

PREFACE

The Margdarshan Initiative is a facilitative mechanism that aims to foster & augment the support ecosystem in the Institutes approved by AICTE for enhancing their quality across all domains.

It has always been an endeavour of AICTE to enhance the quality of technical education and various facilitating avenues were designed for improving the technical institutions. The Share & Mentor Institution scheme was launched by AICTE in 2016 for creating a mechanism for institutional mentoring. In a similar manner, the Margdarshak scheme was launched in year 2018 for eliciting support from senior academicians/ Industrialist /Gov. officers for mentoring individual institutes. The overall objective is to generate a positive enthusiasm amongst institute who have been performing well and motivate them to attain accreditation by providing access to the facilities available in host institute, spread awareness about various initiative of AICTE and also provide guidance and support for achieving better NIRF rank.

The National Education Policy (NEP) 2020 has also stressed on accreditation and it forms one of the four pillars for benchmarking and ensuring quality. The creation of National Accreditation Council as envisaged under NEP is thus only a matter of time after the suitable legislation is enacted. As per the NEP, accreditation shall be the sole driver for all future educational restructuring and changes. Hence it has become much more essential for an institute to strive and obtain accreditation for their programmes.

This Margdarshan Initiative was last revised in May 2022. While the scheme has progressed, a need was felt to undertake a review and amplify the guidelines based on the feedback from the environment and other developments. Although the aim of the Margdarshan Initiative continues to be the same, the detailing & functioning has been refined. This document intends to bring out all the key interventions to make the scheme more effective in on boarding the stakeholders and provide guidelines for the smooth execution of the scheme

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Chapter	Contents	Page No.
ABBREVIATIONS		
I	MARGDARSHAN INITIATIVE <ol style="list-style-type: none"> 1. Introduction 2. Importance of Accreditation 3. Objectives of Margdarshan Initiative 4. Ecosystem Envisaged 5. Scope Under the Initiative 6. Expected Outcome 7. Prejudicial Action 8. Superseding Notification 	
II	MARGDARSHAN AND MENTEE BENEFICIARY INSTITUTES <ol style="list-style-type: none"> 1. Framework 2. Expected Outcome 3. Selections of MIs <ol style="list-style-type: none"> a. Eligibility Criteria b. Institutions with other programmes c. Institutions with Diploma Courses 4. Making an Application 5. Prerequisites 6. Mentee Beneficiary Institute (MBI) 7. Guidelines for Selection of MBIs 8. Tenure of Nomination of MI 9. Grant in Aid and Expenditure 10. Disbursement of Grants 11. Coordinators <ol style="list-style-type: none"> a. At MI b. At MBI c. Miscellaneous Manpower d. Change of Coordinator 12. Change/addition in MBI 13. Miscellaneous Guidelines 14. Discontinuation of Participation 	

ABBREVIATIONS

AICTE	All India Council for Technical Education
AQIS	AICTE Quality Initiative Scheme
APR	Annual Progress Report
CC	Chief Coordinator
DPR	Detailed Project Report
EoA	Extension of Approval
FDP	Faculty Development Programme
GoI	Government of India
IIT	Indian Institute of Technology
J&K	Jammu and Kashmir
LC	Lead Coordinator
MBI	Mentee Beneficiary Institute
MI	Mentor Institute
MoU	Memorandum of Understanding
MHRD	Ministry of Human Resource and Development
NE	North East
NIT	National Institute of Technology
OBE	Outcomes Based Education
PCI	Pharmacy Council of India
Ph.D.	Doctor of Philosophy
PG	Post Graduate
PR	Principal
SAR	Self Assessment Report
SCR	Scheme Completion Report
SWOC	Strength Weakness Opportunity and Challenge
SWOT	Strength Weakness Opportunity and Threat
TA	Travel Allowance
UC	Utilisation Certificate
UG	Under Graduate

CHAPTER 1

MARGDARSHAN INITIATIVE

1. Introduction

India has a large, complex and multi layered system of technical and higher education. It has the third largest higher education system in the world, next to China and the United States. The development of human resource of the country is a critical factor for the progress of the Nation. The quality of the education is no more a function of merely teacher– student relationship or simply teaching–learning process. The need of the hour is to break the traditional stereotype and achieve what is called as Outcome Based Education (OBE).

2. Importance of Accreditation

The following advantages accrue by achieving the accreditation: -

- (a) Quality mandate is greatly enhanced.
- (b) Wider recognition of the institute including academic autonomy.
- (c) Better employability with wider acceptance across the globe.
- (d) Credibility of the technical institutions improves amongst the peers.
- (e) Global exchange and mutual recognition at international level.
- (f) Enhanced funding prospects.
- (g) Greater faculty participation in academic and industrial research projects.

3. Objectives of Margdarshan Initiative

Margdarshan Initiative has been introduced by All India Council for Technical Education for facilitating the technical institutes in order to improve the quality of technical education as a whole through accreditation by providing access to the facilities available in host institute, spread awareness about various initiative of AICTE and also provide guidance and support for achieving better NIRF ranking.

Margdarshan Initiative exclusively runs through Margdarshan institute.

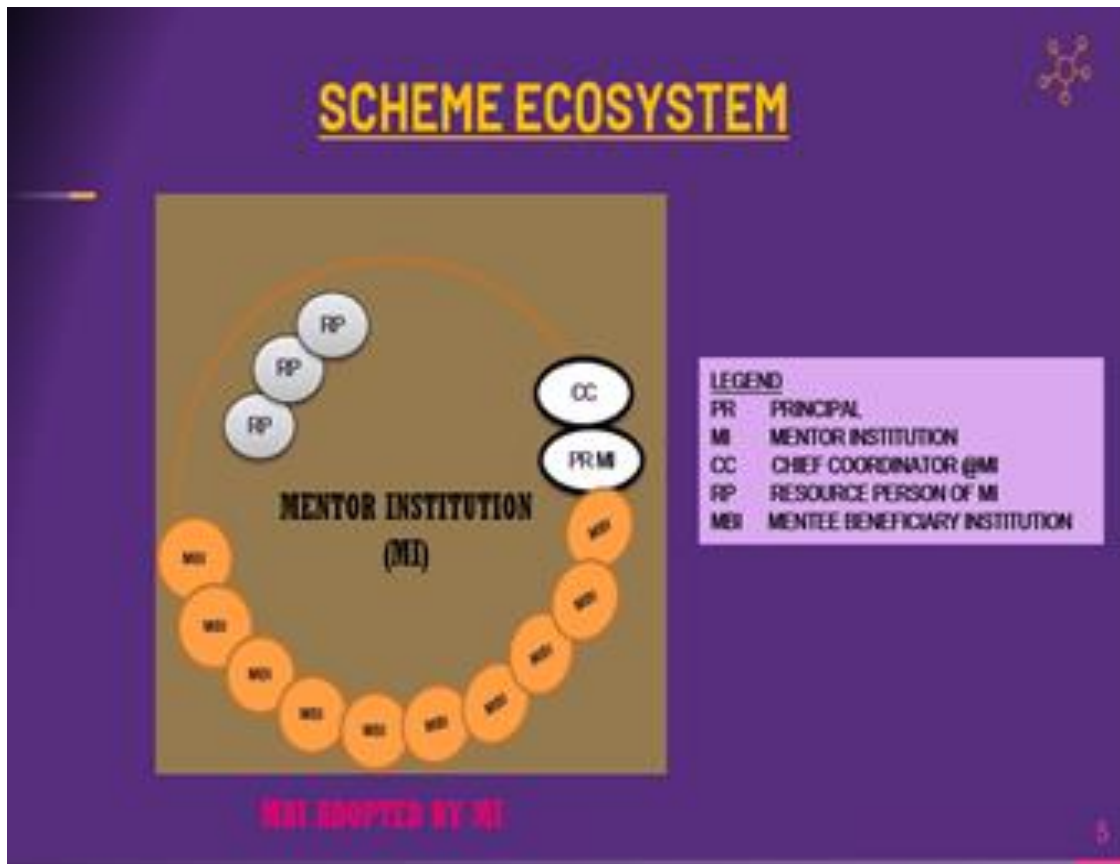
Margdarshan institute

A well-established AICTE approved institute/Centrally Funded Institutes such as IITs/ NITs /IIITS/IISc/ISERs/IIMs etc. referred to as Margdarshan Institute or Mentor Institute (MI) is supported with an objective to mentor up to 10 nearby institutes in achieving accreditation. Details are covered in Chapter 2.

4. Ecosystem Envisaged

The ecosystem shall work with Mentor Beneficiary Institute (MBI) being mentored under the aegis of the MI. They shall form the core of all the activities and shall be guided in specific areas

with the sole purpose of improving the quality. The MIs shall set forth and share the best institutional practices that aim to motivate the Mentee Beneficiary Institutes (MBI) to achieve self-improvement by showcasing their own examples. The overall ecosystem is as shown under :-



5. Scope Under the Initiative

There are no restrictions for the number and type of activities that an MI intends to initiate in MBIs. However, as guideline, activities that do not enable the credential of a MBI in achieving the outcome of accreditation are not to be undertaken. For instance, conducting a Faculty Development Program (FDP) / workshop on Financial Accounting can be organised through funds earmarked / released under other AQIS scheme. Thus MI must be able to distinguish and align their scope of activities with the final outcome in perspective.

6. Expected Outcome

It is expected that the initiative shall bring about a tangible change in the technical education being imparted by an institute by enhancing the quality mandate. The MIs are expected to mentor in creation of an enabling framework such that all its adopted MBIs are able to get accreditation within 36 months. The overall outcome shall thus help the AICTE approved institutes with reform activities such that it helps in improving the quality and equity of technical education in India in the next three-year time frame.

7. Prejudicial Action

The participation under Margdarshan Initiative is purely voluntary in nature and activities must be undertaken without any malice or prejudice in the most benign manner. The Council however retains the right to order an enquiry or act against any MI who are found to indulge in any malpractice. The nomination of MI does not carry any ex-officio appointment.

8. Superseding Notification

All guidelines/scheme documents issued in the past concerning Margdarshan Scheme (Share and Mentor Institution) is hereby superseded from the date of the notification of this document.

CHAPTER 2

MARGDARSHAN INSTITUTE

1. Framework.

A well-established AICTE approved institute/ Centrally Funded Institutes such as IITs/NITs/IIITs/IISc/ISERs/IIMs etc shall be nominated as Margdarshan Institute or Mentor Institute (MI) by AICTE for its continued excellence in imparting technical education in the Country. Having achieved excellence, such institutes should handhold and mentor other institutes by providing access to all facilities available in their host institutes, spread awareness about various initiative of AICTE and also providing guidance and support for achieving better NIRF ranking so that the overall ecosystem thrives that leads to positive outcome in the area of higher education. The salient points of the schema are as given under:-

- (a) MI shall mentor few beneficiary institutes with an objective of targeted delivery. It has been considered that no more than 10MBIs shall be permitted for adoption.
- (b) In order to coordinate the activities, a MI must nominate a relatively senior faculty to act as Chief Coordinator for the scheme.
- (c) Mentor Institute (MI) will provide the access to facilities available with the host institute to Mentee Beneficiary Institute (MBI) like Laboratories, Library, Innovation and Incubation Cell, IPR Cell or any other facility available.
- (d) Mentor Institute (MI) may involve the Mentee Beneficiary Institute (MBI) in the organization of Faculty Development Program (FDP), Expert Lecture, Universal Human Value Programs, Career Counselling Program, Induction Programs etc.
- (e) Mentor Institute (MI) will promote and spread awareness to Mentee Beneficiary Institutions (MBI) about AICTE schemes like Vidyanjali Scheme, Parakh, Institutional Development Schemes, Faculty Development Schemes, Students Development Schemes etc. for better development of institution, faculty and students.
- (f) Mentor Institution will provide the guidance and support for achieving better NIRF ranking.
- (g) AICTE shall support MI by grant-in-aid for undertaking activities that helps MBI in improving the quality parameters as required for Accreditation.
- (h) Feedback shall be rendered to AICTE on quarterly basis about the activities undertaken by MI with its adopted MBI.
- (i) The maximum time duration for the project with the MI shall be 36 months from the date of nomination.

2. Expected Outcome

Based on the mentoring provided, the MBIs must strive to have the Self- Assessment Report from at least 60 % of its MBIs anytime between 18 to 24 months from the date of release of the grant. The balance 40 % MBIs should progressively submit their Self-Assessment Report in the intervening period between 25 to 30 months. The last six months should be kept for expected outcome or compilation of the scheme completion report etc.

3. Selection of MIs

AICTE shall invite project proposals from time to time under the Margdarshan Initiative for consideration. Based on the initial screening, the Chief Coordinators of the shortlisted projects shall be invited to make a presentation before an expert committee. The final selection shall be made by scrutiny/interactions shall consist of senior academicians or any other members nominated by AICTE. Important aspects in respect of the nominations are as enumerated under :-

(a) Eligibility Criteria

The institutions fulfilling the undermentioned requirements are eligible to submit the proposals:

- (i) The institution, i.e. university, institute, college should have been approved by AICTE. AICTE approval is not mandatory in case of Central Funded Institutions wherever applicable.
- (ii) Preference will be given to the institutions in existence for 15 years or more. AICTE approved institutions having break in extension of approval or no admission in the institute for any reason, whatsoever, in the last 10 years shall not be considered.
- (iii) An institution cannot submit more than one project proposal for MI scheme. Department wise nomination is not acceptable.
- (iv) An institute having common management/board/parent trust will not be eligible for MI if another institute under the same parental control is already functioning as MI.
- (v) In case of AICTE approved institutions, MI must have got accreditation for consideration under the scheme. The Accreditation status for such programs should be valid for at least 6 months from the date submission of the proposal.
- (vi) The proposals of institutes having only UG courses accredited shall not be considered for mentoring of MBIs seeking accreditation of PG programs.

(b) Institutions with other programmes

AICTE approved institutions other than those of engineering like Management, Hotel Management, the accreditation status should be valid for at least 6 months from the date of making the application.

(c) Institutions with Diploma Courses

An institute exclusively running the diploma courses can also submit the proposal for MI. There should be minimum four diploma courses running in the institute with valid accreditation status for at least 6 months from the date of making the application.

4. Making an Application

An institute seeking MI status will be required to forward an application signed from head of the institute along with the detailed project report (DPR). A format of the same is attached at **Appendix B** and can be suitably adjusted by the institute applying for the MI project (based on the factors such as the strategy adopted/ MBIs chosen/ programme/ duration etc). It shall be mandatory for the MI to submit an 'in principle consent' of the potential MBIs at the time of submitting the application. On being shortlisted, the institute shall be required to bring out the list of proposed activities including justification of the expenses.

5. Prerequisites

An institute seeking MI status must carry out an initial assessment of MBI to ascertain the threshold of host institute for getting accreditation (check of basic parameters such as admissions / enrolment for last three years, faculty, infrastructure etc.). Selecting a MBI without having adequate potential shall be a futile exercise. MIs have to submit present status of the department-wise approved intake, enrolled admissions and present accreditation status of all the proposed MBIs.

6. Mentee Beneficiary Institute (MBI)

A mentee beneficiary institute (MBI) shall be facilitated by the MI by sharing the best practices, guidance for initiating project proposals, achieving outcome based education and other related aspect. The MBI should be located within a reasonable distance of MI (approximately 200 km). The MI shall be required to submit a list of potential MBIs (limited to 10 institutes) while submitting the application. It may be noted that the participation of an institute to receive mentoring by an MI is purely on voluntary basis. On confirmation of the nomination as MI from AICTE, an MoU shall be executed between the MI and the respective associated MBIs. The Council does not approve of any sort of financial transaction or effect accruing out of such MOU. General terms and conditions of MOUs may be mutually decided between the MI and respective MBIs. In addition, MOU should mandatorily contain undertaking from respective MBIs stating that:

- a) They have never been enrolled as MIs by AICTE.
- b) They have never been mapped as MBI with any other MI.
- c) None of their programs were accredited in the past ten years.

8. Guidelines for Selection of MBIs

The following should be noted by MIs while selecting MBIs: -

- (a) Only AICTE approved institutes are eligible to receive mentoring from MIs. Institutes approved by other regulatory bodies such as PCI, CoA etc. are thus not eligible.
- (b) An MI having exclusive diploma program should not choose a MBI desirous of seeking accreditation for UG program. In other words, the mentoring has to be in sync with the level of the program between MI and MBI. However, the other way round is possible.
- (c) No cross functional mentoring is permitted such as engineering college mentoring a Management college. Likewise, an institute with accreditation in management domain should mentor other institutes in the same domain.
- (d) For the sake of convenience, the MIs are expected to choose MBIs which are in their vicinity with distance of approximately 200 km.
- (e) Special consideration shall be given to institutes located in NE/ J&K/ Ladakh/ Andaman & Nicobar/ Lakshadweep and due relaxation for travel by air may be considered on case to case basis.
- (f) It may be ensured that the MBI is not being mentored by any other MI nominated by AICTE. An undertaking may be included in the MoU to this effect.
- (g) Any institute functioning under the same board/management/ trust as that of MI is not permitted for adoption as MBI under the scheme.
- (h) A MI Shall be allowed to function with maximum of 10 MBIs.

9. Tenure of Nomination of MI

The duration of the nomination as MI along with necessary grant shall be for a period of three years.

10. Grant in Aid and Expenditure

The recognition as MI is aimed at fostering greater participation of a well performing institute to contribute by way of sharing knowledge and best practices. It is re-iterated that usual activities such as subject specific FDPs / workshop which have provisions under different projects/ grants are not the objective of Margdarshan initiative. Hence, all such expenditure shall not be allowed from this grant. Since the objective of the initiative is to uplift the MBIs to a standard for seeking accreditation, the activities planned by the MIs should be in line with the given objective. All such activities should be mutually coordinated between the MIs and the associated MBIs to derive maximum benefit. A suggested list of activities is attached as **Appendix A**. Certain guidelines on this aspect are as enumerated below: -

- (a) The Council has made provisions of a token grant in aid @ Rs 3 Lakhs per MBI. Hence a maximum Rs.30.00 lakhs can be sanctioned to an MI for conducting activities under the Margdarshan Scheme for 10 MBIs altogether.
- (b) As an incentive, the MI can pay a suitable honorarium to staff (Chief Coordinator, supporting persons, etc.) engaged in running the scheme. Such expenditure should be booked under the Heads 'Honorarium for MI Staff'. The maximum honorarium shall, however, be limited to 4% of the overall grant as allotted.
- (c) It may be noted that the grant-in-aid as being provided under this scheme is a token grant and due austerity measures in executing the activities need to be undertaken by MIs. As a matter of fact, adequate infrastructure exists in both MBIs and MIs by virtue of their existence and/or accreditation which must be judiciously made use of in coordination with each other to minimise the expenses.
- (d) It is clarified that overall expenditure shall not exceed the funds sanctioned/ allotted to the MI. No reimbursement shall be made for expenditure exceeding the given amount.
- (e) TA & Honorarium. For their contribution, an MI shall support the Resource Person(s) involved in activities by way of TA and honorarium. The suggested rates of (TA & honorarium) are tabulated below:

Item	For any Serving/Retired Academician as Internal Experts of MIs.	Remarks
Travel Allowances (TA)	<ul style="list-style-type: none"> • AC 2 tier accommodation / Chair Car when travelling by train • By own car / taxi limited to maximum of the prevailing rates of taxi notified by Central / State Government as applicable in the area from time to time. 	Payment of TA charges & honorarium will be done through respective MIs. Out of grant-in-aid released by AICTE
Honorarium	Rs. 3,000/- per day	
Local Support	Local support includes utilities such as local lodging, boarding, secretarial support, working office, other utilities etc. shall be provide by the host MBI when such experts visit the institute.	

- (f) The MIs can encourage MBIs to organize activities at their respective institutes with resource person(s) invited from MI to deliver the contents. The number of days of visits to one institute by all resource persons of MI should not exceed 50 during the tenure of the project. Thus the cumulative number of days permitted for visit under the scheme shall be (10 institutes x 50 days), i.e. 500 days over the entire project duration.
- (g) Being a token grant, the MI shall not use this for procurement of any hardware/ software or incur such other capital expenditure as the required infrastructure is inherently available by virtue of the years of existence of host institute.

- (h) No pro-rata amortization of expenditure shall be permitted for any infrastructure.
- (i) When undertaking large scale activity such as workshop/ seminar etc, the MI may incur the boarding and lodging charges judiciously. However, the expenditure may be kept to minimum to the extent possible by utilizing the infrastructure already available in the host institute. It would be advisable to conduct as many activities that add value to the MBIs towards achieving accreditation by adopting due austerity measures, as feasible.
- (j) The host institute (MI or MBI) can suitably waive off/ reduce the charges for use of guest house by participants, remove registration charges, economise travel arrangements by using suitable means.

11. Disbursement of Grants

The sanctioned grant shall be released to the MIs as under:-

- (a) A MI shall be released the budgeted grant based on the final nomination by the Council post successful outcome of the application in four instalments as under:-
 - (i) 1st instalment, 40% of total grant sanctioned on nomination.
 - (ii) 2nd instalment, 20% on successful submission of Pre qualifier by 60% MBIs and 90% utilization of 1st instalment. The unspent amount of 1st Instalment will be deducted while releasing the 2nd instalment.
 - (iii) 3rd instalment, 25% on successful submission of Self Assessment Report by 60% MBIs and 90% utilization of 2nd instalment. The unspent amount of 2nd Instalment will be deducted while releasing the 3rd instalment.
 - (iv) 4th instalment, 15% on successful accreditation of MBIs. Any unspent amount will be accounted for while releasing this final instalment.
 - (v) The accreditation of all MBIs and utilization of grants must be completed within 36 months from the date of release of 1st instalment of grant. Un-utilized amount (with interest accrued since the credit of first instalment of grant in aid paid) if any shall be returned by MIs.
- (b) The amount so released shall be utilised for the purpose as stated. Utilisation of the amount for any other purpose is not permitted.
- (c) MI shall not use the grant for procurement of any hardware/ software or incur such other capital expenditure.
- (d) Interest as earned during the concurrence of the scheme shall be reimbursed to the Council along with the unspent amount on completion/ termination of the duration/ scheme.
- (e) The institute is required to submit as bank mandate form as per Appendix D enclosed.

12. Coordinators

- (a) **At MI** the institute desirous of seeking Margdarshan status must nominate a Chief Coordinator responsible for organizing/ coordinating activities and shall be responsible for implementation of the project. The Chief Coordinator shall be a full time senior faculty member of the MI and shall make himself/ herself available for the personal interaction at AICTE during the finalization of nomination process. Progress of the scheme may be evaluated periodically through feedback to assess the accreditation readiness.
- (b) **At MBI** It is important that the MBIs selected by MI also have a Lead Coordinator to interface with the Chief Coordinator. The Lead Coordinator is expected to be fully conversant with the progress of the accreditation process of the host institute and should be able to implement suggestions as per the MI. He/She should be proactive in seeking attention of the respective management, convey timely progress and work to overcome the challenges in timely manner.
- (c) Miscellaneous Manpower the activities under this initiative should be undertaken using its own staff at respective institutes.
- (d) **Change of Coordinators:** Margdarshan is an important initiative for enhancing the quality mandate of technical education in the country. While AICTE does not approve any changes in coordinator for the sake of maintaining thrust and continuity of the project, yet there may be unforeseen circumstances with MI/ MBI necessitating change. The MI/MBI may undertake a change with a suitable incumbent while ensuring due overlap of at least 14 days. A written record must be maintained and reflected in the Annual Progress Report.

13. Changes/ Addition in MBI

No change (addition, deletion or change) shall be ordinarily permitted (including voluntary withdrawal by MBI itself) as the same shall lead to dilution of objective and shall only be done in exceptional circumstances such as health ground. However, within first 3 months of mapping, if MI realizes that MBI is not actively orienting towards acquiring accreditation or if MBIs realizes that the support of MI is inadequate in achieving accreditation within time limit, MI/ MBI may request to the Council with reasons for change of counterpart only once.

14. Miscellaneous Guidelines

Following miscellaneous points are also enumerated for clarification:

- (a) The grants shall not be used for purchase of equipment/ software such as computer/ laptops/ antivirus, etc.
- (b) The MIs must submit an Annual Progress Report (APR) along with the Utilization Certificate by 20 April of the corresponding year. Sample format of the progress report is attached as **Appendix D**. Sample format of Utilization Certificate (UC) is given at **Appendix E**.
- (c) In case the MI is able to achieve the intended objective within stipulated period (or

earlier), a Scheme Completion Report (SCR) is required to be submitted within 30 days of such achievement. The SCR should be accompanied by a comprehensive scheme audit certificate of the accounts and Utilization Certificate. Any amount remaining un-utilised (including the interest) shall be refunded by the MI along with the SCR. The SCR should be framed on similar lines as that of the **Appendix D** with suitable modifications.

- (d) Notwithstanding the target, all MIs shall submit a SCR within 30 days after completion of 36 months along with documents as given in the preceding section. The date of release of the grant to MI shall reckon as beginning of the project.

15. Discontinuation of Participation

The mapping between MI and its associated MBI will be on voluntary basis by mutual consent and hence the Council does not approve of discontinuation by either party. Certain clarifications are, however, as given under:-

- (a) **MI:** The Council expects that MI's shall actively participate and continue in the Margdarshan initiative. They shall not be allowed to withdraw their nomination pre-term. In case of unfavorable feedback from associated MBI or in case of adverse action, the Council shall terminate the nomination. Under such case the MI shall undertake the immediate audit of the grant released and refund the un-utilised balance along with interest to AICTE forthwith. Further such Institute shall be barred from seeking re-nomination for next 10 years.
- (b) **MBI:** Although the participation of MBI is on voluntary basis, it is re-iterated that no change in MI shall be ordinarily permitted. Not only shall this be detrimental to the cause, such action by MBI shall be indicative of non-seriousness on the part of the management of such host institute.
- (c) Provided that 18 months have not passed and only in an exceptional case (such as pre-term closure of MI) that the Council shall intervene for 'adoption' of such MBI by any other existing MI in vicinity.
- (d) MI may also note that even though a MBI may choose to voluntarily withdraw from the MOU, no replacement MBI shall be permitted in the balance period.
- (e) **Beneficiary Institutes Dissociating from AICTE.** AICTE approved beneficiary Institutes who were in receipt of mentoring under the scheme earlier but have now dissociated themselves subsequent to legal intervention are allowed to continue with the support mechanism mentoring through their MI subject to submission of fresh willingness certificate. AICTE shall continue to facilitate such institutes. The Council shall bear the cost subject to institute providing the local support as envisaged in the scheme. For institutes who do not submit their willingness, the existing MI shall be withdrawn.

SUGGESTED LIST OF ACTIVITIES

1. General

- (a) Workshop on Accreditation process, SWOT analysis for MBIs.
- (b) FDPs/ Workshop on generation & submission of infrastructure project through various state/ central schemes.
- (c) Workshop on Promoting Research, Consultancy, Industrial Projects etc.
- (d) Guest lectures on Faculty motivation.
- (e) Institutional visit at MI or other Accredited institutes.
- (f) Benchmarking exercise with discussion on programme/department wise target for achieving Accreditation.
- (g) Guest lectures on Innovation, start-up & entrepreneurship environment for faculty and students.
- (h) Workshops on modifications of curriculum, new teaching- learning process etc that aids in OBE.
- (i) Mapping of the activities with the Graduate Aptitudes must be clearly done.
- (j) Workshops on various initiatives of AICTE for spreading awareness for better development of institution, faculty and students.
- (k) FDPs/ Workshops on parameters of NIRF ranking.

2. Institutional Reforms

- (a) Implementation of curricular reforms and development.
- (b) Improve student performance and evaluation.
- (c) Implement performance appraisal of faculty by students.
- (d) Facilitating Guest/Special lectures.
- (e) Assisting institute to organise faculty development programmes.
- (f) Research interaction and innovation with faculty & students.
- (g) Focus on Technical and life skill encouragement.
- (h) Assist faculty in enhancing Outcome based education.

3. **Quality Improvement**

- a) Improving student learning.
- b) Improving student employability.
- c) Increasing faculty productivity and motivation through professional development.
- d) Increase in the average score of students participating in tests designed to measure technical and critical thinking skills.
- e) Increase in percentage of PhD students in total enrolment in offered disciplines.
- f) Percentage of sanctioned faculty positions in participating institutions submitted by regular or contract faculty as per AICTE norms
- g) Increase in number of Faculty Trained in either their subject domain, pedagogy or management.
- h) Participation of institutes in newly designed research-hub related activities.
- i) Increase in average satisfaction level of the Student, Staff and Faculty.

Appendix B

Refer to Chapter 2

APPLICATION CUM DETAILED PROJECT REPORT

FOR CONSIDERATION AS MARGDARSHAN
INSTITUTE
A SCHEME UNDER AICTE



SUBMITTED BY

SHRI _____

ON _____

ENDORISING CHECK LIST

Sr. No.	Item	Indicate Appropriate answer
1.	Basic Details of own institute enclosed	Yes/ No
2.	No of MBIs proposed in this DPR	
3.	Consent of all MBIs proposed in DPR	Yes/ No
4.	Programme wise (Diploma/UG/PG) Pre-Qualifiers for each MBI is enclosed	Yes/ No
5.	Self-undertaking enclosed	Yes/ No
6.	Details of Proposed Activities enclosed	Yes/ No
7.	Mandate form enclosed	Yes/ No

I have checked the DPR for correctness and certify that the information provided in the DPR is correct as per my knowledge.

Seal of the Institute	Signature of the Chief Coordinator	Signature of Head of the Institute
	Name of the Chief Coordinator	Name of the Head of Institute
Place:	AICTE PID No.(in case of AICTE approved institute)	AICTE PID No.(in case of AICTE approved institute)
Date:		

SECTION 1

BASIC INFORMATION

1. Name of Institute :
2. Institute Permanent ID(For AICTE approved institution) :
3. Contact Details of Institute

S. No.	Item	Details
(a)	Address with city, District, State & pin code	
(b)	Landline No	
(c)	Mobile No	
(d)	Email ID	

5. Year of establishment of Technical Institute :
6. Names of Director/Principal along with the contact details

S. No.	Name	Address	Contact No

7. If University/ Institution (AICTE approved Institution), provide details of approval & validity.

S. No.	Item	Details
(a)	Year of first approval	
(b)	Last EoA letter No & date	
(c)	Total No of programmes (in numbers)	

(d)	Total No of programmes having valid Accreditation as on date (in case of AICTE approved Institutes)	
(e)	Total No of programmes having at least 6 months validity of Accreditation as on date (in case of AICTE approved Institutes)	

8. Provide details of the programmes run by the Institute

S No	Programme	Total Intake/ Approved Intake	Present Status of Accreditation (Yes/ No)	Accreditation Letter No & date
Diploma Programmes				
Under Graduate Programmes				
Post Graduate Programmes				

9. Details of Chief Coordinator

S. No	Item	Details
(a)	Name & Designation of the Chief Coordinator	
(b)	Department	
(c)	Appointment Type (Only Regular faculty is eligible)	

(e)	Contact details	Email ID	
		Mobile No	

10. Academic Credentials of Chief Coordinator

S. No.	Parameter/ Criteria	Input by Institute
(a)	Ph.D. (Yes/No)	
(b)	Total Experience including teaching, industrial & Research (In years)	

11. Credential of Institution/ Department (Provide specific/ relevant letter no in respect of each credentials. Copy of such letter to be attached)

S. No.	Parameter/ Criteria	Details & Letter to be attached
(a)	Last NIRF ranking (date & year, if any)	
(b)	Accreditation status as applicable	
(c)	Existence of the Organization for 10 years or more (Yes/No) Also specify years(in case of more than 10 years)	
(d)	Experience of chief coordinator as NAAC/NBA Experts committee members	
(e)	Detail of sponsored research projects funded by AICTE & other agencies, if any	
(f)	Number of National or International conferences organized	
(g)	Availability of Industry sponsored lab	
(h)	Availability of Incubation and innovation cell	
(i)	Availability of IPR cell	

(j)	Other facilities available in MI for sharing with MBI	
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12. Justification for seeking nomination under MI (**Not more than 500 words**)

Seal of the Institute	Signature of the Chief Coordinator	Signature of the Head of the Institute
	Name of the Chief Coordinator	Name of the Head of Institute
Place:	AICTE PID No.(in case of AICTE approved institute)	AICTE PID No. (in case of AICTE approved institute)
Date:		

SECTION 2

Details of Mentee Beneficiary Institutes (MBI)

1. List of MBIs proposed under Margdarshan Scheme

S. No.	Name of Institute & AICTE PID No.	Address (with E-mail Id & contact no. of lead coordinator)	Distance from MI (in km)	Consent obtained (Yes/ No)	Pre-qualifiers enclosed (Yes/No)

2. Details of MBI 1 (-----) Name of Institute (-----)

Item	Details
Year of establishment	
Year of first AICTE approval	
Affiliation status/ Autonomy	

No of Diploma Programme	
No of UG Programme	
No of PG Programme	
List of all programmes in which accreditation is desired by proposed MBI	
Diploma Programmes	
UG Programmes	
PG Programmes	
Name & Contact details of Lead Coordinator	
Assessment of Potential of MBI for accreditation through Pre-Qualifier	
Details of admissions/ enrolment in last three years	

Provide similar details in respect of each of the proposed MBIs.

3. Details of MBI 2 (-----) Name of Institute (-----)
4. Details of MBI 3 (-----) Name of Institute (-----)
5. Details of MBI 4 (-----) Name of Institute (-----)

.....

Seal of the Institute	Signature of the Chief Coordinator	Signature of the Head of the Institute
	Name of the Chief Coordinator	Name of the Head of Institute
Place:		
Date:		

SECTION 3

Details of Proposed Activities

1. Broad Activities Planned with time lines

S. No.	Activity Planned	Broad Timeline	Expenditure Involved	Justification of Expenditure in brief

2. List of Resource person(s) presently identified

S. No.	Name & Designation of Resource Person(s)	Contact No & email id	Profile in brief

Seal of the Institute	Signature of the Chief Coordinator	Signature of the Head of the Institute
	Name of the Chief Coordinator	Name of the Head of Institute
Place:		
Date:		

SECTION 4

UNDERTAKINGS & CERTIFICATES

1. Undertaking from Institute Submitting DPR for consideration as MI on their letter head.

I/ We<names of the signatories of MI>..... do hereby express our willingness to participate in the Margdarshan Initiative of AICTE. Our institute volunteer to be nominated as Mentor Institute under the Margdarshan Initiative.

I/ We<names of the signatories of MI>..... do hereby certify that all information as submitted in this DPR is correct & no material fact has been concealed. All documents submitted as part of this DPR are true copies and no document are false or incorrect.

I/ We<names of the signatories of MI >..... also certify that we have perused the guidelines of the Margdarshan Initiative and understand the scope of the facilitative mechanism to prepare the MBIs for Accreditation by providing access to the facilities available in host institute, spread awareness about various initiatives of AICTE and also provide guidance and support for achieving better NIRF ranking.

I/ We<names of the signatories of MI >..... also certify that we are not linked to the same management/ board/ trust of any of the proposed MBIs.

I/ We<names of the signatories of MI >..... also certify that we have No of programmes..... accredited (in case of AICTE approved institute) in our institute. Further certified that _____ No of programmes _____ have valid Accreditation status of at least 6 months from the date of making this application.

In case at any point of time any information is found to be false, I/ We<names of the signatories of MI >..... shall be liable for penal/ administrative action as deemed fit by AICTE. I/We further undertake to comply with the decision of AICTE in this regard.

Seal of the Institute	Signature of the Chief Coordinator	Signature of the Head of the Institute
	Name of the Chief Coordinator	Name of the Head of Institute
Place:	AICTE PID No.(in case of AICTE approved institute).	AICTE PID No.(in case of AICTE approved institute)
Date:		

2. Consent from proposed Mentee Beneficiary Institutes on their letter head.

I/ We<names of the signatories of proposed MBI>..... do hereby express our willingness to participate in the Margdarshan Initiative of AICTE. We volunteer to be associated with<name of MI>..... as and when they are nominated by AICTE as Mentor Institute.

I/ We<names of the signatories of proposed MBI>..... also certify that we have perused the guidelines of the Margdarshan Initiative and understand the scope of the facilitative mechanism to prepare our institute for Accreditation and better NIRF ranking.

It is further certified that our institute is not affiliated to any other Mentor Institution and neither receiving any such guidance from any other government sources.

I/ We<names of the signatories of proposed MBI>... .. also certify that we are not linked to the same management/ board/ trust off the<name of MI>.....

Seal of the institute	Signature of the Head of Institution	
	Name of the Head of Institution	
Place:	AICTE PID No.	
Date:		

3. Certificate from the Affiliating on its letter head.

To whom so ever it may concern

This is to certify that the<name of proposed MBI>..... is affiliated to this University with effect from<date of affiliation>.....

Seal of the University	Signature of the Authorised Signatory of University
	Name of the Authorised Signatory
Place:	AICTE PID No.
Date:	

MANDATE FORM (FOR INSTITUTES / COLLEGES)

Institute Details		
(a)	Name of the Institute	
(b)	Institute Permanent ID No	
(c)	Head of the Institute (Director/Registrar/ Principal)	
(d)	Type of Institution (Govt./Self Finance/Private)	
(e)	Address of Institute	
		PIN
(f)	PAN of the Institute (enclosed the copy)	
(g)	Telephone No. of the Head of the Institute	
(h)	E-Mail id of the Head of the Institute	
(i)	Name of Bank where RTGS amount is to be sent	
(j)	Branch Name	
(k)	Address of the Bank	
		PIN
(l)	Telephone No. of the Bank	
(m)	Name of the A/c holder (Principal/Director/Registrar with Designation)	
(n)	Account Type (Saving/Current Account)	
(o)	Account Number (Full)	
(p)	Banker's IFSC Code	

It is declared that all information we have provided are true in all respect.

Signature of Account holder
Or authorized Signatory with Seal

Date :

Place:

Note:

(1) All Data needs to be filled mandatorily for facilitating RTGS transfer of the amount against Institute name.

(2) Name of Institute and Name of Account holder should be same for remitting RTGS.

FORMAT ANNUAL PROGRESS REPORT

for AICTE funded Scheme under Mentor Institution (Margdarshan)
To be submitted every year by 20th April of each year

(Please include sufficient details in sections 6-9 so as to facilitate proper evaluation of your scheme.)

File No : _____ (As mentioned in sanction letter)

Date of Sanction : _____

1. Chief Coordinator
 - a. (Name & Address) :
 - b. Contact No :
2. Date of Commencement of the Scheme :
3. Amount Sanctioned by AICTE :
4. Amount Released by AICTE :
5. Details of Expenditure :
 - (a) Head-wise breakup of expenditure: _____
 - (i) Expenditure for Resource Person
 - (ii) Expenditure on Other Activities
 - (b) Summary of bills/ vouchers to indicate the date, Name of Beneficiary & Amount Released
6. No of associated MBIs :
7. Complete status report of the scheme:
 - a. Number of institutes benefited:
 - b. Details of activities undertaken by MI for enhancement of quality of MBI:
 - c. Details of providing the access of facilities available in MI to MBI:
 - d. Details of benefit gained from various AICTE initiatives:
 - e. Details of providing support for achieving better NIRF ranking:
 - f. FDP and guest lecture photographs of participants:
 - g. Feedback obtained from the participants
 - h. Self-Assessment report of MBIs submitted:
 - i. Accreditation certificates of programs/ courses of MBIs:
8. Summary of progress of MBIs.
9. Any other information.

Seal of the Institute	Signature of the Chief Coordinator	Signature of the Head of the Institute

	Name of the Chief Coordinator	Name of the Head of Institute
Place:	AICTE PId No.	AICTE PId No.
Date:		

Name of the Margdarshan Institute:

PART 1**AUDITED UTILISATION CERTIFICATE FOR THE FINANCIAL YEAR****ON ACCOUNT OF GRANT IN AID RELEASED UNDER MARGDARSHAN SCHEME****(To be submitted separately for each sanction order)**

Sl. No	AICTE Sanction Order/Letter No. & Date under which the amount was sanctioned	Amount (Rs.)	
		Rs..... (<i>in words</i>) (Rs..... (<i>in numerals</i>))	<p>Certified that</p> <p>(a) received as Grant-in-Aid of Rs..... (<i>in words</i>) (Rs..... (<i>in numerals</i>) Only) sanctioned by the AICTE during the financial year ----- in favour of as per letter mentioned in column 2.</p> <p>(b) Balance of Rs.....(<i>in words</i>) (Rs..... (<i>in numerals</i>) Only) on account of unspent balance of previous year.</p> <p>(c) Rs..... (<i>in words</i>) (Rs..... (<i>in numerals</i>) Only) has been utilized for the purpose for which it was sanctioned.</p> <p>(d) Balance of Rs..... (<i>in words</i>) (Rs..... (<i>in numerals</i>) Only) remained unutilized at the end of the year as checked on (date when audited).</p>

Certified that I have satisfied myself that the conditions on which the amount was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised: -

1. Audited Annual Accounts of the Institute
2. Receipt and Payment account
3. Periodical Progress Reports
4. Others

Signature of Chartered Accountant	Signature of the Institute Finance Officer	Signature of the Coordinator
Name of Chartered Accountant	Name of the Finance Officer	Name of the Coordinator
Membership No.:	AICTE Id No.	AICTE Id No.
Date:	Date:	Date:

Full Address with Seal of the Institute	Signature of the Head of the Institute
	Name of the Head of Institute
Place:	AICTE Id No.
Date:	

Note: Each page of UC should be signed by all the concerned

PART 2

**UTILISATION CERTIFICATE FOR THE FINANCIAL YEAR ON
ACCOUNT OF GRANT IN AID RELEASED UNDER MARGDARSHAN SCHEME**

FORMAT FOR RECEIPT AND PAYMENT ACCOUNT

Sl. No.	Receipt	Amount (Rs.)	Sl. No.	Payments	Amount (Rs.)
1	To Opening Balance		1	Expenditure towards reimbursement of TA to Resource Person	
2	Sanction letter No.-----		2	Expenditure towards honorarium to Resource Person	
3	Grant-In-Aid received		3	Expenditure for activities. List activities	
4	Interest Received		(a)		
			(b)		
			5	Expenditure towards honorarium to MI Staff	
			6	Others (specify)	
				Closing Balance	
	Grand Total			Grand Total	

Signature of Chartered Accountant	Signature of the Institute Finance Officer	Signature of the Coordinator
Name of Chartered Accountant	Name of the Finance Officer	Name of the Coordinator
Membership No.:	AICTE Id No.	AICTE Id No.
Date:	Date:	Date:

Full Address with Seal of the Institute	Signature of the Head of the Institute
	Name of the Head of Institute
Place:	AICTE Id No.
Date:	

Note: Each page of UC should be signed by all the concerned