

National Project Implementation Unit (NPIU)

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP) PHASE-II

Guidelines for filling the Institutional Eligibility Proposal (IEP) Format for Sub-Component 1.1

1. Each proposal is to be approved by the BoG and each page of the proposal is to be signed by the Head of the Institution.
2. Head of the institution needs to certify that all the information provided in the proposal is factually correct. Falsification of any data provided by the institution will lead to its disqualification at any time during the Project life.
3. SPFU needs to certify that all information given by the institutions from the respective States in the proposal is factually correct. Also SPFU needs to certify the capability of the Institutions in carrying out various reforms.
4. Under 1.1 of the format, give the name of the Affiliating University also as applicable.
5. Kindly attach BoG composition by name of members, their academic qualification and position in the BoG.
6. In respect of academic and non-academic reforms under Eligibility Criteria at 2.1 in Table-28:
 - Please refer pages 25 to 29 of the PIP for “**concepts of reforms**”.
 - Also refer Annex-I of PIP for guidelines for “**implementation of reforms**”.
 - Meticulously note the requirements under each reform, assess your capabilities for carrying out these reforms and accordingly respond to each item giving specific time frame for implementation.
 - Please note the following time limits that cannot be exceeded:
 - Accreditation status (obtained or applied for) minimum 60% of UG + PG to be achieved within 2 years.
 - Vacancy positions of faculty and staff reduced to 10% or less within 2 years.
 - Percentage of regular faculty having a Masters or a Doctorate Degree in Engineering disciplines to be increased by 20% and 10% respectively over the baseline within 2 years.
 - Obtaining Autonomous Institution status within 2 years.
 - Enrollment of faculty with only Bachelor Degree for qualification up-gradation, at least 50% at the parent institution or 25% at other institution is to be achieved within 2 years.
 - In respect of appraisal of faculty by students, please ensure that the faculty is willing to be appraised.
 - In respect of accreditation, please make sure that the institution either fulfills the requirements or will fulfill in the desired time frame.

7. In respect of item no. 2.2, under IEP:

- Please refer the guidelines on SWOT analysis as given in Annex-V of PIP. Each institution should carry out a **SWOT analysis corresponding to its Vision.**
- The results of the SWOT analysis need to be reported in a summary form as below.
 - Procedure adopted
 - Number of students, faculty and staff who participated in the analysis.
 - Key findings of SWOT Analysis (minimum of three main findings are to be reported under each head of Strengths, Weaknesses, Opportunities and Threats)

8. In respect of item 2.3 under IEP:

- Please state the general development objective of the institution under the Project. Please make sure that the above objective is linked to SWOT analysis
- Please list the specific objectives under the Project
- Please make sure that the specific objectives are within the Project design as given in the PIP and linked with SWOT analysis

Examples of specific objectives:

- Institutional strengthening including academic and non-academic reforms
- Starting new PG programmes and expanding PG programmes
- Improving employability of graduates
- Improving learning outcomes of the students
- Increasing interaction with industry for R&D, consultancy, training, etc.
- Increasing faculty quality for teaching and research

9. In respect of item no. 2.4 under IEP, please provide an action plan for each specific objective as listed above and their related major activities.

The suggested format is as under:

S. No	Activity	Project Months															
		1-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24	25-27	28-30	31-33	34-36	37-39	40-42	43-45	46-48

10. In respect of item no. 2.5 under IEP, list the steps for Implementation of the following key reforms: [maximum 2 pages in total]
- a) Obtaining autonomous institutional status within two years. Also list the main challenges in obtaining the autonomous institutional status.
- Please state any problem that the institution might face in obtaining Autonomous institution status
 - A major challenge could be that there is no provision for grant of autonomy in the University Act.
- If there is no provision, please indicate the State/University plan to amend the Act.
- For carrying out activities as will become necessary as an autonomous institution, please indicate the institutions capacity to establish/constitute various committees, develop the rules, defining their functions, procedure to be followed by each committee in discharging its functions, developing new rules and procedures related to exercise of autonomies and implementation of reforms, etc.
- b) List the main challenges that the Institution can face in obtaining accreditation of its programmes.
- Some of the challenges could be:
- Availability of qualified teaching faculty,
 - Infrastructure facility, laboratory facilities,
 - Teacher student ratio as per AICTE norms,
 - R&D and Consultancy projects etc.
- In your action plan, please indicate briefly how you would meet these challenges.
- c) Please describe how the Institution will plan utilization of Block Grant effectively and efficiently.
- d) Please describe how the institution will increase its non-tuition revenue.
11. Please provide information related to special academic achievements of the institution that will add to the qualification of institution to join the project. [maximum ½ page].
12. Enclose a copy of AICTE Mandatory Disclosure for 2009.