

**NORTH EAST QUALITY IMPROVEMENT  
PROGRAMME  
(AICTE-NEQIP)**

[2013 – 2016]

**PERFORMANCE-CUM-FINANCIAL  
AUDIT REPORT**



**Submitted by**

**Name of the PCF Auditor :** \_\_\_\_\_

**Date of Visit** : \_\_\_\_\_

**Signature :** \_\_\_\_\_

**All India Council for Technical Education**

(A Statutory Body of the Government of India)

7<sup>th</sup> Floor, Chanderlok Building, Janpath, NEW DELHI

Website- [www.aicte-india.org](http://www.aicte-india.org), Ph- 011-23724179, Fax 011-23724192

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NORTH EAST QUALITY IMPROVEMENT PROGRAMME (AICTE-NEQIP)**

**GUIDELINES FOR PERFORMANCE-CUM-FINANCIAL AUDITORS**

**A. Appointment**

AICTE will appoint Performance-cum-Financial Auditors for all NEQIP beneficiaries for the project duration. (Herein after called PCF Auditors)

**B. Emoluments**

- i) The Performance-cum-Financial Auditors (PCF Auditor) would be entitled for Honorarium @ Rs.8000/- per day.
- ii) The Performance & Financial Auditing visits would generally be for two days at a beneficiary Institute. However, the same may be extended to third day in exceptional cases where number of Departments to be visited is more than ten.
- iii) For each visit, Performance-cum-Financial Auditors will be paid for maximum of 3 days time to cover time spent in the institution, and travel.
- iv) The Travel expenses will be reimbursed by the NEQIP beneficiary Institute(s) from the project funding as per AICTE Norms.
- v) There will be no other payment to the Performance cum Financial Auditors.

**C. Objectives of Performance-cum-Financial Auditing**

To Monitor and assess the progress made by the individual NEQIP Beneficiary Institutions as detailed in the IDP through auditing based on action plans prepared by each project institution, implementation schedule and milestones agreed upon and evaluation based on achievements made on a set of Key Performance Indicators (KPIs); physical verification of all Receipts & Vouchers as per Stock Register/Ledger/Cash Book in consonance with sanctioned Institutional Project Budget (IPB) / BOG approved budget with existence of the such Equipments/ Software/ Furniture & related civil works etc.

**D. Responsibilities of Institutions**

Each beneficiary institution will be responsible for:

- a. Providing a copy of Institutional Development Proposal (IDP) to concerned PCF Auditor [as accepted for final selection by AICTE including the changes made in accordance with the improvements recommended by the Project Evaluation Committee] and all the related action plans as developed initially and made/modified subsequently during the course of institutional project implementation.
- b. Provide the Original Utilization Certificate (UC) and Receipt & Payment Accounts, duly audited and certified by the Chartered Accountant and signed by Head of the Institute.
- c. To produce all Receipts & Vouchers as per Stock/Ledger/Cash Book to PCF Auditors for physical verification relating to procurement of stores, equipment, works, goods and services etc.

*(Signature of PCF Auditor)*  
Name:

- d. Making directly and promptly all payments pertaining to honorarium and tickets to the PCF Auditors as per AICTE norms given above and in accordance with copy of TA rules circulated to beneficiary institutions separately.

#### **E. Responsibilities of Performance-cum-Financial Auditors:**

Each PCF Auditor is expected to:

- a. Audit and review the performance of 1-2 beneficiary institutions as assigned to him.
- b. Assess the progress made by the beneficiary institution towards the achievement of targets for key performance Indicators (KPIs) as given in the IDP. The monitoring through AUDIT will focus on implementation of reforms by institutions, achievements in project activities, procurement of resources and services, utilization of financial allocations and achievements in faculty, staff and student development and management development activities.
- c. The complete financial audit by physical verification of Receipt and Vouchers relating to procurement of stores, equipment, works, goods and services etc. as per sanctioned head and BOG approved Budget, as per purchase & procurement norms.
- d. Be fully conversant with:
  - Project details and concepts as given in the Scheme document of the AICTE.
  - IDP of each of the assigned project institutions along with the mentoring reports.
  - Key Performance Indicators with Target Values
- e. Carry out Academic and Financial audit based on data submitted by institutions
- f. Carry out detailed Evaluation on each of the identified parameters based on assessment indicators and awarding the grades based on supporting evidence.
- g. The institutional performance profile and overall grades will then be awarded on the following evaluation parameters

i)	Strengthening institutions to improve learning outcomes and employability of graduates
ii)	Scaling-up postgraduate education and demand-driven research and development and innovation
iii)	Establishing centers of excellence
iv)	Faculty development for effective teaching (pedagogical training)
v)	Capacity building to strengthen management
vi)	Implementation of good governance
vii)	Project management, monitoring and evaluation
viii)	Maintenance of proper Stock Procurement Register/Ledgers/Cash Book
ix)	Physical verification of Receipts/Cash Vouchers as per Stock Register.

- h. The grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets. The overall grades and grade descriptors will be as follows:

*(Signature of PCF Auditor)*

Name:

GRADE	MARKS	INSTITUTIONAL PERFORMANCE PROFILE GRADES AND MARKS DESCRIPTORS
A	3	<b>Substantial evidence of good practice</b> in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 75% of the projected targets being achieved as on date of monitoring.)
B	2	<b>Some evidence of good practice</b> in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 50% of the projected targets being achieved as on date of monitoring.)
C	1	<b>Poor evidence of good practice</b> (Assessment identifies weak supporting evidence leading to less than 50% of the projected targets being achieved as on date of monitoring.)there may be one of the two primary reasons for this: a) no evidence can be found, b) there is evidence, but it is not of acceptable quality,
D	0	<b>No evidence of good practice</b> (Assessment identifies no supporting evidence for achieving the projected targets as on date of monitoring.) The possible reasons may be, there are plans for development but these have not yet taken place – in which case the Expert can indicate the expected date of completion/implementation.)

**NOTE:**

**Supporting evidence:** The Marks descriptors have two elements: one relating to the amount of the evidence (substantial, some, scanty or none,); and one relating to the quality of the practice about which the evidence is gathered (is it good quality, or not?). So, for example, Excellent Marks 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).

- i. The grade descriptors will 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 A 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).
- j. Auditors are expected to submit performance audit report at the end of the visit - against the key aspects of evaluation, key improvements noticed on shortcomings reported during earlier performance audits if any, brief statements and reasons on continuing shortcomings and the recommendations for mentors.

**E. Deliverables by the Performance cum Financial Auditor**

PCF Auditors are required to prepare Performance-cum-Financial Audit Report in the attached format. The Performance-cum-Financial Audit Report has to be filled (without leaving any column blank) duly signed and counter signed by Head of Institute and submit hard copies to AICTE along with suitable supporting evidences within 7 days of completion of the visit. However soft copies of the report to be sent within 5 days

(Signature of PCF Auditor)

Name:

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NORTH EAST QUALITY IMPROVEMENT PROGRAMME**  
**(AICTE-NEQIP)**

**PERFORMANCE-CUM-FINANCIAL AUDIT FEEDBACK**

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

1. Name and Address of the Institution Visited :

2. Name and contact details of the Auditor :

3. Date of Visit to the Institute :

4. Type of Institution :

Degree

Polytechnic

5. Name and contact details of Head of the Institution : \_\_\_\_\_

6. Name and contact details of the Project Coordinator : \_\_\_\_\_

7. Details of the courses being run :

S. No	Level (Diploma, UG, PG, PhD)	Programmes	Course	Duration (Years)	Year of starting	AICTE sanctioned intake for 2014-15	AICTE sanctioned intake for 2015-16

8. Institutional Project Budget :

9. Total Grant-in-Aid sanctioned for the year 2013-16 :

10. Amount released as an Advance for the year 2013-14/2014-15 :

*1st Instalment*

*2<sup>nd</sup> Instalment*

(Countersigned by Principal/ Director)

(Signature of PCF Auditor)  
 Name:

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NORTH EAST QUALITY IMPROVEMENT PROGRAMME**  
**(AICTE-NEQIP)**

**PERFORMANCE-CUM-FINANCIAL AUDIT REPORT**

**PART-I**

**ACADEMIC REVIEW**

**A. INFORMATION IN RESPECT TO DIPLOMA/UG PROGRAMMES**

S.no	PARTICULARS	FIGURE REPORTED BY INSTITUTE	FIGURE VERIFIED BY PCF AUDITOR	REMARKS
A	B	C	D	E
a)	Number of Diploma/UG programmes conducted during the current academic year			
b)	Total number of Diploma/UG students during the current academic year			
c)	Total number of women students in Diploma/UG programmes.			
d)	Total number of SC students studying in Diploma/UG programmes			
e)	Total number of ST students studying in Diploma/UG programmes			
f)	Total number of OBC students studying in Diploma/UG programmes			
g)	Percentage of final year Diploma/UG students during the current academic year placed through campus interviews			
h)	Percentage of final year Diploma/UG students during the current academic year that passed out with 75% or more aggregate marks or equivalent CGPA			
i)	Percentage of all students [as at A (b)] during the current academic year that passed all courses fully.			

*(Signature of PCF Auditor)*

Name:

j)	Percentage of a) Women Student _____ b) SC Students _____ d) ST Students _____ e) OBC Students _____			
k)	Number of students attended /participation Educational Tour from NEQIP..			
l)	Number of students participated in Seminar/ Workshop organised from NEQIP funds in campus.			
m)	No. of students published Paper/ Project/Model in Seminar/Techfest in other Institutes from NEQIP Funds.			

#### B. INFORMATION IN RESPECT TO MASTERS PROGRAMMES

S.No	PARTICULARS	FIGURE REPORTED BY INSTITUTE	FIGURE VERIFIED BY PCF AUDITOR	REMARKS
a.	Total number of students enrolled for all Masters programmes during the current academic year			
b.	Number of part-time and sandwich (Joint) Masters programmes during the current academic year			
c.	Number of faculty in-house enrolled for Masters programmes during the current academic year			
d.	Number of students enrolled for all Masters programmes during the current academic year with GATE scholarship/ Assistantship			
e.	Total number of: a) Women Student _____ b) SC Students _____ c) ST Students _____ d) OBC Students _____ (in all Master Program during current Academic Year)			
f.	Percentage of final year Masters students during the current academic year got employment through campus interviews			
g.	Percentage of final year Masters students during the current academic year that passed out with 75% or more aggregate marks or equivalent CGPA			

(Countersigned by Principal/ Director)

(Signature of PCF Auditor)

Name:

**C. INFORMATION IN RESPECT TO DOCTORAL PROGRAMMES**

S. No	PARTICULARS	FIGURE REPORTED BY INSTITUTE	FIGURE VERIFIED BY PCF AUDITOR	REMARKS
a.	Number of Doctoral candidates on roll up to -----			
b.	Number of in-house faculty enrolled for Doctoral programmes during the current academic year			
c.	Number of students enrolled for Doctoral programmes during the current academic year with scholarship/Asshistantship			

**D. INFORMATION IN RESPECT TO FACULTY**

S. No	PARTICULARS	FIGURE REPORTED BY INSTITUTE	FIGURE VERIFIED BY PCF AUDITOR	REMARKS
a.	Total number of regular full-time faculty excluding adjunct and emeritus faculty			
b.	Total number of regular full-time faculty in <b>engineering disciplines</b> excluding adjunct and emeritus faculty			
c.	Total number of adjunct faculty			
d.	Total number of ad-hoc/contractual faculty.			
e.	Number of faculty with Bachelors degree which are enrolled in-house for Masters programmes at other Institutions: i. Engineering teachers: ii. Applied Science teachers: iii. Other teachers:			
f.	Number of faculty with Masters degree which are enrolled in-house for PhD programmes at other institutions: i. Engineering & Technology Faculty ii. Applied Science Faculty ii. Other Faculty			
g.	Number of faculty that have attended a professional training program of 5 or more days duration during from			

(Signature of PCF Auditor)

Name:



	NEQIP			
h.	Number of all faculty (irrespective of specialization) that have attended the Basic Module of pedagogy training from NEQIP			
i.	Number of faculty appraised by students during the current academic year			
j.	Number of faculty that have attended national or international Conferences from NEQIP			
k.	Number of national or international Conferences / Workshops/Short Term Course organised in the institute from NEQIP			

#### E. INFORMATION IN RESPECT TO ACCREDITATION OF PROGRAMMES THROUGH NBA

S. No	PARTICULARS	FIGURE REPORTED BY INSTITUTE	FIGURE VERIFIED BY PCF AUDITOR	REMARKS
a.	Date of submission of Approval for NBA Accreditation			
b.	Name of Department applied for NBA Accreditation			
c.	Details / results of NBA visit for institution (if any)			
d.	Number of eligible Diploma / UG programmes accredited			
e.	Number of eligible Diploma / UG programmes for which accreditation applied for			
f.	Number of eligible PG programmes accredited			
g.	Number of eligible PG programmes for which accreditation applied for			

(Countersigned by Principal/ Director)

(Signature of PCF Auditor)  
Name:

**F. INFORMATION IN RESPECT TO RESEARCH AND PATENTS**

<b>S. No</b>	<b>PARTICULARS</b>	<b>FIGURE REPORTED BY INSTITUTE</b>	<b>FIGURE VERIFIED BY PCF AUDITOR</b>	<b>REMARKS</b>
a.	Number of research publications in Indian indexed journals during last two years			
b.	Number of research publications in International indexed journals during last two years.			
c.	Number of research publications co-authored with faculty/ researchers/ industry experts from outside the institution			
d.	Number of patents in engineering related areas obtained during last two years			
e.	Number of sponsored research project completed / on going during last two years			
f.	Number of MOUs signed for collaborative programs with Indian industry/International Academic Institutions & R&D organizations			
g.	Number of faculty members involved in consultancy work for Industry.			

**G. INFORMATION WITH RESPECT TO INSTITUTIONAL GOVERNANCE/ MANAGEMENT**

<b>S. No</b>	<b>PARTICULARS</b>	<b>FIGURE REPORTED BY INSTITUTE</b>	<b>FIGURE VERIFIED BY PCF AUDITOR</b>	<b>REMARKS</b>
a.	Number of Governing Body meetings held after implementation of NEQIP Scheme			
b.	Number of institutional functionaries (Deans, HoDs, senior faculty and senior officials) that have undergone Management Capacity Enhancement training: <i>(Give details with name, designation &amp; date of event)</i>			

(Signature of PCF Auditor)

Name:

## H. INFORMATION WITH RESPECT TO QUARTERLY PROJECTED ACTIVITIES FOR 2016-17

S. No	Activities	Quarterly Projected activities for 2015-16 under NEQIP				Targets achieved till date	Verified by PCF Auditor
		Quarter I	Quarter II	Quarter III	Quarter IV		
1	Improvement in teaching, training and learning facilities through:						
	(i) Modernization and strengthening of laboratories						
	(ii) Establishment of new laboratories for <b>existing</b> diploma/ UG/ PG programmes						
	(iii) Modernization of classrooms						
	(iv) Updation of Learning Resources						
	(v) Procurement of furniture						
	(vi) Establishment/Up gradation of Central and Departmental Computer Centers and language lab						
	(vii) Modernization/improvements of supporting departments						
	(viii) Modernization and strengthening of libraries and increasing access to knowledge resources						
	(ix) Civil Works						
2	Enhancement of R&D and institutional consultancy activities						
3	Faculty and Staff Development (including faculty qualification up gradation, pedagogical training, and organising/participation of faculty in workshops, seminars and conferences) for improved competence						
4	Enhanced Interaction with Industry						
5	Academic support for weak , SC & ST students						

(Countersigned by Principal/ Director)

**PART-II****FINANCIAL REVIEW****A. INFORMATION IN RESPECT TO FINANCES AS ON.....**

<b>S. No</b>	<b>PARTICULARS</b>	<b>FIGURE REPORTED BY INSTITUTE</b>	<b>FIGURE VERIFIED BY AUDITOR</b>	<b>REMARKS</b>
a.	Amount received as Grant (Rs. In Lakhs)			
	Ist Instalment			
	2 <sup>nd</sup> Instalment			
b.	Institutional Revenue Generation (IRG)			
	i) From Students/faculty (in shape of registration fee of event)			
	ii) Externally Funded Projects. (if any)			
	iii) Alumni Fund			
	iv) Interest earned on NEQIP Grant			
c.	Amount available in Funds.			
	i) Corpus Fund			
	ii) Faculty Development Fund			
	iii) Equipment replacement Fund			
	iv) Maintenance Fund			

(Seal & Countersigned by Principal/ Director)

**PART III INFORMATION REGARDING EXPENDITURE INCURRED FOR FY 2015-16.**

S. No.	Receipt In (Rs.)		Payments In (Rs)		Verified by PCF Auditor *
	To opening Balance 2015-16		By Grant in Aid by NEQIP-AICTE, 2015-16		
	<b>Activities</b>		<b>Activities</b>		
1	Improvement in teaching, training and learning facilities through		Improvement in teaching training and learning facilities through		
	i	Starting new Diploma/UG/PG programmes (as applicable)	I	Starting new Diploma/UG/PG programmes (as applicable)	
	ii	Modernization and strengthening of labs	ii	Modernization and strengthening of labs	
	iii	Establishment of new Labs for existing Diploma	Ii	Establishment of new Labs for existing Diploma	
	iv	Modernisation of Class Rooms	Iv	Modernisation of Class Rooms	
	v	Updating of learning recourses	v	Updating of learning recourses	
	vi	Procurement of furniture	vi	Procurement of furniture	
	vi i	Establishment/Upgradation of central & Dept Comp centres	vii	Establishment/Upgradation of central & Dept Comp centres	
	vi ii	Modernisation/Improvement of supporting depts.	viii	Modernisation/Improvement of supporting depts.	
	ix	Modernisation and strengthening of libraries	ix	Modernisation and strengthening of libraries	
	x	Civil works	x	Civil Works	
2	Providing Teaching and Research Assistantship to increase enrolment in existing and new PG/Doctoral programmes in Engineering disciplines*		Providing Teaching and Research Assistantship to increase enrolment in existing and new PG/Doctoral programmes in Engineering disciplines**		
3	Enhancement of R&D and Institutional consultancy activities		Enhancement of R&D and Institutional consultancy activities		
4	Faculty and Staff Development for improved competence.		Faculty and Staff Development for improved competence.		
5	Enhance Interaction with Industry		Enhance Interaction with Industry		
6	Institutional Management Capacity Enhancement		Institutional Management Capacity Enhancement		

(Signature of PCF Auditor)

Name:

7	Implementation of Institutional Academic Reforms		Implementation of Institutional Academic Reforms		
8	Academic support for weak SC & ST students		Academic support for weak SC & ST students		
9	Incremental Operating Cost		Incremental Operating Cost		
	Total		Total		

**(\*) The PCF Auditor should fill the figure verified as per record in front of each row/ heads of activities.**

**(\*\*) for Degree Institutions only.**

**(Seal & Countersigned by Principal/ Director)**

**(Signature of PCF Auditor)**

**Name:**

**CONFIDENTIAL**

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
NORTH EAST QUALITY IMPROVEMENT PROGRAMME  
(AICTE-NEQIP)**

**PERFORMANCE-CUM-FINANCIAL AUDIT FORMS**

**INSTITUTIONAL PERFORMANCE PROFILE**

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

**SUMMARY**

NAME OF PERFORMANCE-CUM-FINANCIAL AUDITOR:

DATES OF PERFORMANCE-CUM-FINANCIAL AUDIT VISIT:

NAME OF INSTITUTION WITH **PERMANENT ID**:

S.No.	INSTITUTIONAL PERFORMANCE PROFILE	OVERALL EVALUATION Grades/Marks
1.	Strengthening Institutions to improve Learning Outcomes and Employability of Graduates	
2.	Scaling-up Postgraduate Education and demand driven research and development and innovation	
3.	Faculty Development for effective teaching basic & advance pedagogical training and content updation training.	
4.	Strengthening Institutions in terms of infrastructure	
5.	Capacity building to strengthen Management	
6.	Implementation of adherence to accounting policies, procurement procedures and maintenance of Receipt & Payment Accounts.	
7.	Project Management, Monitoring , Evaluation and Accreditation	

(Signature of PCF Auditor)  
Name:

GRADE	MARKS	INSTITUTIONAL PERFORMANCE PROFILE GRADES AND MARKS DESCRIPTORS
A	3	<b>Substantial evidence of good practice</b> in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 75% of the projected targets being achieved as on date of monitoring.)
B	2	<b>Some evidence of good practice</b> in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 50% of the projected targets being achieved as on date of monitoring.)
C	1	<b>Poor evidence of good practice</b> (Assessment identifies weak supporting evidence leading to less than 50% of the projected targets being achieved as on date of monitoring.)there may be one of the two primary reasons for this: a) no evidence can be found, b) there is evidence, but it is not of acceptable quality,
D	0	<b>No evidence of good practice</b> (Assessment identifies no supporting evidence for achieving the projected targets as on date of monitoring.) The possible reasons may be, there are plans for development but these have not yet taken place – in which case the Expert can indicate the expected date of completion/implementation.)

**NOTE:**

**Supporting evidence:** The Marks descriptors have two elements: one relating to the amount of the evidence (substantial, some, scanty or none,); and one relating to the quality of the practice about which the evidence is gathered (is it good quality, or not?). So, for example, Excellent Marks 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).

(Signature of PCF Auditor)

Name:



## PERFORMANCE-CUM-FINANCIAL AUDIT FORM

### DETAILED EVALUATION

NAME OF PCF AUDITOR:

DATES OF PCF AUDIT VISIT:

NAME OF INSTITUTION:

#### 1. STRENGTHENING INSTITUTIONS TO IMPROVE LEARNING OUTCOMES AND EMPLOYABILITY OF DIPLOMA /GRADUATE STUDENTS

S. No	MONITORING PARAMENTERS	SUPPORTING EVIDENCE (Note: grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)	MARKS (0 to 3)
A.	Effectiveness of funds utilized for the teaching, training, learning and research equipment, library, computers, etc. by Institutions, including: <i>Increase in the satisfaction index of student and faculty</i>		
B.	Effort made by Institutions for upgrading qualifications of faculty members, including: <i>Percentage of faculty enrolled in B Tech, MTech and PhD</i>		
C.	Existing teaching and staff vacancies and effort made by Institutions for filling the vacancies, including: <i>Percentage of faculty and staff positions filled and vacant</i>		
D.	Increase in faculty appointed on regular basis		
E.	Effectiveness of equity at Institutional level, including: <i>Transition rate of students from the First to the Second year in diploma/ Undergraduate /postgraduate programmes</i>		
	<b>TOTAL MARKS [P]</b>		
	<b>AVERAGE MARKS [P]/5</b>		

**Recommendations/ Shortcoming observed by PCF Auditor:**

(Signature of PCF Auditor)

Name:

**2. SCALING-UP POSTGRADUATE EDUCATION, RESEARCH & DEVELOPMENT AND INNOVATION**

<b>S. No</b>	<b>MONITORING PARAMENTERS</b>	<b>SUPPORTING EVIDENCE</b>  (Note: grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)	<b>MARKS (0 to 3)</b>
<b>A.</b>	Effectiveness of funds utilised for the teaching, training, learning and research equipment, library, computers, etc. by the institutions, including:  <i>Increase in the satisfaction index of student and faculty</i>		
<b>B.</b>	Effectiveness of scaling-up Postgraduate Technical Education, including:  <i>Increased enrolment for M. Tech and Ph.D</i>		
	<i>Establishment of proposed laboratories</i>		
	<i>Cumulative number of assistantships granted</i>		
<b>C.</b>	Progress/achievement in starting new Postgraduate programmes, including:  <i>Securing AICTE approval</i>		
	<i>Establishment of laboratories</i>		
	<i>Adequacy of student enrolments</i>		
<b>D.</b>	Effectiveness of collaborations made with other Institutions in India and abroad, including:  <i>Increase in number of co-authored publications in indexed journals</i>		
<b>E.</b>	Increased collaboration with industry in research and development, including:  <i>Increase in number of joint and industry sponsored research and development work undertaken</i>		
	<i>Increase in financial contribution by industry for R &amp; D</i>		
	<i>Increase in industry personnel registered for Master's and Doctoral programmes</i>		
	<i>Increase in industry personnel trained by the institution in knowledge and/or skill areas</i>		

(Signature of PCF Auditor)

Name:

	<i>Increase in the number of consultancy assignments secured</i>		
	<i>Increase in the number of students' and faculty visits to and/or training in industry</i>		
	<i>Improvements in graduate placement rate</i>		
	<i>Increase in involvement of industry experts in curricula &amp; syllabi improvements, laboratory improvements, evaluation of students and delivering expert lectures</i>		
	<i>Increase in the number of sandwich programmes between industries and the institution.</i>		
<b>F.</b>	<i>Increase in percentage of revenue from externally funded research and development projects and consultancies as a percentage of the total revenue of the institution from all sources</i>		
<b>G.</b>	<i>Increase in the number of publications in indexed journals</i>		
<b>H.</b>	<i>Increase in the number of patents filed</i>		
<b>I.</b>	<i>Increase in the number of patents obtained</i>		
	<b>TOTAL MARKS [Q]</b>		
	<b>AVERAGE MARKS [Q]/9</b>		

**Recommendations/ Shortcoming observed by PCF Auditor:**

(Signature of PCF Auditor)  
Name:

### 3. FACULTY DEVELOPMENT FOR EFFECTIVE TEACHING BASIC & ADVANCE PEDAGOGICAL TRAINING AND CONTENT UPDATION TRAINING

S. No	MONITORING PARAMENTERS	SUPPORTING EVIDENCE (Note: grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)	MARKS (0 to 3)
A.	1) Effort made by Institutions providing basic & advance Pedagogy Training to faculty through which good <i>Percentage of faculty who have benefitted from the core and advanced modules of pedagogy training</i>		
	2) <i>Improvements in (and/or updating, and more relevant) curricula and /or syllabi</i>		
	3) <i>Improvements in (and/or updating, more relevant) course assessment methods</i>		
	4) <i>Improvements in teaching and learning methods, including provision for students needing extra/remedial support</i>		
	5) <i>Percentage of faculty with UG qualification registered/deputed for improving their qualification</i>		
	6) <i>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)</i>		
	7) <i>Progress in securing accreditation of eligible UG &amp; PG programs (institutions to achieve target of 30% of eligible UG &amp; PG programmes accredited - applied for within 2 years of joining the Project)</i>		
B.	8) <i>Progress in securing accreditation of eligible UG &amp; PG programs (institutions to achieve target of 30% of eligible UG &amp; PG programmes accredited - applied for within 2 years of joining the Project)</i>		
C.	Effectiveness of Trainings, including: 9) <i>Percentage of students satisfied with the quality of teachers and changes/developments specifically undertaken as a result of student evaluations</i>		
	<b>TOTAL MARKS [R]</b>		
	<b>AVERAGE MARKS [R]/9</b>		

**Recommendations/ Shortcoming observed by PCF Auditor:**

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(Signature of PCF Auditor)

Name:

#### 4. STRENGTHENING INSTITUTIONS IN TERMS OF INFRASTRUCTURE AND GOOD GOVERNANCE

S.No	MONITORING PARAMENTERS	SUPPORTING EVIDENCE (Note: grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)	MARKS (From 0 to 3)
A.	1. <b>Strengthening and modernisation of Laboratories through:</b>		
	2. Procurement of new equipments and latest models of machinery for <b>existing laboratories</b> to meet additional/new requirement of curricula		
	3. Purchasing equipments and latest models of machinery for <b>new laboratories</b> as per course demand		
B.	4. <b>Strengthening and modernisation of classrooms through:</b> <i>Procurement of new furniture</i>		
	5. <i>installation of Smart Boards and Computers linked to LCD Projectors with screen,</i>		
	6. <i>Equipping classrooms with V-SAT, Video Conferencing and Audio-Conferencing facilities</i>		
C.	7. Civil works for improvement in existing infrastructure facilities including:		
	8. <i>Repair works of old structures and/or non-functional components of the existing building.</i>		
	9. <i>Refurbishment works</i>		
	10. <i>Civil works for building new seminar room /tutorial room</i>		
D.	11. Updating of learning resources through procurement of Goods [equipment, furniture, books & LRs, software, and minor items] as required for improvement in teaching, training and learning facilities		

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Name:

E.	12. Establishment / up gradation of Central and Departmental Computer Centres		
F.	13. Modernization and strengthening of libraries including:  <i>conversion to Digital Libraries and Procurement of e-Journals</i>		
	14. Campus-wide Networking.		
	15. Establishment of CD Bank		
	16. Membership of Indian National Digital Library in Engineering Sciences and Technology Consortium (INDEST-AICTE Consortium).		
	<b>TOTAL MARKS [S]</b>		
	<b>AVERAGE MARKS [S]/16</b>		

**Recommendations/ Shortcoming observed by PCF Auditor:**

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**5. CAPACITY BUILDING TO STRENGTHEN MANAGEMENT**

S.No	MONITORING PARAMENTERS	SUPPORTING EVIDENCE (Note: grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)	MARKS (From 0 to 3)
G.	<b>Implementation of academic and non-academic reforms, including:</b>		
▪	Improved understanding of the need and ways for increased autonomy, and new instruments for accountability		
▪	Modernization and decentralisation of administration and financial management		

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Name:

▪	Extent of delegation of administrative and financial decision making powers to senior functionaries		
▪	Responsiveness to stakeholders (students, faculty, staff, alumni, industry, local communities)		
▪	Institutional quality assurance and enhancement strategies, including student feedback mechanisms		
▪	Maintenance of academic and non-academic infrastructure and facilities, including sufficiency and quality of academic buildings		
▪	Development, maintenance and utilisation of institutional resources		
▪	Generation, retention and utilization of internal Revenue Generation.		
	<b>TOTAL MARKS [T]</b>		
	<b>AVERAGE MARKS [T]/8</b>		

**Recommendations/ Shortcoming observed by PCF Auditor:**

(Signature of PCF Auditor)  
Name:

**6. IMPLEMENTATION OF ADHERENCE TO ACCOUNTING POLICIES, PROCUREMENT PROCEDURES AND MAINTENANCE OF RECEIPT & PAYMENT ACCOUNTS.**

S.No	ADHERENCE OF ACCOUNTING POLICIES AND PROCEDURES FOR PROCUREMENT OF MATERIAL, LAB EQUIPMENTS ETC.	SUPPORTING EVIDENCE (Note: grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)	MARKS (From 0 to 3)
1.	The stock register for consumables/non-consumables maintained as per norms		
2.	All the quotations / bills / invoices must have full proper address / PAN / TIN number of the Vendor.		
3.	Procedure for purchase of material as per GFR.		
4.	Inspection report / Challan / Invoices are in order as per Tender/quotation/ supply order specifications.		
5.	The Bank transactions- Cheques/DDs issued as per order /Invoices to Vendors /supplying Agencies.		
	<b>TOTAL MARKS [U]</b>		
	<b>AVERAGE MARKS (U)/5</b>		

**Recommendations/ Shortcoming observed by PCF Auditor:**

(Signature of PCF Auditor)  
Name:



**7. PROJECT MANAGEMENT, MONITORING, EVALUATION AND ACCREDITATION**

S. No	MONITORING PARAMENTERS	SUPPORTING EVIDENCE (Note: grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)	MARKS (From 0 to 3)
A.	Effectiveness of mentoring, reviews, surveys and audits conducted, including:  ▪ <i>Increase in the achievement of the institutions goals and targets set out in the Institutional Development Proposal</i>		
B.	Effective project management and monitoring, including:  ▪ <i>Precise and reliable information/ data through web based MIS available to stakeholders at all time</i>		
C.	Effectiveness of faculty A evaluation by students, including: ▪ <i>Percentage/ increase in percentage of faculty evaluated by students in one or more subjects</i> ▪ <i>Are results of evaluation properly used for teacher improvement?</i> <i>If yes, is the procedure adopted for teacher improvement including counselling appropriate and effective?</i>		
	<b>TOTAL MARKS [V]</b>		
	<b>AVERAGE MARKS (V)/5</b>		
<b>GRANT TOTAL (P+Q+R+S+T+U+V)</b>			
<b>OVER ALL GRADE</b>			

**Recommendations/ Shortcoming observed by PCF Auditor:***(Signature of PCF Auditor)***Name:**

## **PERFORMANCE-CUM-FINANCIAL AUDIT FEED BACK**

**A. Key points feed back against The Key Aspects of Evaluation by the PCF Auditor :**

**B. Key improvements noticed on shortcomings Reported during earlier Performance Audits:**

**C. Brief Statements on Continuing Shortcomings, and Reasons:**

**D. Overall Recommendations of PCF Auditor:**

*(Signature of PCF Auditor)*  
**Name:**