

PERFORMANCE AUDIT FORMS

Institutional Performance Profile

AUDIT VISIT NUMBER: 1 2 3 **4**
(Circle number of the visit, as appropriate)

Name of the Performance Auditor : **Dr. R. Jha**
Name of the Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozepur**

Date of Performance Visit: **22-08-2016**

PIP REF	INSTITUTIONAL PERFORMANCE PROFILE	OVERALL EVALUATION GRADES
Component 1: Improving the quality of education in selected institutions		
1.1	Strengthening institutions to improve learning outcomes and employability of graduates	1
1.2	Scaling-up postgraduate education and demand-driven research and development and innovation	2
1.2.1	Establishing center of excellence	2
1.3	Faculty development for effective teaching (pedagogical training)	1
Component 2: Improving system management		
2.1	Capacity building to strengthen management	1
2.1.1	Implementation of good governance	2
2.2	Project management, monitoring and evaluation	1

INSTITUTIONAL PERFORMANCE PROFILE GRADES AND GRADE DESCRIPTORS

1.	Significant evidence of good practice in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 75% of the relevant practices.)
2.	Some evidence of good practice in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 50% of the relevant practices.)
3.	Not in place (there may be one of the three primary reasons for this: a) no evidence can be found, b) there is evidence, but it is not of acceptable quality, or c) that there are plans for development but these have not yet taken place in which case the auditor can indicate the expected date of completion/ implementation but the grade should remain 3.)

Note: Supporting evidence: The grade descriptors have two elements: one relating to the amount of the evidence (none, some or substantial); and one relating to the quality of the practice about which the evidence is gathered (is it good quality, or not?). So, for example, a grade of 1 means both that the evidence is good quality and that there is a substantial amount to demonstrate that it is of good quality (75% or more for the practices found).

[Handwritten Signature]
22.08.16

**ANNEX 4: PERFORMANCE AUDIT FORM (1.1)
COMPONENT 1: IMPROVING QUALITY OF EDUCATION IN SELECTED INSTITUTIONS**

Name of Performance Auditor : **DR. R. JHA**
 Name of the Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozpur**
 Dates of Performance Audit: **22-08-2016**

**1.1: STRENGTHENING INSTITUTIONS TO IMPROVE LEARNING OUTCOMES AND EMPLOYABILITY OF GRADUATES
MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS**

	<p align="center">SUPPORTING EVIDENCE SUPPORTING EVIDENCE (Note: Grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)</p>												
<p>A. Effectiveness of funds utilized for the teaching, training, learning and research equipment, library, computers, etc. by Institutions, including:</p> <ul style="list-style-type: none"> Increase in the satisfaction index of student and faculty 	<ul style="list-style-type: none"> The funds spent under the head procurement has been utilized towards the development of new laboratories, Computer Center, state of the art class rooms, conference room, up gradation of library amongst others. NBA: The effective spending has improved infrastructure of the institute and resulted in NBA accreditation of the 05 UG Programmes vide F No. 31-46/2014-NBA dated 07.11.2014/4.08.2016. UGC Academic Autonomy: The institute has been granted Academic Autonomous Status by UGC for a period of 6 years vide letter no. F.22-1/2015(AC) dated 29-07-2015. NAAC: The Institute got Accreditation from National Assessment and Accreditation Council (NAAC) for a period of 05 years w.e.f. June 25, 2015. New Labs Established: Three (03) in B.Tech. Civil Engineering, 1 in Electrical Engineering. FDPs: Seventy (70) faculty members have attended 20 in house and nearly 40 outside Faculty Development Programmes/Workshops III Cell Activities: Conducted 19 Expert Lectures, 19 Industrial Visits for students, 07 FDPs and 01 Workshop for Faculty, 02 Short Term Courses and 03 Workshops for students of various departments Remedial Classes: <table border="0" data-bbox="1234 661 1474 1039"> <tr> <td>August-December 2013</td> <td align="right">438</td> </tr> <tr> <td>January-June 2014</td> <td align="right">479</td> </tr> <tr> <td>August-December 2014</td> <td align="right">651</td> </tr> <tr> <td>January-June-2015</td> <td align="right">450</td> </tr> <tr> <td>July-December 2015</td> <td align="right">450</td> </tr> <tr> <td>Jan-June-2016</td> <td align="right">1100</td> </tr> </table> 	August-December 2013	438	January-June 2014	479	August-December 2014	651	January-June-2015	450	July-December 2015	450	Jan-June-2016	1100
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July-December 2015	450												
Jan-June-2016	1100												




<p>B. Obtaining Academic Autonomy status, including:</p> <ul style="list-style-type: none"> Number of institutions that have obtained 'Autonomous Institution status' as per University Grants Commission process within 2 years of joining the Project, or Effectiveness of utilization of academic autonomy possessed/obtained (See Table-26 in PIP) 	<ul style="list-style-type: none"> The institute has been granted Academic Autonomous Status by UGC for a period of 6 years vide letter no. F.22-1/2015(AC) dated 29-07-2015 i.e. within 2 years of joining the Project. The institute is effectively utilising the Academic Autonomy and successfully conducted examination of December-2015 and May-2016. Institute has conducted 02 Board of Studies Meetings of all Departments and revised the syllabus up to 2nd Year. Institute has conducted 06 Academic Council Meetings and has developed Academic Regulations for the smooth conduct of Exams and declaration of results. <p style="text-align: center;">Not Applicable</p>																
<p>C. Effort made by Institutions for upgrading qualifications of faculty members, including:</p> <ul style="list-style-type: none"> Percentage of faculty enrolled in MTech and PhD 	<ul style="list-style-type: none"> 45% of the faculty members are enrolled for M.Tech. & Ph.D. course. 03 Faculty members have been awarded Ph.D degree in the year 2016. In order to encourage the faculty for improving the qualification, BOG have approved the fee reimbursement of fee of faculty who have enrolled for part time studies at PG and PhD level under TEQIP-II. Faculty is also sponsored to pursue full time M.Tech and PhD by granting them leave along with salary as well as additional 25% of the basic salary. Further, faculty is also sponsored to pursue full time M.Tech and PhD under QIP. 																
<p>D. Existing teaching and staff vacancies and effort made by Institutions for filling the vacancies, including:</p> <ul style="list-style-type: none"> Percentage of faculty and staff positions filled and vacant Increase in faculty appointed on regular basis 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Faculty</th> <th style="text-align: left;">Staff</th> </tr> </thead> <tbody> <tr> <td>Sanctioned Number</td> <td>195</td> </tr> <tr> <td>Filled (Regular+3 Yr Contract)</td> <td>122</td> </tr> <tr> <td>Filled on 1 Yr Contract</td> <td>-</td> </tr> <tr> <td>Filled %age</td> <td>63%</td> </tr> <tr> <td>Vacant %age</td> <td>37%</td> </tr> <tr> <td style="text-align: center;">2014-15</td> <td style="text-align: center;">2015-16</td> </tr> <tr> <td style="text-align: center;">74</td> <td style="text-align: center;">74</td> </tr> </tbody> </table>	Faculty	Staff	Sanctioned Number	195	Filled (Regular+3 Yr Contract)	122	Filled on 1 Yr Contract	-	Filled %age	63%	Vacant %age	37%	2014-15	2015-16	74	74
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Filled %age	63%																
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2014-15	2015-16																
74	74																
<p>E. Effectiveness of equity at Institutional level, including:</p> <ul style="list-style-type: none"> Transition rate of students from the First to the Second year in Undergraduate programmes 	<ul style="list-style-type: none"> 48 % percent of all 1st year students passed all courses fully and successfully got admitted to 2nd year in the 2015-16 academic year 																
<p>Using the 3-point grading scale and grade descriptors in Annex 4(1)</p> <p>Evaluation Grade for 1.1</p> <p style="font-size: 2em; font-weight: bold;">1.0</p>																	

ANNEX 4: PERFORMANCE AUDIT FORM (1.2)
COMPONENT 1: IMPROVING QUALITY OF EDUCATION IN SELECTED INSTITUTIONS

Name of Performance Auditor : **DR. R. JHA**
 Name of the Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozpur**

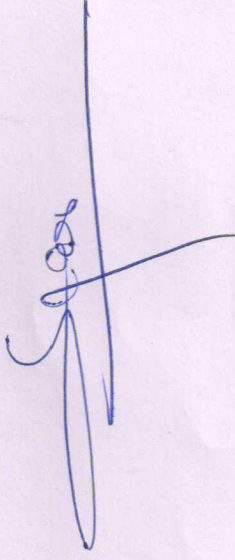
Dates of Performance Audit: 22-08-2016

1.2: SCALING-UP POSTGRADUATE EDUCATION AND DEMAND-DRIVEN RESEARCH & DEVELOPMENT AND INNOVATION

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS	SUPPORTING EVIDENCE SUPPORTING EVIDENCE (Note: Grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)												
A. Effectiveness of funds utilised for the teaching, training, learning and research equipment, library, computers, etc. by the institutions, including: <ul style="list-style-type: none"> Increase in the satisfaction index of student and faculty 	<ul style="list-style-type: none"> New Labs Established: One (01) for M.Tech. Electronics & Comm. Engineering Assistantship: Rs. 51.61 Lacs spent on Teaching Assistantship under TEQIP-II during financial year 2013-14 Smart Classrooms: Rs 35.87 Lacs spent on ICT enabled classrooms Learning Resources: Rs. 19.87 Lacs spent on Books and E-Journals by the Central Library 												
B. Effectiveness of scaling-up Postgraduate Technical Education, including: <ul style="list-style-type: none"> Increased enrolment for MTech and PhD Establishment of proposed laboratories Cumulative number of assistantships granted 	<table border="1"> <thead> <tr> <th>Degree</th> <th>2009-2010</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>M.Tech.</td> <td>36</td> <td>72</td> </tr> <tr> <td>Ph.D.</td> <td>70*</td> <td>113*</td> </tr> <tr> <td></td> <td></td> <td>*Cumulative</td> </tr> </tbody> </table> <ul style="list-style-type: none"> New Research Lab for M.Tech. RF Sputtering Unit for Physics Lab Tribometer for Material Research Software: HFSS for Antenna Design, MATLAB, ETAP, etc. 68 PG Students in Financial Year 2014-15 	Degree	2009-2010	2015-16	M.Tech.	36	72	Ph.D.	70*	113*			*Cumulative
Degree	2009-2010	2015-16											
M.Tech.	36	72											
Ph.D.	70*	113*											
		*Cumulative											
C. Progress/achievement in starting new Postgraduate programmes, including: <ul style="list-style-type: none"> Securing AICTE approval Establishment of laboratories Adequacy of student enrolments 	<ul style="list-style-type: none"> All UG and PG Engineering Courses are AICTE approved. 01 New PG Research Lab established in Electronics & Comm. Engineering Department There is no vacancy in the existing full time PG programmes. 												
D. Effectiveness of collaborations made with other Institutions in India and abroad,													

<p>including</p> <ul style="list-style-type: none"> Increase in number of co-authored publications in refereed journals 	<ul style="list-style-type: none"> In the year 2015-16, more than 200 publications by various departments. Institute has signed MOU with NHL Netherlands, NIT Jalandhar
<p>E. Increased collaboration with industry in research and development, including</p> <ul style="list-style-type: none"> Increase in number of joint and industry sponsored research and development work undertaken Increase in financial contribution by industry for R & D Increase in industry personnel registered for Master's and Doctoral programmes Increase in industry personnel trained by the institution in knowledge and/or skill areas Increase in the number of consultancy assignments secured 	<ul style="list-style-type: none"> Collaboration with Industry for sponsored research need to be strengthened Nil 01 registered for part-time PG degree in Chemical Engineering and 01 registered for part-time Doctoral degree in Mechanical Engineering Nil Rs 25.00 Lakhs worth consultancy has been secured in the financial year 2015-16 100% of the students are undergoing training in industry. It is made compulsory in the curriculum of B.Tech Programme. III Cell arranged 20 Industrial Visits for students in Yr 2015-16 Two faculty members from respective departments accompanied in each of these visits
<ul style="list-style-type: none"> Improvements in graduate placement rate 	<ul style="list-style-type: none"> In the year 2010-11, the graduate placement rate was nearly 50%. In the year 2014-15 (passing out batch 2015) the placement rate has been 57%.
<ul style="list-style-type: none"> Increase in involvement of industry experts in curricula & syllabi improvements, laboratory improvements, evaluation of students and delivering expert lectures 	<ul style="list-style-type: none"> The institute has become academically autonomous w.e.f July 2015. The institute Academic council is in place and already organized 06 meetings of Academic Council for developing curriculum and evaluation schemes with the help of in house expertise, academic and industrial experts from outside. Industry Institute Interaction Cell (IIIC) have conducted 19 expert lectures, arranged 19 Industrial visits for students. Besides, III Cell has conducted 2 short term courses and 3 workshops for students of different engineering streams in collaboration with Industry experts. III Cell has also conducted 7 short term courses and one workshop for Faculty in collaboration with Industry experts.
<ul style="list-style-type: none"> Increase in the number of sandwich programmes between industries and the Institution. 	<ul style="list-style-type: none"> Nil
<p>F. Increase in percentage of revenue from externally funded research and</p>	<ul style="list-style-type: none"> In the year 2013-14, the institute has got a grant of Rs. 5.75Lacs from AICTE

development projects and consultancies as a percentage of the total revenue of the institution from all sources	<p>project and Rs 12.00 Lacs from state Govt for book bank of SC/ST students.</p> <ul style="list-style-type: none"> In the year 2013-14, institute got Rs. 2.00 Crore for building Hostel for SC/ST students Institute Got Rs. 24 Lacs from Govt of India under Women Empowerment Scheme 						
G. Increase in the number of publications in refereed journals	<table border="1"> <thead> <tr> <th>Year</th> <th>International</th> </tr> </thead> <tbody> <tr> <td>2010-11</td> <td>54</td> </tr> <tr> <td>2015-16</td> <td>191</td> </tr> </tbody> </table>	Year	International	2010-11	54	2015-16	191
Year	International						
2010-11	54						
2015-16	191						
H. Increase in the number of patents filed	<ul style="list-style-type: none"> Nil 						
<p>Using the 3-point grading scale and grade descriptors in Annex 4(1)</p> <p>Evaluation Grade for 1.2</p> <p style="text-align: right; font-size: 2em;">2.0</p>							



ANNEX 4: PERFORMANCE AUDIT FORM (1.2.1)
COMPONENT 1: IMPROVING QUALITY OF EDUCATION IN SELECTED INSTITUTIONS

Name of Performance Auditor : **DR. R. JHA** Dates of Performance Audit: **22-08-2016**
 Name of the Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozepur**

1.2.1 ESTABLISHING CENTRES OF EXCELLENCE

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS	SUPPORTING EVIDENCE SUPPORTING EVIDENCE (Note: Grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)
<p>A. Establishing Centres of Excellence Improvement in Research and Development facilities through:</p> <ul style="list-style-type: none"> • Establishment of new laboratories for applicable thematic research • Establishment of a knowledge resource centre (library) in the thematic area • Procurement of furniture • Civil works 	<ul style="list-style-type: none"> • NOT APPLICABLE • NOT APPLICABLE • NOT APPLICABLE • NOT APPLICABLE
Using the 3-point grading scale and grade descriptors in Annex 4(1)	
Evaluation Grade for 1.2.1	
NA	



	<p>January June-2015 450</p> <p>July-December 2015 450</p> <p>Jan-June-2016 1100</p> <ul style="list-style-type: none"> Edu-Sat Lecture are delivered by the Institutional Faculty and shown to UG student at various times during running semester 3-4 Value Added Courses are being run by various departments as per industrial requirement INFOSYS is one of the major campus recruiter of the institute. On its feedback, following value added courses are also being conducted by the Computer department: <ul style="list-style-type: none"> a. Mobile application development b. Agile a software development c. Essentials of Information Technology d. Business Intelligence <p>800% of the under graduate contract faculty has registered for the PG programmes</p> <ul style="list-style-type: none"> 100% regular faculty have attended subject domain training/seminar/conferences <ul style="list-style-type: none"> The institute applied for NBA accreditation of all the five courses which were eligible. The following five courses got NBA accreditation on 07-11-2014 via letter no 31-46-2014-NBA. The list of the accredited programmes is: <ul style="list-style-type: none"> i) Mechanical Engineering ii) Chemical Engineering iii) Electrical engineering iv) Electronics & Communication Engineering v) Computer Science & Engineering
<ul style="list-style-type: none"> Percentage of faculty with UG qualification registered/deputed for improving their qualification (see Section-3, 4(b) on page 20 of PIP) Percentage of faculty deputed for subject domain training, seminars, etc. (faculty are required to share their gains with peers and put reports on training on institution's web site) Progress in securing accreditation of eligible UG & PG programmes (institutions to achieve target of 60% of eligible UG & PG programmes accredited - applied for within 2 years of joining the Project) 	
<p>B.</p> <ul style="list-style-type: none"> Percentage of students satisfied with the quality of teachers and changes/developments specifically undertaken as a result of student evaluations 	<p>About 80% students are satisfied with the quality of teaching</p>
<p>Using the 3-point grading scale and grade descriptors in Annex 4(1)</p> <p style="text-align: right;">1.0</p>	

**ANNEX 4: PERFORMANCE AUDIT FORM (2.1)
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT**

Name of Performance Auditor : **DR. R. JHA**
 Name of the Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozpur**
 Dates of Performance Audit: **22-08-2016**

2.1: CAPACITY BUILDING TO STRENGTHEN MANAGEMENT

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS	SUPPORTING EVIDENCE SUPPORTING EVIDENCE (Note: Grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)
A. Implementation of academic and non-academic reforms, including: i) Improved understanding of the need and ways for increased autonomy, and new instruments for accountability ii) Modernization and decentralisation of administration and financial management iii) Extent of delegation of administrative and financial decision making powers to senior functionaries • Responsiveness to stakeholders (students, faculty, staff, industry, local communities) • Institutional quality assurance and enhancement strategies, including student feedback mechanisms	<ul style="list-style-type: none"> • Academic autonomy will help to change the Curriculum based on the industry needs. Faculty are accountable to feedback • The Board of Governors is all competent to take all kind of financial decisions up to any amount for the effective and efficient running of the institute. However, the State Govt is auditing the accounts from time to time. • The Director of the institute has unlimited DDO powers for recurring and non-recurring expenditure. • Associate Directors, Deans and HODs have been given a financial power upto Rs 1 Lakh of single purchase, repair of machinery and equipments, and meeting day to day expenses. • Registrar of the Institute has been delegated Financial Powers for the release of Salary, Loan, GPF/CPF withdrawals, Pensionary Benefits etc. • Registrar is overall in charge of Non-Teaching staff. • Registrar is competent to sanction Earned Leave/casual leave to all staff members • HOD is empowered to control the faculty and staff of his/her Department and to Sanction of leave, Official Duty, recommending the faculty and staff for training and doing Ph.D. etc., • The stake holders are apprised with the institutional progress by publishing Annual Progress Report. Annual Progress Report is published every year. • Vision and Mission of institute and its various departments, course objectives and outcomes have been formulated by involving the stake holders. • Institute has well defined student Feedback mechanism. • Faculty Publication in international refereed journals



<ul style="list-style-type: none"> Maintenance of academic and non-academic infrastructure and facilities, including sufficiency and quality of academic buildings 	<ul style="list-style-type: none"> Action taken reports in BOG meetings. Institute has a well organized maintenance section consisting of following: <ul style="list-style-type: none"> i) Estate Officer ii) Maintenance Engineer iii) Maintenance Supervisor iv) Skilled and Unskilled workers* v) Security Guards* vi) Gardeners* vii) Sweepers* viii) Security supervisor* <p>* Under Sub-contract with the Government approved minimum wage rates as per the requirements</p>
<ul style="list-style-type: none"> Development, maintenance and utilisation of institutional resources 	<ul style="list-style-type: none"> Each hostel is Wi-Fi enabled and staff residential areas is having wired network. During night, band width is diverted to residential areas and hostels. Computer center and library are kept open for extended hours. Workshops in campus are utilized for in house production of computer tables, repair of furniture, various welding works etc. To utilize the resources to its full potential, PTU's regional center for post graduate classes and IGNOU-VIEP for undergraduate engineering students are held on weekends.
<ul style="list-style-type: none"> Generation, retention and utilization of Income Revenue Generation. 	<p>In financial year 2015-16, the IRG was Rs.1586 Lacs and Expenditures was Rs.1572 Lakhs</p>
<p>Using the 3-point grading scale and grade descriptors in Annex 4(1)</p>	
<p>Evaluation Grade for 2.1</p> <p style="text-align: center;">1.0</p>	

**ANNEX 4: PERFORMANCE AUDIT FORM (2.1)
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT**


**2.1: Capacity building to strengthen management (continued)
2.1.1: IMPLEMENTATION OF GOOD GOVERNANCE**

(See Also Annex 4 of the Good Governance Guide for Governing Bodies for examples of supporting evidence)

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS	SUPPORTING EVIDENCE SUPPORTING EVIDENCE (Note: Grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)	Grade
Section A: Primary accountabilities		
i) Has the Governing Body approved the institutional strategic vision, mission and plan –Identifying a clear development path for the institution through its long-term business plans and annual budgets? (Give dates of governing body meetings where the minutes record these matters having been discussed, approved and/or followed up.)	<ul style="list-style-type: none"> • Yes, the institution vision and mission were approved in the 17th meeting of the BOG. • The governance plan of the institute has been approved in the 19th meeting of the BOG. 	2.0
ii) Has the Governing Body ensured the establishment and monitoring of proper, effective and efficient systems of control and accountability to ensure financial sustainability? (Give dates of governing body meetings where the minutes record these matters having been discussed, approved and/or followed up at the systems level.)	<ul style="list-style-type: none"> • Yes, in the 13th meeting of BOG, Governing body has made various committees such as finance committee, academic committee, and building and works committee to ensure the establishment and monitoring of proper, effective and efficient systems control. 	2.0
iii) Is the Governing Body monitoring institutional performance and quality assurance arrangements? (Give dates of governing body meetings where the minutes record these matters having been discussed, approved and/or followed up at the systems level.)	<ul style="list-style-type: none"> • The meetings of the Governing body are held frequently. In the year 2015, there have been five meeting of the BOG. In the year 2016, two BOG meetings have already been held and third BOG Meeting is being scheduled. In each meeting, an action taken report of previous meetings of BOG is first discussed and then discussion on the current agenda is taken. • All agendas and minutes of BOG meetings are placed on institution website. 	2.0
iv) Has the Governing Body put in place suitable arrangements for monitoring the head of the institution's performance? (Give dates of governing body meetings where the	<ul style="list-style-type: none"> • Yes, monitoring the performance of the head of the institution is based on the completion of the BOG agenda. • The progress of the institute is presented by the Director in BOG meeting. • Further, the chairman BOG is the competent authority to write ACR of the 	2.0

minutes record these matters having been discussed, approved and/or followed up.)	Director of the institute.	
Section B: Openness & transparency in the operation of governing bodies		
v) Does the Governing Body publish an annual report on institutional performance? (Give the publication date and type of publication of the most recent annual report, if there is one)	<ul style="list-style-type: none"> • Every year, the Progress report of the Institute is published. • Progress report is presented in BOG meetings. The agenda and minutes of meeting are put on the college website for the information of the stakeholders. • During the convocation, Annual Progress Report of the institute is presented before stakeholders and copy of the same is put on the college website for the general information of the public. 	2.0
vi) Does the Governing Body maintain, and publicly disclose, a register of interests of members of its governing body? (Given that a formal register is not yet normal practice in colleges, provide evidence of any published information on governing body members' financial and commercial interests)	<ul style="list-style-type: none"> • Yes. Every time members are asked to record opinion about the action taken report in BOG and the conduct of BOG. • Each and every decision in the BOG meeting is taken after discussion. However any member present in the meeting can register his note of dissent during the meeting and the same is recorded in the minutes. The minutes are sent to the BOG members for comments, if any. 	2.0
vii) Is the Governing Body conducted in an open a manner, and does it provide as much information as possible to students, faculty, the general public and potential employers on all aspects of institutional activity related to academic performance, finance and management? (Say whether the governing minutes are published on the institution website, and note any other steps that the governing body takes to communicate with its stakeholders on its work as a Board)	<ul style="list-style-type: none"> • Agenda of the BOG meeting is circulated amongst the Governing Body members 15 days prior to the meeting. On the scheduled date of meeting each and every item presented in the agenda is discussed and the minutes of meetings are recorded. The minutes of meeting are circulated to Governing Body members. After the consent of the members, the minutes of the meetings are put on the college website. 	2.0
Section C: Key attributes of governing bodies		
viii) Are the size, skills, competences and experiences of the Governing Body, such that it is able to carry out its primary accountabilities effectively and efficiently, and ensure the confidence of its stakeholders and constituents?	<ul style="list-style-type: none"> • In the constitution of BOG as per the policy laid down by the state government/UGC, due representation is given to various competencies like Govt., Administration, Academia, Public representatives and others. This ensures that interests of stake holders are duly protected and management accountability and effectiveness get enhanced. 	2.0

<p>(Specify the range of skills and experience that the members of the governing body, and especially the external members, have)</p>									
<p>ix) Are the recruitment processes and procedures for governing body members rigorous and transparent? (Specify how governing body members are selected, and whether that process is transparent)</p>	<p>2.0</p> <ul style="list-style-type: none"> • There are 7 Ex-officio members in the BOG, and the other members are proposed by member secretary. The state government can choose the other members from the proposed member list or can provide other better competent members for the smooth functioning of the body. 								
<p>x) Does the Governing Body have actively involved independent members and is the institution free from direct political interference to ensure academic freedom and focus on long term educational objectives? (Give examples, where possible, of the role of external members in improving the performance of the institution)</p>	<p>2.0</p> <ul style="list-style-type: none"> • Keeping the wide public interest in view and as per BOG constitution, a public representative having technical education background is also nominated as member BOG. • However, it is to be noted that the management is governed by the BOG with an industrialist as chairman BOG. • Yes, Institution is free from any direct political influence/interference and is focusing on long term educational objectives to ensure academic freedom. 								
<p>xi) Are the role and responsibilities of the Chair of the institution and the Member Secretary serving the governing body clearly stated? (If yes, specify the document where these roles are defined)</p>	<p>2.0</p> <ul style="list-style-type: none"> • Yes, the role and responsibilities of the Chair of the institution and the Member Secretary serving the governing body are clearly stated in the institution Bye-laws. 								
<p>xii) Does the Governing Body meet regularly? Is there clear evidence that members of the governing body attend regularly and participate actively? (State the number of meetings in the last year, and the average number of those Board members present and those members absent at those meetings)</p>	<p>2.0</p> <ul style="list-style-type: none"> • The meetings of the Governing Body are held frequently. Following is the details of meetings held in last 2 years: <table border="1" data-bbox="966 693 1120 1050"> <thead> <tr> <th>Year</th> <th>No of meetings</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>5</td> </tr> <tr> <td>2015</td> <td>5</td> </tr> <tr> <td>2016</td> <td>2</td> </tr> </tbody> </table> • It is to be noted that the participation of the members in the meeting is quite encouraging. In each meeting, Action Taken Report of previous meeting is first discussed and then discussion on the current agenda is taken. 	Year	No of meetings	2014	5	2015	5	2016	2
Year	No of meetings								
2014	5								
2015	5								
2016	2								
<p>Section D: Effectiveness and performance review of governing bodies</p>									
<p>xiii) Does the Governing Body keep their effectiveness under regular review and in reviewing its performance, reflect on the performance of the institution as a whole in meeting its long-term strategic objectives and its short-term indicators of</p>	<p>2.0</p> <ul style="list-style-type: none"> • The BOG of the institution meets regularly and in each meeting the progress of the institution is discussed as it is evident from the minutes of the meeting of the BOG meetings, Finance committee meetings and Building and Works Committee meetings. Keeping projected growth of the institution in view, following steps have been initiated 								

<p>performance/success? (If yes, give the date(s) of governing body meetings where the minutes show that such a review has been discussed)</p> <p>e) Does the Governing Body ensure that new members are properly inducted, and existing members receive opportunities for further development as deemed necessary? (If yes, give examples of how these two tasks are carried out)</p>	<p>a) 24 new lecture halls have been constructed to accommodate increased intake of students b) One new girl's hostel and one new boys hostel have been constructed. c) Another New Building consisting of 4 floors (equipped with lift facility) has been added exclusively for library and computer center. d) The institute guest house has been renovated thoroughly and it is being equipped with state of the art amenities.</p> <ul style="list-style-type: none"> As per provisions under item no 5 of the Memorandum of Association and rules relating to the establishment of the college, the BOG is constituted every three years. In the year 2012, an eminent industrialist has been nominated as the chairman of BOG. 	2.0
<p>Section E: Regulatory compliance</p>		
<p>f) Does the Governing ensure regulatory compliance* and, subject to this, take all final decisions on fundamental matters of the institution. (If yes, give the date(s) of governing body meetings where the minutes show that regulatory compliance has been discussed)</p>	<ul style="list-style-type: none"> Yes. Based on TEQIP guidelines –PIP and State Govt. Policy 	2.0
<p>g) Does the regulatory compliance include demonstrating compliance with the 'not-for-profit' purpose of education institutions? (If yes, give evidence that the governing body has been directly involved)</p>	<ul style="list-style-type: none"> The institution was started as an engineering institution. Later on, a polytechnic wing, management wing, computer applications wing and a school wing has been added. This has ensured sustainability with non-profit and service objectives at large. 	2.0
<p>h) Has there been accreditation and/or external quality assurance by a national or professional body? If so, give name, current status of accreditation etc. (Provide lists of all courses which have already been accredited, all courses where an application has been made, and all courses where no such application has yet been made)</p>	<ul style="list-style-type: none"> The institute applied for NBA accreditation of all the five courses which were eligible. The following five courses got NBA accreditation on 07-11-2014 via letter no 31-46-2014-NBA. The list of the accredited programmes is: <ul style="list-style-type: none"> i) Mechanical Engineering ii) Chemical Engineering iii) Electrical engineering iv) Electronics & Communication Engineering v) Computer Science & Engineering 	2.0
<p>Overall Evaluation Grade for Governance 2.1.1 A-E Using the 3-point grading scale and grade descriptors in Annex 4(1)</p>		
		

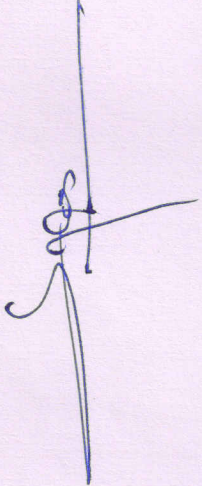
ANNEX 4: PERFORMANCE AUDIT FORM (2.2)
COMPONENT 2: IMPROVING SYSTEM MANAGEMENT

Name of Performance Auditor : **DR. R. JHA** Dates of Performance Audit : **22-08-2016**
 Name of Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozpur**

TABLE 2.2: PROJECT MANAGEMENT, MONITORING AND EVALUATION

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS	SUPPORTING EVIDENCE SUPPORTING EVIDENCE (Note: Grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)			Grade
	Deliverables	No of Student (2009-10)	No of Student (2015-16)	
A. Effectiveness of mentoring, reviews, surveys and audits conducted, including:	M.Tech.	36	72	
• Increase in the achievement of the institutions goals and targets set out in the Institutional Development Proposal	Ph.D.	7	113	
	Funded Projects	Nil	5.75 Lakh	
	IRG as %age of total reoccurring Expenditures	81%	87.9%	1.0
	Campus Placement Rate of UG Students	50%	57%	
	NBA Accreditation	Nil	5 Courses	
	%age of Regular Faculty with Ph.D.	15%	35%	
B. Effective project management and monitoring, including:	• MIS data has been updated up to 2015-16.			1.0
• Precise and reliable information/data through web based MIS available to stakeholders at all time				
C. Effectiveness of faculty evaluation by students, including:	• 100% of the faculty is evaluated by the students in one or more subjects.			1.0
• Percentage/increase in percentage of faculty evaluated by students in one or more subjects	• Yes, the faculty is apprised with the feedback given by the students. Based on this, faculty is encouraged to undergo subject domain and pedagogy training.			
• Are results of evaluation properly used for teacher improvement? If yes, is the procedure adopted for teacher improvement including				

counselling appropriate and effective?			
Using the 3-point grading scale and grade descriptors in Annex 4(1)		Overall Evaluation Grade for 2.2	1.0

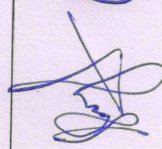

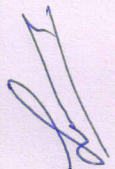
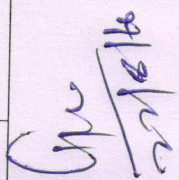


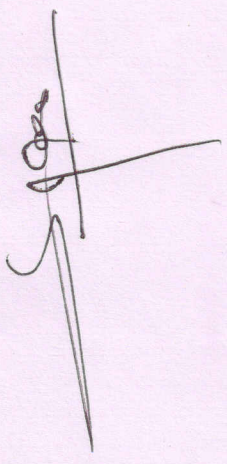
ANNEX 4: DATA AUDIT FORMS (1-8)
DATA AUDIT FORMS

Name of Data Auditor : **Dr Nirmal Singh** Dates of Data Audit : **22-08-2016**
 Name of Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozpur**

DATA AUDIT FORM (1)		Year (2015-16)	Verified figure	Institutional data source	Comments	
No	Particulars	Figure in MIS				
1.	Information in respect to bachelors programmes in engineering/technology					
	A. Number of UG programmes conducted during the latest academic year	6	6	Academic Section		
	B. Total number of UG students during the latest academic year	2229	2229	----d0----		
	C. Total number of women students in UG programmes during the latest academic year	287	287	----d0----		
	D. Total number of SC students in UG programmes during the latest academic year	309	309	----d0----		
	E. Total number of ST students in UG programmes during the latest academic year	2	2	----d0----		
	F. Total number of OBC students in UG programmes during the latest academic year	387	387	----d0----		
	G. Percentage of final year UG students during the latest academic year placed through campus interviews	22%	22%	22%	Training and Placement Office	
	H. Percentage of final year UG students during the latest that passed out with 75% or more aggregate marks	24%	24%	24%	Academic Section	
	I. Percentage of all 1st year students [as at 1(b)] during the latest that passed all courses fully and successfully got admitted to 2nd year in the 2015-16 academic year	48%	48%	48%	----d0----	
	J. Percentage of 1st year women students [as at 1(c)] during the latest academic year that passed all courses fully and successfully got admitted to 2nd year in the current academic year	60%	60%	60%	----d0----	
	K. Percentage of 1st year SC students [as at 1(d)] during the latest that passed all courses fully and successfully got admitted to 2nd year in the current academic year	32%	32%	32%	----d0----	
	L. Percentage of 1st year ST students [as at 1(e)] during the latest that passed all	NA	NA	NA	----d0----	

	courses fully and successfully got admitted to 2nd year in the current academic year					
M.	Percentage of 1st year OBC students [as at 1(f)] during the latest that passed all courses fully and successfully got admitted to 2nd year in the current academic year	41%	41%	41%	----d0----	



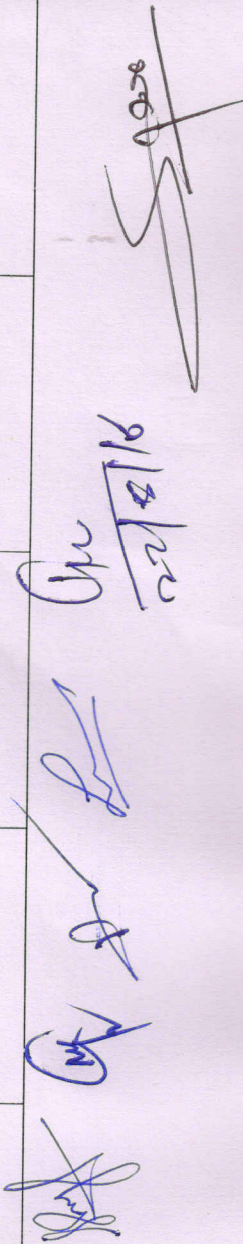
ANNEX 4: DATA AUDIT FORMS (1-8)
DATA AUDIT FORMS

Dates of Data Audit : 22-08-2016

Name of Data Auditor : Dr Nirmal Singh
Name of Institution with location : Shaheed Bhagat Singh State Technical Campus, Ferozpur

DATA AUDIT FORM (2)

No	Particulars	Figure in MIS	Year (2015-16)	Verified figure	Institutional data source	Comments	
2	Information in respect to masters programmes in engineering/ technology						
	A. Number of full-time Masters programmes during the latest academic year	4	4	4	Academic Section		
	B. Number of part-time and sandwich (Joint) Masters programmes during the latest academic year	0	0	0	----d0----		
	C. Total number of students enrolled for all Masters programmes during the latest academic year	70	70	70	----d0----		
	D. Number of faculty in-house enrolled for Masters programmes during the latest academic year	0	0	0	----d0----		
	E. Number of students enrolled for all Masters programmes during the latest academic year with scholarship	0	0	0	----d0----		
	F. Number of students enrolled for all Masters programmes during the latest academic year with TEQIP assistantship	18	18	18	----d0----		
	G. Total number of women students in all Masters programmes during the latest academic year	43	43	43	----d0----		
	H. Total number of SC students in all Masters programmes during the latest academic year	8	8	8	----d0----		
	I. Total number of ST students in all Masters programmes during the latest academic year	0	0	0	----d0----		
	J. Total number of OBC students in all Masters programmes during the latest academic year	5	5	5	----d0----		
	K. Percentage of final year Masters students during the latest academic year placed through campus interviews	0	0	0	0	Training and Placement Office	
	L. Percentage of final year Masters students during the latest that passed out with 75% or more aggregate marks	53%	53%	53%	53%	Academic Section	






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**ANNEX 4: DATA AUDIT FORMS (1-8)
DATA AUDIT FORMS**

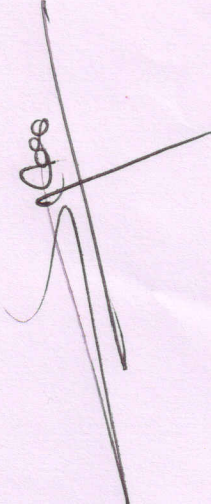
Name of Data Auditor : **Dr Nirmal Singh**
 Name of Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozepur**
 Dates of Data Audit : **22-08-2016**

DATA AUDIT FORM (3)

No	Particulars	Figure in MIS	Year	Verified figure	Institutional data source	Comments
3	Information in respect to doctoral programmes					
	Number of Doctoral candidates on roll up to March 31, 2016	51	51	51	Individual Departments	
	Number of in-house faculty enrolled for Doctoral programmes during the latest academic year	8	8	8	----d0----	
	Number of students enrolled for Doctoral programmes during the latest academic year with scholarship	0	0	0	----d0----	
Number of students enrolled for Doctoral programmes during the latest academic year with TEQIP assistantship	0	0	0	----d0----		

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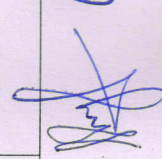

ANNEX 4: DATA AUDIT FORMS (1-8)
DATA AUDIT FORMS

Dates of Data Audit : 22-08-2016

Name of Data Auditor : **Dr Nirmal Singh**
Name of Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozepur**

DATA AUDIT FORM (4)

No	Particulars	Figure in MIS	Year	Verified figure	Institutional data source	Comments
4	Information in respect to Faculty					
	A. Total number of regular full-time faculty excluding adjunct and emeritus faculty during the latest academic year	73	73	73	Establishment Section	
	B. Total number of regular full-time faculty in engineering disciplines excluding adjunct and emeritus faculty during the latest academic year	63	63	63	----do----	
	C. Number of regular full-time faculty in engineering disciplines with Masters degree as their highest qualification excluding adjunct and emeritus faculty during the latest academic year	59	59	59	Individual Departments	
	D. Number of regular full-time faculty in engineering disciplines with Doctoral degree as their highest qualification excluding adjunct and emeritus faculty during the latest academic year	20	20	20	----do----	
	E. Number of regular full-time faculty in engineering disciplines with Bachelors degree as their highest qualification faculty during the latest academic year	4	4	4	----do----	
	F. Number of faculty with Bachelors degree which are enrolled in-house for Masters programmes in parent institution during academic year the latest: (i) Engineering teachers (ii) Applied Science teachers (iii) Other teachers	0	0	0	----do----	
	G. Number of faculty with Bachelors degree which are enrolled in-house for Masters programmes at other institutions during academic year the latest: (i) Engineering teachers: (ii) Applied Science teachers (iii) Other teachers:	2	2	2	----do----	
H. Number of faculty with Masters degree which are enrolled in-house for PhD programmes in parent institution during academic year the latest:	0	0	0	----do----		



	(i) Engineering teachers (ii) Applied Science teachers (iii) Other teachers	15	15	15	73	73	73		----do----	15	60	60	60	60	60		----do----						
I.	Number of faculty with Masters degree which are enrolled in-house for PhD programmes at other institutions during academic year the latest: (i) Engineering teachers (ii) Applied Science teachers (iii) Other teachers	15	15	15	73	73	73		----do----	15	60	60	60	60	60		----do----						
J.	Number of faculty that have attended a professional training programme of 5 or more days duration during the latest academic year	60	60	60	73	73	73		----do----								----do----						
K.	Number of all faculty (irrespective of specialization) that have attended the Basic Module of pedagogy training during the latest academic year	0	0	0	73	73	73		----do----								----do----						
L.	Number of all faculty (irrespective of specialization) that have attended both the Basic and Advanced Modules of pedagogy training during the latest academic year	0	0	0	73	73	73		----do----								----do----						
M.	Number of faculty appraised by students during the latest academic year	73	73	73	73	73	73		----do----								----do----						

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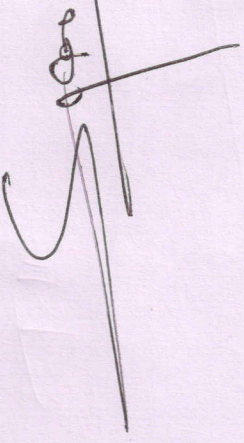
**ANNEX 4: DATA AUDIT FORMS (1-8)
DATA AUDIT FORMS**

Name of Data Auditor : **Dr Nirmal Singh** Dates of Data Audit : **22-08-2016**
 Name of Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozpur**

DATA AUDIT FORM (5)						
No	Particulars	Figure in MIS	Year	Verified figure	Institutional data source	Comments
5	Information in respect to Accreditation of Programmes					
	A. Number of UG programmes accredited	5	5	5	Academic Section	
	B. Number of UG programmes for which accreditation applied for	0	0	0	----do----	
	C. Number of PG programmes accredited	0	0	0	----do----	
	D. Number of PG programmes for which accreditation applied for	0	0	0	----do----	

 22/08/16



**ANNEX 4: DATA AUDIT FORMS (1-8)
DATA AUDIT FORMS**

Name of Data Auditor : **Dr Nirmla Singh**
Name of Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozpur**

Dates of Data Audit : **22-08-2016**

DATA AUDIT FORM (6)		Figure in MIS	Year	Verified figure	Institutional data source	Comments
6	Information in respect to research and patents					
	A. Number of research publications in Indian refereed journals during the latest academic year	1	1	1	Individual Departments	
	B. Number of research publications in International refereed journals during the latest academic year	191	191	191	----do----	
	C. Number of research publications co-authored with faculty/researchers/ industry experts from outside the institution	38	38	38	----do----	
	D. Number of patents in engineering related areas obtained during the latest academic year	0	0	0	----do----	
	E. Number of patents in engineering related areas filed during the latest academic year	0	0	0	----do----	
	F. Number of sponsored research project completed during the latest academic year	0	0	0	----do----	
	G. Number of MOUs signed for collaborative programmes with Indian industry and R&D organizations	4	4	4	III Cell	
	H. Number of MOUs signed for collaborative programmes with International academic institutions and R&D organizations	0	0	0	III Cell	

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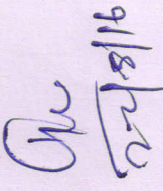
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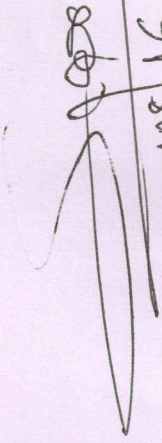
ANNEX 4: DATA AUDIT FORMS (1-8)
DATA AUDIT FORMS

Name of Data Auditor : **Dr Nirmal Singh** Dates of Data Audit : **22-08-2016**
 Name of Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozpur**

DATA AUDIT FORM (8)

No	Particulars	Figure in MIS	Year	Verified figure	Institutional data source	Comments
8	With respect to institutional governance/management					
	A. Number of Governing Body meetings held during the latest academic year (with minutes on the web)	5	5	5		
	B. Number of institutional functionaries (Deans, HODs, senior faculty and senior officials) that have undergone Management Capacity Enhancement training	5	5	5	----do----	


 22/08/16
 (Dr N Singh)


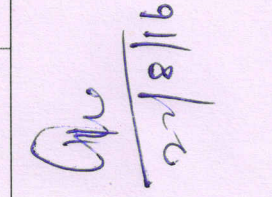
ANNEX 4: DATA AUDIT FORMS (1-8)
DATA AUDIT FORMS

Dates of Data Audit : 22-08-2016

Name of Data Auditor : **Dr Nirmla Singh**
Name of Institution with location : **Shaheed Bhagat Singh State Technical Campus, Ferozpur**

DATA AUDIT FORM (7)

No	Particulars	Figure in MIS	Year	Verified figure	Institutional data source	Comments
7	Information in respect to finances					
	A. Amount received as Block Grant during the latest academic year (Rs. in Lakhs)	0	0	0		
	B. IRG from students' tuition fee and other charges during the latest academic year (Rs. in Lakhs)	Rs 1586 Lakh	Rs 1586 Lakh	Rs 1586 Lakh	Accounts Department	
	C. IRG from externally funded R&D projects and consultancies during the latest academic year (Rs. in Lakhs)	Rs 1.49 Lakh	Rs 1.49 Lakh	Rs 1.49 Lakh	---do---	
	D. Total IRG during the latest academic year (Rs. in Lakhs)	Rs 1611 Lakh	Rs 1611 Lakh	Rs 1611 Lakh	---do---	
	E. Total annual recurring expenditure during the latest academic year (Rs. in Lakhs)	Rs 1572 Lakh	Rs 1572 Lakh	Rs 1572 Lakh	---do---	
	F. Amount available in Corpus Fund on March 31, 2016	Rs 28.63 Lakh	Rs 28.63 Lakh	Rs 28.63 Lakh	---do---	
	G. Amount available in Faculty Development Fund on March 31, 2016	Rs 28.63 Lakh	Rs 28.63 Lakh	Rs 28.63 Lakh	---do---	
	H. Amount available in Equipment Replacement Fund on March 31, 2016	Rs 28.61 Lakh	Rs 28.61 Lakh	Rs 28.61 Lakh	---do---	
	I. Amount available in Maintenance Fund on March 31, 2016	Rs 28.61 Lakh	Rs 28.61 Lakh	Rs 28.61 Lakh	---do---	


 22/8/16


ANNEX 4: (FEEDBACK)
PERFORMANCE AND DATA AUDIT FEEDBACK
(Feedback to the Institution, state project facilitation units, the national project implementation unit/and relevant Mentor)

Name of Performance Auditor : DR. R. JHA
Name of Institution with location : Shaheed Bhagat Singh State Technical Campus, Ferozpur
Dates of Performance Audit : 22-08-2016

Key points fed back by the Performance Auditor to the institution at the end of the visit - against the seven aspects of evaluation

1. There is need to build a spacious auditorium for around 2000 persons.
2. There is need to improve cleanliness in kitchens and regular maintenance of water filters and coolers in some of hostels.
3. There is need to improve availability of Wi-Fi in the hostels.
4. There is need of serious improvement in the institute library for replenishment with new titles and increasing the volumes of the available titles. The institute may also consider the possibility of increasing the library timings.
5. There is need to fill-up the vacant faculty positions, expeditiously. Further, students' feedback forms should be carefully analyzed to identify the specific deficiencies of the individual teachers and the same should be considered when finalizing the TNA plan of the institute.
6. The content and conduct of laboratory experiments needs serious attention. This includes weeding out of obsolete experiments and their replacements with new experiments that are commensurate with advances in technology, replacement of old equipments and setups with modern ones, training of technical staff to enhance their skills to meet the challenges of new technology.
7. The placement of students has remained static at about 50% for the 3-4 years. Therefore, Finishing School activities need to be strengthened with greater focus on soft skills, communication skills, personality development, etc. to enhance their employability. A host of activities that can be undertaken are listed in the PIP document and Good Practices document prepared by NPIU. Institute may refer to these documents as guide for expanding the Finishing School activities.

Key improvements noticed on shortcomings reported during earlier Performance Audits


In the Performance Audit conducted in May 2013 it was pointed out that the transition rate was only 17.6%. In the year 2015-16, the transition rate has now improved to 48%. However, there is scope and need to take proper measure to further improve the transition rate. In this regard, much more needs to be done on conducting focused remedial classes based on student specific requirements that may be ascertained from diagnostic tests

Brief statements on continuing shortcomings, and reasons

1. The collaborative research with industry is very weak. In this regard, the institute can consider initiatives such as 3-party collaborations with industry involving IITs/NITs, industry sponsored student projects, joint guidance of M.Tech. and Ph.D. thesis with industry persons, granting sabbatical to faculty and technical staff to spend time in industries for specific knowledge and skill up-gradation and ascertaining industry needs, expert lectures by industry persons, etc.
2. The M.Tech. students admitted under the TEQIP fellowship programme have not been paid fellowship for more than a year, for a want of timely release of funds by the state government. In this context, the NPIU may consider transfer of the allocated funds directly to the institute.

Recommendations for Mentors

Mentor is requested to follow up on the observations of this and the previous audits with proper suggestions and guidance as deemed fit.


22/08/16
(Dr R. Jha)