

ANNEX 5: INSTITUTIONAL RESPONSE FORM (1)

INSTITUTIONAL RESPONSE FORM (1)

(To be sent from the Head of the Institution to the Performance Auditor, 2 weeks before an audit visit)

Project implementation		
No.	Institutional monitoring and project output/outcomes	Responses
1.1	Briefly describe the actions taken for obtaining Autonomous Institution status, and the status of current application	
1.2	If your institution is already an Autonomous Institution, briefly state actions taken for the following:	
	1. Value addition to courses as per market demand	
	2. Improvements introduced in student evaluation	
	3. Addition of electives	
	4. Carrying out teacher evaluation by students	
	5. Starting of new postgraduate programmes, as planned	
	6. For enhancing qualification, deputing to other institutions and/or admitting within the institution those teachers that have a Bachelors degree only	
	7. Conducting continuing education and/or skill enhancement programmes for industry	
	8. Inviting experts from industry and eminent institutions for special lectures	
1.3	The amount of financial powers assigned/delegated to the following. If no delegations has been done so far, state the proposed action for each level with the corresponding timeline:	
	1. Governing Body	
	2. Head of Institution for: (a) single purchase of equipment, and (b) recurrent expenditure	
	3. Dean	
	4. Heads of Department	
1.4	Progress in starting new postgraduate programmes, as proposed	
1.5	Actions taken to fill up seats in the existing postgraduate programmes	
1.6	Actions taken to reduce vacancies in faculty positions	
1.7	Status of faculty appointed on regular basis, and proposed actions to fill up all faculty positions on regular basis	
1.8	Progress in getting pedagogical training in both the modules	
1.9	New Activities (since project start or the last performance audit) undertaken for enhancing interaction with industry	
1.10	Generation, retention and utilization of the non-tuition fee revenue generated through various activities	
2.1	Progress in instituting practice of teacher evaluation by students	
2.2	Current percentage of teachers evaluated by students in one subjects taught	
2.3	Current percentage of teachers evaluated by students in more than one subjects taught	
2.4	State the incentives being offered to the faculty for participation in consultancy assignments, research and development, and continuing education programmes conducted by the institution for industry	
3.1	Have the four funds been established?	
3.2	If yes, what is the amount in each fund?	
3.3	Is the contribution to each fund as per the requirement in the PIP? (see Annex-1, item-4 on page 148 of PIP)	
3.4	State the quantum of financial powers delegated to: (a) Governing Body; (b) Head of Institution; (c) Deans, and (d) Heads of Departments	
3.5	If less than those recommended in the PIP, state the reasons for the shortfall, and actions planned to comply with the project recommendations.	
4.1	Number of on-going sponsored projects from industry	
4.2	Number of industry awarded consultancy assignments completed	
4.3	Number of on-going industry awarded consultancy assignments	
4.4	Number of organizations and industries with whom Memoranda of Understanding have been signed for joint research and development	
5.1	List the undergraduate programmes accredited on date by name	
5.2	<ul style="list-style-type: none"> • State program-wise action taken to get accredited the eligible undergraduate programmes that are yet to be accredited • Describe difficulties faced, if any 	
5.3	List the postgraduate programmes accredited on date by name	
5.4	<ul style="list-style-type: none"> • State programme-wise action taken to get accredited the eligible postgraduate programmes that are yet to be accredited • Describe difficulties faced, if any 	
6.1	Give the number of papers published in national refereed journals from the date of joining the Project	
6.2	Give the number of papers published in Foreign refereed journals from the date of joining the Project	
6.3	<ul style="list-style-type: none"> • Number of patents filed since joining the Project • List the titles of patents filed since joining the Project along with names of contributors 	
6.4	<ul style="list-style-type: none"> • Number of patents obtained since joining the Project • List the titles of the patents obtained since joining the Project along with the names of contributors 	
7.1	Actions being taken for identifying weak students	
7.2	Number of students that have benefited from remedial teaching since joining the Project/since the last performance audit	
7.3	Number of students that have benefited from specialized soft skills and professional skills training programmes conducted since joining the Project/ since the last performance audit	
7.4	Status of establishment and functioning of remedial options and activities (e.g. a finishing school)	

ANNEX 5: INSTITUTIONAL RESPONSE FORM (2)

INSTITUTIONAL RESPONSE FORM (2)

(Engineering disciplines)

TABLE-1 (A): CONSOLIDATED STATEMENT

No.		Pre-TEQIP (2010-11)			Post-TEQIP (2012-13)		
1	No. of departments						
2	Levels of programmes	B.Tech	M.Tech	Phd	B.Tech	M.Tech	Phd
	(Number of programmes)						
3	Collaboration with industry (number of MoUs signed)						

TABLE-1 (B): DETAILS OF STUDENT ENROLMENT

No.	Name of the department		Pre-TEQIP (2010-11)			Post-TEQIP (2012-13)			Increase in percentage
			B.Tech	M.Tech	Phd	B.Tech	M.Tech	Phd	
		No. of fresh students admitted in the institute							

TABLE 1 (C): FACULTY DETAILS

No.	Name of the department		Pre-TEQIP (2010-11)			Post-TEQIP (2012-13)			Increase in percentage B.Tech.M.Tech. Ph.D	Total
			B.Tech	M.Tech	Phd	B.Tech	M.Tech	Phd		
		No. of faculty having highest qualification								
		Regular								
		Contractual								
		Total								

TABLE 1 (D): COLLABORATION WITH INDUSTRY

No.	Name of the department/institute	Name of the industry with whom MoU signed	
		Pre-TEQIP no. (2010-11)	Post-TEQIP no. (2012-13)

TABLE 2: SUMMARY SHEET FOR REVIEW

Name of NPIU Official:

Name of Institute:

Sub-component:

Category of Institute:

	Strategy/Activities	Indicators	Institutional Baseline (Pre-TEQIP) in 2010-11	Proposed Target for 2 years (31st Dec 2012)		Proposed Budget Estimate		Status due to input of TEQIP as on 31st Oct 2012		Outcome against Goals (TEQIP)	Remarks
			Physical (No./%age)	Institutional (No./%age)	TEQIP (No./%age)	Institutional (Rs. Lakh)	TEQIP (Rs. Lakh)	Physical (No./%age)	Financial (Rs. Lakh)		
A	Goal: Improve Quality of Education in Selected Institutions										
A.1	Student										
A.1.1	Improvement in Students Knowledge and Skills <ul style="list-style-type: none"> Diagnostic test Remedial teaching E-enabled learning Research projects at UG levels Assistantships 	Percentage of female students against total engineering students in all years <ul style="list-style-type: none"> Undergraduates Postgraduates 									
A.1.2		Students transition rate (percentage) from first year to second year of UG programmes (clearing all subjects/courses of 1st year in first attempt)									
A.1.3		Average scores (%/CGPA) at degree completion <ul style="list-style-type: none"> Undergraduates Postgraduates 									
A.1.4		No. of students enrolled in MTech programmes									
A.1.5		No. of students registered in PhD programmes in engineering									
A.1.6		No. of Masters students enrolled with TEQIP teaching assistantship									
A.1.7		No. of PhD students enrolled with TEQIP research assistantship									
A.1.8		No. of Research projects taken by UG students									
A.1.9		Any other									

	Strategy/Activities	Indicators	Institutional Baseline (Pre-TEQIP) in 2010-11	Proposed Target for 2 years (31st Dec 2012)		Proposed Budget Estimate		Status due to input of TEQIP as on 31st Oct 2012		Outcome against Goals (TEQIP)	Remarks
			Physical (No.*/%age)	Institutional (No.*/%age)	TEQIP (No.*/%age)	Institutional (Rs. Lakh)	TEQIP (Rs. Lakh)	Physical (No.*/%age)	Financial (Rs. Lakh)		
A.2	Faculty										
A.2.1	Capacity Development of Faculty <ul style="list-style-type: none"> Recruitment of faculty Subject domain training Qualification upgradation Pedagogical Training E-enabled training Management development training Continuing Education Programme 	% age of faculty positions filled-in (as per AICTE/ MHRD required Teacher-Student ratio): <ul style="list-style-type: none"> Regular Regular + Contract 									
A.2.2		% age of Faculty with B.Tech enrolled for M.Tech against total B.Tech faculty									
A.2.3		% age of Faculty with M.Tech enrolled for PhD in engineering against total M.Tech faculty									
A.2.4		% age of regular faculty with Masters degree in engineering against total engineering faculty									
A.2.5		% age of regular faculty with PhD degree in engineering against total engineering faculty									
A.2.6		Number of faculty members attended training in subject domain									
A.2.7		Number of faculty members attended management development training									
A.2.8		Number of faculty members attended pedagogical training									
A.2.9		Any other									

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A.3	Institutional Reforms										
A.3.1	Set of Reforms <ul style="list-style-type: none"> Academic reforms Non-academic reforms Enhance interaction with industry 	% age of NBA accredited UG & PG programmes including Applied- For cases, against total eligible programmes									
A.3.2		Autonomous institution status concurred by UGC (Yes/No/Applied For)									
A.3.3		No. of academic programmes i.e. M.Tech/ PhD etc. with industry									
A.3.4		No. of short term programmes with industry									
A.3.5		Academic networking with other institutions (No.)									
A.3.6		ICT (Information communication Technology) enabled learning (No. of programmes/courses)									
A.3.7		Curricula revised/ restructured (No.)									
A.3.8		Total IRG									
A.3.9		% age revenue from externally funded R&D projects and consultancies in total revenue									
A.3.10		IRG as % age of annual recurring expenditure									
A.3.11		Any other									

	Strategy/Activities	Indicators	Institutional Baseline (Pre-TEQIP) in 2010-11	Proposed Target for 2 years (31st Dec 2012)		Proposed Budget Estimate		Status due to input of TEQIP as on 31st Oct 2012		Outcome against Goals (TEQIP)	Remarks
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B	Enhance Access to Knowledge Resources										
B.1	Improvement in Teaching, Training and Learning facilities <ul style="list-style-type: none"> New PG programmes Updation of learning resources Equipment details Modernization of Labs and class rooms 	Laboratories: <ul style="list-style-type: none"> New laboratory (Nos.) for new PG programmes New laboratory (Nos.) for existing PG programs Existing laboratory (Nos.) modernized 									
B.2			Library <ul style="list-style-type: none"> Books (print) (Nos.) e-books (Nos.) Journals (print) (Nos.) e-journals (Nos.) Course specific softwares (Nos.) 								
B.3		Membership of online <ol style="list-style-type: none"> No. of journals No. of consortium 									
B.4				No. of digitally/virtually accessible courses/ subjects							
B.5		Any other									

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C	Enhancement of Research and Development Activities										
C.1	Promoting R&D culture in the Institution <ul style="list-style-type: none"> • Modern R&D equipment • Conferences/ Workshops organized • Conferences/ Workshops attended 	No. of research publications in refereed journals: <ul style="list-style-type: none"> • National journals • International journals 									
C.2		No. of Books published									
C.3		No. of Patents obtained/ filed									
C.4		Any other									

	Strategy/Activities	Indicators	Institutional Baseline (Pre-TEQIP) in 2010-11	Proposed Target for 2 years (31st Dec 2012)		Proposed Budget Estimate		Status due to input of TEQIP as on 31st Oct 2012		Outcome against Goals (TEQIP)	Remarks
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D	Improve Employability of Graduates										
D.1	Improving competencies of graduates <ul style="list-style-type: none"> Industrial collaboration Finishing School Industrial training 	Campus placement percentage: <ul style="list-style-type: none"> Undergraduates Postgraduates 									
D.2		Average annual salary (Rs. Lakh) of: <ul style="list-style-type: none"> Undergraduates Postgraduates 									
D.3		Share of UG students attended industrial internship (percentage)									
D.4		Any other									

TABLE-3: INSTITUTIONAL PROJECT BUDGET*

TEQIP funds received (Instalment) : 1st/2nd/3rd/4th

1st Instalment : Amount Rs. _____ Date: _____

2nd Instalment: Amount Rs. _____ Date: _____ Total funds received: Rs. _____

S. No	Activities	Project life allocation	Expenditure in Financial Year			
			2011-12	2012-13	2013-14	2014-15
1	Improvements for teaching, training and learning facilities through:					
	a. Starting new PG programmes					
	b. Modernization and strengthening of laboratories ⁺					
	c. Establishment of new laboratories for existing UG and PG programmes and for new PG programmes					
	d. Modernization of classrooms ⁺					
	e. Updating of Learning Resources					
	f. Procurement of furniture					
	g. Establishment/Upgrading of Central and Departmental Computer Centers ⁺					
	h. Modernization/improvements of supporting departments ⁺					
	i. Modernization and strengthening of libraries and increasing access to knowledge resources					
	j. Minor Civil Works					
2	Providing Teaching and Research Assistantships to increase enrolment in existing and new PG programmes in Engineering disciplines					
3	Enhancement of R&D and institutional consultancy activities					
4	Faculty and Staff Development (including faculty qualification upgradation, pedagogical training, and organising/participation of faculty in workshops, seminars and conferences) for improved competence					
5	Enhanced Interaction with Industry					
6	Institutional Management Capacity enhancement					
7	Implementation of institutional academic reforms					
8	Academic support for weak students					
9	Incremental Operating Cost					
Total						

* Refer IDP + Not applicable for Institutions participating under Sub-component 1.2.

Note: Procurement of equipment, minor civil works, furniture etc. is not allowed for Private unaided Institutions.

Not Applicable (NA) can be mention if appropriate.