

**Institute of Research Development & Training, U.P.
Department of Technical Education U.P.**

Proforma for Outstanding Institution Award (Polytechnic category)

(To be filled in by the Principal of the Polytechnic)

Please provide supporting documents to authenticate your claim

1.	Name of the Polytechnic	
	Address of the Polytechnic with Pin-code	
	Phone No. with STD Code	

2.	Name of the Principal	
	Mobile No.	
	Email address	
	Website	

3. Administrative

a. Principal of the institute (Please Tick)

(i) Regular (ii) In-charge

b. Total Grant received in the last three years (excluding salary component)

(i) Below 50 lakhs (ii) 50 - 100 lakhs (iii) Above 100 lakhs

c. Availability of faculty

Year	No. of faculty required as per AICTE Norms	No. of faculty present in polytechnic with qualification				Total No. of Regular faculty	No. of guest faculty
		B.E.	M.E.	Ph.D	Others		
2017-18							
2018-19							
2019-20							

4. Academics

(a) No. of Disciplines /Departments in the institute (attach list):

(b) New courses added in last 3 years

Year	Course Name	Approved Intake

(c) Percentage of students admitted in last 3 years against sanctioned intake of student:

Year	Sanctioned Intake	Students admitted	Percentage	Average of three years
2017-18				
2018-19				
2019-20				

(d) Percentage of students passed in stipulated period in last 3 years:

Year	Students admitted	Students Passed			Average of three years
		Year	Number	Percentage	
2014-15		2016-17			
2015-16		2017-18			
2016-17		2018-19			

* Attach separate table for one/two year diploma courses.

(e) Nos. of Print and Non-print instructional materials (Books, Lab manuals, Educational video films, CAI packages) published by the institute / publisher in the last 3 years (Attach the list)

(i) More than 10 (ii) Less than 10 (iii) Nil

(f) National & International Research Publications/Patents filed in last 3 years (Attach the list faculty wise)

Year	Publications				Patents	Total	Average of 3 years
	Journals		Conference/Seminars				
	International	National	International	National			
2017-18							
2018-19							
2019-20							

(g) Sponsored Research Projects granted in last 3 years:

Year	No. of Research Projects	Amount Received			Average of last 3 years Rs. (in Lakhs)
		< 5 Lakhs	5-10 Lakhs	> 10 Lakhs	
2017-18					
2018-19					
2019-20					

(h) In which year revision of curriculum of each discipline took place?(as per BTE U.P.)
 (i) < 3 years (ii) 3 – 6 years (iii) > 6 years.

(i) No. of industries/organizations with whom your institute has established functional linkages during past 3 years. (Attach list)
 (i) < 10 (ii) 10 - 20 (iii) > 20.

5. Infrastructure

a. No. of Computers (Pentium-IV & above only). Operational

Year	No. of Computers as per AICTE Norms	Actual available	Percentage
2019-20			

b. Internet band width

(a) Upto 2 Mbps (b) 2 – 10 Mbps (c) More than 10 Mbps

c. Indicate the names and number of Labs per discipline in your polytechnic (Attach the list)

No. of Programmes (A)	No. of Labs (B)	No. of Lab per Programme (B/A)

d. Percentage of equipment in working condition:

(a) < 50 % (b) 50 – 75 % (c) > 75 %

e. Training and Placement Cell & Regular TPO

(a) Exists (b) Not exists (c) Cell exists with I/C Officer:

f. Guest faculty/Faculty Retention:

Guest faculty / Faculty Retention	2017-18 Percentage	2018-19 Percentage	2019-20 Percentage	Average of three years
< 1 Year				
1-3 Years				
> 3 Years				

g. No. of audio visuals aids/equipment available in your polytechnic in working condition:

No. of Programme in Institute (A)	No. of Audio-visual aids/equipment available (B)	Average per programme (B/A)

h. Percentage of faculty who make use of audio visual aids while teaching:

(a) < 50 % (b) 50 – 75 % (c) > 75 %

6. Achievements

a) Nos. of faculty members sponsored for faculty development programme/sponsored training in last 3 years.:

(a) Below 50% of strength (b) 50 – 75 % (c) Above 75 %

At IRDT Kanpur		At NITTTR Chandigarh/ other organizations (specify)	
Short term courses	Workshops	Short term courses / workshops	Long term courses (M.Tech./M.E / Ph.D)

b) Internal Revenue Generation (IRG) earned in last 3 years (excluding students fee)

Year	IRG in Rupees	Average of Three Years
2017-18		
2018-19		
2019-20		

c) Students placed through campus placement cell in last 3 years:

Year	Percentage (Placed + joined higher studies)	Average of Three Years
2017-18		
2018-19		
2019-20		

d) No. of companies visited the institute in last 3 years for campus placement (attach list with year)

Year	No. of Companies Visited	Average of Three Years
2017-18		
2018-19		
2019-20		

e) Nos. of new books and journals added to Library in last three years:

Year	No. of new books added	No. of new journals added	Amount spent	Average amount spent for three years
2017-18				
2018-19				
2019-20				

f) Total volume and titles (in numbers) of books in Library:

Year	Total Volume of Books	Total Title of Books
2019-20		

g) No. of National / International journals in library:

Year	No. of National Journals	No. of International Journals
2019-20		

h) Is the Library Computerized: (a) Yes (b) No

i) No. of awards to faculty / staff / students from other agencies (attach list for last 3 years):

Year	State Level Awards	National Level Awards	Average of three years
2017-18			
2018-19			
2019-20			

j) No. of faculty and staff completed M.E/M.Tech/Ph.D in last 3 years:

Year	Faculty/Staff completed ME/M.Tech	Faculty/Staff Completed Ph.D	Average of three years
2017-18			
2018-19			
2019-20			

k) No. of Seminars / Conferences (International / National) / attended in last 3 years:

Year	No. of National Seminars/Conferences attended	No. of International Seminars/Conferences attended	Average of three years
2017-18			
2018-19			
2019-20			

l) No. of outside experts delivered talk to students and faculty in last 3 years.:

Year	Expert Talk to Students	Expert Talk to Faculty	Overall Average
2017-18			
2018-19			
2019-20			

m) No. of Social events conducted in last 3 years (attach the list of events with date):

Year	No. of Social events organized	Average of three years
2017-18		
2018-19		
2019-20		

n) Distinctions earned and award / trophies won by the institute in curricular and co-curricular activities in the last 3 years (attach list):

o) Whether your institute has acquired Quality Management Standard ISO 9001:2008/ ISO 9001:2015?

(a) Yes (b) No

p) Indicate whether the programmes of your institute are NBA accredited?

Year	NBA Programme accredited	Duration of Accreditation
2017-20 (2017-18, 2018-19, 2019-20)		

7. Feedback/Evaluation

a. Feedback from students collected (attach a copy of feedback proforma)

(a) Yes (b) No

If Yes, indicate the frequency of students' feedback and how the feedback is used to improve the teaching-learning process?

b. Remedial classes conducted for weak students:

(a) Yes (b) No

c. Syllabus coverage:

Year	Percentage of Syllabus Coverage		
	< 75%	75-90%	> 90%
2017-18			
2018-19			
2019-20			

d. Handouts given to students in Laboratory practices:

(a) Yes (b) No

e. Laboratory note books and assignments are checked and returned:

(a) < 3 days (b) 3 - 5 days (c) > 5 days

f. Professional body chapter like ISTE, IETE, IE, IEEE etc (attach list).

Year	Name of Professional Bodies/ Chapters	Average of three years
2017-18		
2018-19		
2019-20		

g. Nos. of faculty members sent for attending Seminar & Conferences in last three years.

Year	No. of faculty members attended seminars/conferences			Average of three years
	< 25%	25-50%	> 50%	
2017-18				
2018-19				
2019-20				

h. Initiatives for faculty for best teaching or best results on the subject (please specify).
(a) Exists (b) Not exists

i. Indicate the use of following aids by your faculty for teaching purposes:

Year	MOOCs Yes/No	NPTEL Yes/No	NCTEL Yes/No	Any other (Specify)
2019-20				

j. Percentage of faculty members /students registered on **Swayam Portal**:

k. Does your institute have a Governing Body as per AICTE norms: Yes/No.
If yes does the institute upload the agenda and minutes of the meeting on the website: Yes/No

l. Indicate the number of meetings of the Governing Body of the institute in last 3 years.

Year	No. of Meetings with date	Average of 3 years
2017-18		
2018-19		
2019-20		

Principal's Column

1. The five most important points for which you claim the **best polytechnic award**.

- i)
- ii)
- iii)
- iv)
- v)

2. The five weakest points which need immediate action to **improve your institute**.

i)

ii)

iii)

iv)

v)

3. Attach AICTE deficiency list.

**Signature of Principal
with Official Seal**