जा. क्र.मरातंशिमं/का-५३/1" IM/२०१८-१९/ 5991            दिनांकः - 4 SEP 2018

परिपत्रक

प्रति,

प्राचार्य,

मंडळाशी संलग्नीत सर्व

अभियांत्रिकी पदविका व फार्मसी अभ्यासक्रम राबविणा-या संस्था.

### विषय:- शैक्षणिक वर्ष २०१८-१९ पासुन सुधारित केलेल्या बाह्य: संस्था आवेक्षणच्या (External Institute Monitoring) Evaluation Sheet (KPI Norms) बाबत.

मंडळाशी संलग्नित सर्व अभियांत्रिकी पदविका व फार्मसी अभ्यासक्रम राबविणा-या संस्थांना असे कळविण्यात येत आहे की, मंडळाच्या दि. ०८/०६/२०१८ रोजीच्या नियामक मंडळाच्या बैठकीत ठरल्याप्रमाणे शैक्षणिक वर्ष २०१८-१९ पासुन मंडळामार्फत होणा-या "External Academic Monitoring" च्या नावा ऐवजी "External Institute Monitoring" असा बदल करण्यात येत आहे. तसेच शैक्षणिक वर्ष २०१८-१९ पासुन बाह्य: संस्था आवेक्षणच्या (External Institute Monitoring) Evaluation Sheet (KPI Norms) मध्ये संस्था व संस्थेतील विभागाशी संबधित बाबीमध्ये सुधारणा करण्यात आलेली आहे. सुधारीत KPI Norms ३०० गुणांचे करण्यात आलेले आहेत व त्यानुसार Online Institute Monitoring Software मध्ये सुद्धा बदल करण्यात आलेला आहे.

त्याकरिता आपणास कळविण्यात येते की, बाह्य: संस्था आवेक्षण (External Institute Monitoring Evaluation Sheet) (KPI Norms) मध्ये झालेला बदल शैक्षणिक वर्ष २०१८-१९ पासुन लागु राहील, याची नोंद घ्यावी. सोबत सुधारित Evaluation Sheet (KPI Norms) जोडलेला आहे.

(डॉ. विनोद म. मोहितकर)

संचालक

महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, मुंबई.

प्रत- उपसचिव, म.रा.तंत्र शिक्षण मंडळाचे विभागीय कार्याल, मुबई, पुणे, नागपूर व औरंगाबाद यांना माहीतीसाठी.

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## Criteria for Institute Monitoring AICTE approved diploma courses affiliated to MSBTE:-

| Sr. No | Criteria & Sub-criteria | Institute Level | | Dept. Level | | Total | |
|---|---|---|---|---|---|---|---|
| | | No. of categories & Sub-categories | Weightage | No. of categories & Sub-categories | Weightage | No. of categories & Sub-categories | Weightage |
| I | Affiliation, Governance & Administration | 43 | 90 | 09 | 43 | 52 | 133 |
| A | Compliance to the provision of Section 25(1) of MSBTE Act, 1997 regarding condition of affiliation | 32 | 76 | 08 | 41 | 40 | 117 |
| B | Governance and Administrative Criteria | 05 | 06 | 01 | 02 | 06 | 08 |
| C | Redressal and Medical Care System | 03 | 03 | - | - | 03 | 03 |
| D | Facilities available | 03 | 05 | - | - | 03 | 05 |
| II | Academic criteria | 14 | 34 | 32 | 126 | 46 | 160 |
| A | Accreditation | - | - | 01 | 05 | 01 | 05 |
| B | Learning Resources | - | - | 03 | 07 | 03 | 07 |
| C | Curriculum Coverage | - | - | 09 | 44 | 09 | 44 |
| D | Professional Output | 10 | 25 | 02 | 07 | 12 | 32 |
| E | Efforts for faculty development and industry involvement | - | - | 06 | 16 | 06 | 16 |
| F | Result and Placements | 02 | 03 | 09 | 43 | 11 | 46 |
| G | Co-Curricular Activities | 02 | 06 | 02 | 04 | 04 | 10 |
| III | Socio Economic criteria | 04 | 05 | 01 | 02 | 05 | 07 |
| A | Alumni | 03 | 03 | - | - | 03 | 03 |
| B | Socio-Industry Involvement | 01 | 02 | 01 | 02 | 02 | 04 |
| | Total | 61 | 129 | 42 | 171 | 103 | 300 |

| Sr. No | Academic Monitoring Grade | Percentage of marks obtained (Out of 300) |
|---|---|---|
| 1 | Excellent | $\geq 86\%$ |
| 2 | Very Good | $> 71\%$ to $\leq 85\%$ |
| 3 | Good | $\geq 56\%$ to $\leq 70\%$ |
| 4 | Satisfactory | $\geq 40\%$ to $\leq 55\%$ |
| 5 | Poor | $< 40\%$ |

# Evaluation Criteria:-

| I | Affiliation, Governance & Administration | | | | |
|---|---|---|---|---|---|
| **S.N** | **Criteria & Sub-criteria** | **Documents to be Verified** | **Observations** | **Marks** | **I/D (M)** |
| A | Compliance to the provision of Section 25(1) of MSBTE Act, 1997 regarding condition of affiliation | | | | |
| a | Whether the provisions of the Act and regulations there under and the standing orders & directions of the Board were observed by the institute | Report of category wise incidences by MSBTE/RBTE | No incidence of non-compliance reported by the Board | 2 | I(2) |
| | | | Incidence reported and enquiry in process | 1 | |
| | | | Incidence reported, facts established and/or legal dispute in process | 0 | |
| b | Whether there was a separate local managing committee/Governing Board provided for an affiliated polytechnic or institution (As per **AICTE Norms**) | Document regarding governing Board such as office order, Meeting register, acceptance letter of the member (As per AICTE Norms) | Yes | 1 | I(1) |
| | | | No | 0 | |
| | Adequate representation of industry and academician on board *(For Pharmacy, from Pharmacy background only)* | | At least one each from industry and reputed academicians | 2 | I(2) |
| | | | One member either from industry or reputed academicians | 1 | |
| | | | None either from industry or reputed academicians | 0 | |
| | Whether meeting was conducted in last year or not? (To verify the documents of Minutes of meeting) | | Yes | 1 | I(1) |
| | | | No | 0 | |
| c | Whether the number of students admitted for courses/programmes of study not exceed the limits prescribed by the Board and the Govt. from time to time | Admission / Enrollment List | Yes | 1 | I(1) |
| | | | No | 0 | |
| d | Whether there were suitable and adequate physical facilities such as buildings, laboratories, libraries, books, equipment required for teaching and research, hostels, gymnasium | | | | |
| | 1) Land of institute as per AICTE/ PCI Norms for Pharmacy course | Document of title with proof of registration | Yes | 1 | I(1) |
| | | | No | 0 | |

2

| | | | | | | |
|---|---|---|---|---|---|---|
| 2) | Built up area as per AICTE/*PCI* Norms for Pharmacy course | Deficiency report of current year Extension of Approval (EOA) Application to AICTE | More than or as per AICTE norms | 2 | I(2) |
| | | | Less than AICTE norms | 0 | |
| 3) | Occupancy Certificate/ Valid Structural Stability Certificate | Certificate by competent authority | Yes | 2 | I(2) |
| | | | No | 0 | |
| 4) | Boys Hostel facility **(Own/Rented)** | Physical Verification | Yes | 1 | I(1) |
| | | | No | 0 | |
| 5) | Girls Hostel facility **(Own/Rented)** | | Yes | 1 | I(1) |
| | | | No | 0 | |
| 6) | Number of Laboratories as per AICTE/ PCI norms and Area as per Norms | Physical Verification | 4 & above (5 & *above for Pharmacy*) | 5 | D(5) |
| | | | Less than 4( *Less than 5 for Pharmacy*) | 0 | |
| 7) | Library:- Number of books in library (Preferably as per MSBTE/*PCI* Curriculum) (20 years max for calculation) | Accession register of library, register showing no. of books. Bill of a purchase or grants | More than AICTE/*PCI* Norms | 5 | I .(5) |
| | | | As per AICTE/*PCI* Norms | 4 | |
| | | | Below AICTE/*PCI* Norms | 0 | |
| 8) | Whether Hygienic Condition is Maintained in the Institute (viz. Drinking Water, Washroom, Canteen) | Physical Verification | Yes | 1 | I (1) |
| | | | No | 0 | |
| 9) | Whether Girls Common Room along with sanitary napkins vending machine & disposal mechanism available? | | Yes | 1 | I (1) |
| | | | No | 0 | |
| 10) | Facilities for Physically challenged students (e.g. Ramp, Toilets etc.) | | Yes | 1 | I (1) |
| | | | No | 0 | |
| 11) | Availability of Book Bank Facility for more than 25% students | Physical verification Students Feedback | Yes | 1 | I (1) |
| | | | No | 0 | |

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| | | | | |
|---|---|---|---|---|
| 12) Applied Mechanics Laboratory with adequate equipment in working condition (*NA for Pharmacy*) | Physical Verification | Yes | 1 | I(1) |
| | | No | 0 | |
| 13) Computer center with adequate equipment in working Condition (as per the AICTE norms). | Physical Verification | Yes | 3 | I(3) |
| | | No | 0 | |
| 14) Whether Campus Canteen with food facility is available? | Physical Verification | Yes | 1 | I (1) |
| | | No | 0 | |
| 15) Availability of CCTV Security/Surveillance System in the campus (Class room, Labs, Corridors, Library, Exam Control Room etc.) | Physical Verification | Yes | 1 | I (1) |
| | | No | 0 | |
| 16) Whether Safety provisions including fire & other calamities in place? | Physical Verification & Certificate from Competent Authority | Yes | 2 | I(2) |
| | | No | 0 | |
| 17) Library:- No. of technical journals subscribed [Hard copies] per branch | Physical Verification | 3 or More(*6 or more for Pharmacy*) | 2 | D (2) |
| | | Less than 3 (*Less than 6 for Pharmacy*) | 0 | |
| 18) Digital- Library facilities (Multimedia PCs with Internet surfing) | Physical Verification | 6 or More PCs | 1 | I(1) |
| | | Less Than 6 PCs | 0 | |
| 19) Daily Library Usage ( % of students doing book transactions) out of total students | Usage Register Issue/Receipt register (All Students on Roll are considered as Total students) | 6% or more | 5 | I(5) |
| | | 3% to 5% | 3 | |
| | | Less than 3% | 0 | |

4

| | | | Better than 6:1 | 4 | |
|---|---|---|---|---|---|
| | 20) Student to Computer ratio, considering sanctioned intake. | Physical Verification | 6:1 | 3 | 1 (4) |
| | | | Between 6:1 and 8:1 | 2 | |
| | | | More than 8 :1 | 0 | |
| | 21) Availability of Sports/ Gymnasium | Physical Verification | Yes | 1 | 1(1) |
| | | | No | 0 | |
| | 22) Language Laboratory / Machine Room ( with adequate equipment and in working conditions) | Physical Verification | Yes | 2 | 1 (2) |
| | | | No | 0 | |
| | 23) Physics Laboratory with adequate equipment / Herbal Garden for Pharmacy | Physical Verification | Yes | 2 | 1 (2) |
| | | | No | 0 | |
| | 24) Chemistry Laboratory with adequate equipment / Drug Museum for Pharmacy | Physical Verification | Yes | 2 | 1 (2) |
| | | | No | 0 | |
| | 25) Workshop /Aseptic Room for Pharmacy ( with adequate equipment ) | Physical Verification (Workshop area as per AICTE norms) | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| e | Whether there were financial resources of the institution such as to make due provision for its continued maintenance and working | 1) Total staff salary for last Financial Year. a) Required b) Paid 2) Total Non-Recurring expenditure for last Financial Year. 3) Fees approved by Fee Regulating Authority. 4) Total number of students admitted. 5) Total fees collected. 6) Revenue from other resources for | Financially stable & safe and paying regular salary $(1+2) = (5+6)$ | 10 | 1(10) |
| | | | Financially comfortable and paying regular salary $(1+2) >= 0.75(5+6)$ | 7 | |
| | | | Financially under stress and paying late salary $(1+2) >= 0.5(5+6)$ | 5 | |
| | | | Financially unsafe because salary is not paid for more than three months $(1+2) <0.5(5+6)$ | 0 | |

5

| | | | | | | |
|---|---|---|---|---|---|---|
| | | filling the gap between salary to be paid, other expenses & fees collected. (From Management/Trust, sponsorship, bank loan, consultancy, etc.) Above information is to be verified from Balance Sheet, Income & Expenditure Statement, FRA Computational Sheet, Salary Statement, Bank Statement etc. | | | | |
| | Whether the strength and qualifications of teaching and non-teaching staff of the affiliated recognized institutions and the emoluments and conditions of service of the staff of affiliated institutions was as prescribed by the Board and was sufficient to make due provision for courses of study, teaching or training or research efficiently | | | | | |
| f | 1) Principal (As Per current AICTE/*PCI* Norms) | Appointment order, Mode of any appointment, approval by competent Authority. | Regular | 10 | 1 (10) |
| | | | In charge with required Qualification | 2 | |
| | | | In charge without required Qualification | 0 | |
| | 2) Head of the department (As Per current AICTE Norms) | | Regular | 10 | D (10) |
| | | | In charge with required Qualification | 2 | |
| | | | In charge without required Qualification | 0 | |
| | 3) Faculty to Student ratio based on approved intake: Minimum 80% should be regular/full time | | 1:25 | 6 | D (6) |
| | | | 1:26 to 1:30 | 4 | |
| | | | Below 1:30 | 0 | |

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| | | | | | |
|---|---|---|---|---|---|
| | faculty and remaining may be adjunct faculty/ Resource persons industry | | | | |
| | 4) Percentage faculty approved by State Govt./DTE/MSBTE or proposals sent to State Govt./DTE/MSBTE for approval & awaited; out of total required faculty (committee to verify details) | Physical Verification | 50% or more | 10 | D (10) |
| | | | 20% To 49 % | 5 | |
| | | | Less than 20% | 0 | |
| | 5) Implementation of latest Pay commission for faculty salary | | Yes | 5 | I (5) |
| | | | No | 0 | |
| | 6) M. E. / M. Tech / *M. Pharm* qualified (Completed) faculty out of required posts as per AICTE norms | Marks sheet / PG Certificate | 50% or more | 3 | D (3) |
| | | | 35% To 49% | 2 | |
| | | | Less Than 35% | 0 | |
| | 7) No. of Faculties completed Ph.D. Study | Award Certificate Provisional or Final | 1 or More | 2 | I (2) |
| | | | Nil | 0 | |
| | 8) No. of Faculties completed Ph.D. Study (Humanity, Common Staff) (*NA for Pharmacy*) | | 1 or More | 2 | D (2) |
| | | | Nil | 0 | |
| | 9) Lab Assistant/*Technicia n* with technical qualification as ITI /Diploma/Science Graduate/ *D.Pharm* / DMLT per dept. | Appointment order / transfer record / Lab Assistant Profile | 3 or more *(2 or more for Pharmacy)* | 3 | D (3) |
| | | | 2 *(1 for pharmacy)* | 2 | |
| | | | Less Than 2 | 0 | |
| B | Governance and Administrative Criteria | | | | |
| 1 | Vision Mission of Institute (As approved in Governing / Board Meeting/Stake Holders) | | Yes | 2 | I (2) |
| | | | No | 0 | |
| 2 | Vision Mission of Department (As approved in Governing / Board Meeting/Stake Holders) **NA for Pharmacy** | | Yes | 2 | D (2) |
| | | | No | 0 | |

| | | | | | |
|---|---|---|---|---|---|
| 3 | Institute Website | Physical/Online Verification | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| 4 | Computerized MIS system in place | Physical Verification | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| 5 | Computerized Accounting System(Customized) | Physical Verification | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| 6 | Campus wide Networking (LAN/ Wi-Fi/ Intranet) | Physical Verification | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| **C** | **Redressal and Medical Care System** | | | | |
| 1 | Students grievance redressal cell in place (Minimum 2 meetings per semester/year) | Appointment/ Office Order, Register Record of Redressal Session, Student Feedback | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| 2 | Medical Facility for students | | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| 3 | Women's Grievance Redressal Cell (Minimum 2 meetings per semester/year) | | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| **D** | **Facilities available** | | | | |
| 1 | Internet facility for Students | Paid Bills for last three months duration of internet facility. **(Internet band width required as per AICTE Norms)** | Yes | 3 | 1 (3) |
| | | | No | 0 | |
| 2 | Cooperative /Central Store Facility | Physical Verification | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| 3 | Availability of Digital Payment | Digital Wallet/ POS Machine | Yes | 1 | 1 (1) |
| | | | No | 0 | |
| **II** | **Academic Criteria** | | | | |
| SN | Criteria & Sub-criteria | Documents to be Verified | Observations | Marks | I/D (M) |
| **A** | Accreditation | | | | |
| 1 | Accreditation by NBA | Physical Verification | Applied | 5 | D (5) |
| | | | Not Applied | 0 | |

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| B | Learning Resources | | | | |
|---|---|---|---|---|---|
| 1 | LCD Projector in dept. | Dead Stock/Physical Verification | One | 2 | D(2) |
| | | | Nil | 0 | |
| 2 | Faculties using self - developed Power Point /Flash presentations/Readymade presentations as a teaching aid during imparting the instructions. | Physical Verification | 50% or more | 3 | D(3) |
| | | | 25% To 49% | 2 | |
| | | | Less Than 25% | 0 | |
| 3 | Availability of Smart Classroom (at least one) | Physical Verification | Yes | 2 | D(2) |
| | | | No | 0 | |
| C | Curriculum Coverage as per MSBTE/*PCI* | | | | |
| 1 | Curriculum covered as per MSBTE/*PCI* norms : Number of Lectures/Practical covered as per norms till date of Monitoring only | Faculty Record, Student Feedback Formats, etc. | 100% | 5 | D(5) |
| | | | 90% To 99% | 3 | |
| | | | 80% To 89% | 2 | |
| | | | Less Than 80% | 0 | |
| 2 | Curriculum covered as per MSBTE/*PCI* norms : Theory subject lesson plan prepared & followed till date of Monitoring only | | 100% | 5 | D(5) |
| | | | 90% To 99% | 3 | |
| | | | 80% To 89% | 2 | |
| | | | Less Than 80% | 0 | |
| 3 | Curriculum covered as per MSBTE/*PCI* norms : Practical plan prepared & followed till date of Monitoring only | | 100% | 5 | D(5) |
| | | | 90% To 99% | 4 | |
| | | | 80% To 89% | 2 | |
| | | | Less Than 80% | 0 | |
| 4 | Curriculum covered as per MSBTE/*PCI* norms : Student feedback about satisfactory coverage of curriculum till date of Monitoring only | | 100% | 5 | D(5) |
| | | | 90% To 99% | 4 | |
| | | | 80% To 89% | 2 | |
| | | | Less Than 80% | 0 | |
| 5 | Attendance : a) Whether Biometric attendance facility is available | Physical verification | Yes | 2 | D(2) |
| | | | No | 0 | |
| | b) Average attendance of theory Subject, Practical subject, Average attendance of all Progressive assessment for all Theory & Practical should be considered till date of monitoring | Attendance verification | 90% or more | 5 | D(5) |
| | | | 75% To 89% | 4 | |
| | | | Less Than 75% | 2 | |

| | | | | | |
|---|---|---|---|---|---|
| 6 | Availability of equipment in working condition for conduct of experiments / jobs as per MSBTE / PCI norms | Dead stock register, Record of use, Student Feedback, Physical Verification | 91% To 100% | 6 | D (6) |
| | | | 86% To 90% | 4 | |
| | | | 75% To 85% | 2 | |
| | | | Less Than 75% | 0 | |
| 7 | Conduct of refresher courses for direct 2nd year admitted students for acquiring pre-requisite technical knowledge to cater requirement of direct 2nd year subjects *(NA for Pharmacy)* | Documents certified by Principal, Student feedback | Yes | 3 | D (3) |
| | | | No | 0 | |
| 8 | **Final year projects of the students** : Industry sponsored / Application oriented / Academic .*(NA for Pharmacy)* | Physical Verification | Industry Sponsored (Min 2) | 4 | D (4) |
| | | | Application Oriented (Min 2) | 3 | |
| | | | Study Based | 0 | |
| 9 | Budget allocation and utilisation (Recurring, Non-Recurring & Maintenance) For Govt. and Aided institutions budget demanded, allocated and utilised | Physical verification of finance documents | Demanded, Allocated and 80% Utilized | 4 | D (4) |
| | | | Demanded, Allocated and utilization is between 40% to 80%. | 2 | |
| | | | Demanded, Allocated and utilization is less than 40% | 0 | |
| 10 | *Assessment of Students' Practical Training – Exam conduction as per PCI norms. (Applicable only to Pharmacy Institutes)* | *Evaluation, Examination Documentation, Project Report, Oral records etc.* | *Evaluation & Examination Conducted* | 14 | D (14) PH |
| | | | *Not conducted* | 0 | |
| **D** | **Professional Output** | | | | |
| 1 | Number of papers presented by the faculties in National / International Journals/ conference in last/ current* academic year | Letter of acceptance, Copy Published | 3 or More Papers from Institute | 4 | 1 (4) |
| | | | 2 Papers from Institute | 2 | |
| | | | Less Than 2 | 0 | |
| 2 | Proposals submitted to MODROBS/FDP/ RPS/ISRO/DST etc. during last/ current* academic year | Documentation, Copies of the submission of proposal with acknowledgment proof. | 2 or more | 4 | 1 (4) |
| | | | 1 To 2 | 2 | |
| | | | No | 0 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 3 | Number of consultancy / testing / patient counselling projects undertaken during last/ Current * year. *(NA for Pharmacy)* | Documentation ,Work Orders & Copy of agreement (MoU) | 2 or More | | 2 | I (2) |
| | | | 1 | | 1 | |
| | | | No | | 0 | |
| 4 | Whether Institute working as Examination Center/Deputing faculty to Exam Center for MSBTE in immediately concluded exam. | MSBTE Orders | Yes | | 1 | I (1) |
| | | | No | | 0 | |
| 5 | Whether Institute Involved in RAC/ RRAC/ DC/PCDC activities of MSBTE in Last / current * academic year (RAC/RRAC/DC/PCDC has been given to the deserving Institutes as per need by MSBTE). | MSBTE Orders | 2 or More than 2 Activities | | 3 | I (3) |
| | | | One Activity | | 2 | |
| | | | Faculty Deputed | | 1 | |
| | | | No Activity | | 0 | |
| 6 | Whether Institute is working as 'Project institute for Model answers or Lab Manual Development' for MSBTE in last / current* academic year. | MSBTE Orders | Development Center | | 2 | I (2) |
| | | | Services rendered | | 1 | |
| | | | No | | 0 | |
| 7 | Professional Activities (Magazine/ Technical Magazine/News Letter) | Physical Verification | Yes | | 2 | D (2) |
| | | | No | | 0 | |
| 8 | Institutional Membership of professional societies/ students chapters. | Physical Verification | Yes | | 2 | I (2) |
| | | | No | | 0 | |
| 9 | Mechanism of Student Feedback. Analysis and Corrective Action is adopted. | Student Feedback, Documentation, Suggestion Box etc. | Yes | | 5 | D (5) |
| | | | No | | 0 | |
| 10 | Adoption of Performance Appraisal and Development System (PADS) for Faculty and Supporting Staff. | Physical Verification | Yes | | 2 | I (2) |
| | | | No | | 0 | |
| 11 | Implementation of Career Advancement Scheme (CAS) | CAS Documents verification | Yes | | 1 | I (1) |
| | | | No | | 0 | |
| 12 | Deputation of faculty for MSBTE Activities RAC /Controller/MSCIT Vigilance. etc. | Deputation/Office Orders | 35% or more | | 4 | I (4) |
| | | | 15% To 34 % | | 2 | |
| | | | Less Than 15% | | 0 | |
| E | **Efforts for faculty development and Industry involvement** | | | | | |
| 1 | Faculties deputed/sponsored for the improvement of academic qualification/Higher Education | Reliving Letter, Permission letter | 2 or more | | 2 | D (2) |
| | | | 1 to 2 | | 1 | |
| | | | Nil | | 0 | |

| | | | | | |
|---|---|---|---|---|---|
| 2 | MOUs with Industry/*Hospital/Community Pharmacy* for the participation in academic development of the institute | Documents of joint activities performed under active MoU in current academic year | 4 or more | 3 | D (3) |
| | | | 2 to 4 | 2 | |
| | | | Less Than 2 | 0 | |
| 3 | Industry expert's lectures involved in academic activities of institute during last / current* academic year. | Invitation Letter. Photographs, Video Shooting | 3 or more | 3 | D (3) |
| | | | 1 to 2 | 2 | |
| | | | Nil | 0 | |
| 4 | Number of Industrial visits /Hospital Visits organised during last/ current* academic year. | Permission letter from industry, Photographs, Copy of circular for students, Students' Feedback | 2 or More | 3 | D (3) |
| | | | 1 | 2 | |
| | | | Nil | 0 | |
| 5 | Faculties attended trainings for Soft skills, Content updation, Industrial trainings, Orientation Workshops etc. in last/ current* academic year. | Certificate of Participation | 30% or more | 3 | D (3) |
| | | | 10% to 29% | 2 | |
| | | | Less Than 10% | 0 | |
| 6 | Establishment of Center of Excellence/Start up/Incubation Centre in collaboration with industries | Physical verification | Yes | 2 | D(2) |
| | | | No | 0 | |

| F | **Result and Placements** | | | | |
|---|---|---|---|---|---|
| 1 | No. of Students passed in 1st Division in final year. | Documentation: Result Analysis | 60% or more | 6 | D (6) |
| | | | 30% to 59% | 4 | |
| | | | Less than 30% | 0 | |
| 2 | Average result of final year of last 3 years | | 90% or more | 5 | D (5) |
| | | | 60% to 89% | 3 | |
| | | | Less than 60% | 0 | |
| 3 | Curriculum implementation aspects | Departmental Minutes Copy | Attainment Level Target set by Program | 2 | D (10) |
| | | Mapping table | Mapping of CO-PO with Curricular and Co-curricular activities | 2 | |
| | | Calculation chart | Attainment level calculated | 2 | |
| | | Justification table | Attainment level achieved | 2 | |
| | | Action Taken Report(ATR) of last academic session | Action taken report w.r.t. GAP Analysis | 2 | |

| | | | | | |
|---|---|---|---|---|---|
| 4 | Programs conducted for personality development during last/current* year | Documentation, Photographs, expenditure vouchers (if applicable) | 2 or more | 3 | D (3) |
| | | | 1 | 2 | |
| | | | Nil | 0 | |
| 5 | Participation in sports (IEDSSA)/ IPA/APTI for Pharmacy events | Certified Documents and Certificates | 3 or more | 3 | D (3) |
| | | | 1 to 3 | 2 | |
| | | | Nil | 0 | |
| 6 | Campus Placement / Final year student admitted for higher education | Placement Record, Appointment Letters, Joining Letters / approved admitted list etc. | 50% or more | 5 | D (5) |
| | | | 10% to 49% | 3 | |
| | | | Less Than 10% | 0 | |
| 7 | Entrepreneurship Development Cell established | Physical verification | Yes | 1 | I (1) |
| | | | No | 0 | |
| 8 | Students Mentoring system (Professional guidance/ Career advancement /All - round development/ Course/Lab work specific, mentoring programs conducted) frequency of mentoring (Excluding Personality Development Programs) | Physical Verification | 2 or more activities / year | 2 | I (2) |
| | | | 1 activity / year | 1 | |
| | | | No activities | 0 | |
| 9 | Final Year pass outs going for self-employment | Alumni Record Details | 10% or Above | 2 | D (2) |
| | | | 5% To 9% | 1 | |
| | | | Less than 5% | 0 | |
| 10 | Students completing diploma program within stipulated period | Result analysis | More than 60% | 5 | D (5) |
| | | | 30% To 59% | 3 | |
| | | | Less than 30% | 0 | |
| 11 | Percentage of Students Appeared for ESE (End Semester Exam) with respect to the actual enrollment. | Verification of Enrollment records & result analysis. | Above 90% | 4 | D (4) |
| | | | 75% To 89% | 2 | |
| | | | Less than 75% | 0 | |
| G | Co-curricular Activities | | | | |
| 1 | Organizing Technical Quiz / Seminar / Paper Presentation /Project Competition event last /current* year | Event Leaflets, Expenditure details, Photographs, participant feedback, etc. | State Level Activity in association with Govt. / MSBTE/Industry | 2 | D (2) |
| | | | Any other | 1 | |
| | | | No Activity | 0 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 2 | Number of state/ national / international level awards won by the Institute in workshop /seminar/ conference/ project competitions organised in association with industry/ Universities / MSBTE/ Government body during Last 2 years. | Certificates | 2 or more Awards | 4 | | 1 (4) |
| | | | 1 Award | 2 | | |
| | | | No | 0 | | |
| 3 | Awards won by the Institute's student in workshop /seminar/ conference/ project competitions Organized by any other organizations during last 2 years. | Certificates | 2 or more Awards | 2 | | 1 (2) |
| | | | 1 Award | 1 | | |
| | | | No | 0 | | |
| 4 | Facility to watch MOOCS Courses through SWAYAM/Spoken Tutorials | Related Documents | Yes | 2 | | D(2) |
| | | | No | 0 | | |

| III | Socio- Economic Criteria | | | | | |
|---|---|---|---|---|---|---|
| A | Alumni | | | | | |
| 1 | Whether alumni association registered or not? If Yes give No. of past students registered. | Formation of Alumni, Records of registration for Alumni, Relevant Documents | Yes | 1 | | 1 (1) |
| | | | No | 0 | | |
| 2 | Alumni meet Conducted once in a year? | | Yes | 1 | | 1 (1) |
| | | | No | 0 | | |
| 3 | Contribution by Alumni (Expert lectures/Placement support/Funding/Sponsorship etc.) | | Yes | 1 | | 1 (1) |
| | | | No | 0 | | |
| B | Socio-Industry Involvement | | | | | |
| 4 | Activities with respect to CEP programs / NSS/ Community Development Through Polytechnics (CDTP), PMKVY, CSR organized during last / current * year. | Event Leaflets, Expenditure details, Photographs, participant feedback, etc. | 2 or more | 2 | | 1 (2) |
| | | | 1 | 1 | | |
| | | | No | 0 | | |
| 5 | Any other social activities – Earn and learn/ NSS/ NCC/ Community services/Student welfare etc. | | 2 or more | 2 | | D (2) |
| | | | 1 | 1 | | |
| | | | No | 0 | | |

**\*- Last year is considered for FIRST monitoring and Current year is considered for SECOND monitoring of the respective year.**

**Note**: 1. *For Pharmacy Institutes, Criteria & Sub-criteria, observations & marks are highlighted in italics. All other Parameters remain same.*

2. This revised pro-forma is applicable for Academic Monitoring of only AICTE approved diploma courses.