

## **METHODOLOGY & GENERAL GUIDELINES**

<b>1.1</b>	<b>Methodology to be followed for AQIS Assessment</b>										
<b>(a)</b>	<p><b>The proposals under AQIS are to be uploaded online using following guidelines:</b></p> <ol style="list-style-type: none"> <li>I. Read overview about schemes at link Departments&gt; AQIS&gt; Schemes <a href="http://www.aicte-india.org/">http://www.aicte-india.org/</a></li> <li>II. Log in to AICTE web portal using Institute User Id and password</li> <li>III. Fill the respective AQIS proposal as per guidelines of scheme.</li> <li>IV. Also, enter the data on web portal about the grants received in the past.</li> <li>V. Press "Submit" button. No changes in the application are possible after this.</li> </ol>										
<b>(b)</b>	The submitted AQIS application would be forwarded online to the empanelled experts.										
<b>(c)</b>	Each proposal will be examined separately by three experts as per the guidelines of the scheme.										
<b>(d)</b>	<p>Each proposal submitted online shall carry 100 marks for evaluation and would be examined by three examiners online. Following general criteria would be followed for the grading and qualifying of the proposal until and unless specified separately.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Marks out of 100 (Grand Total)</th> <th style="text-align: center;">Equivalent Grades</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">= or &gt; 75</td> <td style="text-align: center;">A</td> </tr> <tr> <td style="text-align: center;">= or &gt; 70</td> <td style="text-align: center;">B</td> </tr> <tr> <td style="text-align: center;">= or &gt; 60</td> <td style="text-align: center;">C</td> </tr> <tr> <td style="text-align: center;">&lt; 60</td> <td style="text-align: center;">D</td> </tr> </tbody> </table> <p><b>Qualifying Criteria for Grant</b></p> <ol style="list-style-type: none"> <li>I. <b>D grade</b> award by any one of the three experts would disqualify the proposal.</li> <li>II. For qualifying, the proposal should score <b>at least two B grades or above</b> out of three expert recommendations.</li> <li>III. If qualified, the expert recommended amount for the grant to be released would be averaged.</li> <li>IV. The equipments under non-recurring head are to be recommended at least by two experts. The quantity of equipments and cost of the equipment recommended by these experts would be averaged for final recommendations.</li> <li>V. The proposed activities under recurring head are to be recommended at least by two experts. The type, quantity and expenditure under proposed activity recommended by these experts would be averaged for final recommendations.</li> <li>VI. The final outcome of the expert recommendations would be verified by a central committee of experts before release of the grant.</li> <li>VII. Till the arrangements for "online evaluation" of the application are made, the existing manual evaluation by the experts shall continue.</li> </ol>	Marks out of 100 (Grand Total)	Equivalent Grades	= or > 75	A	= or > 70	B	= or > 60	C	< 60	D
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<b>1.2</b>		<b>General Guidelines</b>
	<b>(i)</b>	The project must be initiated within one month of receipt of the funds. An activity register is to be maintained for listing the date and respective activity. It must be ensured that projects are completed within the specified period of time.
	<b>(ii)</b>	State/Central Government procedures should be adopted for procuring equipment/services. Equipment/services recommended by the council alone should be procured. Equipment purchased should be engraved/ superscripted with AICTE Project Number.
	<b>(iii)</b>	A stock register of equipments should be maintained for purchases made out of the project grant for likely verification by AICTE appointed experts at any time. List of assets procured from funds provided by AICTE should be submitted to the Council every year.
	<b>(iv)</b>	Progress reports should be submitted regularly to AICTE at specified intervals as per the requirement of the scheme.
	<b>(v)</b>	Provisional audit certificates should be submitted annually. The Final audited UC should be submitted immediately after the completion of the project along with Progress Report and the details of the assets thus created/procured out of the grant-in-aid as per GFR-19 given in Annexure-III. Utilization certificate and statement of accounts in prescribed proforma shall be duly audited by a Chartered accountant, in the case of private institution and by the finance officer/account officer in respect of government/government-aided institutions.
	<b>(vi)</b>	It may be noted that If AICTE does not receive the Utilization certificate within one month from the date of completion of the project or earlier, then AICTE will be at liberty to recover the entire amount of the grant including the interest thereon, in a manner it finds proper. Without submitting the projects closure certificate, the department shall not be eligible for further funding.
	<b>(vii)</b>	The amount of interest accrued along with the grant disbursed should not exceed the total grant sanctioned for the project. The institute receiving the grant should reflect the same in the audited statement of accounts/ utilization certificate and may either refund the interest amount to AICTE or AICTE should adjust the same in the next instalment of grant before releasing.
	<b>(viii)</b>	Any unspent balance from the amount sanctioned on the completion of the tenure of the project must be surrendered to AICTE within one month through a Demand Draft drawn in favour of the Member Secretary, All India Council for Technical Education.
	<b>(ix)</b>	The Comptroller and Auditor General of India/ AICTE at their discretion shall have the right of access to the books of accounts of the Institute in respect of the grant received from AICTE. The Institute must, therefore, maintain separate record of expenditure and audited accounts for the project.
	<b>(x)</b>	The Institution which has availed the grant, shall observe all financial norms and guidelines as prescribed by the AICTE/GOI from time to time.
	<b>(xi)</b>	Project Monitoring Committee (PMC) at Institutional level has to be constituted by the Coordinator of the Project for reviewing the progress of the project from time to time and submit annual progress report.

<b>(xii)</b>	<p>The composition of PMC should be as follows (in case specific instructions are not issued for any specific scheme):</p> <ul style="list-style-type: none"> <li>(i) Director/Principal/Dean of the Institution, College and University respectively (Chairman of the Committee).</li> <li>(ii) Dean (Academic affairs/Research)</li> <li>(iii) Coordinator of the Project (Convener/Secretary)/ Head of the Department.</li> <li>(iv) An external expert member of the area of specialization of the project.</li> </ul>
<b>(xiii)</b>	<p>The constitution of PMC may be sent to the Council for record. The general terms of the reference of PMC are as follows:</p> <ul style="list-style-type: none"> <li>(i) PMC should meet from time to time as required but at least once in a year. The minutes of the meeting should be recorded and submitted to the Council.</li> <li>(ii) PMC shall advise on the proper utilization of the funds under the project and would ensure proper implementation of the scheme as per the objectives of the project.</li> </ul>
<b>(xiv)</b>	<p>As per Government of India's Decision (7) b under Rule 149(3), assets created/procured out of the project grant should be submitted to the funding agency. The assets thus created/procured out of the grant should be maintained and submitted to AICTE, along with the project completion report.</p>
<b>(xv)</b>	<p>Each Project sanctioned by AICTE is assigned a specific File No. All Correspondence addressed to AICTE regarding the Project must invariably quote this number along with the year in which the Project was sanctioned and should be addressed to the Bureau Head.</p>
<b>(xvi)</b>	<p>The AICTE may withdraw the award due to any reason, it thinks appropriate, including the following :</p>
<b>(xvii)</b>	<p>If the progress is not adequate during Annual Appraisal;</p>
<b>(xviii)</b>	<p>If the scheme is not initiated or is deviating from approved project plan</p>
<b>(xix)</b>	<p>In case of any financial irregularity;</p>
<b>(xx)</b>	<p>Any expenditure incurred prior to the issuance of the approval letter and after the expiry of tenure of the project is not allowed for any adjustment in the grant-in-aid.</p>
<b>(xxi)</b>	<p>The grant-in-aid released for a project cannot be spent on creating infrastructural facilities such as construction of roads, purchase of vehicles, air-conditioning, etc.</p>
<b>(xxii)</b>	<p>The assets acquired out of the grant-in-aid shall be the property of the Institute. No assets acquired out of the grant-in-aid shall be disposed off without the permission of the Council.</p>
<b>(xxiii)</b>	<p>The Council shall not provide any maintenance grant-in-aid after the expiry of the incubation period for the programme.</p>
<b>(xxiv)</b>	<p>The following details of temporary manpower employed under any project grant shall be provided with the utilization certificate.</p>
<b>(xxv)</b>	<p>Recruitment procedure adopted with copy of advertisement.</p>
<b>(xxvi)</b>	<p>Muster roll.</p>
<b>(xxvii)</b>	<p>Salary payment details.</p>

	<b>(xxviii)</b>	In case of a project proposal recommended for funding by the expert committee, the institute shall upload relevant documents justifying the self declared credentials of the Coordinator/ Principle Investigator/ Department/ Institute/ Project/ NBA Accreditation, etc. based on which the project proposal is recommended in respect of the project on the AICTE web portal.
	<b>(xxix)</b>	In case, at any point of time it is found that information provided in the proposal is false or incorrect, AICTE will be at liberty to withdraw the grant given to the Institute/ University Department and it shall be liable to refund the entire amount of the grant with interest thereon and also liable for any other action that AICTE may deem fit. AICTE may not consider future proposals of Institute/ University Department in this circumstance.
	<b>(xxx)</b>	The actual release of grants will be subject to availability of funds.