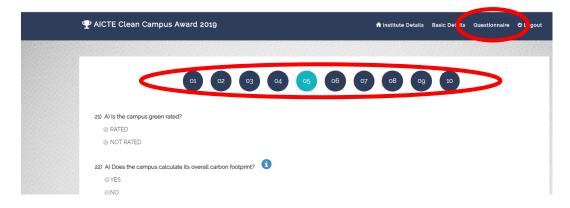# AMPLIFICATION NOTES
CLEAN AND SMART CAMPUS AWARD 2019

How to Apply (Clean & Smart Campus Award 2019

1. Only AICTE approved institutes can apply.

2. Interested institutes should register for the first time to generate the credentials for login.

3. A new User should register with their College Application ID / Permanent ID/ Valid Email-id. The email id should be the same as available/ used during the approval process. **The registration cannot be done from any other mail id.**

4. An OTP with Login Credentials will be sent to registered Email id.

5. Kindly enter the OTP and submit the registration form.

6. "*Your registration is successful* "message will be displayed

7. Kindly login from the credentials send on the Email id entered during registration.

8. Basic details as recorded during the approval process will automatically be fetched.

9. Cross check the details and proceed ahead with answering the questionnaire.

10. Click on the Basic Details tab and fill the correct responses as seen on the portal.

11. About the Questionnaire -:
    I. The questionnaire is divided into 10 pages containing about 5 questions each.
    II. One can directly navigate through pages from 'buttons' present at the top of all pages that depicts the page number.

III. Answer all the question on the page and press SAVE button at the end of the page. **Failing to this this will lead to data loss.**

IV. Answer all the questions press Validate/Submit the questions at the last page.

V. PDF document will be generated after submission. You may save it for reference.

12. **Assessment pattern**.

I. The questionnaire is objectively framed and comprises largely of multiple choice questions (MCQ).

II. No negative marking is applicable to this questionnaire.

III. The assessment shall be done objectively by system and score shall be generated automatically.

IV. Certain questions are purely for survey purposes and not assessed (2B, 2C, 4, 9, 10B, 15B, 16,17, 18, 21,22B 27B, 29, 33B, 41A, 42, 44).

V. Questions 45 to 50 are descriptive in nature.

VI. Questions having multiple options generally carry one mark each for every option selected. (For eg Q1). However, some options may also be weighted depending upon the complexity of solution involved (for eg Q2C). The exact score will be generated automatically.

VII. Certain questions carry absolute score in descending/ ascending order (for eg Q11).

VIII. Feature of adding "OTHER" option has also been added to provide flexibility for entering any other details not available in the choices given.

IX. The first stage scrutiny will be undertaken based on the objective scores. Select institutes based on the cut off score (as decided by the jury committee) shall be eligible for the second stage scrutiny.

X. Certain survey questions (as per the select criteria) by the jury will be used for generating a ranked list which may be utilized for subsequent 2nd level scrutiny (if required).

XI. Subsequently the physical visit will be undertaken by an expert committee. The details as submitted in the questionnaire including question numbers 46 to 50 shall be scrutinized. The institute shortlisted for physical visit shall produce all proofs during the physical verification.

13. **Misc. Aspects.**

I. An institute shall be allowed to send **only ONE nomination.** Once submitted no change in the application/ data/ options shall be permitted

II. Based on the objective evaluation criteria and subsequent screening, an expert committee will visit the shortlisted institute to verify the claims of the institute.

III. **A wrongful, false and unverifiable submission shall debar the institute from further participation for next five years.**

IV. The institute shall produce all suitable documentation, showcase the work done, explain in detail the 'smart' component used in the campus etc. in respect of the claims as made in the questionnaire. The cut-off date for such relevant documentation shall be *30ᵗʰ June 2019*. (Kindly note that in the concept note this date has been given as 31 May 2019 and now stands amended to 30 Jun 2019. Suitable amendments to the concept note is being done separately).

V. The said cutoff date pertains to records, reports, documents, implementation schedule, workshops etc that the institute would like to present to the expert committee. Any event/ milestone relating to Clean and Smart Campus Award after 30 June 2019 shall not be considered

14. **Important Timelines.**

Sr.No.	Event	Date
(a)	Clean and Smart Campus Award-2019 notification on AICTE Portal	From: 16th May 2019
(b)	Online Proposal	From: 14th June 2019
(c)	Last date of Submission of Online Proposal	On 10th July 2019
(d)	Initial Scrutiny of Proposals	till 20th July 2019
(e)	Experts Visit to Institutions	To be intimated later
(f)	Event Culmination	On 2nd October 2019

15. **Do's & Dont's for the Participating Institute**

A. **Do's**

(a) Do participate in this Award cum survey. There are no negative marks

(b) The data should be cross checked at institute level to avoid incorrect submission.

(c) The responses should conform to the present context (within the given year/ cutoff period).

(d) Effort should be made to install/ implement/ synergize resources to bring up system within the institute to submit responses truthfully.

(e) Try to avoid those that are unrealistic things.

(f) Motivate students and faculty members to contribute effectively for participation by implementing ideas which are possible in given time period.

(g) Implement changes for permanency & for long term.

(h) Follow the guidelines/ process manual/ other instructions

(i) Prepare a presentation regarding the questions for information of experts when they visit the institute.

(j) Present factual data to experts for the evaluation in form of tables, records, documents, media reports, publications etc

B. Dont's

(a)   Don't t put false information/ incorrect data. (**See point 13 (III) above**).

(b)   Don't upload unrealistic photographs for question no 50.

(c)   Temporary/ short term installations should be avoided for enhancing the campus outlook/ substantiating claims. The long term view and commitment should emerge clearly.

(d)   Don't fabricate records/ documentation for presenting data.

(e)   Care must be taken to avoid un-verifiable facts.