

# **TEQIP MIS User Manual**

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# About this Guide


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## Purpose of this Guide

This guide provides information required for configuring and using **NPIU MIS** for your organization's Management Information System needs. This guide is for administrators or users, who will be configuring and using the **NPIU MIS** application.

## Typographical Conventions

This guide complies with the following typographical conventions.

Convention	Indicates
<a href="#">Hyperlink</a>	Underlined hyperlink fields on the page that lead to pop-up windows and references to hyperlinked topics within and outside this guide.
<b>Bold</b>	Menus and menu options, input fields, radio buttons, check boxes, drop-down lists, tabs, buttons, links and messages displayed on the Work Area.
<b>User Management &gt; User Profile</b>	The path of a given menu option. For example, this denotes the Users Profile under the User Management menu.
	A Note, providing additional information about a certain topic.

# 1. Introduction

---

NPIU MIS (Management Information System) is a web based application meant for meeting the monitoring and evaluation requirement of the project. The System will track implementation of key project inputs, outputs, outcomes and impact corresponding to project activities through performance indicators developed for the project.

This System is accessible to all the relevant institutions as identified by NPIU. The key indicators are monitored at State and National level.

## 2. Getting Started

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NPIU MIS is a Web Application and requires a web browser to be executed.

### 2.1 Prerequisites

- Web Browser such as Internet Explorer (8 and above).
- URL (Uniform Resource Locator) or the web address of the server where the application is installed.
- Username and Password to access the application.






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 Enter the Username and Password provided by the system administrator at the Login section of the screen and click Login to access the MIS section of the application.

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## 2.2 Field Conventions

The following table provides the list of standard field conventions used in **NPIU MIS**.

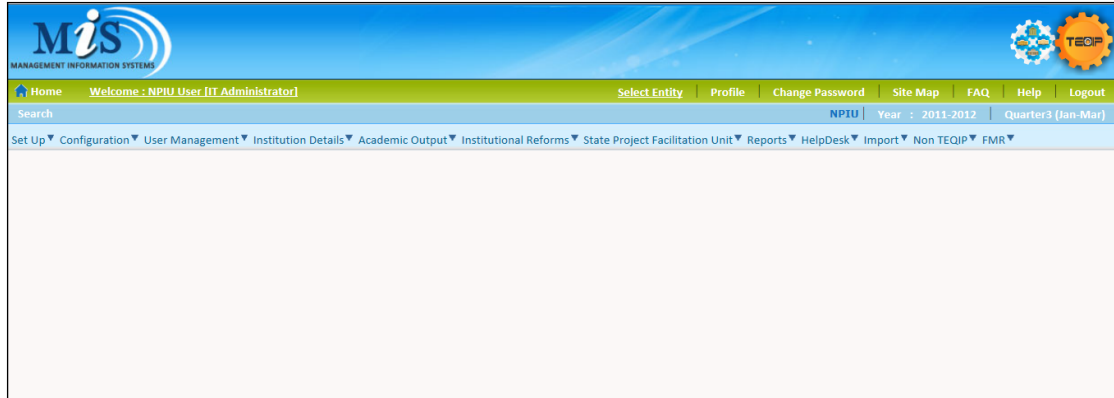
Convention	Indicates
*	It is a mandatory field. Fields marked with * must be entered.
	It is an editable field.
	The field history can be viewed.
	The field is a date field. Click the Calendar button to select the date.



## 3. User Interface

---

### 3.1 Understanding the User Interface



The User Interface comprises of:

#### 3.1.1 Title Bar

The top horizontal bar of the **NPIU MIS** screen is the **Title Bar**. It displays the **NPIU MIS** logo.

#### 3.1.2 Task Bar

The horizontal bar below the Title Bar is the **Task Bar**. It displays the Home link and the welcome message for the logged-in user. It displays the User Name and role and a list of work areas that the user has access to. The user can choose the available options by clicking on the menu name on the Task Bar.

- **Select Entity:** Link to select the institute to be administered (this is only applicable for the NPIU MIS Administrator Login).
- **Profile:** Link to edit the profile of the logged in user.
- **Change Password:** Link to change the password of the logged in user.
- **Site Map:** Link to show list of all pages, intimating where to find specific modules and providing overall site information.
- **FAQ:** Link to answers of frequently asked questions.
- **Help:** Link to provide topic-oriented procedural information.
- **Logout:** Link for signing out of the MIS.

### 3.1.3 **Links Bar**

The horizontal bar below the Menu Bar is the **Links Bar**. It displays the links actions that can be performed when certain modules are selected on the Navigation Bar. The user can select the academic year and quarter for which data needs to be submitted. The Links Bar displays a Search link on some screens, and also provides a Download Template link for importing data. The Links Bar also displays an Export link on some screens, where the export option is provided.

### 3.1.4 **Menu Bar**

The horizontal bar below the Links Bar is the **Menu Bar**. It displays various modules of MIS.

## 4. User Profile

---

A user can view or edit their profile through the Profile link in the Navigation section.

❖ To view or edit the User profile, follow these steps:

1. Click **Profile** on the **Navigation** area. The **User Details** screen will be displayed.

The screenshot shows a web form titled "User Details" with a light blue header. The form contains the following fields and values:

Field	Value
User Category*	Institution
State*	CFI
Institute*	National Institute Of te
First Name*	Deepak
Last Name*	Saxena
Phone Number*	022-27771211
Mobile Number	9767670034
Fax Number	022-27771212
E-Mail Address*	deepak@gmail.com
Login Name*	deepak
Password*	.....
Confirm Password*	.....

At the bottom of the form, there are three buttons: "Save & Add", "Reset", and "Back".

2. Select the **User Category\***.
3. Enter the **First Name\*** of the user.
4. Enter the **Last Name\*** of the user.
5. Enter the **Phone number\*** along with the STD code.
6. Enter the **Mobile number**.
7. Enter the **Fax number** along with the STD code.
8. Enter the **Email Address\***.
9. Enter the **Login Name\***.
10. Enter the **Password\***.
11. Enter **Confirm Password\***. This must be same as Password entered.
12. Click **Save & Add**. The profile details of the logged in user will be updated.

## 5. Change Password

---

A logged in user can change their password through the Change Password link in the Navigation section.

❖ To change the password, follow these steps:

13. Click **Change Password** on the **Navigation** area. The **Change Password** screen will be displayed.



The screenshot shows a dialog box with three text input fields and two buttons. The first field is labeled "Enter Old Pasword", the second "Enter New Pasword", and the third "Retype New Pasword". Below the fields are "Ok" and "Cancel" buttons.

14. Enter the **Old Password**.

15. Enter the **New Password**.

16. Retype the New Password.

17. Click **Ok**. The password for the logged in user will be updated.

## 6. User Management

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### 6.1 About User Management

The User Management section handles the activities related to managing the Users and their Roles (access rights). These activities are:

- Adding Users
- Editing User Details
- Assigning Role to User
- Assigning Rights to Roles

### 6.2 Adding Users

An administrator level user can add users that belong to the different institutions, organizations or locations.

❖ To add a user, follow these steps:

1. Click **User Management > User Profile**. The **User Details** screen will be displayed.

The screenshot shows the 'User Details' form with the following fields: User Category\* (dropdown), First Name\*, Last Name\*, Phone Number\*, Mobile Number, Fax Number, E-Mail Address\*, Login Name\*, and Password\* (with a corresponding Confirm Password\* field). Below the form are three buttons: Save & Add, Reset, and Back.

User Category	First Name	Last Name	User Name	Phone Number	State Name	Institution Name	Action
Institution	Dr. D. Vishnumurthy	Vishnumurthy	APAITMTC	111111	Andra Pradesh	Aditya Institute Of technology and Management	
Institution	Prof. A. S. Srinivasa	Rao	APAITMAC	08942653616	Andra Pradesh	Aditya Institute Of technology and Management	
Institution	VR Naga Pawan	Y	APAECTC	08683272555	Andra Pradesh	Anurag Engineering College	

2. Select the **User Category\***.
3. Enter the **First Name\*** of the user.
4. Enter the **Last Name\*** of the user.
5. Enter the **Phone number\*** along with the STD code.

6. Enter the **Mobile number**.
7. Enter the **Fax number** along with the STD code.
8. Enter the **Email Address\***.
9. Enter the **Login Name\***.
10. Enter the **Password\***.
11. **Confirm Password\***.
12. Click **Save & Add**. The User profile will be created.

### 6.3 Editing User Details

An administrator level user can edit profile details of other users.

❖ To edit a user, follow these steps:

1. Click **User Management > User Profile**. The **User Details** screen will be displayed.

User Category	First Name	Last Name	User Name	Phone Number	State Name	Institution Name	Action
Institution	Dr. D. Vishnumurthy	Vishnumurthy	APAITMTC	111111	Andra Pradesh	Aditya Institute Of technology and Management	
Institution	Prof. A. S. Srinivasa	Rao	APAITMAC	08942653616	Andra Pradesh	Aditya Institute Of technology and Management	
Institution	VR Naga Pawan	Y	APAECTC	08683272555	Andra Pradesh	Anurag Engineering College	
Institution	Dr. N. Ravi Kumar	Kumar	APAECAC	23113	Andra Pradesh	Anurag Engineering College	
Institution	Smt. Srilatha	Srilatha	APASTRATC	23423423	Andra Pradesh	Auroras Scientific Technological and Research Academy	

2. Click the **Edit** button against the User details to edit. The **User Details** window will be displayed with the selected User's details.

**User Details**

<b>User Category*</b>	<input type="text" value="Institution"/>	<b>State*</b>	<input type="text" value="Andra Pradesh"/>
		<b>Institute*</b>	<input type="text" value="Aditya Institute Of tech"/>
<b>First Name*</b>	<input type="text" value="Dr. D. Vishnumurthy"/>	<b>Last Name*</b>	<input type="text" value="Vishnumurthy"/>
<b>Phone Number*</b>	<input type="text" value="111111"/>	<b>Mobile Number</b>	<input type="text"/>
<b>Fax Number</b>	<input type="text"/>	<b>E-Mail Address*</b>	<input type="text" value="vishnudevi33@yahoo.com"/>
<b>Login Name*</b>	<input type="text" value="APAITMTC"/>	<b>Password*</b>	<input type="password" value="....."/>
		<b>Confirm Password*</b>	<input type="password" value="....."/>

3. Edit the user details.
4. Click **Save & Add**. The User profile will be updated.

## 6.4 Assign Role to User

A User needs to be assigned a role to be able to use MIS. Without a role assigned, the user after logging in would not be able to use the features of the applications.

❖ To assign a role to a user, follow these steps:

1. Click **User Management > Assign Role to User**. The **Assign Role to User** screen will be displayed.

### Assign Role to User

User Category\*

User Name\*

User Role\*

User Category	User Name	User Role	Edit
NPIU	NPIU User	IT Administrator	
NPIU	Helpdesk U	Help Desk User	
NPIU	Core Education	IT Administrator	
State	Lakshmiswari Paruchuri	SSC Member	
State	GRANDHE JAYA SEKHAR	State Nodal officer Monitoring and Evaluation	
State	Sandhyarani Kanukolanu	SPFU Head	
State	Sunil G	State Nodal officer Finance	
Institution	Marutheswar Gopaluni	Finance Co-ordinator	

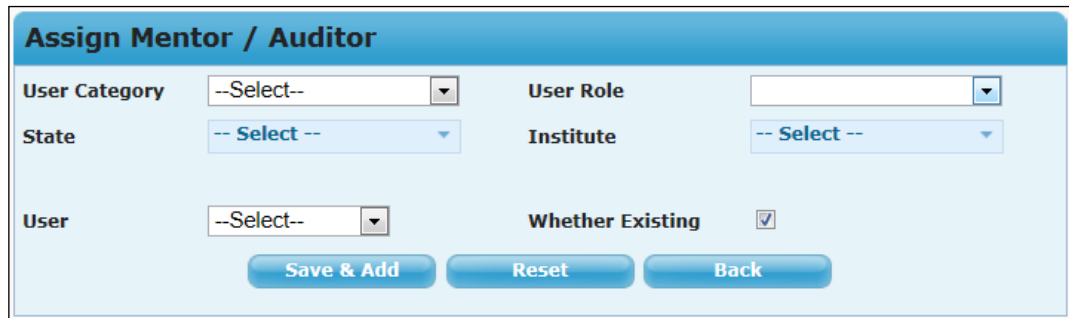
2. Select the **User Category\***. The User list based on the selected User Category will be populated.
3. Select the **User Name\*** to assign a Role. This list will display the login name created for the user.
4. Select the **User Role\*** to be assigned to the selected User.
5. Click **Save & Add**. The role will be assigned to the user.

## 6.5 Assign Mentor/ Auditor

A Mentor/ Auditor is an eminent academician appointed by NPIU/ SPFU. CFI is to be appointed by NPIU and non CFI by State. The users can be assigned as Mentor or Auditor to the Institutions. One mentor/ auditor can be assigned to multiple institutions.

❖ To assign a Mentor/Auditor, follow these steps:

1. Click **User Management > Assign Mentor / Auditor**. The **Assign Mentor / Auditor** screen will be displayed.



The screenshot shows a web form titled "Assign Mentor / Auditor". The form contains the following fields and controls:

- User Category:** A dropdown menu with "--Select--" selected.
- User Role:** A dropdown menu.
- State:** A dropdown menu with "-- Select --" selected.
- Institute:** A dropdown menu with "-- Select --" selected.
- User:** A dropdown menu with "--Select--" selected.
- Whether Existing:** A checkbox that is checked.
- Buttons:** Three buttons at the bottom: "Save & Add", "Reset", and "Back".

2. Select the **User Category** from the drop-down list. The User Role based on the User Category selected will be populated.
3. Select the **User Role** from the drop-down list.
4. Select the **State**. The Institute list will be populated based on State selected.
5. Select the **Institute** to which the Mentor/Auditor would be assigned.
6. Select the **User** to whom the Role would be assigned.
7. Click **Save & Add**. The Mentor/Auditor will be assigned to the selected Institutions.

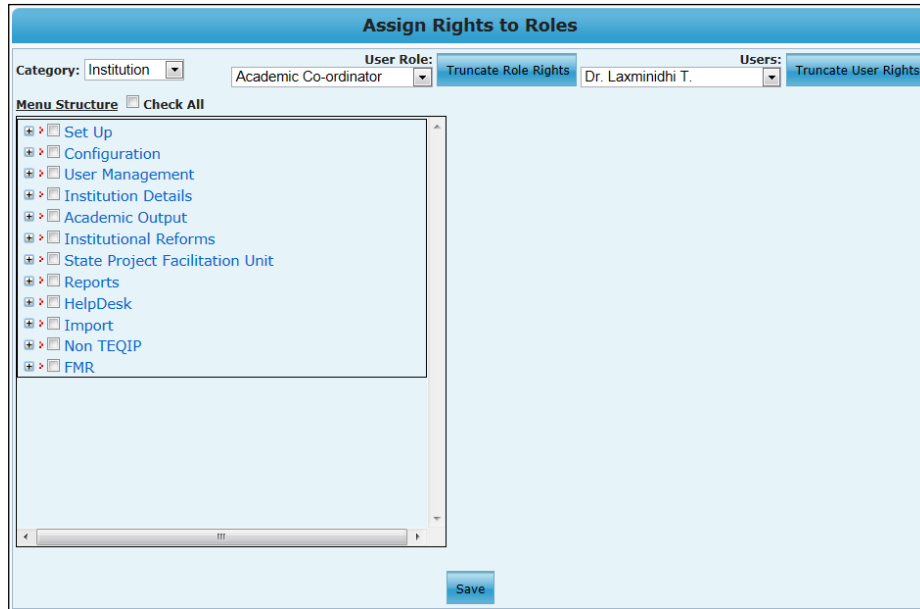


## 6.6 Assign Rights to Roles

The Rights assigned to a Role determines the feature (or module) access to the User to whom a particular role has been assigned.

❖ To assign a role to a user, follow these steps:

1. Click **User Management > Assign Rights to Roles**. The **Assign Rights to Roles** screen will be displayed.



The screenshot shows the 'Assign Rights to Roles' web interface. At the top, there is a title bar 'Assign Rights to Roles'. Below it, there are three dropdown menus: 'Category:' with 'Institution' selected, 'User Role:' with 'Academic Co-ordinator' selected, and 'Users:' with 'Dr. Laxminidhi T.' selected. To the right of the 'User Role:' dropdown is a button labeled 'Truncate Role Rights', and to the right of the 'Users:' dropdown is a button labeled 'Truncate User Rights'. Below these dropdowns is a section titled 'Menu Structure' with a 'Check All' checkbox. The 'Menu Structure' is a list of items, each with a small icon and a checkbox: 'Set Up', 'Configuration', 'User Management', 'Institution Details', 'Academic Output', 'Institutional Reforms', 'State Project Facilitation Unit', 'Reports', 'HelpDesk', 'Import', 'Non TEQIP', and 'FMR'. At the bottom right of the interface is a 'Save' button.

2. Select the **Category** from the drop-down list. The User Role based on the User Category selected will be populated.
3. Select the **User Role** from the drop-down list. The Users based on the User Role selected will be populated.
4. Select the **Users** from the drop-down list, to whom the rights will be assigned. This is optional.
5. Select the rights under the **Menu Structure** to be assigned to the Selected Role or User.
6. Click **Save** for assigning the Rights to the Role.
7. Click **Truncate Role Rights** to truncate the existing rights of the selected role and to assign new rights and roles.

## **7. Institution**

---

### **7.1 About Institution**

The Institution section handles the activities related to managing the institution, its staff and students. This covers:

- Institution Profile
- Programme Details
- Institution Assets
- Faculty/ Staff Management
- Student Details

### **7.2 Institution Profile**

#### **7.2.1 About Institution Profile**

The Institution Profile covers operations related to information about an associated Institution. The operations related to Institution Profile are:

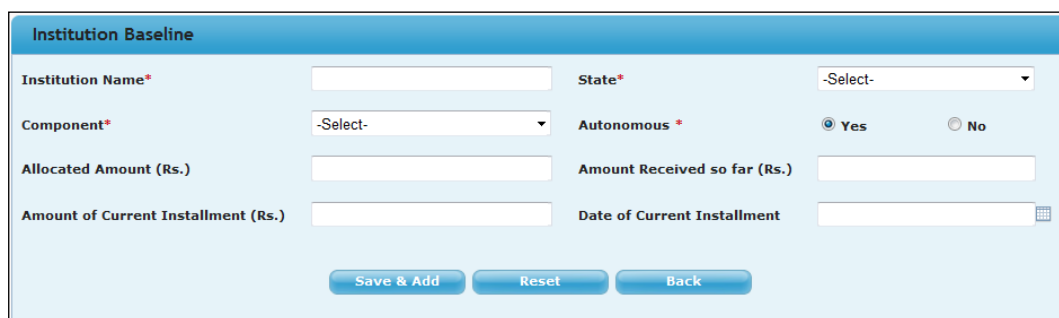
- Institution Baseline
- Institution Information
- Department
- Degree Title


## 7.2.2 Institution Baseline

The Institution Baseline maintains details of the associated institution. Every associated Institution gets a certain monetary amount allocated based on the component. The Institution can be added by the administrator at NPIU level.




❖ To add an Institution, follow these steps:

1. Click **Institution Details > Institution Profile > Institution Baseline**. The **Institution Baseline** screen will be displayed.



2. Enter the **Institution Name\*** [such as ICT (institute of chemical Technology)].
3. Select the **State\*** from the drop-down list, where the institution is located.
4. Select the **Component\*** from the drop-down list
  - Component 1.1: Covers government institutions, government aided institutions and may cover Autonomous Institutions.
  - Component 1.2: Covers only Autonomous Institutions.
5. Select whether the Institution is **Autonomous\*** [For Component 1.2 institution, select Yes].
6. Enter the **Allocated Amount** [total estimated amount as allocated to the Institution for the whole project period by MHRD/ NPIU] for the Institution.
7. Enter the **Amount of current installment** [this amount may be less than or equal to the Allocated Amount].
8. Click  to select the **Date of Current Installment**.
9. Enter the **Amount Received so far**. For the first time this amount will be same as **Current Installment**. Later it would be a cumulative value. This value will be visible only after user clicks saves the information.
10. Click **Save & Add**. The Institution will be added to the system.

---

 Click  against the Institution Profile in the Institution List to edit it. Click  against the Institution Profile in the Institution List to view the history of changes.

---

Institution Name	State	Component	Autonomous	Edit	History
Institute of chemical technology	Maharashtra	1.2	NO		
Andhra University College of Engineering	Andra Pradesh	1.2	YES		
University College of Engineering	Andra Pradesh	1.2	YES		
University College of Technology	Andra Pradesh	1.2	YES		
Gayatri Vidya Parishad College of Engineering	Andra Pradesh	1.2	YES		
Velagapudi RamaKrishna Siddhartha Engineering College	Andra Pradesh	1.2	YES		
University Visvesvaraya College of Engineering	Karnataka	1.2	YES		
Sri Jayachamarajender College of Engineering	Karnataka	1.2	YES		
Malnad College of Engineering	Karnataka	1.2	NO		
BMS College of Engineering	Karnataka	1.2	YES		

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### 7.2.3 Institution Information

Once the Institution has been added to the system at the NPIU level [by a NPIU admin level user], the Institution Information can be edited at the Institution level [by an Institution admin level user].

❖ To add Institution Information, follow these steps:

1. Click **Institution Details > Institution Profile > Institution Information**. The **Institution Information** screen will be displayed.

**Institution Information**

**Institute Name \***

**Postal Address \***

**City \***

**District \***

**State \***

**Telephone \***

**Email \***

**Year of Establishment \***

**Category of Institution \***  Central Institution  State Institution

**Institution Type \***

**Affiliating University**

**Date on which first approval was accorded by AICTE/UGC**

**Year of Commencement of First Batch\***

**Institute Logo**


**Pin Code \***

**Fax**

**Website**

**(If applicable)**

2. Select the **Institute Name\*** [only if the institution profile is edited at NPIU level].
3. Enter the **Institutes Address**.

- Postal Address\*
  - City\*
  - District\*
  - State\*
  - Pin code\*
4. Enter the **Contact Details**.
    - Telephone Number\*
    - FAX
    - Email\*
    - Website
  5. Enter the **Year of Establishment\*** of the institution.
  6. Select the **Category of Institution\***. The options available are
    - Central Institution [falling under Central Government's control]
    - State Institution. If falling under State Government's control, select if it is:
      - Govt. Funded/ Aided
      - Private Unaided/ Self-financed
  7. Select the **Institution Type\*** from the drop-down list [such as Deemed to be Universities, NIT, etc.].
  8. Select the **Affiliating University** from the drop-down list [The name of Degree awarding university].
  9. Click  to select the **Date on which the first approval was accorded by AICTE/ UGC**.
  10. Enter the **Year of commencement of First Batch\***. Year of commencement of first batch should be same as or after the Year of Establishment.
  11. Click **Upload File** against **Institute Logo** to upload the logo image file [in jpg/gif format].



12. Click **Save & Add**. The Institution Information will be updated.

## 7.2.4 Department

Institutions have various departments. This association is added to the MIS, to regulate the programmes and their assessments. The department created would be associated with the institution.

❖ To associate a department with an Institution, follow these steps:

1. Click **Institution Details > Institution Profile > Department**. The **Department** screen will be displayed.



The screenshot shows a web form titled "Department". It includes the following fields and controls:

- Institution:** A dropdown menu with "-Select-" selected.
- Name of Stream:** A dropdown menu with "-Select-" selected.
- Department Name:** A text input field.
- Degree Level:** Four radio buttons labeled "Bachelors", "Masters", "Doctoral", and "Integrated".
- Whether Existing:** A checked checkbox.
- Buttons:** "Save & Add", "Reset", and "Back".

2. Select the **Institution** from the drop-down list.
3. Select the **Name of Stream** from the drop-down list. This is the stream of education.
4. Enter the **Department Name**.
5. Select the **Degree Level** check boxes (if any) to be associated with this department.
6. Select the **Whether Existing** check box if it is an existing department.
7. Click **Save & Add**. The Department will be associated with the selected Institution.



If department is not offering any programmes then programme related screen is not applicable.

Click  against the Department details in the Department List to edit it.

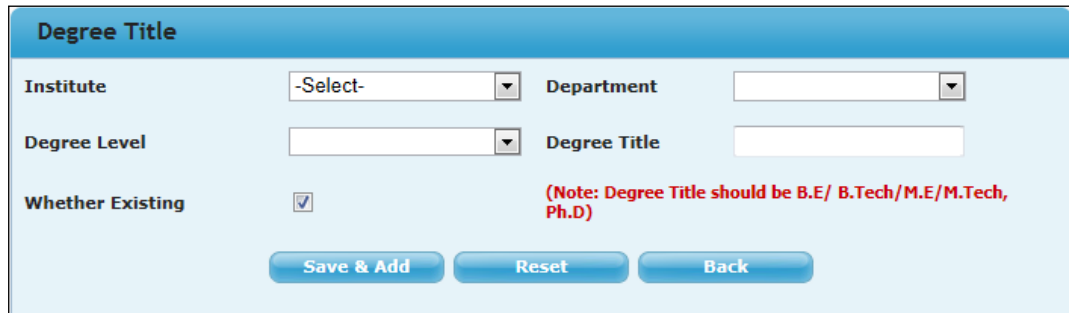
---

## 7.2.5 Degree Title

The Department in an Institution should be associated with a Degree.

❖ To associate a degree with a department, follow these steps:

1. Click **Institution Details > Institution Profile > Degree Title**. The Degree Title screen will be displayed.



The screenshot shows a web form titled "Degree Title". It contains the following fields and controls:

- Institute**: A dropdown menu with "-Select-" as the current selection.
- Department**: A dropdown menu.
- Degree Level**: A dropdown menu.
- Degree Title**: A text input field.
- Whether Existing**: A checked checkbox.
- Note**: A red text note stating "(Note: Degree Title should be B.E/ B.Tech/M.E/M.Tech, Ph.D)".
- Buttons**: Three buttons at the bottom: "Save & Add", "Reset", and "Back".

2. Select the **Institute** from the drop-down list.
3. Select the **Department** from the drop-down list [such as Electronics, Information Technology, etc.].
4. Select the **Degree Levels** from the drop-down list [such as PG, UG, etc.], to be associated with this Degree Title.
5. Enter the **Degree Title** [such as B.E, B.Tech, etc.].
6. Select the **Whether Existing** check box if the Degree Title exists [available for selection in other screens].
7. Click **Save & Add**. The Degree Title will be associated with the selected Department.



Click  against the Degree Title in the Degree List to edit it.

---

## 7.3 Programme Details

### 7.3.1 About Programme Details

The Programme Details section covers operations related to programmes, autonomous details, accreditation details and accreditation status of programmes associated with the Institution. The operations related to Programme Details are:

- Programme
- Autonomous Details
- Accreditation Details
- Accreditation Progress

### 7.3.2 Programme

Every Degree offered by the institution comprises of a Programme (or Course). Only full time programmes can be recorded. Same programme names can be entered in different degree levels. For e.g. For an institute Computer science can be a part of the Bachelor, Master as well as PhD. Year of Programme Commencement should be greater than 1800 and less than the current year.

❖ To define a Programme, follow these steps:



1. Click **Institution Details > Programme Details > Programme**. The **Programme** screen will be displayed.

Programme			
Department*	-Select-	Degree Level*	
Degree Name*		Programme*	
Degree Type*	-Select-	Year of Programme Commencement*	--Month--
Is Evaluation Credit Base*	<input checked="" type="radio"/> Yes <input type="radio"/> No	From When(Date)	
Credit Programme Exemption*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date of Credit Exemption	
Whether Existing	<input checked="" type="checkbox"/>		

Save & Add    Reset    Back

2. Select the **Department\*** from the drop-down list, that would be responsible for executing the Programme.
3. Select the **Degree Level\*** from the drop-down list.
4. Select the **Degree Title\*** from the drop-down list.



5. Enter the **Programme\***.
6. Select the **Degree Type\*** from the drop-down list [whether the Programme is to be offered as a full time or distance program]. Sandwich courses are considered as full-time courses.
7. Select the Month and enter the **Year of Programme Commencement\***.
8. Select the relevant option for **Is Evaluation Credit Based\***. A subject is assigned number of credits depending upon its importance and the weight apportioned to it in the scheme of subjects being taught in a semester.
9. Click  to select the Date **From When** the Credit Base will be applicable.
10. Select the relevant option for **Credit Programme Exemption\***. This indicates whether exemption is given for students for any subject in a semester.
11. Click  to select the **Date of Credit Exemption**.
12. Select the **Whether Existing** check box if the Programme exists [available for selection in other screens].
13. Click **Save & Add**. The Programme will be defined for the selected Course and Period of Commencement.

The curriculum for any programme of study consists of a total of 224 credits out of which a minimum of 216 credits are required to be obtained by a student for the award of B.Tech degree. The default of 8 credits is permitted only from the elective subjects in VII and VIII semesters.

The above definition does not remain common for all the universities. It keeps varying as per the institute and their affiliating university regulations.

For Example; if a student is unable to clear in any of the Elective subjects (Maximum 2 Elective subjects are permitted for credit exemption) with repeated attempts, He or She can write a letter to the related university, requesting for credit exemption in any one or two of the elective subjects. Based on the request from the student, the university awards the degree to the students, based on the minimum credit marks required to obtain a degree, irrespective of the student's failure in one or two of the elective subjects. However, the students final mark statement would contain the details of the Failed Elective Subjects also.



Click  against the Programme details in the Programme List to edit it.

---

### 7.3.3 Autonomous Details

Autonomous details have to be specified for all the institutes. Universities defaults to autonomous state so they need not apply for fresh or renewal cases. Fresh/ Renewal is applicable only for those institutes that are not autonomous and would like to be autonomous or that are autonomous and whose autonomy has expired. Complete institution information is mandatory to access this screen. Institutions belonging to Institution Types to which autonomous is not applicable cannot access this screen.

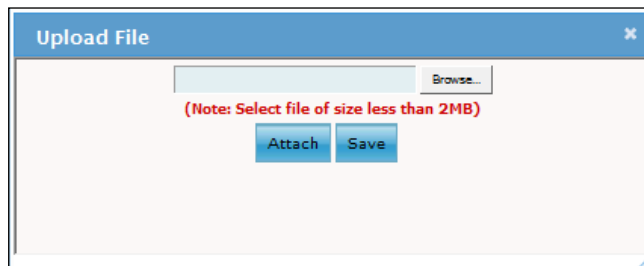
- ❖ To associate Autonomous Details with an Institute, follow these steps:



Click **Institution Details > Programme Details > Autonomous Details**.

For non-autonomous institutions, the following screen will be displayed.



If **Yes**, click **Upload File** to upload the scanned image of the Autonomous Details document.



1. Click **Browse** to browse for the file to upload. Click **Save** to save the document.
2. Select the relevant option for **Application for\***, whether applied for Fresh or Renewal of Autonomy. Autonomy once expired, i.e. validity date has expired can only be renewed.
3. Click  to select the **Application Date\***.
4. Select the relevant option for **Assessment Status (By UGC)**. If assessment is scheduled, completed or obtained.
5. Click  to select the **Obtained Date\***. When an institute reaches the autonomy obtained date then system will flag it off as autonomous.

6. Click **Save & Add**. The Non-Autonomous Details will be associated with the selected Institute.

If No, the following screen is displayed.

The screenshot shows a form titled "Autonomous Details". It has a section for "Applied Autonomy" with radio buttons for "Yes" and "No", where "No" is selected. Below this is a "Remarks" field with a text input box and a dropdown arrow. At the bottom, there are three buttons: "Save & Add", "Reset", and "Back".




1. Enter the **Remarks\***.
2. Click **Save & Add**.

For Autonomous institutions:-

The screenshot shows a form titled "Autonomous Details" for autonomous institutions. It includes an "Upload Images" section with an "Attach File" button. There are four date selection fields: "UGC Recommendation Date", "Conferment Date", "Valid From", and "Valid To", each with a calendar icon. At the bottom, there are three buttons: "Save & Add", "Reset", and "Back".

Click the Upload File to upload the scanned image of the Autonomous Details document.

The screenshot shows a dialog box titled "Upload File". It has a file selection field with a "Browse..." button. Below the field is a red note: "(Note: Select file of size less than 2MB)". At the bottom, there are two buttons: "Attach" and "Save".

1. Click **Browse** to browse for the file to upload. Click **Save** to save the document.
2. Click  to select **UGC Recommendation Date\*** for granting autonomy. UGC letter as on date is UGC recommendation date.
3. Click  to select **Conferment Date\*** of autonomy by the university. Conferment date will always be the UGC recommendation date or a date after it. The University conferment letter will have the date of conferment mentioned.
4. Click  to select **Valid from\*** and **Valid To\*** to specify the validity period for autonomy. The validity expiry date should be less than 2014. System will display an alert message on the home page six months before the validity expiry date,

prompting user to renew autonomy. After the expiry date, the system will flag off as non-autonomous.

### 7.3.4 Accreditation Details

The Programme defined by the Institution should be accredited by an authorized body to make it valid. The accreditation details need to be entered in the system. To be eligible for accreditation, a programme should be identified as **UG** and **PG** and as **Full time** and Institution should have at least two batches passed out for the programme. Every programme will have the facility to add student intake from the year 2007 onwards. (This will happen only once after which every year the institute would specify the current year’s intake). The System will display a cumulative figure starting from the year 2007 onwards and the faculty calculation will be based on this figure.

❖ To update Accreditation Details, follow these steps:

1. Click **Institution Details > Programme Profile > Accreditation Details**. The **Accreditation Details** screen will be displayed. In case of NPIU Admin, you have to select the institution.

Programme Name	Year of Commencement	Duration	AICTE/MHRD Approved Intake	Eligible for Accreditation	Accredited by NBA (Yes / No)	Validity	Date from	Intake
ME Electrical Integrated	1999	5	0	Yes	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select		
ME Construction Technolog	2006	2	0	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No	5 Year	04/04/2012	
BE Civil Engineering	1955	4	0	Yes	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select		
ME, Control Systems	1970	2	0	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No	5 Year	02/04/2012	
B.E Electrical	2010	4	0	No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select		
Security Alarms	2002	4	0	Yes	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select		
BE Electrical Course	1990	4	0	Yes	<input type="radio"/> Yes <input checked="" type="radio"/> No	Select		
ME Construction	2009	2	0	No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Select		

Any Proposed Programme  Yes  No


Save & Add    Reset    Back

2. To enter details of AICTE approved intake of students, click the field under **AICTE Approved Student Intake** column. The following screen will be displayed.

Year	AICTE/MHRD Approved Intake
2007-2008	0
2008-2009	0
2009-2010	0
2010-2011	60
<b>Total</b>	<b>60</b>

Save Cancel

- The years will be displayed based on Year of Commencement of the programme and duration. For e.g. if it is a four years programme i.e. UG, then enter student intake in the last four years, if it is a two years programme i.e. PG, then enter student intake in the last two years and for integrated programmes enter details of student intake in the last five years. The values will be carried forward to the next year and will not be added to the next year's student intake hence the values entered should be independent of the respective year and not cumulative.
  - If the duration of the year of commencement till the current year is less than the duration of the programme, then only the years after the commencement year till current year will be displayed. For e.g. if year of commencement is 2010 and it is a UG programme(4 years) then only 2010,2011 and 2012(current year) will be displayed in the screen.
  - Enter the intake details and click **Save**. Clicking on Save & Add will finally save the details. The total approved intake for all the years will be displayed.
3. **Eligible for Accreditation** would be displayed in a read-only mode depending on the year of commencement date specified. Whatever date is specified under 'Year of commencement' this needs to be reduced by 5 years (for UG) and 3 years (for PG) to know whether the programmes are eligible for accreditation or not.
  4. Select if programme is **Accredited by NBA** (National Board of Accreditation is an accreditation board under AICTE).
    - If Accreditation is identified as 'Yes' then specify the Validity period. Validity is either 3 or 5 years. System will calculate the 'Date To' based on the validity and date from specified. E.g. if validity is 3 years and Date from is 12th Feb 2007, then system will calculate 'Date To' as 11th Feb 2010. An alert message will be displayed on the home page, six months before the validity gets expired. If the validity date has expired then system will display message on the home page indicating 'Accreditation for programme has expired
  5. Select the **Validity** period for the Accreditation from the drop-down list.

6. Click  to select the **Date from** when the Accreditation has been valid.
7. Click Save & Add. The Accreditation Details will be associated with the selected Programme.

After the actual expiry system will display message indicating that the programme accreditation validity has expired. Institution should now apply for re-accreditation of this programme'

If accreditation has expired then validity and date from will be disabled.

If **Any Proposed Programme** is identified as **Yes** then specify the Programme name, Proposed Year of commencement, Duration and AICTE approved intake for the degree identified. Once the Proposed Programme details have been submitted they will appear in the Programme list.

Accreditation related details are not applicable for proposed programmes.



The Accreditation list can be filtered based on Department, Degree Level and Degree Title. The **Year of Commencement** displays Previous and Current Years only. No future Years will be displayed in this column.

### 7.3.5 Accreditation Progress

Only the programmes that are eligible but not accredited and the programmes with the validity expired, will be displayed in this screen.



❖ To update Accreditation Progress, follow these steps:

1. Click **Institution Details > Institution Profile > Accreditation Progress**. The **Accreditation Progress** screen will be displayed. In case of NPIU Admin, you have to select the institution.

2. Select the **Programme\*** from the drop-down list.

3. Click **Upload Scan Cover letter\*** to upload the scanned image of the Accreditation Status document.



4. Select the relevant option for **Applied for Accreditation\***. If yes proceed, if no, provide the **Reason\***.
5. Select the relevant option for **Fresh or Renewal\***.
6. Click  to select the **Submission Completion Date\***.
7. Enter the **Track Access No.\***.
8. Select the relevant option for **Scheduled or Visited\***.
9. Click  to select the **Scheduled Date** or the Visited Date with regards to the Accreditation Status.
10. Click **Save & Add**. The Accreditation Status will be updated for the selected programme.

## 7.4 Institution Assets

### 7.4.1 About Institution Assets

The Institution Assets section maintains details related to the components that add to the assets of an Institution. The operations related to Institution Assets are:

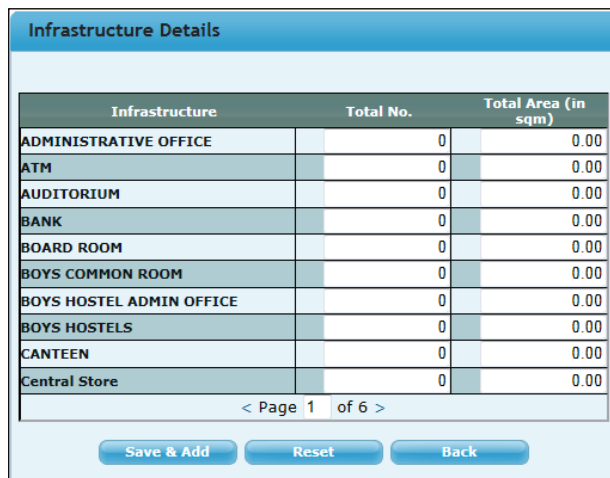
- Infrastructure Details
- Library Details
- Computer Centre
- Source of Income

### 7.4.2 Infrastructure Details

The Infrastructure needs to be updated with relevant details.

❖ To add Infrastructure Details, follow these steps:

1. Click **Institution Details > Institution Assets > Infrastructure Details**. The **Infrastructure Details** screen will be displayed.



Infrastructure	Total No.	Total Area (in sqm)
ADMINISTRATIVE OFFICE	0	0.00
ATM	0	0.00
AUDITORIUM	0	0.00
BANK	0	0.00
BOARD ROOM	0	0.00
BOYS COMMON ROOM	0	0.00
BOYS HOSTEL ADMIN OFFICE	0	0.00
BOYS HOSTELS	0	0.00
CANTEEN	0	0.00
Central Store	0	0.00

< Page 1 of 6 >

Save & Add   Reset   Back

2. Enter the relevant details against the Infrastructure.
3. Click **Save & Add**. The Infrastructure will be added to the system.



### 7.4.3 Library Details

Library details need to be specified in this screen.

❖ To add Library Details, follow these steps:

1. Click **Institution Details > Institution Assets > Library Details**. The **Library Details** screen will be displayed.

Library Items	Total No.
Books	0
Chairs	0
Digital Library	0
Journals	0
Publications	0
Racks	0
Tables	0

2. Enter **Total Number\***.
3. Enter **Total Area (sqm)\***.
4. Enter **Seating Capacity\***.
5. Enter the Total number of Library Items. This will list only the items specified in Library screen.
6. Click **Save & Add**. The Library Details will be added to the system.

### 7.4.4 Computer Centre

Computer Center details needs to be specified in this screen.

❖ To add Computer Center Details, follow these steps:

1. Click **Institution Details > Institution Assets > Computer Centre**. The **Computer Centre** screen will be displayed.

2. Enter relevant details related with Computer Centre.
3. Click **Save & Add**. The Computer Centre details will be added to the system.


### 7.4.5 Source of Income

Source of Income details need to be specified on this screen.

❖ To add Source of Income details, follow these steps:

1. Click **Institution Details > Institution Assets > Source of Income**. The **Source of Income** screen will be displayed.

Source Name	Previous Amount	Current Amount
Central Government		0.00
State Government		0.00
University Grants commission		0.00
Other Central / State government body/ies		0.00
Private Trust/ Society		0.00
Students Fees and other charges		0.00
Internal Revenue generation		0.00
student fees and other chages-UG		0.00
student fees and other charges-UG		0.00

2. Enter **Current Amount** related to all sources of Income. Previously saved amount will be displayed in the **Previous Amount** column.
3. Click  to select the **Modified Date\***.
4. Click **Add Other** to add another source of income. Enter name and amount.
5. Click **Save & Add**. The Source of Income details will be added to the system.

## 7.5 Faculty/ Staff Management

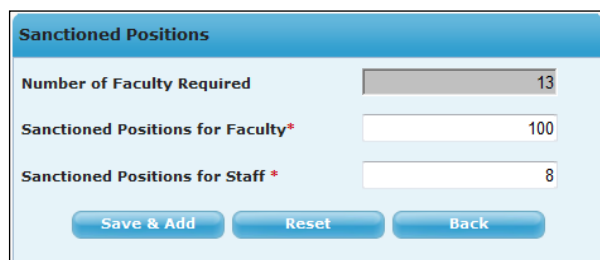
### 7.5.1 About Faculty/Staff Management

The Faculty/ Staff Management section handles the activities related to faculty and staff management. The operations related to Faculty/Staff Management are:

- Sanctioned Positions
- Faculty Profile
- Faculty Upgradation
- Staff Profile
- Training Plan
- Assign Training Plan
- Faculty attending Seminar, Conference, Workshop

### 7.5.2 Sanctioned Positions

This section maintains information related to the number of faculty required and the number of sanctioned positions for faculty and staff. (This screen is not applicable for CFIs.)



Sanctioned Positions	
Number of Faculty Required	13
Sanctioned Positions for Faculty*	100
Sanctioned Positions for Staff *	8
[ Save & Add ] [ Reset ] [ Back ]	

System calculates the **Number of Faculty Required** using the following formula

For Central Institutes;

- No. of faculty required = Total number of students enrolled in UG and PG / 12

For State Institutes;

- No. of faculty required = Total number of students (as specified under AICTE Intake in UG) / 15
- No. of faculty required = Total number of students (as specified under AICTE Intake in PG) / 10

❖ To add Sanctioned Positions, follow these steps:

1. Click **Institution > Faculty/Staff Management > Sanctioned Positions**. The **Sanctioned Positions** screen will be displayed.
2. Enter the number of **Sanctioned Positions for Faculty\***.
3. Enter the number of **Sanctioned Positions for Staff\***.
4. Click **Save & Add** to save the details.


### 7.5.3 Faculty Profile

The Faculty Profile section maintains the Faculty Information. Sanctioned position details must be submitted before entering the faculty details.

❖ To add a Faculty Profile, follow these steps:

1. Click **Institution Details > Faculty/Staff Management > Faculty Profile**. The **Faculty Profile** screen will be displayed.

The screenshot shows a web form titled "Faculty Profile". It has two columns of fields. The left column includes: Name\* (text input), Date of Joining (Continuous)\* (calendar icon), Stream Name\* (dropdown), Department\* (dropdown), Regular/Contract\* (radio buttons: Regular selected, Contract), Gender\* (dropdown), Enrolled for Upgradation\* (radio buttons: Yes, No), and Whether Existing (checkbox checked). The right column includes: Employee ID\* (text input), Current Faculty Designation\* (dropdown), Highest Qualification\* (dropdown), and Salary Type\* (radio buttons: Pay Scale selected, Consolidated). At the bottom, there are three buttons: "Save & Add", "Reset", and "Back".

2. Enter the **Name\*** of the faculty member.
3. Enter the **Employee ID\***. This should be a unique ID.
4. Click  to select the **Date of Joining\***. Minimum year of Joining allowed is **1950**.
5. Select the **Stream Name\*** from the drop-down list.
6. Select the **Current Faculty Designation\*** from the drop-down list. This will be the designation for the Faculty Member.
7. Select the **Department\*** from the drop-down list.
8. Select the **Highest Qualification\*** of the Faculty Member, from the drop-down list.
9. Select whether the Faculty is hired on **Regular/ Contract\*** basis.
10. Select whether the **Salary Type\*** offered is on Pay Scale or Consolidated basis.

11. Select the faculty's **Gender\*** from the drop-down list.
12. Select whether the Faculty has **Enrolled for Upgradation\***. If **Yes** then it's mandatory to specify the details in Faculty Upgradation screen.
13. Select the **Whether Existing** check box if the faculty is currently associated with the institution (has not resigned or taken a transfer).
14. Click **Save & Add**. The Faculty Profile will be added to the system.

Name	Date of Joining (Continuous)	Stream	Department	Current Faculty Designation	Qualification	Edit	History
A Gupta	12/01/1987	Engineering/Technology	Computer	Professor	Bsc Computer		

❖ To Import faculty details to the system follow the steps below:

1. Click **Download Template** on the links bar.
2. **Save** the template.
3. Enter the faculty details (Data related to Department, Designation etc. will be displayed in the drop-down as specified in the application for user selection. User to identify the same and enter other details).

Name	Date of Joining	Stream Name	Current Faculty Designation	Department	Highest Qualification
Geeta Seth	23/10/1986	Engineering/Technology	Assistant Professor	civil engineer	M.tech
Deepak Sharm	1/10/1990	Applied Sciences	Assistant Professor	Electrical Dep	M.tech
Neha Vyas	24/5/1996	<input type="text"/>	<input type="text"/>		
		Engineering/Technology	Professor		
		Applied Sciences	Assistant Professor		
		Humanity	Lecturers		
		Physical Education	Associate Professor		
		Engineering Bachlor			

4. Use **Import Faculty** facility to import faculty data into system.
5. Click **Browse** to browse for the location of the file.
6. Click **Import Faculty** to import the faculty data into the application.

**Import Faculty Data**



It is mandatory to provide Employee ID as part of the faculty details.

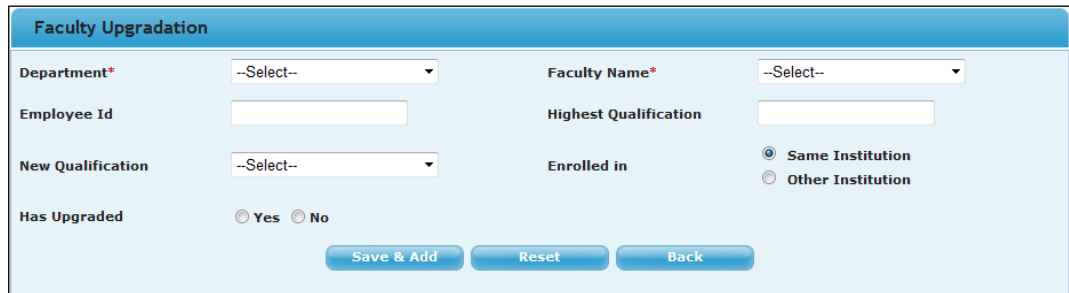
#### 7.5.4 Faculty Upgradation

Faculty Upgradation details are maintained in this section. It contains details related to enroll for PhD programme or Masters programme and if faculty has actually

upgraded. Bachelors can get upgraded to Masters and Masters can get upgraded to Doctorates. There is no upgrade for Doctorates.

❖ To add Faculty Upgradation details, follow these steps:-

1. Click **Institution Details > Faculty/Staff Management > Faculty Upgradation**. The **Staff Profile** screen will be displayed.




2. Select the **Department\*** from the drop-down list. The faculty list will be updated with the faculties associated with the department.
3. Select the **Faculty Name\*** of faculty to be upgraded, from the drop-down list.
4. **Employee Id** and **Highest Qualification** of the selected faculty will be displayed in read-only mode.
5. Select the **New Qualification** from the drop-down list. In edit mode this can be changed within the same qualification level.
6. Select whether **Enrolled in** same institution or other institution.
7. Select the relevant option for **Has Upgraded**. Click **Yes** if the faculty has actually upgraded. If the faculty has only enrolled for upgradation select **No**.
8. Click **Save & Add**. The Faculty Upgradation details will be saved.

### 7.5.5 Staff Profile

The Staff Profile section maintains the Staff profile along with the sanctioned and filled in positions.

❖ To add Staff Profile, follow these steps:

1. Click **Institution Details > Faculty/Staff Management > Staff Profile**. The **Staff Profile** screen will be displayed.

2. Enter the **Name\*** of the Staff member.
3. Enter the **Employee ID\***. This should be a unique ID.
4. Click  to select the **Date of Joining\***.
5. Select the **Staff Type\*** from the drop-down list. This lists the staff types entered in the Staff Type section.
6. Select the **Staff Position\*** from the drop-down list. This lists the staff positions entered in the Staff Position section.
7. Select the **Department\*** from the drop-down list. This is only applicable if the **Staff Type** selected is **Technical Support**.
8. Select the **Highest Qualification\*** of the Staff Member, from the drop-down list.
9. Select whether the staff member is **Regular/ Contract\***.
10. Select whether the **Salary Type\*** offered is on a Pay Scale or Consolidated basis.
11. Select the **Gender\*** from the drop-down list.
12. Click **Save & Add**. The Staff Profile will be added to the system.




❖ To Import staff details to the system follow the steps below:

1. Click **Download Template** link on the links bar.
2. **Save** the template.
3. Enter the staff details ( Ensure that data specified for Department, Highest Qualification, Staff Type and Staff Position is same as specified within application to avoid data mismatch while importing staff details)

Name	EmployeeId	Date of Joining(dd/mm/yyyy)	Department	Highest Qualification	Staff Type	Staff Position	Regular/Contract	Salary Type	Gender
Sandhya Shett	E001	01/03/2011	Electrical engt	Com.	Technical Sup	Workshop Ass	Regular	Pay Scale	Female
			Electrical engineering						
			Civil engineering						
			Mechanical engineeri						
			Engineering physics						
			Engineering chemistr						
			Electrical Department						
			Other						

4. Use **Import Staff** facility to import staff data into system.

5. Click **Browse** to browse for the location of the file.
6. Click **Import Staff** to import the staff data into the application.

 To edit a Staff Profile, click  against the Staff details in the Staff Profile List. To view history of changes, click  against the staff profile list. It is mandatory to provide Employee ID as part of the Staff details. Department selection is not required for **Administrative support** staff.

### 7.5.6 Training Plan

The institutions have to train their staff/ faculties for upgrading their knowledge and skills to match the latest needs. Training is planned for internal faculty where the training can be conducted within or outside the campus.



❖ To add Training Plan, follow these steps:

1. Click **Institution Details > Faculty/ Staff Management > Training Plan**. The **Training Plan** screen will be displayed

2. Select whether **Training for\*** is for Staff or Faculty, from the drop-down list.
3. Select **Nature of Training\*** from the drop down list.
4. Select **Training Category\*** from the drop-down list.
5. Enter the **Title of Training\***.
6. Enter the description for the **Broad Area of Training\***.
7. Select whether the training is **External/ Internal\***. In case of External:
  - Select whether the **Training Provider\*** is Institution/Organization or Industry.
  - Enter the Institution/Organization Name.



8. Click **Save & Add**. The Training Plan will be added to the system.

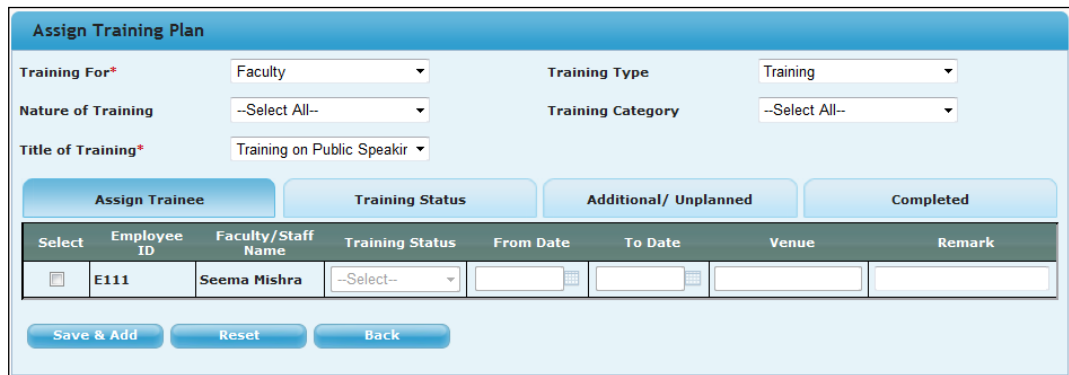
 Click  against the Staff details in the Training Plan List to edit it.

### 7.5.7 Assign Training Plan

The training plan has to be assigned to the relevant Staff/ Faculty members for execution.

❖ To assign Training Plan, follow these steps:

1. Click **Institution Details > Faculty/Staff Management > Assign Training Plan**. The **Assign Training Plan** screen will be displayed.



**Assign Training Plan**

Training For\*  Training Type

Nature of Training  Training Category

Title of Training\*

Select	Employee ID	Faculty/Staff Name	Training Status	From Date	To Date	Venue	Remark
<input type="checkbox"/>	E111	Seema Mishra	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Select whether the **Training for\*** is for Staff or Faculty, from the drop-down list.

3. Select the **Training Type** from the drop-down list.

4. Select the **Nature of Training** from the drop-down list.

5. Select the **Training Category** from the drop-down list.

6. Select the **Title of Training\*** from the drop-down list. The list of Faculty/Staff members eligible for the selected training will be displayed.

7. Select the **Faculty/ Staff** members whom you want to assign to the training.


8. Select the **Training Status** of those Faculty/ Staff members, from the drop-down list.

9. Click  to select the **From** and **To** date of the Training.

10. Enter the **Venue**.

11. Enter the **Remarks**.

12. Click **Save & Add**. The Training Plan will be assigned to the selected individuals.

 Further you can also view the Training Status, Additional/Unplanned Trainees, list of trainees whose training has been completed.

### 7.5.8 Faculty Attending Seminar, Conference, Workshop

The training programmes for faculties can be defined in the form of Seminars, Conference and Workshops.

- ❖ To define Faculty Attending Seminar, Conference, Workshop, follow these steps:
  1. Click **Institution Details > Faculty/Staff Management > Faculty Attending Seminar, Conf, Workshop**. The **Faculty Attending Seminar, Conference, Workshop** screen will be displayed.

**Faculty Attending Seminar, Conf, Workshop**

Faculty Training for\*  Nature of Training\*

Title of Training\*  Broad Area of Training\*

Training Provider\*  Institution/ Organization Name

Training For	Nature of Training	Training Title	Nature of Training	Edit
Seminar	Teaching Competence	Seminar AssProf TeachSkill	Teaching Competence	
Seminar	Teaching Competence	Seminar Prf TeachSkill	Teaching Competence	
Seminar	Research Competence	Seminar Lec RecImp	Research Competence	
Conference	Teaching Competence	aaa	Teaching Competence	
Conference	Management Skill	Conference	Management Skill	
Symposium	Exposure/ Interaction with Industry	Symposium professor	Exposure/ Interaction with Industry	

2. Select whether the **Faculty Training for\*** was for Seminar, Conference, etc., from the drop-down list.
3. Select the **Nature of Training\*** from the drop-down list.
4. Enter the **Title of Training\*** from the drop-down list.
5. Enter the **Broad Area of Training\*** from the drop-down list.
6. Select the **Training Provider\*** from the drop-down list.
7. Enter the **Institution/Organization** name that will be conducting the training from the drop-down list.
8. Click **Save & Add**. The training program (seminar, conference, workshop, etc.) for faculty will be defined.

## 7.6 Student Details

### 7.6.1 About Student Details

The Student Details section handles the activities related to student management. The operations related to Student Management are:

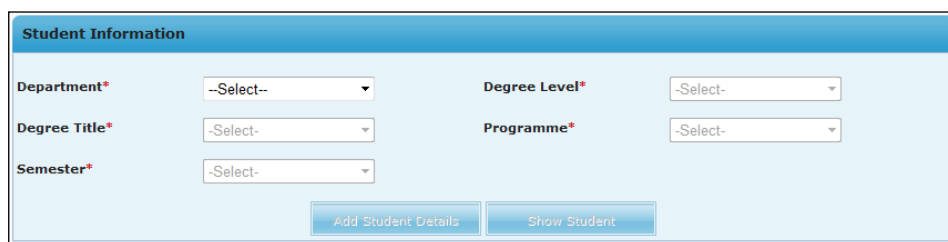
- Student Information
- Programme Assistantship
- Student Diagnostic Test
- Student Transition
- Student Performance
- Campus Placement
- Programme Fees from Students

### 7.6.2 Student Information

Student Information section maintains the details of the Students pursuing Degree associated with a department in an Institution.

❖ To add Student Information, follow these steps:


1. Click **Institution Details > Student Detail > Student Information**. The **Student Information** screen will be displayed.




The screenshot shows a web form titled "Student Information". It contains five dropdown menus arranged in two columns. The first column has "Department\*", "Degree Title\*", and "Semester\*" with a "--Select--" option. The second column has "Degree Level\*" and "Programme\*" with a "-Select-" option. At the bottom of the form are two buttons: "Add Student Details" and "Show Student".

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list. The Programme list will be updated with its associated programmes.

5. Select the **Programme\*** from the drop-down list. The Semester list will be updated with its associated Semesters.
6. Select the **Semester\*** for which you want to add or view the Student Information, from the drop-down list.
7. Click **Add Student Details**. The Student Details screen will be displayed.

8. Enter the **Enrollment No.\*** of the Student.
9. Select the **Year of Enrollment\*** from the drop-down list.
10. Enter the **Student name\*** to be enrolled. This has to be the same as written in the Admission Form.
11. Enter the student's **Parent's/Guardian's Name\***. This has to be the same as written in the Admission Form.
12. Click  to select the student's **Date of Birth\***. The minimum age limit for admission is ten years i.e. date of birth should be at least ten years before the current year.
13. Select the student's **Gender\*** from the drop-down list.
14. Select the student's **Nationality\*** from the drop-down list.
15. Select the student's **Religion\*** from the drop-down list.
16. Select the reservation **Category\*** under which the student falls (such as General, OBC, ST, SC, etc.), from the drop-down list.
17. Select the criteria on which the **Admission is based on\*** from the drop-down list.
18. Enter the **Rank/%\*** secured by the student in the last Semester/Examination.
19. Select whether the student is **Disabled**.
  - If the student is disabled, enter the **Type of Disability**.
20. Click **Save & Add**. The Student Information will be added to the system.



Click  against the Student details in the Student list to edit it.

❖ To view the list of associated students, follow these steps.

1. Click **Show Student** on the **Student Information** screen. Following screen will be displayed with the list of students in the selected academic year.

**Student Information**

Department\*  Degree Level\*

Degree Title\*  Programme\*

Semester\*

Enrollment No	Student Name	Date of Birth	Gender	Nationality	Religion	Action
3543353343	Abhijeet Kumar Paswan	08/02/1979	Male	Indian	Hindu	
354993353343	Abhijeet Kumar Paswan	08/02/1979	Male	Indian	Hindu	

< Page 1 of 1 >

❖ To Import student details to the system follow the steps below:

1. Click **Download Template** on the links bar.
2. **Save** the template.
3. Enter the students' details (Data related to Department, Designation etc. will be displayed in the drop-down as specified in the application for user selection. User to identify the same and enter other details).

Department	Degree Level	Degree Name	Programme	Sem	Enrollment No.	Year of Enrollment	Student Name
electrical engineering	Bachelors	B.E, Civil Engineering	B.E in Electrical Enginee	Sem 1	E111	2010-2011	Ruchi Sinha
civil engineering	Masters	M.E., Control Systems	ME, Control Systems	Sem 1	E278	2010-2011	Sneha Singh
<input type="text" value="electrical engineering"/> <input type="text" value="civil engineering"/> <input type="text" value="mechanical engineerir"/> <input type="text" value="engineering physics"/> <input type="text" value="engineering chemistrh"/> <input type="text" value="Electrical Department"/> <input type="text" value="other"/>	<input type="text" value="Bachelors"/> <input type="text" value="Masters"/> <input type="text" value="Integrated(UG + PG)"/> <input type="text" value="Doctoral"/>						

4. Use **Import Student** facility to import student data into system.
5. Click **Browse** to browse for the location of the file.
6. Click **Import Student** to import the student data into the application.

**Import Student Data**

- Best Practice would be to record student data from SEM I onwards. If student data is captured SEM II onwards then system will not be able to calculate the transition rate.

- Also, Student data from SEM I is required for student movement to further semesters and to identify Academically weak students (Diagnostic Test conducted for SEM I Students)



It is mandatory to provide Enrollment No. as part of the student details.

### 7.6.3 Programme Assistantship

The Programme Assistantship is granted to the students enrolled for Masters Degree level and above.

❖ To add Programme Assistantship details, follow these steps:

1. Click **Institution Details > Student Detail > Programme Assistantship**. The **Programme Assistantship** screen will be displayed.

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list. The Semester list will be updated with its associated Semesters.
6. Select the **Semester\*** for which you want to add or view the Programme Fellowship, from the drop-down list.
7. **Sanctioned Intake** will be displayed in read-only mode.
8. Click **New Category**. The section to add category details against the selected values will be displayed. List of students in the selected academic year will be displayed.

**Programme Assistantship**

Department\*  Degree Level\*

Degree Title\*  Programme\*



Semester\*

Sanctioned Intake

Select	Enrollment No.	Student Name	Assistantship	Category
<input checked="" type="checkbox"/>	A0234	reena wadhwa	TEQIP	Teaching
<input type="checkbox"/>	A0348	amit V	--Select--	--Select--

9. Select the Students to be assessed.
10. Select the **Assistantship** [such as TEQIP, GATE, etc.], from the drop-down list.
11. Select the **Category** [such as Teaching, Research, etc.], from the drop-down list.
12. Click **Save & Add**. The Student Programme Assistantship will be added to the system.

---

 Click  against the Student details in the Student list to edit a Student Programme Assistantship.

---

#### 7.6.4 Student Diagnostic Test

Student diagnostic test is conducted to identify academically weak students in Semester I of Bachelors and Integrated programmes. For the remaining semesters academically weak gets identified based on their term exams and whether marks achieved <40% or equivalent grade. This test can be conducted for only three subjects in a year.

- ❖ To add Student Diagnostic Test details, follow these steps:
  1. Click **Institution Details > Student Detail > Student Diagnostic Test**. The **Student Diagnostic Test** screen will be displayed.

The screenshot shows the 'Student Diagnostic Test' form with the following fields and options:

- Department\***: --Select--
- Degree Level\***: -Select-
- Degree Title\***: -Select-
- Programme\***: -Select-
- Semester\***: -Select-


Buttons: Search, AddNew

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list. The Semester list will be updated with its associated Semesters.
6. By default only Semester I will be displayed under **Semester\***.
7. Click **Add New**. The section to add Diagnostic Test details against the selected criteria will be displayed.

The screenshot shows the 'Student Diagnostic Test' form with the following fields and values:

- Department\***: Chemical Engineering
- Degree Level\***: Bachelors
- Degree Title\***: B.Tech
- Programme\***: Chem Course1
- Semester\***: Sem 1
- Subject\***: Add Subject
- Add Subject Name**: [Empty text field]
- Date of Diagnostic Test \***: [Calendar icon]

Buttons: Search, AddNew

8. Select Add Subject under **Subject\*** from the drop-down list. List of students in semester I of the selected academic year will be displayed.
9. Enter the subject name in **Add Subject Name** field, for which the student is to be assessed.
10. Click  to select the **Date of the Diagnostic Test\***.
11. Select the Students to be assessed.
12. Select if they are **Academically Weak**. The list of these students will be displayed on the **Academic Support To Weak Students** page.
13. Click **Save & Add**. The Student Diagnostic Test details will be added to the system.
14. Click **Search** to search students who have been assessed.



## 7.6.5 Student Transition

The Student Transition section helps in identifying the movement of students to next semester.

❖ To add Student Transition details, follow these steps:

1. Click **Institution Details > Student Detail > Student Transition**. The **Student Transition** screen will be displayed.

**Student Transition**

Department\*  Degree Level\*

Degree Name\*  Programme\*



Semester\*  Move To  (Note: Student can be transited only twice in a academic year)

Select	Student Name	Has secured <40%	No. of Papers in which secured <40%	Fail	No. of Fail Papers
<input type="checkbox"/>	Lalit Maurya	<input type="checkbox"/>		<input type="checkbox"/>	

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list. The Semester list will be updated with its associated Semesters.
6. Select the **Semester\*** for which you want to add or view the Transition details, from the drop-down list.
7. Click **Search for transition\***. The list of students in the selected academic year who are yet to be transited to the next semester will be displayed.
8. Select the Students to be assessed. The ones that are not selected are understood to continue in the same Semester as before.
9. Specify if the selected students have **Secured Less than 40%** and details of the failing papers. If any of the students identified as secured less than 40% they to be flagged off as 'Academically weak students'. The list of these students will be displayed in the 'Academic Support To Weak Students' page.
10. Enter the **Number of papers** in which the student has secured less than 40%.

11. Specify if the Student has **failed** in any papers.
12. Enter the **number of failing papers**.
13. Click **Save & Add**. The Student Transition details will be added to the system.
14. Click **Already Transited** to view the list of students who have been transited successfully.
15. Transition Rate is  $\text{No. of students passed in all papers} / \text{Students assessed} * 100$ . It is computed only for the Under Graduate degree level.
  - If Institute is Central then student actually enrolled.
  - If Institute is State then student actually enrolled against AICTE approved intake.

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Click  to edit the student transition details of a particular student. Click  to view the history.

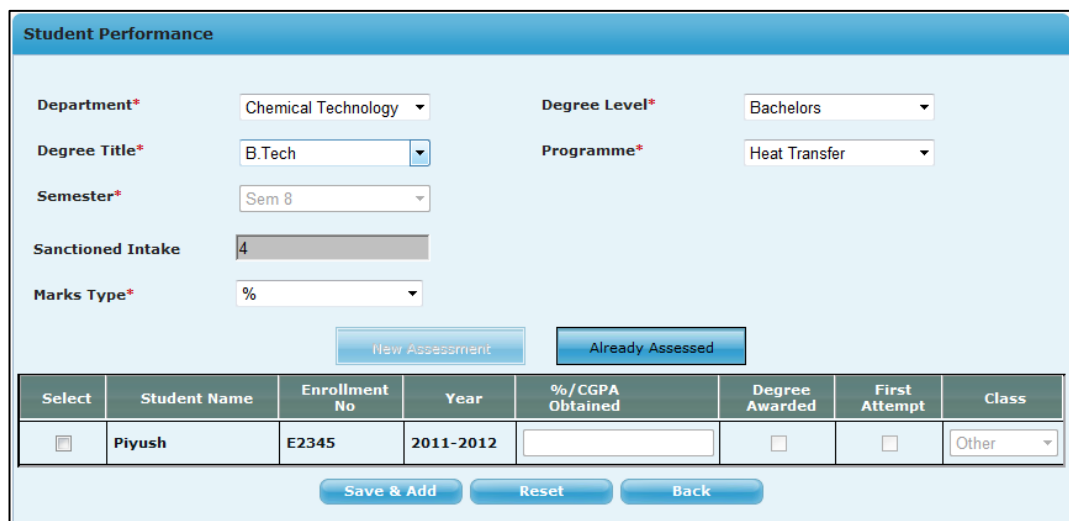
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### 7.6.6 Student Performance

The Student Performance section displays the number of students passed in first attempt, with distinction, with first division and total graduation rate.

❖ To add Student Performance details, follow these steps:

1. Click **Institution Details > Student Detail > Student Performance**. The **Student Performance** screen will be displayed.



Select	Student Name	Enrollment No	Year	%/CGPA Obtained	Degree Awarded	First Attempt	Class
<input type="checkbox"/>	Piyush	E2345	2011-2012		<input type="checkbox"/>	<input type="checkbox"/>	Other

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.

3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list.
6. Click **New Assessment**. The section to add Student Performance details against the selected criteria will be displayed. This will also enlist students who were not assessed in the previous year, if any.
7. Select the Students to be assessed.
8. Specify if the marks to be awarded are in % or CGPA.
9. Enter the marks obtained in %/CGPA.
10. Select whether the Degree is awarded.
11. Select whether the Student passed in First Attempt.
12. Select the Class which the student obtained.
13. Click **Save & Add**. The Student Performance details will be added to the system.

### 7.6.7 Campus Placement

Campus Placement is tracked only for UG & PG students.

❖ To add Campus Placement details, follow these steps:

1. Click **Institution Details > Student Detail > Campus Placement**. The **Campus Placement** screen will be displayed.

Select	Student Name	Enrollment No.	Eligible	Recruited	National/International	Annual Salary (Rs.)
<input checked="" type="checkbox"/>	Kirti Sharma	E0011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	National	500000

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.

4. Select the **Degree Title\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list. This is applicable for eighth semester students for UG, fourth semester students for PG and tenth semester students for integrated degree level. Hence semester selection is disabled as it will display according to the degree level selection.
6. Click **New Assessment**. The students who are in final semester and have not been recruited will be displayed in the table. This will also enlist students who were not recruited in the previous year, if any.
7. Click **Already Assessed** to view campus placement details of the students.
8. Select the Students to be assessed.
9. Select if the student is eligible for the placement.
10. Select whether the Student is already recruited.
11. Select whether the recruitment is **National/ International**, from the drop-down list.
12. Enter the **Annual Salary (in Rs.)** offered to the Student.
13. Click **Save & Add**. The Campus Placement details will be added to the system.

## 7.6.8 Programme Fees from Students

The Programme Fees section enables the Institution to furnish the Fees details for every programme. The fees should be specified for an academic year with the amount as the total fees for two semesters in a year. All charges from students except tuition fee should be included in Other Fees. At any point of time there should be only one entry of fee detailing the Tuition fee and other fees for a programme for an academic year.

❖ To add Programme Fees details, follow these steps:

1. Click **Institution Details > Student Detail > Programme Fees**. The **Programme Fees** screen will be displayed.

Programme Name	Tuition Fee	Other Fees
BE chemical	0.00	0.00

(Note: The fee should be the annual fee taken from a general category student in current year)

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\***. The feed details section will be displayed.
5. Enter the **Tuition Fee**. This will be the total amount for two semesters (yearly amount).
6. Enter the **Other Fees**. This will be the total charges from students except tuition fee (yearly amount).
7. Click **Save & Add**. The Programme Fees details will be added to the system.

## **8. Academic Output**

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### **8.1 About Academic Output**

The Academic Output section manages the artifacts related to the Academy's Quality. Some of the Academic outputs are:

- Publications
- Books
- Patents
- Innovations
- MOUs

### **8.2 Research & Development**

#### **8.2.1 About Research & Development**

All technical education institutions are required to undertake research as a means of renovation and renewal of educational processes with the primary aim of producing quality manpower capable of taking up R&D functions. Research & development covers the Academic Outputs related to innovative activities performed in the academy. This section covers:

- Publications
- Books
- Patents
- Consultancies
- Innovations
- Externally Funded R&D Projects
- MOUs
- Seminars/Conferences/Workshops/Symposium
- Citations

## 8.2.2 Publications

Scaling-up quality research, development and innovation is indicated by increase in the number of publications in refereed journals, citations and patents obtained/filed. The publications can be either Refereed through collaboration or peer reviewed. Increased collaboration with other institutions can be measured via number of joint publications in refereed journals.

❖ To add Publication details, follow these steps:

1. Click **Academic Output > Research & Development > Publications**. The **Publications** screen will be displayed. In case of NPIU Admin, select the institution.

**Publications (Refereed/ Peer reviewed)**

Published by COE \*  Yes  No

Whether Refereed? \*  Yes  No

Department \* -- Select --

Whether  National  International

Whether  Journal  Proceeding

Title of Paper \*

Journal Name

Volume No. \*

Page No.

ISBN/ACCN No.

Publication Date \*


Whether Joint \*  Yes  No

Joint With \* Academic Institute

Joint Belongs To \* National

Author Name	Department	University/Institute/Industry	University/Institute/Industry Name
		University	

2. Select whether the publication was **Published by COE\*** [Centre of Excellence].
3. In case the publication was published by **COE**, select the related COE.
4. Select the relevant option for **Whether Refereed\*** (Refereed means worthiness of the article reviewed before publication by any expert).
5. Select the related **Department(s)\***.
6. Select whether the publication is of Indian or Foreign origin.
7. Select whether the publication is a Journal or Proceeding (Proceeding: is a consolidated volume of articles/ papers presented by the respective authors in a conference/ seminar/ symposium). In case of Proceeding enter its:
  - Proceeding Name

- ISSN/ ISBN/ ACCN No.
  - In case of Journal enter its:
    - Journal Name
    - Volume No.
    - Page No.
8. Enter the **Title of Paper\***.
  9. Enter the **Journal Name**.
  10. Enter the **Volume No.\***.
  11. Enter the **Page No**.
  12. Enter the ISBN/ACCN Number.
  13. Click  to select the **Publication Date\***. This date should be in the selected academic year and cannot be a future date.
  14. Select the relevant option for **Whether Joint\***.
    - In case of Joint Publication provide details of the partner organization it is **Joint With\***.
  15. Click **Add Author**, to add author details e.g. name of the author, the department he/she is associated, whether associated with university, industry or institute and the respective university, industry or institute name.
  16. Click **Save & Add**. The Publication will be added to the system.
- ❖ To Export publications details from the system follow the steps below:
1. Click **Export Data** on the links bar.
  2. **Save** the file. The data from Publications page will be displayed in the excel file. This data also includes no. of citations for the publications.
- ❖ To download the template of Publications page from the system, follow the steps below:
1. Click **Download Template** on the links bar.
  2. **Save** the template. The fields related to Publications will be displayed in the file as shown below.
  3. Enter the publications details.



Published by COE Yes/ No	Whether Refereed? Yes/ No	Department	National/ International	Journal/ Proceeding	Title of

### 8.2.3 Books

Similar to publications, the institution also maintains different books many of which may be authored internally.

❖ To add a Book, follow these steps:

1. Click **Academic Output > Research & Development > Books**. The **Books** screen will be displayed. In case of NPIU Admin, select the institution.

2. Select whether the book **Belongs to COE\*** [Centre of Excellence].
3. Select the **COE** [Centre of Excellence] that owns the book.
4. Select the **Book Type\*** from the drop-down list. If identified as Book then it's mandatory to specify
  - ISBN Number
  - Name of Publisher
  - Publication Date
  - Title of Book
5. For rest of the cases, following details need to be specified
  - Title of Book

- Date. This date should be in the selected academic year.
6. Select the related **Department(s) \*** from the drop-down list. Add Author details.
  7. Click **Save & Add**. The book details will be added to the system.

❖ To Export books details from the system follow the steps below:

1. Click **Export Data** on the links bar.
2. **Save** the file. The data from Books page will be displayed in the excel file.

❖ To download the template of Books page from the system, follow the steps below:

1. Click **Download Template** on the links bar.
2. **Save** the template. The fields related to Books will be displayed in the file as shown below.
3. Enter the books details.

						Note:
Department	ISBN/ACCN Number	Publisher Name	Publication Date	Title	Co-Author (Yes/ No)	Author

#### 8.2.4 Innovations

Apart from Innovation, the institution also performs innovative activities for other organizations. These innovations may be offered as Commercial services to the clients.

❖ To record an Innovation, follow these steps:

1. Click **Academic Output > Research & Development >Innovations**. The **Innovations** screen will be displayed. In case of NPIU Admin, select the institution.

### Innovations

**Belongs to COE**     Yes     No

**Innovation Title \***        **Department \***   

**Innovation Date \***        **Product/Process \***     Product     Process

**Technology Transfer \***     Yes     No

**Commercialized \***     Yes     No    **Amount (Rs) \***   

**Transfer to \***        **Organization Name \***   

**Commercialized Date \***

2. Select whether the Innovation **Belongs to COE\*** [Centre of Excellence].
3. Select the **COE** [Centre of Excellence] that owns the Innovation.
4. Enter the **Innovation Title\***.
5. Select the related **Department(s) \***.
6. Click to select the **Innovation Date\***.
7. Select whether the innovation is a **Product/ Process\***.
8. Select the relevant option for **Technology Transfer\***. Technology transfer means assigning the innovation to any Industry for usage.
9. In case of transfer provide the details of the client organization such as: Whether the transfer was **Commercialized\***.
10. Select **Transfer To\*** from the drop-down list.
11. Enter **Organization name\*** to which the innovation was transferred.
12. If Transfer was Commercialized, Enter the **Amount (Rs) \***.
13. Click to select the **Commercialized Date\***. If Innovation is not commercialized then select the **Transfer Date\***. Date should be in the selected academic year.
14. Click **Save & Add**. The Innovation will be added to the system.

- ❖ To Export innovations details from the system follow the steps below:
  1. Click **Export Data** on the links bar.
  2. **Save** the file. The data from Innovations page will be displayed in the excel file.
- ❖ To download the template of Innovations page from the system, follow the steps below:
  1. Click **Download Template** on the links bar.
  2. **Save** the template. The fields related to Innovations will be displayed in the file as shown below.
  3. Enter the innovations details.

Department	Innovation Date	Product/ Process	Technology Transfer Yes/ No	Transfer Date	Transfer To Organization/ Client

### 8.2.5 Patents

The institution may have registered Patents against an Innovation or R&D activity. The owner may be the Institution or Joint [i.e. more than one entity are owners].

- ❖ To add Patent details, follow these steps:
  1. Click **Academic Output > Research & Development > Patents**. The **Patent** screen will be displayed. In case of NPIU Admin, select the institution.

2. Select whether the Patent **Belongs to COE\*** [Centre of Excellence].

3. In the above case, select the **COE** [Centre of Excellence] that claims the Patent.
4. Select the **Name of Stream\*** from the drop-down list.
5. Select the **Department(s)\*** from the drop-down list.
6. Select whether the Patent is **Obtained/ Filed\***.
  - In case of Patent is Filed you have to provide the following details:
    - **Patent Title\***
    - **Application Date\***
    - **Application No\***
  - In case of Patent Obtained you have to provide the following details:
    - **Patent Title\***
    - **Patent Type (Product/Process) \***
    - **Patent Number\***
    - **Patent Grant Year\***. Minimum year to start with is 1950.
    - **Commercialized\***
    - **Amount (Rs) \***. in case it is Commercialized
7. Select whether **Patent Registered** is National or International.
8. Select whether the Patent is **Institutional or Joint**. In case of Joint Patent, select if it is **Joint With\*** Academic Institute, R&D Institute, Institute or a combination of these.
9. Click **Save & Add**. The Patent will be added to the system.

❖ To Export patents details from the system follow the steps below:

1. Click **Export Data** on the links bar.
2. **Save** the file. The data from Patents page will be displayed in the excel file.

❖ To download the template of Patents page from the system, follow the steps below:

1. Click **Download Template** on the links bar.
2. **Save** the template. The fields related to Patents will be displayed in the file as shown below.
3. Enter the patents details.

Belongs to COE Yes/ No	Stream	Department	Obtained/ Filed	Patent Registe Nationa Internat

## 8.2.6 Consultancies


Apart from publishing papers and books, the institution also provides consultancies to other organizations.

❖ To record a consultancy, follow these steps:

1. Click **Academic Output > Research & Development > Consultancies**. The **Consultancy** screen will be displayed. In case of NPIU Admin, select the institution.

The screenshot shows a web form titled "Consultancies". It includes the following fields and controls:

- Belongs to COE**: Radio buttons for Yes and No (No is selected).
- Name of Stream \***: A dropdown menu showing "--Select--".
- Department \***: A dropdown menu showing "-- Select --".
- Consultancy Type \***: A dropdown menu showing "--Select--".
- Consultancy Title \***: A text input field.
- Client Name \***: A text input field.
- Amount (Rs) \***: A text input field.
- Date From \***: A date picker with a calendar icon.
- Date To \***: A date picker with a calendar icon.
- Whether Joint**: Radio buttons for Yes and No (Yes is selected).
- Joint With**: A dropdown menu showing "-- Select --".
- Buttons at the bottom: **Save & Add**, **Reset**, and **Back**.

2. Select whether the Consultancy was **Belongs to COE\*** [Centre of Excellence].
3. In the above case, select the **COE** [Centre of Excellence] that provided the consultancy.
4. Select the **Name of Stream\*** of the consultancy, from the drop-down list.
5. Select the **Department(s)\*** from the drop-down list.
6. Select the **Consultancy Type\*** from the drop-down list.
7. Enter the **Consultancy Title\***.
8. Enter the **Client Name\***. Client Name may be a Name of organization, Institution or Individual.
9. Enter **Amount (Rs)\***.
10. Click  to select the Consultancy's **From and To Date\***. These dates should be in the selected academic year.
11. Select whether the consultancy is an **Independent/ Joint** consultancy. In case of Joint consultancy, select if it is **Joint With\*** Academic Institute, R&D Institute, Institute or a combination of these.
12. Click **Save & Add**. The Consultancy will be added to the system.

- ❖ To Export consultancies details from the system follow the steps below:
  1. Click **Export Data** on the links bar.
  2. **Save** the file. The data from Consultancies page will be displayed in the excel file.
- ❖ To download the template of Consultancies page from the system, follow the steps below:
  1. Click **Download Template** on the links bar.
  2. **Save** the template. The fields related to Consultancies will be displayed in the file as shown below.
  3. Enter the consultancies details.

Stream	Department	Consultancy Type	Consultancy Title	Client Name	Amount

### 8.2.7 Externally Funded R&D Projects

Some Research and Development projects may be externally funded. You can track the details of such projects in the system.

- ❖ To record Project Funding details, follow these steps:
  1. Click **Academic Output > Research & Development > Externally Funded R&D Projects**. The **Externally Funded R&D Projects** screen will be displayed. In case of NPIU Admin, select the institution.

**Externally Funded R & D Projects**

Belongs to COE  Yes  No

Department \*

Name of Principal Investigator\*

Nature of Project \*

Sponsored By \*

Date From \*

Project Status \*

Joint With\*

Project Title \*

Total Project Fund (Rs) \*

Date To

Ownership  Joint  Independent

Joint Belongs To \*

2. Select whether the R&D activity **Belongs to COE\*** [Centre of Excellence].
  3. In the above case, select the **COE** [Centre of Excellence] that performed the R&D.
  4. Select the related **Department(s) \*** from the drop-down list.
  5. Enter the **Project Title\***.
  6. Select the Name of **Principal Investigator\*** from the drop-down list. This lists the name of faculties associated with the selected department(s).
  7. Select the **Nature of Project\*** from the drop-down list. If 'Other' then specify the name.
  8. Select by whom the R&D is **Sponsored By\*** from the drop-down list.
  9. Enter the **Total Project Fund (Rs)\***.
  10. Click  to select the **From and To Dates\*** of the R&D activity. These dates should be in the selected academic year.
  11. Select the **Project Status\***, if Ongoing or Completed.
  12. Select whether the R&D is an **Independent/ Joint** R&D. In case of Joint R&D provide the details of the partner organization like **Joint With\*** and **Joint Belongs To\*** (National, International or Both).
- ❖ Click Save & Add. The R&D details will be added to the system. To Export R&D details from the system follow the steps below:
1. Click **Export Data** on the links bar.
  2. **Save** the file.



3. The data from Externally Funded R&D Projects page will be displayed in the excel file.

❖ To download the template of Externally Funded R&D Projects page from the system, follow the steps below:

1. Click **Download Template** on the links bar.
2. **Save** the template. The fields related to Externally Funded R&D Projects will be displayed in the file as shown below.
3. Enter the R&D details.

Belongs to COE Yes/ No	Department	Project Title	Name of Principal Investigator	Nature of Project	Spd

### 8.2.8 MOUs

The Institution has to sign Memorandum of Understanding (MOU) with the organizations with which to perform the Research & Development related activities.

❖ To record Project Funding details, follow these steps:


1. Click **Academic Output > Research & Development > MOUs**. The **MOUs** screen will be displayed. In case of NPIU Admin, select the institution.

The screenshot shows a web form titled "MOU". It contains several sections of input fields:

- Belongs to COE:** Radio buttons for "Yes" and "No", with "No" selected.
- Belongs to:** Radio buttons for "Institute" and "Department", with "Department" selected.
- Department \*:** A dropdown menu showing "-- Select --".
- MOU Signed with \*:** A dropdown menu showing "-- Select --".
- MOU Purpose \*:** A text input field.
- MOU Validity (in years):** A text input field containing "0".
- Activity Status \*:** A dropdown menu showing "In Progress".
- Whether:** Radio buttons for "Indian" and "Foreign", with "Indian" selected.
- Title of MOU \*:** A text input field.
- MOU Signing Date \*:** A date picker field.
- Amount Received:** A text input field containing "0".
- Activity Result:** A text input field.

At the bottom of the form are three buttons: "Save & Add", "Reset", and "Back".

2. Select whether the MOU activity **Belongs to COE\*** [Centre of Excellence].

3. In the above case, select the **COE** [Centre of Excellence] that signed the MOU.
4. Select MOU **Belongs To**. In case MOU Belongs to Department then Select the related **Department(s)\***.
5. Select with whom the **MOU is signed with\*** from the drop-down list.
6. Enter the **Title of MOU\***.
7. Enter the **MOU Purpose\***.
8. Click  to select the **MOU Signing Date\***. This date should be in the selected academic year.
9. Enter the **MOU validity (in years)**.
10. Enter the **Amount (Paid/Received)** in Rs.
11. Select the **Activity Status\*** (In progress or Completed) from the drop-down list.
12. Enter the **Activity Result** [Outcome of activity defined in MOU].
13. Select whether the MOU is signed with an **Indian/ Foreign** organization.
14. In case of foreign organization, select the **Country**, from the drop-down list.
15. Click **Save & Add**. The MOU details will be added to the system.

❖ To Export MOU details from the system follow the steps below:

1. Click **Export Data** on the links bar.
2. **Save** the file. The data from MOUs page will be displayed in the excel file.

❖ To download the template of MOUs page from the system, follow the steps below:

1. Click **Download Template** on the links bar.
2. **Save** the template. The fields related to MOUs will be displayed in the file as shown below.
3. Enter the MOU details.

Department	MOU Signed with (Academia/ Industry/ Government)	Title of MOU	MOU Purpose	MOU Signing Date



MOU latest signed in 2010-11 onwards to be entered.

## 8.2.9 Seminars/Conferences/Workshops/Symposium

The institutions may conduct various educational or academic events such as Seminar, Conferences, Workshops or Symposium nationally as well as internationally. Training organized by Institutions where participants can be:


- Faculty from Institution
- From external Institution

Representatives from industry

❖ To record an Event, follow these steps:

1. Click **Academic Output > Research & Development > Seminars/Conferences/Workshops/Symposium**. The **Seminars/Conferences/Workshops/Symposium** screen will be displayed.

The screenshot shows a web form titled "Seminars/Conferences/Workshop/Symposium Conducted". At the top, there are four radio buttons: "Seminar" (selected), "Conference", "Workshop", and "Symposium". Below this are several input fields: "Title\*" (text), "Department\*" (dropdown menu showing "-- Select --"), "Date From\*" (calendar icon), "Date To\*" (calendar icon), "Broad Area\*" (text), "No. of Participants\*" (text), and "Amount (Rs)" (text with "0" entered). At the bottom, there are two radio buttons: "National" (selected) and "International". At the very bottom, there are three buttons: "Save & Add", "Reset", and "Back".

2. Select whether the event **Conducted** is Seminars/Conferences/Workshops/Symposium.
3. Enter the **Title\***.
4. Select the related **Department\*** from the drop-down list.
5. Click  next to the **From and To Date\*** fields, to select the duration of the event. These dates should be in the selected academic year.
6. Enter the **Broad Area\*** of the topics covered in the event.
7. Enter the **No. of Participants\***.
8. Enter the budget **Amount (Rs)\***.
9. Select whether the event is **National** or **International**.
10. Click **Save & Add**. The Event details will be added to the system.

❖ To Export Seminar/Conferences/Workshops/Symposiums details from the system follow the steps below:

1. Click **Export Data** on the links bar.

2. **Save** the file. The data from Seminar/Conferences/Workshops/Symposiums page will be displayed in the excel file.
- ❖ To download the template of Seminar/Conferences/Workshops/Symposiums page from the system, follow the steps below:
1. Click **Download Template** on the links bar.
  2. **Save** the template. The fields related to Seminar/Conferences/Workshops/Symposiums will be displayed in the file as shown below.
  3. Enter the Seminar/Conferences/Workshops/Symposiums details.

Conducted (Seminar/ Conferences/ Workshop/ Symposium)	Title	Department	Date From	Date to



### 8.2.10 Citations

It is important to record the number of citations against any publication for an Institution. Citations to be furnished only by State users for their respective institutions and CFI to be furnished by NPIU.

- ❖ To record Citations, follow these steps:
1. Click **Academic Output > Research & Development > Citations**. The **Citation** screen will be displayed.

2. Select the **Department\*** from the drop-down list. The Publications related to the selected institute and department will be displayed.
3. Enter the number of **Citations** against the Publication.

---

Click **Save & Add**. The Citation will be added to the system.  Click  to view the Citation history.

---

## 8.3 Industry Institute Interaction

### 8.3.1 About Industry Institute Interaction

Industry Institute Interaction cell is formed in each institution to promote links to benefit students and faculty and to promote collaborative interdisciplinary research for offering real life solutions. This section maintains records related to the various interactions and communications carried across the Institution and the Industrial Organizations. This section covers:

- Curricula Revision with Industry
- Students Attachment with Industry
- Industry Sponsored Chairs
- Industry Personnel Trained
- Collaborative Academic Programme

### 8.3.2 Curricula Revision with Industry

The institutions have to be at par with the industry requirements and standards in terms of their Curricula. For this they have to interact with the Industry for revising it. Revision to be updated based on the current trends for which industry is involved. Number of industries involved for this exercise needs to be specified. This screen is accessible to autonomous institutes only.

Industries involved can have Name of the expert along with name of Industry.

❖ To record Curricula Revision, follow these steps:

1. Click **Academic Output > Industry Institute Interaction > Curricula Revision with Industry**. The **Curricula Revision with Industry** screen will be displayed.



The screenshot shows a web form titled "Curricula Revision with Industry". It features five dropdown menus arranged in two columns. The first column contains "Department\*" (blue), "Degree\*" (green), and "Semester\*" (green). The second column contains "Degree Level\*" (green) and "Program\*" (green). A search button is located at the bottom center of the form.

2. Select the **Department\*** from the drop-down list.
3. Select the **Degree Level\*** from the drop-down list.
4. Select **Degree\*** from the drop-down list.

5. Select the **Programme\*** from the drop-down list.
6. Select **Semester\*** from the drop-down list.
7. Click **Search**. The Publications related to the selected institute and department will be displayed.

Select	Subject	Reviewed	No of Industry	Industries Involved	Revision/Alignment Date	History
<input type="checkbox"/>	english	<input checked="" type="radio"/> Yes <input type="radio"/> No	0			
<input type="checkbox"/>	english	<input type="radio"/> Yes <input checked="" type="radio"/> No	0			

8. Select the **Subjects** to be revised.
9. Enter the revision details.
10. Click **Save & Add**. The Revision details will be added to the system.

### 8.3.3 Students Attachment with Industry

Students have to be associated with industry in form of project trainees, interns, etc. Third year of UG students are sent to Industry for exposure for at least 3 months. This screen is applicable only for UG students.

- ❖ To record Student Attachment with Industry, follow these steps:
  1. Click **Academic Output > Industry Institute Interaction > Student Attachment with Industry**. The **Student Attachment with Industry** screen will be displayed.

**Student Attachment with Industry**

Department\*  Degree Level\*

Degree Title\*  Programme\*

Semester\*

Name of Industry\*

Nature of Work\*  Evaluator\*

Date From\*  Date To\*

Select	Student Name	Enrollment No	Year of Enrollment	Date of Birth	Gender
<input type="checkbox"/>	Abhijeet Kumar Paswan	3543353343	20010-2011	08/02/1979	Male
<input type="checkbox"/>	Abhijeet Kumar Paswan	354993353343	20010-2011	08/02/1979	Male


2. Select the **Department\*** from the drop-down list.
3. Select the **Degree Level\*** from the drop-down list.
4. Select **Degree Title\*** from the drop-down list.
5. Select the **Programme\*** from the drop-down list.
6. Select **Semester\*** from the drop-down list.
7. Click **Add New**. The section to add student details will be displayed.
8. Select the Students from the list to be attached with the Industry.
9. Enter the **Name of the Industry\***.
10. Select the **Nature of Work\*** that the student performs during the association, from the drop-down list.
11. Select the **Evaluator\*** who will evaluate the work done by student, from the drop-down list. Academic Industry is the industry dealing only in the academic / educational business. More than one Evaluator can be selected at a time.
12. Click  to select the association **From and To Date\***.
13. Click **Save & Add**. The Student Industry Attachment details will be added to the system.

### 8.3.4 Industry Sponsored Chairs

This section specifies financial funding for the chair borne by Industry. This chair may be named after an Individual (e.g. founder of the Institute etc.)

- ❖ To record Sponsored Chair, follow these steps:

1. Click **Academic Output > Industry Institute Interaction > Industry Sponsored Chairs**. The **Industry Sponsored Chairs** screen will be displayed.

2. Enter the **Chair Name\*** from the drop-down list.
3. Enter the related **Department or Centre\***.
4. Enter the **Name of Sponsoring Industry\***.
5. Select whether the Sponsorship is **lifelong\*** or limited. Industry chairs identified as **Lifelong** should be displayed throughout the project period and should be counted as **One** and need not be counted again for calculating no. of chairs for a particular period defined.
6. In case of Limited Sponsorship, click  to select the **From and To Date\***. In this case the names would get specified only within specified days and would not be displayed after the due date.
7. Enter the **Amount Associated** with the sponsorship.
8. Click **Save & Add**. The Industry Sponsored Chairs details will be added to the system.


### 8.3.5 Industry Personnel Trained

This section identifies the representatives from Industry trained in the Institution.

- ❖ To record Industry Personnel Training, follow these steps:

1. Click **Academic Output > Industry Institute Interaction > Industry Personnel Trained**. The **Industry Personnel Trained** screen will be displayed.



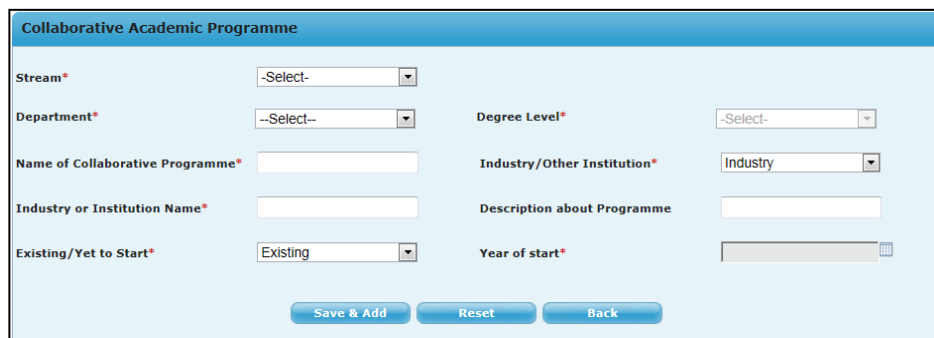
2. Enter the **Industry Personnel\*** Name who is being trained. A person who is an employee of an Industry is known as Industry Personnel.
3. Enter the related Name of **Trainer/ Department/ Centre\***.
4. Select the **Training Mode\*** from the drop-down list. Training mode can be General or Tailor-made. Tailor-made training is designing the program as per customer (e.g. Industry etc.) requirements.
5. Click  to select the **From and To Date\***.
6. Enter **Area/Subject of Training**.
7. Click **Save & Add**. The Industry Personnel Training details will be added to the system.

### 8.3.6 Collaborative Academic Programme

An institute may share the academic programme and award of degree with more than one Institution/ Industry. It is a joint programme between two Institutions or between an Industry and Institution (the number can be more than two).

❖ To record Collaborated Academic Programme, follow these steps:


1. Click **Academic Output > Industry Institute Interaction > Collaborative Academic Programme**. The **Collaborative Academic Programme** screen will be displayed.



The screenshot shows a web form titled "Collaborative Academic Programme". The form contains the following fields and controls:

- Stream\***: A dropdown menu with "-Select-" selected.
- Department\***: A dropdown menu with "--Select--" selected.
- Degree Level\***: A dropdown menu with "-Select-" selected.
- Name of Collaborative Programme\***: A text input field.
- Industry/Other Institution\***: A dropdown menu with "Industry" selected.
- Industry or Institution Name\***: A text input field.
- Description about Programme**: A text input field.
- Existing/Yet to Start\***: A dropdown menu with "Existing" selected.
- Year of start\***: A date picker control.

At the bottom of the form, there are three buttons: "Save & Add", "Reset", and "Back".

2. Select **Stream\*** of education from the drop-down list.
3. Select the **Department\*** from the drop-down list.
4. Select the **Degree Level\*** from the drop-down list.
5. Enter the **Name of Collaborative Programme\*** to be offered.
6. Select whether the collaboration is with **Industry/ Other Institution\*** from the drop-down list.
7. Enter the collaborating Industry/ Institution Name\*.
8. Enter the **Description about Programme**.
9. Select whether the Programme is **Existing/Yet to Start\*** from the drop-down list. If Existing, then allow user to specify date for **Year of start\***. If Yet to start, then allow user to specify date for **Proposed year of start\***.
10. Click  to select the Year of Starting the programme or a proposed year the programme is to be started.
11. Click **Save & Add**. The Collaborative Programme details will be added to the system.

## 9. Institutional Reforms

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### 9.1 About Institutional Reforms

Affiliated Institutions have to be given Autonomous Institution Status for the purposes of this project. Autonomous Institutions under a University will thus be able to exercise full academic autonomy except for the award of degrees, which will continue to be conferred by the university. The Institution reforms section maintains the details related to various reforms related to Institutions set by NPIU.

Some of these are:

- Academic Autonomy
- Academic Support
- Financial Autonomy
- Administrative Powers of Functionaries
- Managerial Autonomy
- BOG Meeting
- Governance System
- Block Grant Fund
- Four Funds
- Internal Revenue Generation
- Incentives to Teachers

## 9.2 Academic Autonomy

The project institutions are required to possess / obtain academic autonomy and carry out all the functions covered in this section.

### 9.2.1 Student Admission Policy

Admission of Students is based on policies set by the institution that adhere to the Central/State Government rules.

❖ To add Student Admission Policy details, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Student Admission Policy**. The **Student Admission Policy** screen will be displayed.



The screenshot shows the 'Student Admission Policy' form with the following fields:

- Department\*: -Select
- Degree Level\*: -Select
- Degree Name\*: -Select
- Programme\*: -Select
- Semester\*: -Select

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree Name list will be updated with its associated degrees.
4. Select the **Degree Name\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list. The Semester list will be updated with its associated Semesters.
6. Select the **Semester\*** for which you want to add or view the Seat Reservation details, from the drop-down list. The screen to add Seat Reservation details against the selected criteria will be displayed.



The screenshot shows the 'Student Admission Policy' form with the following fields:

- Department\*: Civil Engineering Deps
- Degree Level\*: Bachelors
- Degree Name\*: B.E
- Programme\*: BE Civil
- Semester\*: Sem 1

Student Name	Admission Via	Charging Capitation Fees	Adhering to Central/ State govt	History
Lalit Maurya	12th Mark Merit	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Buttons: Save & Add, Reset, Back

7. Select whether the Student is being **charged Capitation Fees**.

8. Select whether the policy is **Adhering to the Central/State govt.**
9. Click **Save & Add**. The Student Admission Policy details will be added to the system.

### 9.2.2 Seat Reservation Details

Admission of Students is based on merit as per State/GOI Admission Policy and reservation criteria. This would be only degree wise i.e. only for UG and PG.

❖ To add Seat Reservation details, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Seat Reservation**. The **Seat Reservation** screen will be displayed.

Reservation Type	%
General	0.00
SC	0.00
ST	0.00
OBC	0.00
Management Quota	0.00
Minority	0.00
Other	0.00

2. Select the **Degree Level\*** from the drop-down list. The screen to add Seat Reservation details against the selected criteria will be displayed.
3. Enter the **Percentage** for every **Reservation Type**.
4. Enter the **Count** in number for every **Reservation Type**.
5. Click **Save**. The Seat Reservation details will be added to the system.



If any horizontal reservation exists for e.g. Girls, then the same to be adjusted in each of the category (i.e. reduced) and show one consolidated figure under heading 'Reserved for Girls'

### 9.2.3 Determining Curricula Revision

Institutions may determine revision in curricula, programme content, curricula implementation and methods of training. This screen is accessible to autonomous institutes only.

❖ To add Curricula Revision details, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Determining Curricula Revision**. The **Determining Curricula Revision** screen will be displayed.

The screenshot shows the 'Determining Curricula Revision' form with the following values:

- Department\*: Department of Physics
- Degree Level\*: PG
- Degree\*: MSc Physics
- Program\*: MSc Physics
- Semester\*: Sem 1

An 'Add New Subject' button is visible at the bottom center.

2. Select the **Department\*** of study, from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list. The Semester list will be updated with its associated Semesters.
6. Select the **Semester\*** for which you want to add or view the subject revision details, from the drop-down list.
7. Click **Add New Subject** to add Revision details against the subject.

The screenshot shows the 'Determining Curricula Revision' form with the following values:

- Department\*: electrical engineering
- Degree Level\*: Bachelors
- Degree Title\*: B.E., EEE
- Programme\*: B.E., EEE
- Semester\*: Sem 1

Below the form is a table with the following data:

Name of Subject Designed/Revised	Date of Revision	Edit	History
english	09/02/2012		
english	13/02/2012		

An 'Add New Subject' button is visible at the bottom center.

8. Enter the **Name of the Subject to be designed or revised**.
9. Select the **Date of Revision** of that subject.
10. Click . The Revision details for the subjects will be added to the system.



Click Add New Subject to enter revision details for more subjects.

---

## 9.2.4 Credit Exemption


Institutions can exempt a subject in a programme from being Credit based. However the details related to credit exemption for that subject should be recorded.

❖ To add Credit Exemption details, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Credit Exemption**. The **Credit Exemption** screen will be displayed.

The screenshot shows a web form titled "Credit Exemption". It contains the following fields and controls:

- Department\***: A dropdown menu with "-Select-" selected.
- Degree Level\***: A dropdown menu with "-Select-" selected.
- Degree Title\***: A dropdown menu with "-Select-" selected.
- Programme\***: A dropdown menu with "-Select-" selected.
- Semester\***: A dropdown menu with "-Select-" selected.
- Subject\***: A text input field.
- No. of Students\***: A text input field.
- Type of Credit Exemption\***: Two radio buttons, "International" (selected) and "National".
- Date of Implementation\***: A date picker icon.
- At the bottom: "Save & Add", "Reset", and "Back" buttons.

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree\*** from the drop-down list. The Programme list will be updated with its associated programmes. This lists only those programme names which have been identified as credit exemption.
5. Select the **Programme\*** from the drop-down list. The Semester list will be updated with its associated Semesters.
6. Select the **Semester\*** to which the Subject to be exempted from credit belongs, from the drop-down list.
7. Enter the **Subjects\*** that need to be exempted from being credit base.
8. Select the **Type of Credit Exemption\***.
9. Enter the **No. of Students\*** against International/ National.
10. Click  to select the **Date of Implementation\*** of the credit exemption.
11. Click **Save & Add**. The credit exemption details for the subject will be updated.



In case no programme is credit exempted, then message will be displayed 'No Programme has been defined for Credit Exemption' in the screen.

---

### 9.2.5 Choice of Electives

Institutions may offer choice for the students to elect subjects in a programme. This is applicable only to degree levels UG and PG.

❖ To add Electives Subjects, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Choice of Electives**. The **Choice of Electives** screen will be displayed.

The screenshot shows a web form titled "Choice of Electives" with a light blue header. Below the header, there are five dropdown menus arranged in two columns. The first column contains "Department\*", "Degree Title\*", and "Semester\*". The second column contains "Degree Level\*" and "Programme\*". All dropdown menus currently display "-Select-".

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list. The Semester list will be updated with its associated Semesters.
6. Select the **Semester\*** from the drop-down list for which you want to add elective subject.
7. Click **Add New Elective**. The section to add elective subjects for the selected criteria will be displayed.

The screenshot shows the "Choice of Electives" form with the following selections: Department\* is "electrical engineering", Degree Level\* is "Bachelors", Degree Title\* is "B.E., EEE", Programme\* is "B.E., EEE", and Semester\* is "Sem 1". Below the form is a table with the following data:


Elective Name	Date of Commencement	No. of Students Opted	Edit	History
foreign language	02/02/2012	10		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Below the table is a blue button labeled "Add New Elective".

8. Enter the Name of the Subject to be offered as elective.
9. Select the **Date of Commencement** of that subject.



10. Enter the **No. of Students** opted for the subject.

11. Click . The subject to be offered as elective will be added.



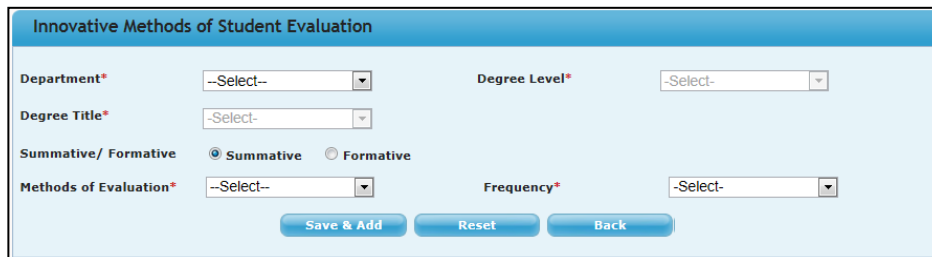
Click Add New Elective to enter more subjects.

### 9.2.6 Innovative Methods of Student Evaluation

The institution may apart from traditional ways imply various alternate innovative methods for evaluating student's progress. The Innovative Methods of Student Evaluation section is to identify if an institute has introduced any new methods of summative evaluation and their frequency, conducting examinations and declaring results. It also helps to identify if an institute has introduced any new methods of formative and internal evaluation as per advice from experts.

❖ To record Innovative Methods of Student Evaluation, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Innovative Methods of Student Evaluation**. The **Innovative Methods of Student Evaluation** screen will be displayed.



2. Select the **Department\*** of study, from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list.
5. Select whether the mode of evaluation should be **Summative/ Formative**. Based on the selection the Method of Evaluation list will be updated.
6. Select the **Method of Evaluation\*** from the drop-down list [such as Assignments, Seminars, Group Discussion, etc.].
7. Select the **Frequency\*** [such as monthly, quarterly, yearly, etc.] of evaluation to be conducted, from the drop-down list.
8. Click **Save & Add**. The innovative evaluation method will be added to the system.



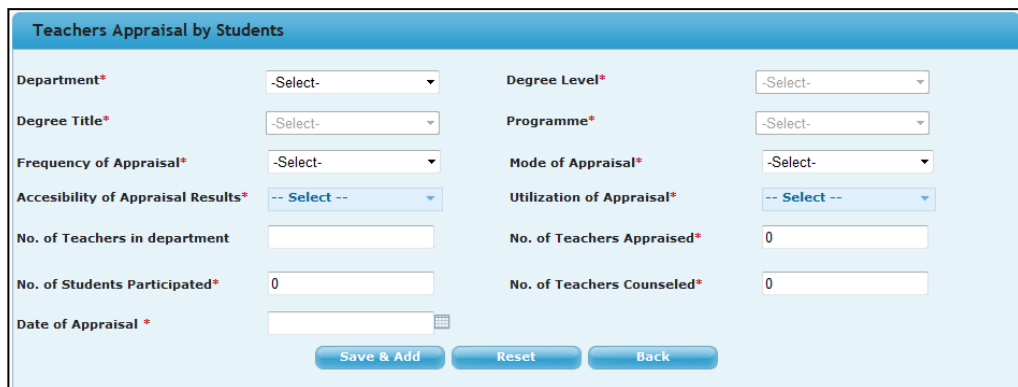
Click  against the details in the Evaluation Methods list to edit an Evaluation Method.

### 9.2.7 Teachers Appraisal by Students

The main purpose of teacher's appraisal is to help a faculty to improve his/ her teaching/ learning management skills. Both, the assessment by students and the counseling followed by such assessment are to help a faculty recognize his/ her weakness and remedy them to improve the learning of students. The institution may appraise the Teacher's performance based on the Students' feedback regarding him/her.


❖ To record Teacher's Appraisal details, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Teachers Appraisal by Student**. The **Teachers Appraisal by Student** screen will be displayed.



Teachers Appraisal by Students			
Department*	-Select-	Degree Level*	-Select-
Degree Title*	-Select-	Programme*	-Select-
Frequency of Appraisal*	-Select-	Mode of Appraisal*	-Select-
Accessibility of Appraisal Results*	-- Select --	Utilization of Appraisal*	-- Select --
No. of Teachers in department		No. of Teachers Appraised*	0
No. of Students Participated*	0	No. of Teachers Counseled*	0
Date of Appraisal *			
<input type="button" value="Save &amp; Add"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>			

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list.
6. Select the **Frequency\*** [such as monthly, quarterly, yearly, etc.] of appraisal conducted, from the drop-down list.
7. Select the **Mode of Appraisal\*** [such as verbal, paper, computerized, etc.] from the drop-down list.
8. Select the **Accessibility of Appraisal Results\*** from the drop-down list.

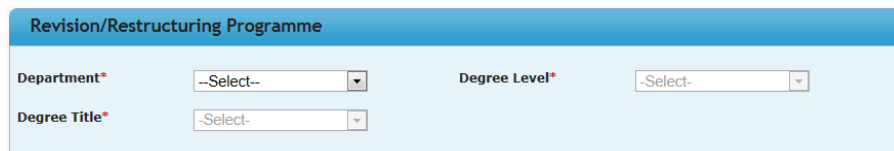
9. Select the **Utilization of Appraisal\*** [such as self-improvement, counseling, etc.] from the drop-down list.
10. Enter the total **No. of teachers in Department**.
11. Enter the **No. of teachers appraised\***.
12. Enter the **No. of students participated\*** in the appraisal.
13. Enter the **No. of teachers counseled\*** [out of appraised teachers].
14. Click  to select the **Date of Appraisal\***.
15. Click **Save & Add**. The teacher appraisal details will be added to the system.

### 9.2.8 Revision/Restructuring Programme

Institutions may add new programmes or edit their status for restructuring or removing the existing ones. This is to identify if an institute has revised or restructured or closed existing programmes. This screen is applicable only for Degree level UG and PG.

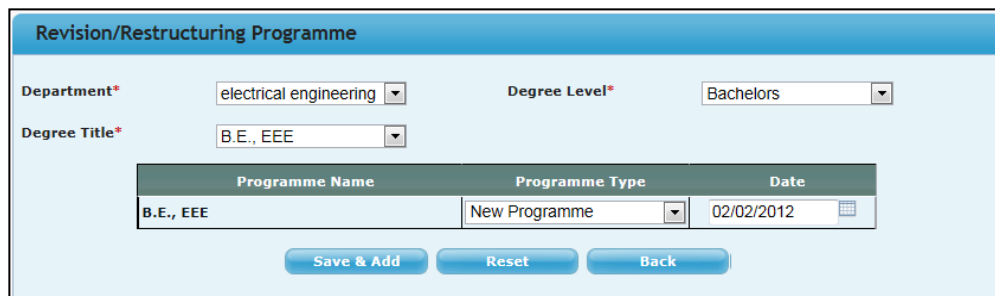
❖ To edit Programme Status, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Revision/Restructuring Programme**. The **Revision/Restructuring Programme** screen will be displayed.



The screenshot shows the 'Revision/Restructuring Programme' form with three dropdown menus: 'Department\*' (value: --Select--), 'Degree Level\*' (value: --Select--), and 'Degree Title\*' (value: --Select--).

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list. The Programme Names will be displayed.



The screenshot shows the 'Revision/Restructuring Programme' form with the following values: 'Department\*' (electrical engineering), 'Degree Level\*' (Bachelors), and 'Degree Title\*' (B.E., EEE). Below the form is a table with the following data:

Programme Name	Programme Type	Date
B.E., EEE	New Programme	02/02/2012

At the bottom of the form are three buttons: 'Save & Add', 'Reset', and 'Back'.

5. Select the **Programme Type** such as [No Change, Programme Revised, Programme Closure, etc.] against the Programme Name, from the drop-down list.
6. Select the **Date** of change. This cannot be a future date.
7. Click **Save & Add**. The Programme status will be updated.



To denote no change in the Programme status, select No Change as Programme Type.

### 9.2.9 Innovations in teaching/ learning processes


The institution may apart from traditional ways imply various alternate innovative methods for teaching and student learning.

❖ To record Innovations in teaching/ learning processes, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Innovations in Teaching/ Learning Processes**. The **Innovations in Teaching/ Learning processes** screen will be displayed.

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list.
4. Select the **Type of Innovation\*** [such as Multimedia aids, Interactive Learning, Virtual Lab, etc] from the drop-down list.
5. Select the **Date of Introduction/Commencement** of the innovation in teaching/learning.
6. Click **Save & Add**. The innovative teaching/learning method will be added to the system.



To edit an Evaluation Method, click  against the details in the Evaluation Methods list.

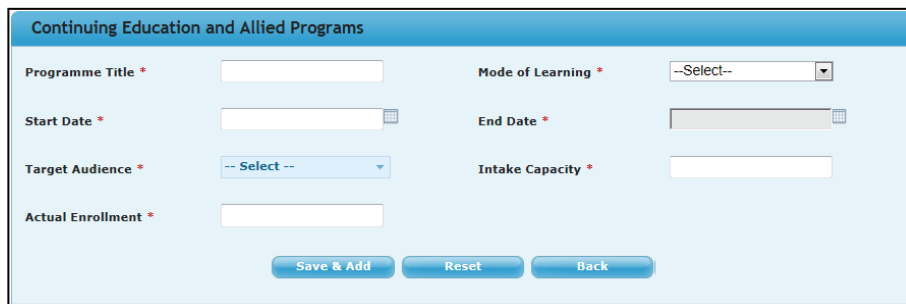
### 9.2.10 Continuing education and Allied Programs


The Continuing education and Allied Programs section identifies training programmes targeted for working professionals such as continuing education, distance learning and E-learning and skill enhancement programmes as per market

needs. Such programs are conducted in institutes with cutting-edge technology. So participants can be from the industry and faculty from other institutions. These programs should be of at least one week duration


❖ To record Continuing Education and Allied Programs, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Continuing Education and Allied Programs**. The **Continuing Education and Allied Programs** screen will be displayed.



2. Enter the **Programme Title\***.
3. Select the **Mode of Learning\*** [such as Continuing Education, Distance Learning, e-learning, etc.] from the drop-down list
4. Click  to select the **Start Date and End Date\*** of the Programme.
5. Select the **Target Audience\*** for the programme [such as PG Students, PhD Students, Faculties, etc.], from the drop-down list
6. Enter the **Intake Capacity\***.
7. Enter the **Actual Enrollment\*** [total number of students enrolled].
8. Click **Save & Add**. The details related to Continuing Education and Allied Programs will be added to the system.



To edit the Continuing Education details, click  against the details in the Programme list.


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### 9.2.11 Collaborative Arrangements

The Collaborative Arrangements section is to identify if an institute has Collaboration with any Institution / Industry / R&D organizations for academic / research purposes such as curricula development, employment oriented value addition to programmes, new teaching learning methodologies and innovations.

❖ To record Collaborative Arrangements, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Collaborative Arrangements**. The **Collaborative Arrangements** screen will be displayed.

2. Enter the **Name of the Collaborating Body\*** [with help of which the institute has made collaborative arrangements for value addition].
3. Select whether the collaborating organization is an **Institute/ Industry**.
4. Enter the **City\*** where the collaborating organization is located.
5. Select the **Country\*** where the collaborating organization is located, from the drop-down list.
6. Click  to select the **Date of Commencement of collaboration\***.
7. Select the **Area of Collaboration\*** from the drop-down list.
8. Click **Save & Add**. The details related to Collaborative Arrangements will be added to the system.

### 9.2.12 Training Need Assessment

The Training Need Assessment section identifies if an institute has conducted assessment of training needs of faculty and staff in line with academic requirements and institutional objectives. Training plan is usually initiated during the month of March. This exercise may be done by an internal team or by an External body as appointed by Institute. The number of days involved for this exercise should be mentioned. Only one training plan is to be generated for a financial year.

- ❖ To record Training Need Assessment details, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Training Need Assessment**. The **Training Need Assessment** screen will be displayed.

2. Select the duration of Training Need Assessment [i.e. **From and To Date\*** of TNA].
3. Select whether the assessment is performed Internally or through an External Body.

- If identified as External body then specify the name of the external body.
4. Click **Save & Add**. The details related to Training Need Assessment will be added to the system.

### 9.2.13 Inviting Industry Experts

The Inviting Industry Experts section tracks whether institute has been inviting experts including Industry experts for special lectures.

❖ To record Invited Industry Experts details, follow these steps:

1. Click **Institutional Reforms > Academic Autonomy > Inviting Industry Experts**. The **Inviting Industry Experts** screen will be displayed.

2. Enter the **Name of the Expert\*** invited for conducting lecture.
3. Enter the name of the invited **Expert's Organization**.
4. Select the **Expert from\*** if Academic or Industry, from the drop-down list.
5. Enter the **City\*** of the invited Expert.
6. Select the **Country\*** of the invited Expert, from the drop-down list.
7. Enter the **Topic of Lectures\***.
8. Select the duration of the Visit [i.e. **From and To Date\*** of the visit].
9. Click **Save & Add**. The details related to Invited Industry Expert will be added to the system.

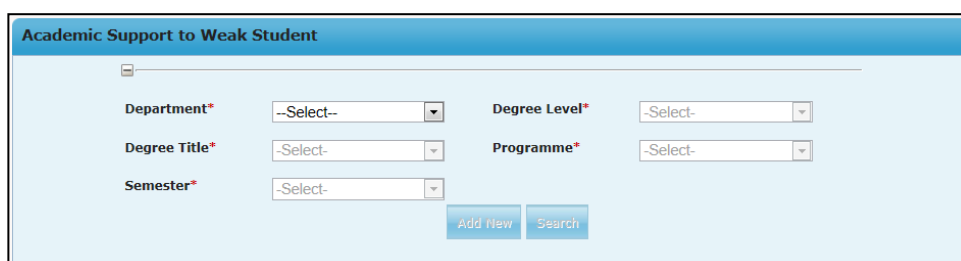
## 9.3 Academic Support

### 9.3.1 Academic Support to weak students

The institution provides special academic support related to studies to the academically weak students. Academic support is extended only for UG and PG degree levels.

❖ To add Academic Support details, follow these steps:

1. Click **Institutional Reforms > Academic Support > Academic Support to weak students**. The **Academic Support to weak students** screen will be displayed.



The screenshot shows a web form titled "Academic Support to Weak Student". It features five dropdown menus for selection: "Department\*", "Degree Level\*", "Degree Title\*", "Programme\*", and "Semester\*". Each dropdown menu currently displays "--Select--". Below the dropdowns are two buttons: "Add New" and "Search".

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list. The Programme list will be updated with its associated programmes.
5. Select the **Programme\*** from the drop-down list. The Semester list will be updated with its associated Semesters.
6. Select the **Semester\*** for which you want to add or view the Academic Support details, from the drop-down list.
7. Click **Add New**. The screen to add Academic Support details against the selected criteria will be displayed.



**Academic Support to Weak Student**

Department\*  Degree Level\*


Degree Title\*  Programme\*

Semester\*

Academic Support for\*

Date From\*  Date To\*

Select	Student Name	Enrollment No	Year of Enrollment	Gender
<input type="checkbox"/>	Seema	E001	2011-2012	Female

8. Select the type of support from **Academic Support for\*** from the drop-down list.
9. The list of students who are marked as 'Academically Weak' in diagnostic test of semester one or has secured less than 40% in student transition screen for rest of the semesters will be displayed.
10. Click  to select the **From and To date\*** of the support programme.
11. Select the **Students** whom you want to enroll for the support programme. A student cannot be provided the same support twice in an academic year.
12. Click **Save & Add**. The Academic Support details will be added to the system.
13. Click **Search** to view the list of students who have been selected for Academic Support for the selected Semester. Click **Edit** in the grid to edit the details of the selected student.

### 9.3.2 High Intensity Training

One of the key activities is to conduct High intensity training (of at least 4 weeks duration) for development of soft and professional skills in the students that graduate but fail to secure any employment. This is an activity for passed out graduates and those who have not been able to secure a job i.e. this screen is applicable for UG and PG degree level and only for those students who has been awarded degree and not yet placed. Students who opt for higher studies may not undergo High Intensity Training.

- ❖ To add High Intensity Training details, follow these steps:
  1. Click **Institutional Reforms > Academic Support > High Intensity Training**. The **High Intensity Training** screen will be displayed.

High Intensity Training

Department\* --Select-- Degree Level\* --Select-- Degree Title\* --Select--

Search Add New

2. Select the **Department\*** of study from the drop-down list. The Degree Level list will be updated with its associated degree levels.
3. Select the **Degree Level\*** from the drop-down list. The Degree list will be updated with its associated degrees.
4. Select the **Degree Title\*** from the drop-down list.
5. Click **Add New**. The section to add High Intensity Training details against the selected criteria will be displayed.

High Intensity Training

Department\* computers Degree Level\* Bachelors Degree Title\* BE

Search Add New

Finishing School Established  Yes  No Established Date

Training For\* Soft Skill Skill Name\*

Date From\* Date To\*

Select	Student Name	Course	EnrollmentNo	Date From	Date To	Placement
<input type="checkbox"/>	faria	BE Computers	E101			<input checked="" type="radio"/> Yes <input type="radio"/> No

Add Other Institute Student

Save & Add Reset Back

6. Select whether the **Finishing School is Established**. It's a unit established using the existing infrastructure to conduct activities like Remedial teaching, soft skills, High intensity training etc. for academically weak students.
7. Select the **Established date** of the Finishing School.
8. Select the **Training for\*** topic for the High Intensity Training. Only students whose degree awarded status have been updated in student performance screen as 'Yes' and recruited status as 'No' in campus placement screen will be displayed for selection.
9. Enter the **Skill Name\***.
10. Select the **From and To date\*** of the training.
11. Select the Students whom you want to enroll for the training. Date From and Date To fields will be enabled. These dates can be changed.
12. Select whether student is placed.

13. Click **Add Other Institute Student** to enter the details of students coming from other institutes to attend the training. Enter details such as Student Name, Other Institute Name, From and To dates and whether student is placed.
14. Click **Add New** to add the details of other students from other institutes attending the training.
15. Click **Save & Add**. The High Intensity Training details will be added to the system.
16. Click **Search** to view the list of students who have been selected for High Intensity Training for the selected Semester. Click Edit in the grid to edit the details of the selected student.

### 9.3.3 Methods of Addressing Weak Student

The institution has to determine the methods of addressing weak students.

❖ To determine the Methods of Addressing Weak Students, follow these steps:

1. Click **Institutional Reforms > Academic Support > Methods of Addressing Weak Student**. The **Method of Addressing Weak Student** screen will be displayed.

Methods of Addressing Weak Students	Reviewed	Number	History
Reducing the Class Size	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Enabling Slow Learning	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Reduce the Subject in Semester	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Buttons: Save & Add, Reset, Back

2. Select whether the Method is **Reviewed**.
3. If yes, enter the **Number** of times it was reviewed.
4. Click **Save & Add**. The Method of Addressing Weak Student will be added to the system.

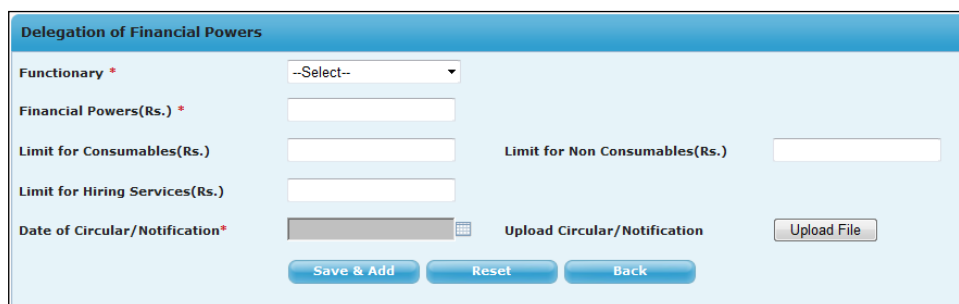
## 9.4 Financial Autonomy

### 9.4.1 Delegation of Financial Powers

For day-to-day functioning adequate financial powers to the Director and other functionaries are to be delegated by the BOG.

❖ To record Delegation of Financial Powers, follow these steps:

1. Click **Institutional Reforms > Financial Autonomy > Delegation of Financial Powers**. The **Delegation of Financial Powers** screen will be displayed.



2. Select the **Functionary\*** [such as Head of Department, Head of Institution, etc.]. For Head of Department entries are allowed only under consumable and non-consumable. For Head of Institution entries are allowed for consumable, non-consumable and services.
3. Enter the amount for **Financial Powers\***. If Functionary selected is Head of Institution and he/she possess unlimited financial powers, in such a case entering this amount is not mandatory.
4. Enter the **Limit for Consumables\***. For example the suggested amount to be delegated for Director or Principal of an institution is Rs.1 lakh.
5. Enter the **Limit for Non Consumables\***. For example the suggested amount to be delegated for Director or Principal of an institution is Rs.5 lakhs.
6. Enter the **Limit for Hiring Services\***. For example the suggested amount to be delegated for Director or Principal of an institution is Rs.15 lakhs.
7. Select the **Delegation Circular/Notification date\***.
8. **Upload** the scanned Circular/Notification.
9. Click **Save & Add**. The details related to Delegated Financial Powers will be added to the system.



Limit of Consumables and Limit of Non-Consumables is for single purchase order.

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The functionary head can have zero financial powers but still may retain some powers in consumables and non-consumables.

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## 9.5 Administrative Powers of Functionaries

The Authorities [such as Directors, Deans, etc.] approve various seminars and training programmes for Faculty members. The Administrative Powers of Functionaries records approvals of such programmes.

❖ To record Faculty Programme approvals, follow these steps:

1. Click **Institutional Reforms > Administrative Powers of Functionaries**. The **Administrative Powers of Functionaries** screen will be displayed.

Select	Activity	Approving Authority	Date	Upload
<input checked="" type="checkbox"/>	Consultancy Services	Head of Institution	01/02/2012	Upload File
<input type="checkbox"/>	Continuing education programmes	--Select--		Upload File
<input type="checkbox"/>	Deputing faculty members to attend conferences and training programmes (Abroad)	--Select--		Upload File
<input type="checkbox"/>	Deputing faculty members to attend conferences and training programmes (Within India)	--Select--		Upload File
<input type="checkbox"/>	Deputing staff members to attend training programmes	--Select--		Upload File
<input type="checkbox"/>	Faculty development programmes	--Select--		Upload File
<input type="checkbox"/>	Leaves (3 months or above) to faculty members for academic purposes	--Select--		Upload File
<input type="checkbox"/>	Organisation of conferences and training programmes	--Select--		Upload File
<input type="checkbox"/>	Staff development programmes	--Select--		Upload File

Save    Reset    Back

2. Select the **Activity** to be approved.
3. Select the **Approving Authority** [such as Directors, Deans, etc.] who has approved the respective Activity.
4. Select the **Date** of approval.
5. **Upload** the scanned copy of the Approval.
6. Click **Save & Add**. The details related to approve faculty programmes will be added to the system.

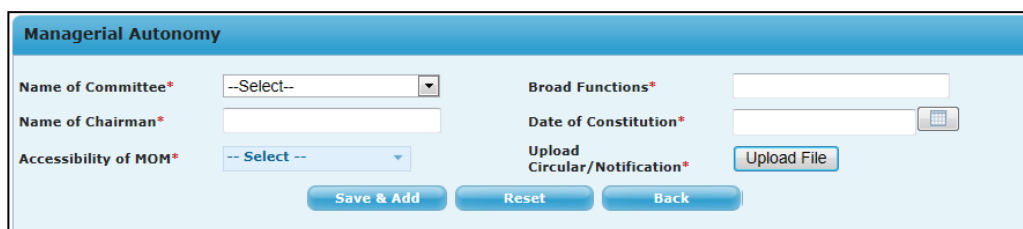
## 9.6 Managerial Autonomy

The BOG will delegate suitable Academic, Financial and Administrative powers to various institutional functionaries to streamline the running of the institution.

All academic, administrative, financial procedures and decisions should be transparent and care should be taken to involve maximum participation of User Categories (faculty, staff, students, parents of students, industry etc.) in the decision making process.

❖ To record Managerial Autonomy delegation, follow these steps:

1. Click **Institutional Reforms > Managerial Autonomy**. The **Managerial Autonomy** screen will be displayed.



The screenshot shows a web form titled "Managerial Autonomy". It contains several input fields and buttons. The fields are: "Name of Committee\*" (a dropdown menu with "--Select--"), "Name of Chairman\*" (a text input field), "Accessibility of MOM\*" (a dropdown menu with "-- Select --"), "Broad Functions\*" (a text input field), "Date of Constitution\*" (a date picker), and "Upload Circular/Notification\*" (a button labeled "Upload File"). At the bottom of the form are three buttons: "Save & Add", "Reset", and "Back".

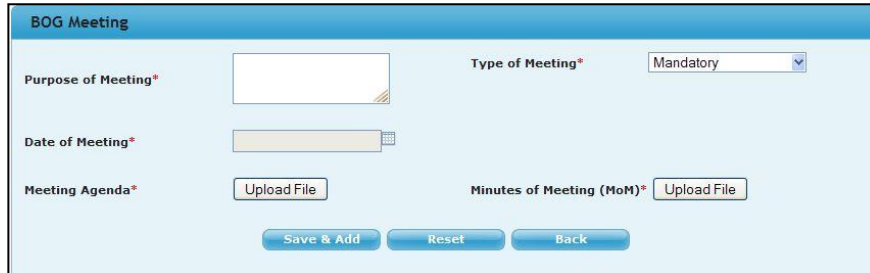
2. Select the **Name of the Committee\***.
3. Enter the **Broad Functions\*** performed by the committee.
4. Enter the **name of the Chairman\***.
5. Select the **date of Constitution\***.
6. Select the **Accessibility of MOM\*** [i.e. whether it will be available to committee members only, available in library, etc.]
7. **Upload** the scanned copy of the Circular/Notification.
8. Click **Save & Add**. The details related to Managerial Autonomy will be added to the system.

## 9.7 BOG Meeting

The BOG Meeting section is meant for recording the Agenda and Minutes of Meetings of BOG.

❖ To record BOG Meeting, follow these steps:

1. Click **Institutional Reforms > BOG Meeting**. The **BOG Meeting** screen will be displayed.



The screenshot shows a web form titled "BOG Meeting". It contains several input fields and buttons. The fields are: "Purpose of Meeting\*" (a text input field), "Date of Meeting\*" (a date picker), "Meeting Agenda\*" (an "Upload File" button), and "Minutes of Meeting (MoM)\*" (an "Upload File" button). The "Type of Meeting\*" field is a dropdown menu currently set to "Mandatory". At the bottom of the form, there are three buttons: "Save & Add", "Reset", and "Back".

2. Enter the **Purpose of Meeting\***.
3. Select the **Type of Meeting\*** [such as Routine or Special].
4. Select the **Date of Meeting\***.
5. Upload the scanned copy of **Meeting Agenda\***.
6. Upload the scanned copy of **Minutes of Meeting\***.
7. Click **Save & Add**. The details related to BOG Meeting will be added to the system.



Four meetings are mandatory i.e. routine meetings which have to be conducted.

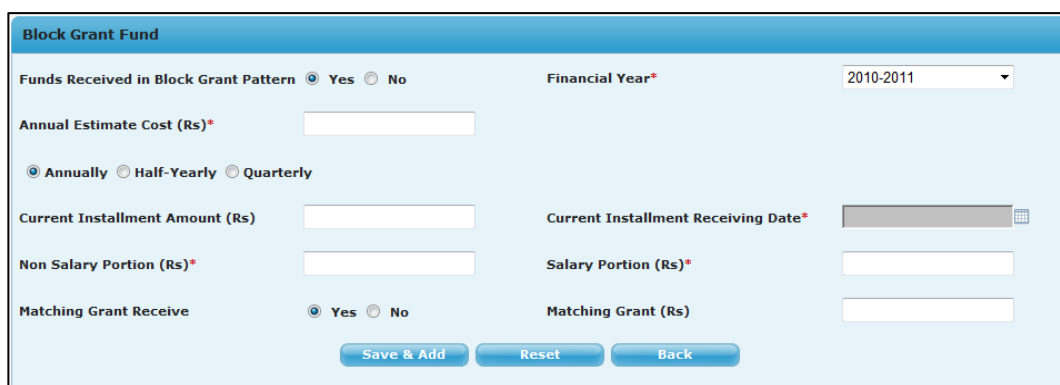
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## 9.8 Block Grant Fund

Block Grant for at least the non-salary, non-plan grant to Government funded and aided institutions is an eligibility condition to be compiled with by all states for participation in the project. It is the funding pattern in which state government provides funds to institutes in a block or in two or more installments. Hence this is applicable only for government funded and government-aided institutions only and not for private unaided institutions. Release of funds is done quarterly, half-yearly or annually. Government may give non-salary part as block grant or complete non-plan portion as block grant.

❖ To record Block Grant Funds, follow these steps:

1. Click **Institutional Reforms > Block Grant Funds**. The Block Grant Funds screen will be displayed.



The screenshot shows a web form titled "Block Grant Fund". It contains several input fields and radio buttons. The "Funds Received in Block Grant Pattern" field has radio buttons for "Yes" (selected) and "No". The "Financial Year\*" field is a dropdown menu showing "2010-2011". The "Annual Estimate Cost (Rs)\*" field is a text input. Below it are radio buttons for "Annually" (selected), "Half-Yearly", and "Quarterly". The "Current Installment Amount (Rs)" field is a text input. The "Current Installment Receiving Date\*" field is a date picker. The "Non Salary Portion (Rs)\*" field is a text input. The "Salary Portion (Rs)\*" field is a text input. The "Matching Grant Receive" field has radio buttons for "Yes" (selected) and "No". The "Matching Grant (Rs)" field is a text input. At the bottom, there are three buttons: "Save & Add", "Reset", and "Back".


2. Select whether **Funds received in the Block Grant Pattern**. If No, then none of the parameters needs to be specified
3. Select the **Financial Year\***.
4. Enter the **Annual estimate cost (Rs)\***.
5. Select whether the funds are granted **Annually, Half-Yearly** or **Quarterly**. If selected Half-Yearly or Quarterly then select the financial half-year or quarter.
6. Enter the **Current Installment Amount in Rs**.
7. Select the **Current Installment Receiving Date\***.
8. Enter the **Non Salary Portion in Rs\***.
9. Enter the **Salary Portion in Rs\***. Salary portion can be zero.
10. Select whether the **Matching Grant\*** [if an institution saves any amount from the block grant next year an amount called as matching grant may be added to the next year's block grant] is received.



- If yes, enter the **Matching Grant amount** in Rs.

11. Click **Save & Add**. The details related to Block Grant Funds will be added to the system.

---

 Funding received from government.

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## 9.9 Four Funds

Creation and establishment of Four Funds is a project requirement that is to be compiled with by all institutions. The purpose of these funds is to ensure sustainability of the reform process beyond the project period.

Separate Bank Account has to be opened for each of the four funds namely:

- Corpus Fund
- Faculty Development Fund
- Equipment Replacement Fund
- Maintenance Fund

❖ To record Four Funds, follow these steps:

1. Click **Institutional Reforms > Four Funds**. The **Four Funds** screen will be displayed.



Fund	Amount
Corpus Fund (Rs)	0
Faculty Development Fund (Rs)	0
Equipment Replacement Fund (Rs)	0
Maintenance Fund (Rs)	0

2. Select the **Financial year**.
3. Enter the Previous Year Amount (in Rs.) if any.

4. Select **Whether the Four Funds are Established\***. If No then rest of the parameters need not be specified.
5. If Four Funds Established selected as Yes, then select the **Financial Quarter**.
6. Specify the **Amount** against each of the **fund**. Every amount specified should be greater than or equal to 0.5% of Recurring expenditure for the identified year. If four fund amounts is less than 0.5% of Recurring expenditure for any of the year identified then system will display an alert message indicating that 'The targets are not being met'.
7. Enter the **Recurring Amount for the selected Quarter**. This amount will reflect in the succeeding quarters.
8. **Total Amount for the selected quarter** will be displayed in read-only mode.
9. Click **Save & Add**. The details related to Four Funds will be added to the system.



Four funds is mandatory to be created for TEQIP other than the existing ones.

---

## 9.10 Internal Revenue Generation

As the eligibility condition for States and Union Territories, all project institutions are to be permitted to generate, retain and utilize the entire revenue generated by them including income from tuition fee and other fees and charges from students. All project institutions are expected to increase revenue generation from such activities as self-financing teaching and training programmes, testing services, consultancy and research, innovations, patents, commercialization of R&D outputs, sharing of high-tech equipment with Industries, public usage of infrastructure for academic activities, etc.

- ❖ To record Internal Revenue Generation, follow these steps:
  1. Click **Institutional Reforms > Internal Revenue Generation**. The **Internal Revenue Generation** screen will be displayed.

Internal Revenue Generation

Financial Year\*

Annually 
  Half-Yearly 
  Quarterly

IRG	Amount(Rs)
From Tuition Fees	<input type="text" value="0"/>
Whether Total Fees Retained (Y/N)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text" value="0"/> %
From Externally Funded	<input type="text" value="0"/>
From Consultancy Rendered	<input type="text" value="0"/>
From Self-Financing Courses	<input type="text" value="0"/>
From Training Programs Conducted	<input type="text" value="0"/>
From Rental of Institution Facilities	<input type="text" value="0"/>
From Interest Earned from Bank	<input type="text" value="0"/>
From Lending Institution Human Resources	<input type="text" value="0"/>
From Others (e.g. any saving from block grant, donations from alumni & charitable organization etc.)	<input type="text" value="0"/>
<b>Total</b>	<input type="text" value="0.00"/>

2. Select the **Financial Year\***.
3. Select the duration i.e. **Annually**, **Half-Yearly** or **Quarterly**. If selected Half-Yearly or Quarterly then select the financial half-year or quarter.
4. Enter the **amount** against the Internal Revenue Heads listed under **IRG**. If Total Fees Retained is selected as 'Yes' then Tuition Fees will be added to the total IRG amount. If Total Fees Retained is selected as 'No', then enter the percentage that will be retained. In this case, only the percentage of tuition fees entered will be added to the total IRG amount.
5. **Total Amount for the selected quarter** will be displayed in read-only mode.
6. Click **Save & Add**. The details related to Internal Revenue Generation will be added to the system.

## 9.11 Incentives to Teachers

All faculties should be encouraged to participate in organizing and/or contributing to, and attending continuing education programmes, to offer consultancy to Industry and to take part in Research and Development activities in the institution.

❖ To record Incentives to Teachers, follow these steps:

1. Click **Institutional Reforms > Incentives to Teachers**. The **Incentives to Teachers** screen will be displayed.

Select	Incentive Type	No. of Teachers Availed Incentive
<input type="checkbox"/>	Awards in Recognition of Excellence	<input type="text"/>
<input type="checkbox"/>	Incentives for organizing Continuing Education programmes	<input type="text"/>
<input type="checkbox"/>	Incentives for consultancy	<input type="text"/>
<input type="checkbox"/>	Incentives for R and D	<input type="text"/>
<input type="checkbox"/>	Professional Development Allowance	<input type="text"/>

2. Select **whether policy on Faculty Incentives exist\***.
3. Select the **Date of Implementation** of Faculty Incentive Programme.
4. Enter the **Description** of the Incentive provided.
5. **Upload** the scanned copy of the Circular/Notification.
6. Select the **Incentive Type**.
7. Enter the **number of teachers who have availed the incentive**.
8. Click **Save & Add**. The details related to Incentives to Teachers will be added to the system.

## 10. State Project Facilitation Unit

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### 10.1 State Steering Committee Composition

The department of the State Government responsible for managing Technical Education will establish a State Project Facilitation Unit (SPFU) with adequate staff before signing of the memorandum of understanding between the MHRD and the state government. The State/ UT Department constitute 9–10 member State Steering Committee (SSC).

The SSC meets quarterly and special meeting may also be convened by the chairperson. It will be assisted in its functioning by the SPFU.

❖ To add State Steering Committee Member, follow these steps:

1. Select name of the state from the Select Entity link to add details SSC details (for NPIU login).
2. Click **State Project Facilitation Unit > State Steering Committee Composition**. The **State Steering Committee Composition** screen will be displayed.



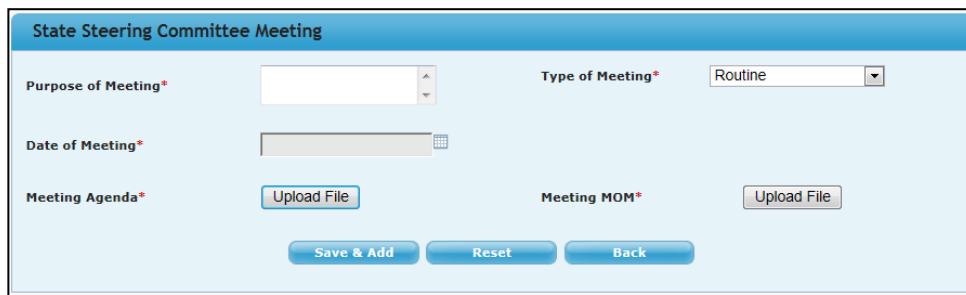
The screenshot shows a web form titled "State Steering Committee Composition". The form has a light blue header and a white body. It contains several input fields and buttons. The fields are: "Date of SSC Constitution\*" (a date picker), "Upload Govt. Order\*" (with an "Upload File" button), "SSC Member\*" (a dropdown menu showing "--Select--"), "Name\*" (a text input), "Designation\*" (a text input), and "Organization / Department\*" (a text input). At the bottom of the form, there are three buttons: "Save & Add", "Reset", and "Back".

3. Select the **Date of SSC Constitution\***.
4. Click **Upload File\*** to upload the scanned copy of the Government Order.
5. Select the **SSC Member\*** [such as Chairman, Expert Nominated by State, etc.].
6. Enter the **Name\*** of the SSC member.
7. Enter the **Designation\*** to be assigned to the SSC member.
8. Enter the **Organization/Department\*** to which the SSC member belongs.
9. Click **Save & Add**. The details related to State Steering Committee Member will be added to the system.

## 10.2 State Steering Committee Meeting

The State Steering Committee Meeting section is meant for recording the Agenda and Minutes of Meetings.

- ❖ To record State Steering Committee Meeting, follow these steps:
  1. Select name of the state from the Select Entity link to add details SSC Meeting details.
  2. Click **State Project Facilitation Unit > State Steering Committee Meeting**. The **State Steering Committee Meeting** screen will be displayed.



3. Enter the **Purpose of Meeting\***.
4. Select the **Type of Meeting\*** [such as Routine or Special].
5. Select the **Date of Meeting\***.
6. Upload the scanned copy of **Meeting Agenda\***.
7. Upload the scanned copy of **Meeting MOM\***.
8. Click **Save & Add**. The details related to State Steering Committee Meeting will be added to the system.

## 10.3 Review Meetings with Institutions

The section is meant for recording the Agenda and Minutes of Meetings of Review meetings with institutions.

- ❖ To record Review Meetings with Institutions, follow these steps:
  1. Select name of the state from the Select Entity link to add details Review Meetings with Institutions details.
  2. Click **State Project Facilitation Unit > Review Meetings with Institutions**. The **Review Meetings with Institutions** screen will be displayed.

3. Enter the **Purpose of Meeting\***.
4. Select the **Type of Meeting\*** [such as Routine or Special].
5. Select the **Date of Meeting\***.
6. Upload the scanned copy of **Meeting Agenda\***.
7. Upload the scanned copy of **Meeting MOM\***.
8. Click **Save & Add**. The details related to State Steering Committee Meeting will be added to the system.

## 10.4 Implementation of Reforms

The monitoring will focus on implementation of reforms by institutions, achievements in project activities under different Sub-components, procurement of resources and services, utilization of financial allocations and achievements in faculty and staff development and management development activities.

- ❖ To record Implementation of Reforms, follow these steps:
  1. Select name of the state from the Select Entity link to add details Implementation of Reforms details.
  2. Click **State Project Facilitation Unit > Implementation of Reforms**. The **Implementation of Reforms** screen will be displayed.

Implementation of Reforms

Document Type \*  General  Specific

Private Unaided  Govt. Aided  University

State Name \*

Select	Reform	Letter/ Order No	Date of Issue	Upload
<input type="radio"/>	Ensuring project institutions to obtain autonomy within 2 years as concurred by UGC	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload File"/>
<input type="radio"/>	Empowering project institutions BOG to fill faculty vacancies on 11-months or longer contracts	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload File"/>
<input type="radio"/>	Enabling project institutions to establish and augment the four funds viz corpus, faculty development, equipment replacement, and maintenance	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload File"/>
<input type="radio"/>	Permitting institutions to retain and utilize IRG (excluding tuition fee)	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload File"/>
<input type="radio"/>	Permitting institutions to retain and utilize tuition fee also	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload File"/>
<input type="radio"/>	Implementing block grant pattern of funding to project institutions	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload File"/>

Institution Name \*

3. Select whether the **Document Type\*** is General or Specific for the listed six reforms in the grid.
4. In case of General Document, select whether the institution is **Private unaided**, **Government Aided**, or **University**. The Institution Name list will be updated with the Institutions related to the selected State and the selected Institution Type. Select the Institution Names. In case of Specific document type, select the institute name for which the reform detail is to be added. In this case only one institute can be selected.
5. Enter the **Letter/Order Number** against the Reform.
6. Select the **Date of Issue** of the Letter/Order.
7. **Upload** the scanned copy of the Letter/Order. Only one upload is allowed for an institute.
8. Click **Save & Add**. The details related to Implementation of Reforms will be added to the system.

## 10.5 Facilitating Faculty Development through Pedagogical Training

The objective is to improve learning outcomes of engineering students by improving competence of faculty from project and non-project institutions through pedagogical training. All project institutions need to organize pedagogical training on their campus to cover maximum faculty members from their institution. The state can extend the benefit to the interested non-project institutions also on cost sharing basis (Non-TEQIP Institutions)



❖ To record Faculty Development Through Pedagogical Training, follow these steps:

1. Click **State Project Facilitation Unit > Facilitating Faculty Development Through Pedagogical Training**. The **Pedagogical Training** screen will be displayed.

The screenshot shows a web form titled "Facilitating Faculty Development Through Pedagogical Training". The form has the following fields and controls:

- Pedagogical Training Type \***: A dropdown menu with "Basic" selected.
- Institution Type \***: Radio buttons for "TEQIP" (selected) and "NON TEQIP".
- State \***: A dropdown menu with "--Select--" selected.
- TEQIP Institution Name \***: A dropdown menu with "-- Select --" selected.
- Venue \***: A text input field.
- Date From \***: A date picker.
- Date To \***: A date picker.
- Training Status \***: A dropdown menu with "Planned" selected.
- Total Attendees \***: A text input field.
- Training Provider**: A text input field.

At the bottom of the form, there are three buttons: "Save & Add", "Reset", and "Back".

2. Select whether the **Pedagogical Training Type\*** is Basic or Advanced.
3. Select whether the **institution Type\*** is TEQIP or Non TEQIP.
4. Select **State\*** name.
5. In case of TEQIP:
  - Enter the **TEQIP Institution Name\***.
  - Enter the **Venue\*** details.
  - Select the **From and To Date\*** of the Training.
  - Select the **Training Status\***.
6. In case of Non TEQIP:
  - Enter the **NON TEQIP Institution Name\***.
  - Enter the **No. of Parallel Sessions\***.
7. Enter the **Total number of Attendees\***.
8. Enter the **Training Provider's** name.
9. **Upload** the scanned copy of the Attendance Sheets.
10. Click **Save & Add**. The details related to Pedagogical Training will be added to the system.

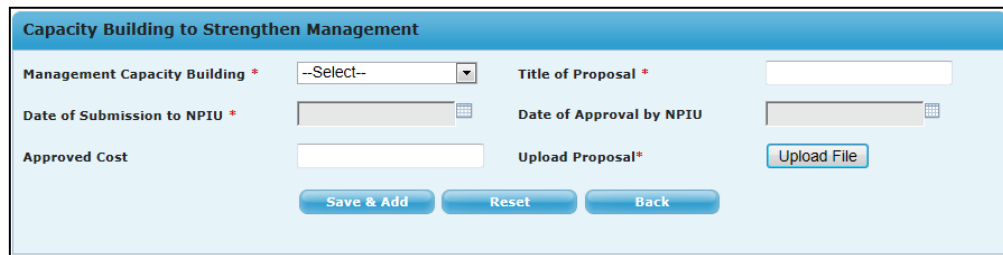
## 10.6 Capacity Building to Strengthen Management

Improving Managerial and Administrative abilities of Heads of Institutions, Deans, Heads of Departments, senior faculty and officials through specifically designed training programmes is an important Project activity to support effective implementation of reforms, to improve development, planning and implementation,

and monitoring. The expected outcomes are enhanced management capacity, helping the institution to gain increased autonomy, and improved internal and external efficiencies of institutions. NPIU will develop appropriate training curricula in this regard, identify training institutions and organizations, and develop an annual training schedule. Institution's leaders are also encouraged to participate in other relevant orientation and training programmes. All institutions are expected to participate in these programs.

❖ To upload Capacity Building to Strengthen Management proposal, follow these steps:

1. Click **State Project Facilitation Unit > Capacity Building to Strengthen Management**. The **Capacity Building to Strengthen Management** will be displayed.



The screenshot shows a web form titled "Capacity Building to Strengthen Management". The form is light blue with a darker blue header. It contains the following fields and controls:

- Management Capacity Building \***: A dropdown menu with "--Select--" selected.
- Title of Proposal \***: A text input field.
- Date of Submission to NPIU \***: A date picker.
- Date of Approval by NPIU**: A date picker.
- Approved Cost**: A text input field.
- Upload Proposal\***: A button labeled "Upload File".
- At the bottom, there are three buttons: "Save & Add", "Reset", and "Back".

2. Select the **Management Capacity Building\***.
3. Enter the **Title of the Proposal\***.
4. Select the **Date of Submission\*** of the proposal to NPIU.
5. Select the **Date of Approval** of the proposal by NPIU.
6. Enter the **Approved Cost**.
7. **Upload** the scanned copy of the Proposal.
8. Click **Save & Add**. The details related to Facilitating Management Capacity Strengthen proposal will be added to the system.