

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 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)		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 or title with proof of registration	Yes	1	I(1)
			No	0	
	2. Built up area as per AICTE/PCI norms for 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 Pharmacy 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.				
	7. Library:- Number of books in library (Preferably as per MSBTE/PCI Curriculum) (20 years max for calculation)	Accession registers 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	
	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(1)
			No	0	
	17.				
	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	
	20. Student to Computer ratio, considering sanctioned intake.	Physical Verification	Better than 6:1	4	I(4)
			6:1	3	
			Between 6:1 and 8:1	2	
			More than 8 :1	0	
	21. Availability of Sports/ Gymnasium	Physical Verification	Yes	1	I(1)
			No	0	

	22. Language Laboratory / Machine Room (with adequate equipment and in working conditions)	Physical Verification	Yes	1	I(2)
			No	0	
	23. Physics Laboratory with adequate equipment / Herbal Garden for Pharmacy	Physical Verification	Yes	2	I(2)
			No	0	
	24. Chemistry / Laboratory with adequate equipment Drug Museum for Pharmacy	Physical Verification	Yes	2	I(2)
			No	0	
	25. Workshop /Aseptic Room for Pharmacy (with adequate equipment)	Physical Verification (workshop area as per AICTE norms)	Yes	2	I(1)
			No	0	
e	Whether there were financial resources of the institution such as to make due provision for its continued Maintenance and working	<ol style="list-style-type: none"> Total staff salary for last financial a) Year Required b) Paid Total non-recurring expenditure for last Financial Year. Fees approved by fee Regulating authority. Total number of students admitted. Total fees collected. Revenue from other resources for 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. 	Financially stable & safe and paying regular salary (1+2) =(5+6)	10	I(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	
f	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				
	1. Principal (As Per current AICTE/PCI Norms)	Appointment order, Mode of any appointment, approval by competent Authority.	Regular	10	I(10)
			In charge with required Qualification	2	
			In charge without required Qualification	0	
	2.				
	3.				
	4.				
	5. Implementation of latest Pay commission for faculty salary		Yes	5	I(5)
			No	0	
	6.				
	7. No. of Faculties completed Ph.D. Study		1 or more	2	I(2)
			Nil	0	
8.					
9.					
B	Governance and Administrative Criteria				
<u>1</u>	Vision Mission of Institute (As approved in Governing/ Board Meeting/Stake Holders)		Yes	2	I(2)
			No	0	
<u>2</u>					
<u>3</u>	Institute Website	Physical/Online Verification	Yes	1	I(1)
			No	0	
<u>4</u>	Computerized MIS system in place	Physical Verification	Yes	1	I(1)
			No	0	
<u>5</u>	Computerized Accounting System(Customized)	Physical Verification	Yes	1	I(1)
			No	0	
<u>6</u>	Campus wide Networking (LAN/ Wi-Fi/ Intranet)	Physical Verification	Yes	1	I(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	I(1)
			No	0	
2	Medical Facility for students		Yes	1	I(1)
			No	0	
3	Women's Grievance Redressal Cell (Minimum 2 meetings per semester/year)		Yes	1	I(1)
			No	0	

d	Facilities available				
<u>1</u>	Internet facility for Students	Paid Bills for last three months duration of internet facility. (Internet band width required as per AICTE Norms)	Yes	3	I(3)
			No	0	
<u>2</u>	Cooperative /Central Store	Physical Verification	Yes	1	I(1)
			No	0	
<u>3</u>	Availability of Digital Payment	Digital Wallet/ POS Machine	Yes	1	I(1)
			No	0	
<u>II</u>	Academic Criteria				
S.N	Criteria & Sub-criteria	Documents to be verified	Observations	Marks	I/D (M)
A	Accreditation				
1					
B	Learning Resources				
1					
2					
3					
C	Curriculum Coverage as per MSBTE/PCI				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
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	I(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	I(4)
			1 to 2	2	
			No	0	
3	Number of consultancy / testing / patient counselling projects undertaken during last/ Current * year. (NA or 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 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 b 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* academics year.	MSBTE Orders	Development Center	2	I(2)
			Services rendered	1	
			No	0	
7					
8	Institutional Membership of professional societies/ students chapters.	Physical Verification	Yes	1	I(2)
			No	0	
9					
10	Adoption of Performance Appraisal and Development System (PADS) for Faculty and supporting Staff.	Physical Verification	Yes	1	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/MSBIT Vigilance. etc.	Deputation/Office Orders	35% or more	4	I(4)
			15% to 35%	2	
			Less Than 15%	0	
E	Efforts for faculty development and Industry involvement				
1					
2					
3					
4					
5					
6					
F	Result and Placements				
1					
2					

3					
4					
5					
6					
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	more activities / year	2	I(2)
			1 activity / year	1	
			No activities	0	
9					
10					
11					
G	Co-curricular Activities				
1					
2	Number of slate/ national / international level awards won by the Institute in workshop /seminar/ conference/ project competitions organized in association with industry/ univercity / MSBTE/ Government body during Last 2 years	Certificates	2 more Awards	4	I(4)
			1 Award	2	
			No	0	
3	Awards won by (he Institute's student in workshop /seminar /conference/project competitions Organized by any other organizations during last 2 years.	Certificates	2 more Awards	2	I(2)
			1 Award	1	
			No	0	
4					
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	I(1)
			No	0	
2	Alumni meet Conducted once in a year?		Yes	1	I(1)
			No	0	
3	Contribution by Alumni (Expert lectures/placement support/Funding/Sponsorship etc.)		Yes	1	I(1)
			No	0	
B	Socio-Industry Involvement				
4	Activities with respect to CEP programs /NSS/ Community Development Through Polytechnics PMK VY, CSR organized during last / current*year.	Event Leaflets Expenditure details, Photographs. participant feedback. Etc.	2 or more	2	I(2)
			1	1	
			No	0	
5					

***_Last year is considered for FIRST monitoring and Current year is considered for SECOND monitoring of 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.