional Director, Human Resources Development Society (HRDS), Kottakkal

Date : Signature of the Members;

Signature of the Head of institution with Designation and Office Seal