APPENDIX
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### 1. SOCIAL AWARENESS

#### 1.1 MARKET SENSITIVITY AND RESPONSIVENESS TO CLIENT NEEDS

1.1.1 Number of short courses conducted

1.1.2 Percentage of passouts securing employment in related fields (by category of courses)

1.1.3 Pressure for gathering information from pass students on curriculum relevance.

1.1.4 Facilities in the Polytechnic utilised by the community

1.1.5 Extent of involvement of advisory committee/Board of Management in planning and development of the Polytechnic.

#### 1.2 CONCERN FOR UNDER PRIVILEGED STUDENTS

1.2.1 Number of scholarships/concessions provided to students on the basis of low income

1.2.2 Number of students benefiting through Book Bank Scheme
1.2.3 Number of Hours extra-guidance provided to weaker students.

1.2.4 Other examples of activities contributing to the specific needs of academically and economically under-privileged students and scheduled caste and scheduled tribe students.

1.3 PROACTIVE ROLE:

1.3.1 Improving public awareness of educational opportunities in polytechnics-Non-routine initiatives.

1.3.2 Provision of Career guidance facilities for high school students

1.3.3 Assistance provided in starting small industries entrepreneurship schemes

1.3.4 Other indicators of a pro-active role undertaken by Polytechnic e.g. Ruralisation of technology other Comm. deve. projects.

2. FINANCIAL RESOURCES

2.1 COST ANALYSIS

2.1.1 Cost per student enrolled based on categories of expenditure (including hostels)

- Staff
  - Depreciation in Equip. and furniture cost
  - Depreciation in space cost
  - Depreciation in library/books
  - Raw materials
- Supporting staff
- Administrative staff
2.1.2 Income from consultancy and testing services towards development fund.

2.1.3 Income from tuition fees, hostel rent etc.

2.1.4 Net cost per student produced.

2.2 EFFICIENCY OF RESOURCE UTILISATION:

2.2.1 Total number of working days in the year (No. of days on which teaching is done)

2.2.2 Sanctioned staff strength, required staff strength and actual staff in position category-wise,

2.2.3 Teaching and other staff contributing to developmental activity and output of such staff.

2.2.4 Teaching staff contributing to organisation of extra-curricular activity and nature of such activity.

2.2.5 Actual deployment of non-teaching supporting staff.

2.2.6 List of major equipment not in operation

2.2.7 Total space available sq. m. per registered student.

2.2.8 Extent of flexibility in space allocation which permits a variety of teaching methods.

2.2.9 Number of books per student available in library.

2.2.10 Proportion of books/journals actually utilised to books/journals available separately for staff and students.
2.3 RESOURCES PLANNING:

2.3.1 Programme for utilising available funds for procuring raw materials/ equipments/library books, journals

2.3.2 Planning expenditure from development fund (from consultancy testing services).

3. PROGRAMMES

3.1 ACADEMIC PLANNING

3.1.1 A statement of board educational goals of the institution

3.1.2 Existence of process for planning and implementation of short course.

3.1.3 Existence of a planning process and scheme of work for prescribed courses.

3.1.4 Involvement of staff in course planning process.

3.2 COURSE IMPLEMENTATION

3.2.1 Consistency of the timetable and scheduling of Physical facilities with course plans.

3.2.2 Use of instructional aids/ equipment.

3.2.3 Student assessment procedure, feedback to students and remedial action.

3.2.4 Organisation and integration within teaching teams.

3.3 COURSE EVALUATION (Long and short Courses)

3.3.1 System of evaluating the effectiveness of the course in terms of
(a) Course structure—(balance between classroom laboratory and workshop).

(b) Course content

(c) Integration within and between subject areas.

(d) Course materials

(e) Appropriateness of teaching methods

(f) Teacher performance

3.3.2 Examples of gathering information course/curriculum relevance from employers/past students.

4. IMAGE

4.1 ACADEMIC AND PROFESSIONAL STANDING

4.1.1 Ratio of the number of applications received to the intake capacity (category wise)

4.1.2 Number of requests for transfer by students of other polytechnics/polytechnic and reasons.

4.1.3 Proportion of students with merit/scholarships

4.1.4 Number of students securing positions in the State merit list.

4.1.5 Awards earned by students for academic performance.

4.1.6 Innovative activity of students/teachers getting recognition at State/Regional/National levels.

4.1.7 Papers published by staff in professional journals.

4.1.8 Books written by staff and published.
4.1.9 Number and quality of projects undertaken on request from local industries/Government department.

4.1.10 Number of proportion of staff undertaking consultancy/testing jobs from industries/Government departments.

4.1.11 Staff Represented in State/Regional/National level academic/professional bodies

4.1.12 Instructional materials including equipments prepared for the benefit of polytechnics/educational institutions

4.1.13 Staff development programmes conducted at State/Regional/National level e.g. Summer Schools, Curriculum Development.

4.1.14 Proportion of passouts from whom apprenticeship is arranged by the Polytechnic.

4.1.15 Proportion of passouts for whom job placements have been arranged by the polytechnic.

4.1.16 Number of useful equipments, models received by the polytechnic as gift from industries.

4.1.17 Collaborative projects with other institutions/organisations.

4.1.18 Number of industries with which liaison

4.1.19 Comparison of percentage results in each year and each course with state average.

4.2 PUBLIC STANDING

4.2.1 Staff representing on public/Government bodies and committees and goodwill/benefits earned.
4.2.3 Requests from professional organisations/schools for lectures by polytechnic staff.

4.2.4 Awards earned by staff/students in inter-institutional/public competitions at district/state/regional or national level.

5. INVESTMENT IN HUMAN CAPITAL

5.1 PLANNING FOR STAFF

5.1.1 Existence of staff development plan and its relationship with the development plan of the institution.

5.1.2 Method of appraising individual staff and identifying training needs.

5.1.3 Method of fixing priorities of training needs of individual staff.

5.1.4 System of monitoring training

5.1.5 Vacancies in staff positions and its influence on institutional performance.

5.2 TRAINING PROGRAMMES

5.2.1 Criteria for sponsoring staff for externally conducted staff development programmes, e.g. Summer Schools, Curriculum development, Quality Improvement Programmes.

5.2.2 Management of Post-training re-entry to the job.
(a) Opportunities provided
(b) Utilization
5.2.3 Schemes of internal staff development programmes conducted

5.2.4 Coordination between externally conducted staff development programmes and internal staff development programmes

5.2.5 Extent of support to and involvement by staff within appropriate professional bodies.

5.3 STAFF SELECTION POLICY

5.3.1 Procedure for selection of teaching/non-teaching staff in terms of job requirements

5.3.2 Existence of a method of preparing senior staff for competencies required for the higher job

6. INVESTMENT IN FACILITIES

6.1 PLANNING FOR PHYSICAL FACILITIES

6.1.1 Existence of a development plan indicating the proposed changes in terms of -

(a) improvement in teaching methodology
(b) developmental activities like innovations/consultancy services etc.
(c) improvement in services to students and staff
(d) addition of new short term/long term courses
(e) replacement and addition of equipments, books, furniture etc. in a phased manner
(f) future space requirements.

6.2 SPACE REQUIREMENT

6.2.1 Existence of an analysis of the existing space position with alternative suggestions for space reallocation proposed/adopted for it will meet changing requirements
6.3 LIBRARY FACILITIES

6.3.1 Existence of plans to improve utilisation of available books/journals in library

6.3.2 Criteria for procuring new books/journals in the library

6.4 REPROGRAPHIC FACILITIES

6.4.1 A plan for matching the available reprographic and business machines facilities with the functional requirements

6.4.2 Priorities for procurement of reprographic equipment based in the current and projected future needs of the institution

6.5 AUDIO - VISUAL HARDWARE AND SOFTWARE

6.5.1 Existence of a plan for -

(i) provision of facilities in classroom to promote utilisation of A.V. aids

6.6 EQUIPMENT AND LABORATORIES

6.6.1 Existence of an analysis of the courses to identify -

(a) the need for new equipment
(b) modification of existing equipment
(c) fabrication of a new equipment within the polytechnic

6.6.2 Methods of meeting the above requirements

6.6.3 Extent to which above requirements are met

6.7 DEVELOPMENT OF COMPUTER CONSULTANCY SERVICES

6.7.1 Existence of a detailed plan for expansion of consultancy/testing services
6.8 Campus Development

6.8.1 Any other plans for improvement/development of the Campus environment

6.9 Upkeep of Existing Facilities

6.9.1 Existance of schedules of maintenance and repairs of

- (a) building
- (b) equipments
- (c) services

6.9.2 Extent to which schedules are effective

7. Product Management

7.1 Student Participation in Decision-Making

7.1.1 The bodies/committees on which the students have representation and the extent of their development

7.1.2 Informal consultative practice with student representation leading to decision-making

7.2 Procedures for Redressal of Grievance

7.2.1 Incidence of grievances, conflicts, disputes and complaints

7.2.2 Resolution channel

7.2.3 Promptness of action

7.2.4 Consequence of decisions

7.3 Student Discipline

7.3.1 Absenteeism

7.3.2 Strikes and agitations

7.3.3 Unsatisfactory courses/classroom discipline

7.3.4 Fines and punishments

7.3.5 Student quarrels
7.4 GUIDANCE AND STUDENT COUNSELLING

7.4.1 Operation of the teacher guardian system

7.4.2 Vocational guidance including training and placement

7.4.3 Nature of personal and curricular problems and method of tackling them

7.5 ENCOURAGING POSITIVE STUDENT ATTITUDES

7.5.1 Existence of an induction programme to orient the students to the environment-learning and social

7.5.2 Student participation in extracurricular activities

7.5.3 Nature and frequency of social interaction with staff

7.6 STUDENT AMENITIES

7.6.1 Existence and utilisation of student facilities such as -

Hobby Centre, games and sports, canteen, hostel facilities, common rooms, reading rooms, postal and banking facilities, cooperative stores etc.

8. MANAGEMENT VS EMPLOYEES

8.1 MOTIVATION AND MORALE

8.1.1 Existence of job description and clarity of role perceptions by individual staff

8.1.2 Extent to which opportunities for development are provided to meet the individual needs and willingness

8.1.3 Method of giving recognition to accomplishment by individual staff with examples.
8.1.4 Scope and extent to which individual volunteer to undertake challenging tasks with examples

8.1.5 System of rewards

8.2 PARTICIPATION IN DECISION MAKING

8.2.1 Process of formulating the institute development plan and the staff development plan

8.2.2 Frequency and nature of departmental meetings, staff meetings and purpose of such meetings

8.2.3 Examples of decision taken through informal consultations

8.3 PROCEDURE FOR RESOLUTION OF CONFLICTS AND REDRESSAL OF GRIEVANCES

8.3.1 Incidence of grievances, conflicts and disputes

8.3.2 Resolution channel

8.3.3 Promptness of action

8.3.4 Consequences of decision

8.4 RELATIONSHIP WITH STAFF/UNIONS/ASSOCIATIONS

8.4.1 Clarity of aims and objectives of the Union(s) and its/their relationship with the actual functioning of the institution

8.4.2 Nature of complaints/confrontations with the management

8.4.3 Resolution process

8.4.4 Acceptability to all concerned parties of the outcomes from the resolution process
8.5 ENCOURAGEMENT OF POSITIVE ATTITUDES

8.5.1 Existence of and nature of an induction programme to orient new staff

8.5.2 Existence of a channel to receive and operate on suggestions by staff at all levels

8.5.3 Projects/innovations/consultancies undertaken involving team work—existence of departmental and inter-disciplinary teams.

8.5.4 Nature and frequency of social interaction with staff and between staff and students

8.6 WELFARE SCHEMES

8.6.1 Administration of staff welfare schemes, like provident fund, travel concessions, loans

9. PUBLIC RESPONSIBILITIES

9.1 COMPLIANCE WITH RULES AND REGULATIONS

9.1.1 Number of students fined, detained, rusticated etc., for breach of rules and regulations

9.1.2 Staff punished—warned, censored, suspended etc., for breach of rules and regulations

9.2 ACCEPTANCE OF SOCIAL OBLIGATIONS

9.2.1 Participation of students/staff in social service activities —

(a) Red Cross/Voluntary Blood donation

(b) Adult Education

(c) Rural uplift programmes

(d) N.S.S.

(e) Any other social service programme