

**X PLAN GUIDELINES
COLLEGES WITH POTENTIAL
FOR EXCELLENCE**

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**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
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UNIVERSITY GRANTS COMMISSION

X PLAN GUIDELINES

COLLEGES WITH POTENTIAL FOR EXCELLENCE

Introduction

There are colleges around the country where the quality of undergraduate teaching is good. Many of these colleges have used their “autonomy” in an innovative manner to achieve better standards in teaching. The UGC would like to identify such colleges and give them the status of “College with Potential for Excellence” and fund them substantially to help them attain even higher standards in teaching. In addition, colleges also impart postgraduate education. There is a need to pay special attention to this important sector. With this aspect in view, the UGC would fund colleges with postgraduate programmes to help improve and strengthen their infrastructure.

Objectives

1. To strengthen the academic and physical infrastructure for achieving excellence in teaching, research and outreach programmes.
2. To promote flexible and effective governance.
3. To enhance the quality of the learning and teaching process at the undergraduate and postgraduate level with the help of a flexible credit based modular system, and the whole range of innovations currently accepted globally.
4. To promote academic programmes relevant to the socio-economic needs of the nation.
5. To improve undergraduate education in colleges by the interfacing of the PG programmes.
6. To promote networking with Centres/departments and laboratories around the country.
7. To promote skill oriented programmes.
8. To achieve global standards of excellence in education, training and research.

Target Group

The number of colleges to be supported under the scheme in each State and Union Territory will be in proportion to the number of colleges covered under Section 2(f) and 12(B) of the UGC Act, 1956. More than 100 Colleges are likely to be identified during the Xth Plan. Due weight will be given to factors like the geographic region, urban and rural areas, backward region, women’s colleges and SC/ST.

Eligibility / Pre-requisites

- 1) Colleges should be 10 years old or more.
- 2) Autonomous colleges will be given preference.
- 3) Every college must enclose a copy of
 - a) the self study report submitted by the college to NAAC
 - b) the report of the evaluation undertaken by NAAC and
 - c) any additional data which the college might choose to supply.Colleges, which are not accredited by NAAC, must submit the applications in the prescribed format.
- 4) Those colleges, which have not been accredited by NAAC, must try to get the accreditation within a year. If this does not transpire due to the slackness on the part of the college, the status would be reviewed and revoked, and the grant can be stopped.
- 5) The parameters for assisting colleges under the scheme are:-
 - (a) Academic improvement, use of IT and current technologies in respect of the office, the library and other related activities
 - (b) Strengthening of science laboratories
 - (c) Improvement of the college library
 - (d) Participation in sports as also other student facilities
 - (e) Retraining of teachers
 - (f) The examination system
 - (g) The tutorial system
 - (h) Emphasis on research
 - (i) Helping poor students
 - (j) Participation in community affairs
 - (k) Evidence of concern for environment
 - (l) Vocational courses and skill oriented programmes
 - (m) And any other relevant additional information.
6. Every college should work out a plan of action which will be completed within the X Plan period. This plan should be prepared in consultation with the staff and management. It should spell out in detail how the amount provided by the UGC would be utilized. The plan should also list the order of its priorities and the magnitude of expenditure on different items. Each of these will have to be justified in detail with the UGC after the status has been formally accorded.
7. The general participation of the community, the university and the academics and the opinion of the State Council of Higher Education will be considered.

Procedure for Applying for the Scheme

Applications will be invited through a circular sent to the Deans of the Colleges, and advertisements in the media and on the UGC website.

Procedure for Approval by the UGC

All applications will be categorized statewise. Each state will be allocated a certain number of colleges. This number is not fixed, and can vary, but variations, if any, will have to be justified in terms of a detailed discussion by the Standing Committee.

Whether a college is to be visited or not will depend upon the merit of each case. Certain colleges have a history of good performance and it may not be necessary to visit them. In other cases, it may become necessary. In still other cases, it may be necessary because a certain college may have a slight edge over another and this matter will have to be determined by a Visiting Committee to be nominated by the Standing Committee.

The final selection will be made by the Standing Committee consisting of 10 Members to be nominated by the Chairman, UGC. The Standing Committee would broadly follow the criteria as indicated in Annexure for the purpose of Selection.

Constitution of Committees

1. Standing Committee
2. Visiting Committee
3. Monitoring Committee
 1. **Standing Committee:** This is a central committee, which will look into the policy and schemes, and will consist of the following members:
 - i. One Commission Member
 - ii. Two Vice-Chancellors
 - iii. Two Deans of Colleges
 - iv. Five Experts to be nominated by the Chairman.
 2. **Visiting Committee:** This committee will identify the colleges which have potential for excellence and will comprise:
 - i. One member of the Standing Committee
 - ii. One Expert and
 - iii. One UGC Officer.
 3. **Monitoring Committee:** This committee will monitor the performance of the colleges assigned to it and submit its report to the Standing Committee.
 - i. 2 members of the Standing Committee and
 - ii. 4 Experts from outside.

Colleges have to undertake not to transfer any Teacher/Principal for a period of 3 years. Indeed all postings should be so arranged that every teacher spends a minimum of 3 years in his place of posting.

Preference will be given to those colleges where, other things being equal, the Principal has a long tenure. The minimum acceptable period of tenure for a Principal would be 3 years.

Tenure

The scheme will remain operational during the X Plan period. There will be no extension beyond that period.

Nature of Financial Assistance

The grant may vary from Rs.35.00 lakhs to Rs.1.00 crore for X Plan period for each college in the following manner:

Non-autonomous/not accredited by NAAC/NBA	up to Rs.35.00 lakhs
Autonomous and not accredited colleges or vice-versa	up to Rs.60.00 lakhs
Autonomous and accredited colleges	up to Rs.100.00 lakhs

A college may apply for the 'Excellence' status even if it still has to get accreditation. Tentative sanction will be given subject to the College getting accredited within one year.

The Committee would visit the college for two days, interact with the faculty and others and work out a plan of action which would then be presented to the Standing Committee for approval and amendment, if necessary.

The same Committee, without necessarily revisiting the college, would review the progress made at the end of one year and report to the Standing Committee within two months of the completion of the year.

Procedure for Release of Grant by the UGC

Non-recurring grant may not be more than 60% and recurring grant may not be more than 40% of the total allocation. The recurring grant may be paid in lump sum for the execution of the plan.

Once the allocations are agreed upon between the UGC and the colleges, reappropriating upto 5% of the total allocation shall be permitted. But any re-adjustment higher than that will have to be referred to the Standing Committee.

Procedure for monitoring the progress of the Scheme

The performance of the colleges should also be judged on the basis of radars as is being done for the universities by identifying appropriate attributes. If the identified college improves its category during the X Plan period, the Commission at the

recommendation of the Standing Committee may decide to support the college at an enhanced rate for the remaining period of the X Plan subject to the availability of funds. These colleges will be reviewed from time to time and if found not performing well, a six-month notice will be given to the non-performing colleges for improvement.

Every college shall submit an annual report of its performance. During the course of the X Plan, each college will be visited at least once. But when exactly that is to be done would be decided by the Standing Committee which shall meet twice a year.

A certain number of monitoring committees have to be constituted to monitor the development in the identified colleges.

The monitoring committee at the end of each year will review the performance of the colleges assigned to it and prepare a report for submission to the Standing Committee.

The Standing Committee would make a mid term review of the scheme.

Cancellation/Withdrawal

1. The colleges which are not found to be performing well will be given a notice of six months to improve. The status will be withdrawn, if they still do not perform well.
2. Status will also be revoked in the case of misappropriation and misuse of funds.
3. If, the information and data supplied by any college to claim the potential of excellence is found to be incorrect, the status will be revoked.

BROAD HIGHLIGHTS OF THE CRITERIA FOR IDENTIFICATION OF COLLEGES.

Curricular Aspects

This aspect deals with the mission of the institution and its relevance and translation to the programmes offered. The goals and objectives of the institution should define its distinctive character and address the needs of the society and students it seeks to serve. It has to reflect both the tradition of the institution and its vision for the future. Also required is information on how the curriculum design of the institution offers diversity and flexibility to learners. It also seeks information on the practices of the institution in initiating and redesigning courses that are relevant to the regional and national needs.

Teaching-learning and Evaluation

This criterion deals with the efforts of the institution in providing appropriate teaching-learning experiences to learners. It also looks at the adequacy and competency of the faculty who handle the various programmes of study as well as the efficiency of the evaluation methodology of the institution.

Research, Consultancy and Extension

This part of the format seeks information on the activities of the institution with reference to research, consultancy and extension. It also deals with the facilitating aspects of the institution to promote such activity and monitor their outcome.

Infrastructure and Learning Resources

This aspect requires data on the adequacy and optimal use of facilities available in the institution to maintain the quality of academic and other aspects of the campus life. It also seeks information on how every constituent of the institution – students, teachers and staff, benefit from these facilities.

Student Support and Progression

The highlights of this criterion are the efforts of the institution to provide the necessary assistance for good student experiences in the campus and to facilitate their progression. It also seeks information on student and alumni profiles.

Organisation and Management

This criterion requires data on the policies and practices of the institution in the matter of planning, manpower requirement, recruitment, training, performance appraisal and finance management.

Healthy Practices

This criterion should focus on the innovative and unique practices of the institution that add to its academic ambience. Healthy practices vary different from institution to institution. These are some examples:

- Educational innovations
- Working with specific mission and goals
- Master plan for institutional growth
- Feedback from stakeholders for improvement of institutional functions
- Innovations in management and communication
- Quality enhancement strategies

The self-study report should conform to the criteria chosen for assessment. If the inputs from the institution under these criteria are collated, it should give adequate details on all the features of an institution such as its policies, practices, programmes, resources and performance. This would facilitate the institution to appraise itself of its standing, besides helping the assessors to make a proper assessment. The next section gives details of the structure and preparation of the self-study report.

**PROFORMA FOR SUBMISSION OF APPLICATION FOR COLLEGES
WITH POTENTIAL FOR EXCELLENCE**

OPENING STATEMENT

The University Grants Commission in the X Plan has adopted a two-pronged strategy to improve teaching and research in colleges. It bases this on the premise that higher education is one of the better routes for producing talented/skilled human resources. One approach envisages for innovative integration of information communication technologies with selective funding for young colleges and colleges that are disadvantageously located.

The UGC, as another approach, wishes to enhance the quality of the teaching-learning process starting with the undergraduate level. Colleges which have the potential for excellence both in teaching / learning innovation in various disciplines will be identified. They will also be assessed from the point of view of computer and Internet literacy among teachers and administrators with the aim of training them in Multimedia Media Material Development. The colleges are expected to have strategy to percolate the positive outcome of their innovations in teaching at the undergraduate level with an interdisciplinary approach. The gradual reforms should make the colleges holistically efficient and creditable both at the academic and administrative level. The colleges should also harness the cafeteria approach for course and credit systems at the culmination of the degree programmes.

The University Grants Commission envisages selected colleges to achieve excellence in teaching and also initiate a culture of research in such institutions. Approximately 150 colleges all over India would be identified as colleges with potential for excellence and the UGC would support them to improve their academic infrastructure. The objective of the programme is to allow good colleges to innovate and experiment in the undergraduate programme, using modern methods of learning and evaluation, and to introduce a flexible approach in selection of courses at the degree level.

It is anticipated that such colleges would act as a role model for other institutions in aspects like methods of operation, new and improved approaches to teaching, learning and evaluation, organization and management, healthy practices for academic excellence and an effective system of governance.

The purpose of the present report is to find out how far the selected colleges have been able to establish approaches and methodologies to initiate an operative mechanism to achieve excellence in teaching and research and also initiate reforms for effective governance. The proforma is present in two parts. PART – I deals with the college's presentation on activities that it would undertake under scheme. PART – II deals with the profile of the college.

PART – I

COLLEGE PROJECTION:

NEW INITIATIVES AND FUTURE PLAN OF ACTION

The College is expected to present its approach, method for brining it into operation, budget and time schedule so as to achieve the objectives as presented in the opening statement.

PART – II
PROFILE OF THE COLLEGE

UNIVERSITY GRANTS COMMISSION

Proposal of the College for assistance from the University Grants Commission under the scheme: "Colleges with Potential for Excellence" in the X Plan

(Please read the Guidelines carefully before filling in the proposal form)

Section 1. Basic information to determine the Eligibility of a College.

(Please indicate the enclosure number against the relevant column in all such cases where the required information has been given on a separate sheet of paper)

1. Name of the College, with complete address, Pin Code and State _____
Tel. No. _____ Fax or Telex No. _____
2. College Bank Name, Address & Account Number
(Under which the UGC funds are to be transacted)
3. Affiliated to _____ University
4. Date of establishment _____
Date of affiliation (permanent) _____
If temporary, date up to which affiliation is granted _____
5. Nature of management Government/Private/University
6. Whether receiving grant from the State Government
Not Receiving _____ Receiving _____
Amount received in _____ Non-Plan (Maintenance) _____
Percentage of expenditure reimbursed _____
7. Amount raised by the college
Fees _____
Other internal sources _____
External sources _____
(aside from Govt./UGC)
Total : _____

Plan Grant received from the State Government in the Eighth Plan (Capital expenditure, new posts, books, equipment)

S.No.	Item	Amount
1.		
2.		
3.		
4.		

Total :

Plan Grant received from the UGC

Item	Amount Approved	Amount Received	Expenditure submitted till March 31, 2003 to be received	Approved amount on building not received
1.				
2.				
3.				
4.				
Total:				

8. Is the College included under Section 2(f) and Section 12(B) (if established on or after 17th June, 1972) of the UGC Act. 2(f) Yes/No
12(B) Yes/No

9. Please give the category in which the College appears:

- i) Arts/Commerce Colleges without field work
- ii) Science/Commerce Colleges with field work
- iii) Women's Arts/Commerce Colleges without field work
- iv) Women's Science/Commerce Colleges with field work
- v) Single Faculty Colleges – give the degrees offered
- vi) Whether college has postgraduate departments

Yes/No

If Yes, give below names of departments

1.

2.

3.

10. Please indicate whether the College is a women's college or is located in a backward area as identified by the Planning Commission, or is located in rural area, at least 20 kilometers outside the limits of a Municipality, Corporation, town or notified area, cantonment or similar other urban bodies indicating the actual distance of its location from the limits of Municipality etc.

- i) Location of College Distance from Urban Centre
 Backward Area
 Rural Area
 Tribal Area
 Border Area
 Hill area

(The college has to furnish a certificate in respect of location along with the proposal, issued by a competent authority).

- ii) Population Scored Number
 (Special categories)
 Women only
 Scheduled Castes (50% at least)
 Scheduled Tribes (50% at least)
 Physically Handicapped (50% at least)

11. Courses for which the affiliation has been granted by the University at undergraduate and post-graduate levels (indicate if field / laboratory work included)

Name of Course	Undergraduate/ Postgraduate	Students Enrolled	Number of Teachers	Field/Laboratory work involved

12. (a) Total number of permanent teachers (or teachers appointed on regular basis in case of Government Colleges and Temporary/ad hoc teachers
- Permanent _____
 Temporary _____
 Ad hoc _____
 (full-time) _____
 Part-time or Visiting _____
 Total: _____

(Details indicating the name, designation, qualifications, class/division/grade obtained at the Master's degree level, M.Phil/Ph.D., date of appointment and date of confirmation of each teacher to be given separately for permanent, temporary/ad hoc and part-time/visiting teachers)

- (b) Number of teachers from SC/ST category and any other required to be reserved and their percentage of the total

<u>Category required to be reserved</u>	<u>Number</u>	<u>%</u>
1.		
2.		
3.		
4.		

13. Student enrolment in degree classes and above (beyond +2 stage) on 31 October 2002 or on 15th October of the year preceding the date of inclusion of college under section 2(f) and 12 (B) of UGC Act.

As on(Please indicate the date)

S.No.	Courses	Men	Women	Total	No. of SC/ST students	%
1.	B.A.					
2.	B.Sc.					
3.	B.Com.					
4.	M.A					
5.	M.Sc.					
6.	M.Com.					
7.	Any other course (List each course)					

CERTIFICATE

It is certified that the _____ College is affiliated to the University of _____ and is included under Section 2(f) and 12(B) of the UGC Act and fulfills the eligibility conditions as laid down by the UGC in its Guidelines and is, therefore, eligible to receive financial assistance for development of post-graduate courses as per the UGC norms; and the college undertakes to utilize the grants for the purposes for which they are sanctioned and will furnish all necessary documents as required by the UGC.

It is also certified that the College has the necessary resources and managerial ability to implement the programme to be approved by the UGC in accordance with the conditions prescribed. The development programme would help in the improvement of standards of post-graduate education in the College.

Place and Date:

Head of Department

Principal of the College

Director CDC/Registrar Of the University

I. Profile of the College

1. Name and address of the college:
2. For communication:

Office

Name	Area/ STD code	Tel. No.	Ext. No.	Fax	e-mail
Principal					
Vice-Principal					
Steering Committee Coordinator					

Residence

	Area / STD code	Tel. No.(s)	Fax	e-mail
Principal				
Vice-Principal				
Co-ordinator				

3. What are the goals and objectives of the institution and where are they stated?
4. What major considerations (that is education; training; employment; access; equal opportunities) are addressed by the goals and objectives?
5. Financial category of the college:

Grant-in-aid

Self-financing

Government funded

6. Type of college:

Affiliated

Constituent

7. Date of establishment of the college:

**Month & Year
(mm-yyyy)**

8. Dates of UGC recognition:

	Month & Year (mm-yyyy)
i. Under 2f	
ii. Under 12B	

9. Does the University Act provide for autonomy?

Yes

No

If yes, has the college applied for autonomy?

10. Campus area in acres:

11. Location of the college:

Urban

Semi-urban

Rural

Tribal

Any other (specify)

12. a) Current number of academic programmes offered in the college under the following categories: (Enclose the list of academic programmes offered)

Programmes	Number
UG	
PG	
Certificate course	
Diploma	
PG Diploma	
M.Phil.	
Ph.D.	
Any other (specify)	
Total	

- 12 b) List the departments in the College: Faculty wise:

Faculty of Science
Departments:
Faculty of Arts
Departments:
Faculty of Commerce
Departments:
Any Other
Departments:

13. Give details of the self-financing courses offered by the institution.

Programme	Level of Study	Cut off marks at entry level in %	Student Strength

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the college. (Details may be enclosed)

15. Number of permanent and temporary members of the teaching staff:

	Female	Male	Total
Permanent teachers (Total)			
No. of teachers with Ph.D. as the highest qualification			
No. of teachers with M.Phil. as the highest qualification			
No. of teachers with PG as the highest qualification			
Temporary teachers (Total)			
No. of teachers with Ph.D. as the highest qualification			
No. of teachers with M.Phil. as the highest qualification			
No. of teachers with PG as the highest qualification			
Part-time teachers* (Total)			
Part-time teachers with Ph.D. as the highest qualification			
Part-time teachers with M.Phil. as the highest qualification			
Part-time teachers with PG as the highest qualification			

16. Number of students enrolled in the college for the current academic year according to regions and countries:

Student enroiemt	UG			PG			M.Phil			Ph.D			Diploma / Certificate			Self-Financing		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
No. of students from the same state where the college is located																		
No. of students from other states																		
No. of NRI students																		
No. of overseas students																		

* Give the details of average number of hours / week or month

17. Details of the last two batches of students:

	Batch 1			Batch 2		
	Year of entry:			Year of entry:		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)						
Drop-outs * Within four months of joining * Afterwards						
Appeared for the final year examination						
Passed in the final exam						
Passed in first class						
Ranks, if any						

18. Give a copy of the last annual budget of the college with details of plan and non-plan revenue / expenditure. (Attach separately)

19. What is the institution's '**unit cost**' of education? [unit cost = total annual expenditure budget (actuals) divided by the number of students enrolled]

Unit cost calculated excluding salary component may also be given.

20. What is the temporal plan of academic work in the college?

Semester System

Annual System

Credit based credit system

Any other (specify)

21. Tick the support services available in the college from the following:

Central library

Computer centre

Health centre

Sports facilities

Press

Workshop

Hostels

Guest house

Housing

Canteen

Grievance redressal cell

Non-resident centre

Any other (specify)

22. How many students have passed the following examinations in the last five years?

UGC - CSIR (NET) Examination

UGC - SLET Examination

GATE

Indian Civil Services Examinations

Any other (specify)

23. Furnish the following details (in figures) for the last three years:

- Working days of the college
- Working days of the library
- Teaching days of the college
- Books in the library
- Journals/Periodicals subscribed by the library
 - National
 - International
- Computers in the college
- Research projects completed and their total outlay
- Teachers who have received national recognition for teaching/research/consultancy
- Teachers who have received international recognition for teaching/research/consultancy
- Teachers who have attended international seminars
- Teachers who were resource persons at national seminars/workshops

24. Give the number of ongoing research projects and their total outlay.

25. Does the college have collaborations/ linkages with international institutions?

Yes No

If yes, list the MoUs signed and furnish the important details of those collaborations.

26. Does the management run other educational institutions besides the college?

Yes No

If yes, give details.

27. Give details of the resources generated by the college last year through the following means:

<i>Source of funding</i>	<i>Quantum (Rs.)</i>
i. Donations	
ii. Fund raising drives	
iii. Alumini Association	
iv. Consultancy	
v. Self-financing courses	
vi. Any others	
vii.	

II. Criterion-wise Inputs

Criterion I: Curricular Aspects

This aspect deals with the mission of the institution, its relevance and its translation to the programmes offered. The goals and objectives of the institution should define its distinctive character and address the needs of the society and students it seeks to serve. It has to reflect both the tradition of the institution and its vision for the future. Also required is information on how the curriculum design of the institution offers diversity and flexibility to learners. It also seeks information on the practices of the institution in initiating and redesigning courses that are relevant to the regional and national needs.

The characteristics related to this criterion are, whether:

- ⇒ **The goals and objectives of the institution are clearly stated, periodically reviewed, and communicated systematically to all its constituencies**
- ⇒ **The programmes of teaching and learning are consistent with the goals and objectives of the institution**
- ⇒ **Feedback from academic peers and employers is used in the initiation, review and redesign of programmes.**
 1. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?
 2. Are programmes flexible enough to offer students the following benefits?
 - Time frame matching student convenience
 - Horizontal mobility

Elective options

Non-core options

3. How often are the existing curricula for a subject reviewed and updated?
4. What are the courses introduced by the college during the last three years? Give details.
5. How long does it take to introduce a new programme of study after it has been conceptualised?
6. What are the contributions of the institution in the curriculum design of the university?
6. Has there been an academic audit by the university?
7. Furnish details of the following aspects of curriculum design:
 - a) Innovation such as modular curricula
 - b) Inter/multidisciplinary approach
8. Any other highlights.

Criterion II : Teaching-learning and Evaluation

This criterion deals with the efforts of the institution in providing appropriate teaching-learning experiences to learners. It also looks at the adequacy and competency of the faculty who handle the various programmes of study as well as the efficiency of the evaluation methodology of the institution.

The characteristics examined under this criterion are, whether:

- ⇒ The institution has a transparent admission process.
 - ⇒ The programmes of teaching and learning cater to individual differences among learners and offers academic flexibility.
 - ⇒ The institution facilitates the effective running of the teaching-learning programmes.
 - ⇒ The institution has a well-conceived plan for monitoring student progress.
 - ⇒ The institution has an efficient mechanism to recruit qualified and adequate faculty.
 - ⇒ The institution has an open and participative mechanism for evaluation of teaching and research as well as work satisfaction of the faculty.
 - ⇒ The faculty has opportunity for continued academic progress and professional advancement.
1. a) How are students selected for admission into various courses?
 - ii. Through special entrance tests
 - iii. Through interviews

- iv. Through their academic record
- v. Through combination of the above
- b) Does the college provide bridge/remedial courses to the educationally disadvantaged students?
- Yes No
- If yes, cite examples.
- c. How are advanced learners challenged to work ahead of the rest?
2. Are syllabi unitised according to a teaching schedule through the semester/year?
- Yes No
- If yes, give details of implementation in terms of monitoring, mid-course correction, etc.
3. How does the college supplement the lecture method of teaching with other learner-centred teaching methods?
4. Is there a facility to prepare audiovisuals and other teaching aids?
- Yes No
- If yes, give details.
5. Furnish the following:
- Teaching days
 - Working days
 - Work load
 - Ratio of full-time teachers to part-time teachers (last two years)
 - Ratio of teaching staff to non-teaching staff (last two years)
 - Percentage of classes taught by full-time faculty
6. Are evaluation methods communicated to students at the beginning of the year?
- Yes No
- If yes, give details.
7. Does the college monitor the overall performance of students at the beginning of the year?
- Yes No
- If yes, give details:

8. How are teachers recruited? When and how are new teaching positions created? Give details.

In the case of colleges where appointment is made by the college, give the following details for the last two years:

Month and Year of				
Self-funded (S) or Government Funded (G) S/G	Advertisement	Appointment of Selection Committee	Selection Committee Meeting	Appointment letter to candidates

9. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same State		Other States
Same institution	Other institutions	

- 10 Does the college have the freedom and the resources to appoint and pay temporary / *ad hoc* teaching staff?

Yes No

If yes, give details.

If no, how are additional projects/expansion managed?

NUMBERING HAS CHANGED BELOW>>>

11. Number of teaching staff who have attended seminars / conferences / workshops as participants / resource persons in the last two years:

	Participants	Resource persons
National level		
International level		

12. Does the college follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?

Yes No

If yes, how are teachers encouraged to use the feedback?

13. Does the college follow any other teacher performance appraisal method?

Yes No

If yes, give details of the same and explain how the results of the appraisal are used.

14. Does the college evaluate students' campus experience?

Yes No

If yes, what is the significant feedback from students and how has it been used?

15. Does the college conduct refresher courses/seminars/conferences/symposia/workshops/programmes for faculty development?

Yes No

If yes, give details.

16. Give details on a few faculty development programmes and the number of teachers who benefited out of them, during the last two years:

Faculty Development Programme	No. of Beneficiaries

17. How many members of faculty have received teaching awards?

18. Give details of the contribution of the faculty in different committees.

19. Furnish information about significant teaching innovations of the college.

20. What are the national and international linkages established for teaching and/or research?

21. Any other highlights?

Criterion III : Research, Consultancy and Extension

This criterion seeks information on the activities of the institution with reference to research, consultancy and extension. It also deals with the facilitating aspects of the institution to promote the above and their outcome.

The characteristics judged under this criterion are, whether:

- ⇒ The institution promotes a research culture among faculty and students.
- ⇒ The institution has a vigorous and well-scrutinized publication programme and actively encourages faculty and students to publish academic work.
- ⇒ The institution promotes faculty participation in consultancy work.
- ⇒ The institution is responsive to community needs and conducts relevant extension and awareness programmes.

1. Is research a significant activity of the college?

How does the college promote research?

- PG Students doing project work
- Teachers are given study leave
- Teachers provided with seed money
- Research Committee are formed for submitting project proposals
- Adjustment in teaching schedule

3. Is the college a recognized centre for doctoral research.?

4. What percentage of teachers is engaged in active research in the college? (guiding research scholars, operating projects, publishing regularly etc.) Give details.

5. How many are full-time research scholars and how many have registered as part-time scholars? (Research scholar means M.Phil. or Ph.D. Student)

full-time	
part-time	

6. How many Ph.D.s have been awarded during the last five years?

7. Does the college provide financial support to research students?

Yes No

8. Provide details of the ongoing projects.

Total no of projects	
Total outlay in Rs.	

9. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any

10. Does the college publicise the expertise available for consultancy services?

Yes No

If yes, give details.

11. Does the college have a designated person for extension activities?

Yes No

If yes, indicate the nature of the post.

Full-time Part-time Additional charge

12. Indicate the extension activities of the college and its details:

- | | | | |
|-----------------------------------|--------------------------|-----------------------------|--------------------------|
| i. Community development | <input type="checkbox"/> | ii. Social work | <input type="checkbox"/> |
| iii. Health and hygiene awareness | <input type="checkbox"/> | iv. Medical camp | <input type="checkbox"/> |
| v. Adult education and literacy | <input type="checkbox"/> | vi. Blood donation camp | <input type="checkbox"/> |
| vii. AIDS awareness | <input type="checkbox"/> | viii. Environment awareness | <input type="checkbox"/> |

Any others :

ix.

x.

13. Are there any outreach programmes carried out by the college other than NSS & NCC, for example Population Education Club, Adult Education, National Literacy Mission or any other?

Yes

No

14. How are students and teachers encouraged to participate in extension activities?

15. Does the college work and plan the extension activities along with NGOs and GOs?

16. Any other highlights:

Criterion IV: Infrastructure and Learning Resources

This aspect requires data on the adequacy and optimal use of the facilities available in the institution to maintain the quality of the academic and other aspects of campus life. It also seeks information on how every constituent of the institution - students, teachers and staff, benefit from these facilities.

The features addressed in this criterion are, whether:

- ⇒ The institution has adequate library and computer facilities with easy access to all its constituencies.
 - ⇒ The institution has adequate physical facilities to run the educational programmes and administrative functions efficiently.
 - ⇒ The growth of the infrastructure keeps pace with the academic growth of the institution.
 - ⇒ The institution has effective mechanisms for maintenance and optimal use of infrastructure.
1. Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?
3. How does the college maintain its infrastructure?
4. How does the college ensure optimum utilisation of its infrastructure?
5. Does the college encourage the use of academic facilities by external agencies?

Yes No

If yes, give details.

6. Is the library connected with other libraries for inter-library borrowing?

Yes No

7. Is there a book bank facility in the central library?

Yes No

8. Are the following activities of the central library computerised?

- | | | | |
|---------------------------------------|--------------------------|-----------------------|--------------------------|
| i. Lending of books | <input type="checkbox"/> | ii. Purchase of books | <input type="checkbox"/> |
| iii. Lending of audio-visual material | <input type="checkbox"/> | iv. Book bank | <input type="checkbox"/> |
| v. Stock verification | <input type="checkbox"/> | | |

Any others

vi.

vii.

9. Provide the number of books/ journals/ periodicals that have been added to the central library during the last two years and their cost.

	The Year before last		The Year before	
	Number	Total cost	Number	Total cost
i. Text books				
ii. Other books				
iii. Journals/ periodicals				
Any others				
iv.				
v.				

10. Does the library have the following facilities?

- Reprography
- Computers
- Audio & Video Cassettes
- Internet
- Any other (specify)

11. Furnish the following details :

- Working days of the library
- Working hours of the library
- Total no of books in the library
- Journals/periodicals subscribed
- Titles in the library

12. Is there a central computer facility in the college?

Yes No

If yes, give configuration and other hardware and software details.

13. How many departments have computers? Give the configurations and other details.

14. What is the output of the Centre in developing computer aided learning packages in various subjects during the last three years?

15. How are computers and their accessories maintained in the computer centre and other locations of the college?

16. Does the college make use of the services of inter-university centres like IUCAA, INFLIBNET etc?

17. What are the various health services available to the students and members of the teaching and non-teaching staff of the college?

18. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.

19. What are the incentives given to outstanding sports persons?

20. Give details of last year's student participation at university, state, regional, national and international meets.

	Participation of students	Outcome
State		
Regional		
National		
International		

21. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation?
22. What percentage of students have hostel accommodation?
23. Give details of hostel facilities available on campus.
24. Any other highlights:

Criterion V: Student Support and Progression

The highlights of this criterion are the efforts of the institution to provide the necessary assistance for good student experiences on campus and to facilitate their progression. It also seeks information on student and alumni profiles.

The information sought under this criterion relate to, whether:

- ⇒ The institution has sufficient and well-run support services to ensure the physical and intellectual health of all its constituencies.
- ⇒ The institution has an effective mechanism to use student feedback for quality enhancement.
- ⇒ The prospectus of the institution gives clear guidance to students about admission and completion requirements for all programmes, the fee-structure and refund policies, financial aid and student support services.
- ⇒ The institution offers competent academic counseling and placement services to its students.
- ⇒ Financial aid to students is fairly distributed.

1. Furnish the following details:

- Percentage of students appearing for the qualifying exam after the minimum period of study
- Drop-out rate

- Progression to employment and further study (UG to PG or PG to Ph.D.)
- Prominent positions held by alumni

2. Does the college publish its updated prospectus annually?

Yes No

If yes, what are the contents of the prospectus?

3. What kind of financial aids are available to students from the central government, state government, the institution and others? Give details.

4. Mention the number of students who have received financial aid during the last two years.

Financial aid	Year before last	Year before
i. Merit scholarship		
ii. Merit-cum-Means		
iii. Any others		
iv.		

6. Does the college have an employment cell and a placement officer who offers career counseling to students? If yes, give details of the cell and its office.

i. Employment cell:
Role:

ii. Placement officer:
Role:

7. Do teachers participate in academic and personal counseling? Give details.

Yes No

8. How many students were placed in employment through the placement service during the last year?

	UG students	PG students	Research scholars
i. Local firms/companies			
ii. Central government			
iii. State government			
iv. Public sector undertaking			
v. Private sector			

9. Does the employment cell motivate the students to seek self-employment?

Yes No

If yes, how many are self-employed?

10. How are the policies and criteria of admission made clear to prospective students?

11. State the admission policy of the college with regard to overseas students.

12. What are the support services given to overseas students?

i. One window admission service <input type="checkbox"/>	ii. Overseas students office <input type="checkbox"/>
iii. Special accommodation <input type="checkbox"/>	iv. Induction courses <input type="checkbox"/>
v. Socio-cultural activities <input type="checkbox"/>	vi. Welfare programme <input type="checkbox"/>
vii. Police clearance <input type="checkbox"/>	<input type="checkbox"/>
Any others	
viii.	
ix.	

13. What are the recreational / leisure time facilities available to students?

- i. Indoor games
- ii. Outdoor games
- iii. Nature clubs
- iv. Debate clubs
- v. Student magazines
- vi. Cultural programmes
- vii. Audiovisual facilities

Any others

Any other highlights:

Criterion VI: Organisation and Management

This criterion requires data on the policies and practices of the institution in the matter of planning, human power requirement, recruitment, training, performance appraisal and finance management.

The characteristics examined under this criterion pertain to whether:

- ⇒ The offices and departments of the institution are governed on the principles of participation and transparency.

- ⇒ Academic and administrative planning in the institution move hand in hand.
- ⇒ The institution uses management techniques and technologies, to the extent possible, for efficient administrative and academic decision-making.
- ⇒ The institution practices relevant welfare schemes for all its constituencies.
- ⇒ There are fair and expeditious grievance redressal mechanisms at all levels of the institution's functioning.
- ⇒ The finances of the institution are judiciously allocated and effectively utilized to make its programmes, and functioning cost-effective.
- ⇒ The institution has imaginative and effective resource mobilization and management strategies.
- ⇒ Budgeting and auditing procedures are regular and standardized.

1. Does the college have an efficient internal coordinating and monitoring mechanism?

Yes No

If yes, give details.

2. Were any committees/external agencies appointed during the last three years to improve the organisation and management?

Yes No

If yes, what were the recommendations?

3. Does the college have an inbuilt mechanism to check the work efficiency of non-teaching staff?

Yes No

Give details.

4. Is there a special committee for preparing the academic calendar?

Yes No

5. During the last two years have all the decisions of the selection committee been approved by the governing body?

Yes No

If no, give reasons.

6. Does the college conduct professional development programmes for non-teaching staff?

Yes No

If yes, give details

7. What are the current tuition and other fee structures in government supported and self-financing courses?

Government supported

S. No.	Programme	Tuition	Library	Labor atory	Others	Hostel	Mess

Self-financing

S. No.	Programme	Tuition	Library	Labor atory	Others	Hostel	Mess

8. Have there been changes in the tuition and other fees during the last three years? Give details.
9. Furnish the amount spent under the various heads of expenditure last year.

Head of Expenditure	Budget provided	Amount actually spent in Rs.

10. During the last two years did the college have an excess/deficit budget?

Yes No

11. Is there an internal audit mechanism?

Yes No

12. What are the various welfare programmes of the college? Give details.

13. Is there a grievance redressal cell in the college?

Yes No

If yes, how does it deal with grievances of the employees and others?

14. List the various loan facilities available to the members of teaching and non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans?

15. What is the procedure of the college to purchase major items?

16. Any other highlights:

Criterion VII : Healthy Practices

This criterion focuses on the innovative and unique practices of the institution that add to its academic ambience. Healthy practices vary from institution to institution.

This criteria ascertains, whether :

⇒ The institution displays sensitivity to changing educational, social and market demands.

⇒ The institution is geared to promote an ambience of creativity and innovations.

1. Has the college adopted any mechanism/ process for internal quality checks?

Yes No

If yes, give details.

2. Is the college sensitised to latest managerial concepts such as strategic planning, teamwork, decision-making and information technology?

Yes No

3. Does the college have:

➤ Twinning programmes

- ➔ Student Exchange Programmes
- ➔ MoU's with
 - Industries
 - Research organisations

4. What are the national / international linkages established by the college for training and research?
5. How does the college strengthen the regular academic programmes through other complementary systems like self-financing courses, non-formal mode and distance education?
6. What are the practices of the college to impart value based education?
7. How does the college inculcate civic responsibilities among the students?
8. What are the efforts of the college towards all round personality development of the learners?
9. How is the college geared to achieve its specific goals and objectives?
10. What are the efforts of the college to bring in "community orientation" in its activities?
11. Indicate the efforts to promote general / transferable skills among the students such as
 - a. Capacity to learn
 - b. Communication skills
 - c. Numerical skills
 - d. Use of information technology
 - e. Work as a part of a team as well as independently
12. Any other college specific innovations, which have contributed to its growth.

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