

## **YOGI VEMANA UNIVERSITY:: KADAPA**

### **INSTRUCTIONS TO COLLEGES**

1. Download the schedule of inspection and inspection committee details from CDC portal using login facility.
2. Contact the convener and cooperate with committee for smooth conduct of inspection.
3. Committee is visiting your college for physical verification of details that provided in your affiliation application for example: Building accommodation, land, labs, class rooms, library, faculty etc.
4. Committee will verify the accommodation and facilities for all existing courses irrespective of affiliation status (permanent or temporary).
5. Inspection day must be working day for college.
6. All faculties must be present on the day of inspection.
7. Paste the details of dimensions and purpose of each room of the building on the door.
8. Submit the copies of documents mentioned in the list of deficiencies if any.
9. Keep ready of all originals in order to show to committee if they required.
10. Inspection committee is entitled to visit and interact with faculty & students in the classrooms.
11. Inspection committee is entitled to visit and verify any place of the premises of the college.