



महाराष्ट्र राज्य तंत्र शिक्षण मंडळ

(स्वायत्त) (ISO: 9001:2008) (ISO/IEC 27001:2005)

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दू.क्र: २६४७१२५५/२६४७०९१६

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जा.क्र. मरातंशिमं /का-५३/ KPI Norms /२०१६-१७/ 5350

दिनांक : 20 AUG 2016

परिपत्रक :

प्रति,

प्राचार्य,

मंडळाशी संलग्नीत सर्व

AICTE व Pharmacy अभ्यासक्रम राबविणा-या संस्था.

विषय:- शैक्षणिक अवेक्षण (Academic Monitoring) साठीच्या सुधारीत Proforma ची माहिती देणे बाबत.

मंडळाशी संलग्नीत सर्व संस्थांना कळविण्यात येते की, मंडळाने शैक्षणिक वर्ष २०१६-१७ पासून शैक्षणिक अवेक्षणाच्या Criteria मध्ये NBA Accreditation Norms ला अनुसरून काही बदल केलेले आहेत.

सदर बदल करण्यासाठी मंडळाच्या स्तरावर प्राचार्यांची समिती गठीत करण्यात आली होती. सदर समितीच्या शिफारशी नुसार Academic Monitoring चे नॉर्मस् सुधारीत केले आहेत. सुधारीत केलेले Norms चा Proforma सोबत जोडलेले आहे.

शैक्षणिक वर्ष २०१६-१७ पासूनचे शैक्षणिक आवेक्षण या सुधारीत Proforma नुसार करण्यात येईल. याची नोंद घ्यावी.

(डॉ. अभय वाघ)
संचालक

म.रा.तंत्र शिक्षण मंडळ, मुंबई-५१

प्रत. १. सचिव, महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, मुंबई यांना माहितीसाठी.

२. उपसचिव, महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, विभागीय कार्यालय पुणे, औरंगाबाद, नागपूर व मुंबई.यांना माहिती व पुढील कार्यवाही करीता.

३. वेब पोर्टल यांना पुढील कार्यवाही करीता.

Proforma for Academic Monitoring of AICTE approved diploma courses affiliated to MSBTE

I. Governance, Policy Making & Infrastructure Criteria

Sr No	Criteria & Sub-criteria	Observations	Marks	Level (Institute/ Dept.)
A	Governing Board for policy and planning			
1	Governing board in place (As per AICTE Norms) Details of G.B members shall be placed on institute website	Yes / No	1/0	Institute
2	Adequate representation of industry and academicians on board <i>(For Pharmacy course from Pharmacy background only)</i>	a. At least one from industry and one reputed academicians related to concerned department. b. None either from industry or reputed academicians	1/0	Institute
3	Whether meeting was conducted in last year or not? (EAMC to verify the documents of Minutes of meeting)	Yes / No	1/0	Institute
4	Vision and Mission of Institute (As approved in Governing Board meeting/ Stake holders)	Yes / No	1/0	Institute
5	Vision and Mission of Department (As approved in Governing Board meeting/ Stake holders) <i>NA for Pharmacy</i>	Yes / No	1/0	Dept.
B	Infrastructure			
B1	General and Academic Infrastructure			
1	Built up area as per latest AICTE/ <i>PCI Norms for Pharmacy course</i>	a. More or as per norms b. Less than norms	2/0	Institute
2	Whether Hygienic Condition is maintained in the Institute? (viz. Drinking Water and Washrooms)	Yes / No	1/0	Institute
3	Whether Campus Canteen is available	Yes / No	1/0	Institute
4	Whether Girl's common room along with sanitary napkins vending machine available?	Yes / No	1/0	Institute
5	Facilities for Physically Challenged students (e.g. Ramp, Toilets etc)	Yes / No	1/0	Institute
6	Boys Hostel facility (Own/Rented)	Yes (Capacity of accommodation) / No	1/0	Institute
7	Girls Hostel facility	Yes (Capacity of accommodation) / No	1/0	Institute

8	Number of Laboratories as per AICTE/ <u>PCI</u> norms and Area as per norms	Yes / No	8/0	Dept.
9	Library:- Number of books in library (Preferably as per MSBTE/ <u>PCI</u> curriculum) (20 years max for calculation)	a. More than AICTE/ <u>PCI</u> Norms b. As per AICTE/ <u>PCI</u> Norms c. Below AICTE/ <u>PCI</u> Norms	5/4/0	Dept.
10	Library:- No. of technical journals subscribed [Hard copies] per branch	a. 3 or more (<u>6 or more for Pharmacy</u>) b. 2 (<u>4 to 5 for Pharmacy</u>) c. 1 (<u>2 to 3 for Pharmacy</u>) d. Nil (<u>Less than 2 for Ph</u>)	3/2/1/0	Dept.
11	Digital- Library facilities (Multimedia PCs with Internet surfing)	Yes / No	1/0	Institute
12	Daily Library Usage (% of students doing book transactions) out of total students	a. More than 8% of total students daily b. 5-7% of total students daily c. Less than 5% of total students	4/3/0	Institute
13	Availability of book bank facility for more than 25% of students	Yes / No	1/0	Institute
14	Student to Computer ratio. Consider sanctioned intake	a. Better than 6:1 b. 6:1 c. Above 6:1 up to 8:1 d. Above 8:1	4/3/2/0	Institute
15	Availability of CCTV Security/Surveillance System in the campus (Class room, Labs, Corridors, Library, Exam Control Room etc.)	Yes/ No	2/0	Institute
B2	Laboratories required for 1st Year /<u>Auxiliary requirement for Pharmacy</u>			
16	<u>Machine Room with adequate equipments and in working conditions for Pharmacy</u>	Yes/No	8/0	Institute
17	Physics Laboratory with adequate equipment / <u>Herbal Garden for Pharmacy</u>	Yes/ No	1/0	Institute
18	Chemistry Laboratory with adequate equipments / <u>Drug Museum for Pharmacy</u>	Yes/ No	1/0	Institute
19	Workshop / <u>Aseptic Room for Pharmacy</u> with adequate equipments	Yes/ No	1/0	Institute
20	Applied Mechanics Laboratory with adequate equipments/ <u>NA for Pharmacy</u>	Yes/ No	1/0	Institute
21	Computer Centre with adequate equipments	Yes/ No	1/0	Institute
22	Language Laboratory	Yes/ No	1/0	Institute

II. Administrative Criteria

Sr No	Criteria & Sub-criteria	Observations	Marks	Level (Institute / Dept.)
A	Office Automation in use			
1	Computerised MIS system in place	Yes / No	2/0	Institute
2	Computerised Accounting System	Yes / No	1/0	Institute
3	Campus wide Networking (LAN/ Wi-Fi/ Intranet)	Yes/No	1/0	Institute
B	Redressal and Medical Care System			
1	Students grievance redressal cell in place (Minimum 2 meetings per semester)	Yes / No	1/0	Institute
2	Women's grievance redressal cell (Minimum 2 meetings per semester)	Yes / No	1/0	Institute
3	Medical Facility for students	Yes / No	1/0	Institute
C	Facilities available			
1	Internet facility for Students	a. 16 Mbps and above b. 8 Mbps c. 2 Mbps d. Not available	3/2/1/0	Institute
2	Cooperative /Central Store Facility	Yes / No	1/0	Institute

III. Academic Criteria

Sr No	Criteria & Sub-criteria	Observations	Marks	Level (Institute/ Dept.)
A	Accreditation			
1	Accreditation by NBA	a. Reapplied b. Fresh Applied c. Not applied	4/2/0	Dept.
B	Internal Academic Monitoring			
1	Conduction of Internal academic monitoring & implementation of corrective actions	Yes / No	2/0	Dept.
C	Human Resource			
1	Principal (As Per current AICTE/ <u>PCI</u> Norms)	a. Appointed & Approved by DTE/ MSBTE b. Appointed & Not Approved by DTE/ MSBTE c. In charge	3/2/0 <i>In Case of Exclusive Pharmacy institute 6/4/0</i>	Institute

2	Number of Head of the department (As Per current AICTE Norms) (Applicable to Only following Institutes a. <u>Engg.</u> b. <u>Engg. Institutes with PH as dept</u>)	a. Appointed & Approved by DTE/ MSBTE b. Appointed & Not Approved by DTE/ MSBTE c. In charge	3/2/0	Dept.
3	Faculty : Student ratio based on approved intake:- Minimum 80% should be regular/full time faculty and remaining may be adjunct faculty/ Resource persons from industry	a. Below 1:20 b. 1:20 c. Above 1:20	6/5/0	Institute
4	M. E. / M. Tech./ <u>M. Pharm</u> qualified faculties.	a. More than 60% b. 35% to 60% c. Less than 35%	4/2/0	Dept.
5	Percentage faculty approved by State Govt./DTE/MSBTE or proposals sent to State Govt./DTE/MSBTE for approval & awaited out of total required faculty (<u>committee to verify details</u>)	a. Above 50% b. 20-50% c. Less than 20%	4/2/0	Institute
6	Lab Assistant/ <u>Technician</u> with technical qualification as Science Graduate /Diploma/ <u>D. Pharm</u> / <u>DMLT</u> per dept.	a. 3 or more (<u>2 or more for Pharmacy</u>) b. 2 (<u>1 for pharmacy</u>) c. 1 or nil	3/2/0	Dept.
7	Implementation of latest Pay Commission for faculty salary.	a. Yes b. No	2/0	Institute
D	Learning Resources			
1	LCD Projector in dept.	a. Yes b. No	1/0	Dept.
2	Faculties using self-developed Power Point /Flash Presentations/ Readymade presentations as a teaching aid during imparting the instructions	a. More than 50% b. 25% to 49% c. Less than 25%	3/2/0	Dept.
E	Curriculum Coverage			
1	Curriculum covered			
1.1	Curriculum covered as per MSBTE/ <u>PCI</u> norms : Number of Lectures/Practical covered as per norms till date of Monitoring only	a. 100% b. 90% to 100% c. 75% to 90% d. Less than 75%	5/4/3/0	Dept.
1.2	Curriculum covered as per MSBTE/ <u>PCI</u> norms : Theory subject lesson plan prepared & followed till date of Monitoring only	a. 100% b. 90% to 100% c. 75% to 90% d. Less than 75%	5/4/3/0	Dept.

1.3	Curriculum covered as per MSBTE/ <u>PCI</u> norms : Practical plan prepared & followed till date of Monitoring only	a. 100% b. 90% to 100% c. 75% to 90% d. Less than 75%	5/4/3/0	Dept.
1.4	Curriculum covered as per MSBTE/ <u>PCI</u> norms : Student feedback about satisfactory coverage of curriculum till date of Monitoring only	a. 100% b. 90% to 100% c. 75% to 90% d. Less than 75%	5/4/3/0	Dept.
2	Attendance 1. Average attendance of theory Subject, Practical subject, Average attendance of all sessional examination till date of Monitoring only for all theory & Practical should be considered.	a. Above 90% b. 81% to 90% c. 75% to 80% d. Below 75%	6/4/2/0	Dept.
3	Availability of equipments in working condition for conduct of experiments/ jobs as per MSBTE/ <u>PCI</u> norms	a. 91 to 100% b. 86 to 90% c. 75 to 85% d. Less than 75%	8/6/4/0	Dept.
4	<i>Assessment of Student Practical Training – Documentation certified by Principal (Applicable only to Pharmacy Institutes)</i>	<i>Yes / No</i>	<i>8/0</i>	<i>Dept.</i>
5	Conduct of refresher courses for direct 2 nd year admitted students for acquiring pre-requisite technical knowledge to cater requirement of direct 2 nd year subjects / <i>NA for Pharmacy</i> Committee to verify documents certified by Principal	Yes / No	3/0	Dept.
6	New Facility created in the program (Additional new laboratory, Modernization of Laboratory, Development of learning resources developed etc.)	Yes / No	1/0	Dept.
7	Final year projects of the students : Industry sponsored / Application oriented / study based / <i>NA for Pharmacy</i>	a. Industry Sponsored (Minimum two) b. Application Based (Minimum Two) c. Study based	4/3/1	Dept.
8	Vacation training organised for students (4 to 6 weeks per year) ((Number of students undergone the training / Number of students enrolled) *100) / <i>NA for Pharmacy</i>	a. 50 % and above b. 30% - 49% c. 10% - 29% d. Less than 10%	7/5/3/0	Dept.

9	Budget allocation and utilisation for previous financial year (Plan, Non-Plan) Plan and Non-plan grants has to be checked as Demanded, Allocated and Utilised	a. Demanded, Allocated and 80% Utilised b. Demanded, Allocated c. Demanded d. None	3/2/1/0	Dept.
F	Professional Outputs			
1	Number of papers presented by the faculties in National / International Journals/ conference in previous/ current* academic year	a. 3 papers from the institute b. 2 papers from institute c. Nil	4/2/0	Institute
2	Proposals submitted to MODROBS/FDP etc during previous/ current* academic year	a. 2 or more b. 1 c. 0	4/2/0	Institute
3	Number of consultancy / testing / <i>patient counselling(for Pharmacy)</i> projects undertaken during previous year	a. 2 or more b. 1 c. 0	2/1/0	Institute
4	Institute Web portal	Yes/ No	1/0	Institute
5	Whether Institute working for model answer paper development in previous /current* academic year.	a. Model answer paper development center b. Services rendered to Model answer paper development center c. No	2/1/0	Institute
6	Whether Institute Involved in RAC/ RRAC activities of MSBTE in previous / current* academic year (RAC/RRAC has been given to the deserving Institutes as per need by MSBTE)	a. RAC & RRAC Center b. RAC or RRAC Center c. Faculty deputed in assessment d. No	3/2/1/0	Institute
7	Assessment/ moderation of answer books in the immediately concluded exam (150 to 200 answer books per faculty at any RAC) by senior faculty having more than 10 years of experience	a. 50% & more faculty b. 20-49% of faculty c. Nil	8/6/0	Institute
8	Whether Institute working as 'DC'/'PCDC' for MSBTE in previous and current * academic year.	a. DC & PCDC b. DC or PCDC c. No	2/1/0	Institute
9	Whether Institute working as Examination Center/Deputing faculty to Exam Center for MSBTE in immediately concluded exam.	Yes/ No	1/0	Institute
10	Whether Institute has filed any patents in the last academic year independently or in collaboration with MSBTE	Yes/ No	1/0	Institute

11	Whether Institute is working as 'Project institute for Model answers' for MSBTE in previous/ current* academic year	Yes/ No	1/0	Institute
12	Professional activities (Institutional magazine/ Technical magazine/ Newsletter)	Yes/ No	2/0	Institute
13	Professional activities (Institutional Membership of professional societies/ Students chapters)	Yes/ No	2/0	Institute
G	Efforts for faculty development and industry involvement			
1	Faculties deputed/sponsored for the improvement of academic qualification	a. Deputed more than 2 faculties for higher studies b. Deputed 1 to2 faculties for higher studies c. No deputation	2/1/0	Dept.
2	MoUs with <u>Industry/Hospital/Community Pharmacy</u> for the participation in academic development of the institute	a. 2 b. 1 c. Nil	3/2/0	Dept.
3	Industry experts lectures involved in academic activities of institute during current academic year	a. 4 or more b. 2-3 c. Below 2	3/2/0	Dept.
4	Number of Industrial visits /Hospital Visits organised during current academic year	a. 2 or more b. 1 c. 0	3/2/0	Dept.
5	Faculties attended trainings for Soft skills, Content updation, Industrial trainings, Orientation Workshops etc. in current academic year	a. More than 30% b. 10-30% c. Below 10%	3/2/0	Dept.
6	Mechanism of student feedback, analysis and corrective action is adopted (As per MSBTE format)	Yes/ No	1/0	Dept.
7	Adoption of Performance Appraisal and Development System(PADS) for Faculty and Supporting Staff	Yes/ No	1/0	Dept.
8	Implementation of career advancement scheme as per AICTE norms	Yes/ No	1/0	Dept.
H	Result and Placements			
1	Number of Students passed in 1 st Class in final year	a. Above 60% b. 30-60% c. Below 30%	6/4/0	Dept.
2	Average result of final year of last 3 years	a. Above 90% b. Above 60% - below 90% c. Less than 60%	5/3/0	Dept.
3	Success rate = (Number of Students passed without backlog / Students admitted in 1 st + 2 nd + 3 rd year(for Ph 1 st + 2 nd year)) * 100	a. Above 60% b. 30-60% c. Below 30%	5/3/0	Dept.

4	Percentage of Students appeared for the examination with respect to the admissions	a. Above 90% b. 75-90% c. Below 75%	4/2/0	Dept.
5	Programs conducted for personality development during current year	a. 2 or More b. 1 c. Nil	3/2/0	Dept.
6	Participation in sports (IEDSSA) / IPA/APTI for Pharmacy	a. More than 3 events b. 1-3 c. Nil	3/2/0	Dept.
7	Students Campus Placement, Self-Employment and Higher Education Statistics			
7.1	Final year students placed through campus interview	a. 50% and above b. below 50%	2/1	Dept.
7.2	Final year pass outs going for self-employment	a. 10% and above b. below 10%	2/1	Dept.
7.3	Final year pass outs opting for higher education	a. 50 % above b. below 50%	1/0	Dept.
8	Entrepreneurship Development Cell established	Yes/ No	1/0	Institute
9	Number of training programs on Entrepreneurship Development organised (through MCED/ DIC/ MITCON/ Other Govt. department/ Industry collaboration etc.)	a. 3 and above b. 2 - 1 c. 0	2/1/0	Dept.
10	Students Mentoring system (Professional guidance/ Career advancement /All -round development/ Course/Lab work specific, mentoring programs conducted) frequency of mentoring (Excluding Personality Development Programs)	a. 2 and above b. 1 c. 0	2/1/0	Institute
I	Extra-curricular Activities			
1	Organizing Technical Quiz / Seminar / Paper Presentation /Project Competition event previous /current* year	a. 3 and more activities b. 2 activities c. 1 activities d. none	3/2/1/0	Dept.
2	Participation in Technical Quiz / Seminar / Paper Presentation / Project Competition event previous/ current * year	a. 3 and more activities b. 2 activities c. 1 activities d. none	3/2/1/0	Dept.
3	Organizing/ participation in Career Fair	a. Organizing b. Participation c. None	2/1/0	Institute

4	Number of state/ national / international level awards won by the Institute/ faculty in workshop /seminar/ conference/ project competitions organised in association with industry/ Universities / MSBTE/ Government/Any other professional body during previous/ current * year	a. 2 or more b. 1 c. No awards	4/2/0	Institute
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IV. Socio- Economic Criteria

Sr No	Criteria & Sub-criteria	Observations	Marks	Level (Institute/ Dept.)
A	Alumni			
1	Whether alumni association registered or not? If Yes give No. of past students registered	Yes/No	1/0	Institute
2	Alumni meet conducted once in a year?	Yes/No	1/0	Institute
3	Contribution by Alumni (Expert lectures/Placements/Funding/ Sponsorship etc)	Yes/No	1/0	Institute
B	Socio-Industry Involvement			
1	Activities like CEP (Continuing Education Program) / Skill Imbibing Program/ Community college program/ CDTP/ NSQF/PMKVY Program organised in previous/ current* academic year	Yes/No	2/0	Dept.
2	Any other social activities – Earn and learn/ NSS/ NCC/ Community services/Student welfare fund etc.	a. 1 to 2 b. 0	2/0	Institute

***- Previous year is considered for FIRST monitoring and Current year is considered for SECOND monitoring of the respective year.**

Note: 1. For Pharmacy Institutes, Criteria & Sub-criteria, observations & marks are highlighted in italics. All other parameters remain same.

2. This revised proforma is applicable for Academic Monitoring of only AICTE approved diploma courses.