

SHARE AND MENTOR INSTITUTIONS (MARGDARSHAN)

2.1.1		Objectives
		Mentoring to institutes by a well performing Institute.
		The Hub 'n Spoke system is to be established by a Institute of repute as a Mentor within an existing facility to serve as the hub to guide and disperse knowledge to ten technical institutions to encourage best practices. The secondary branches, the spokes, are additional services provided to faculty for self improvement. Eventually, the Hub 'n Spoke system will allow for inter-hamlet information sharing, such as technical education, research and sharing of resources to the entire system.
2.1.2		Eligibility
	(a)	The mentor Institution/ University Departments must be Government or Government Aided/ Self Financed institute.
	(b)	AICTE approved institutes/ University Departments can participate.
	(c)	The Mentor Institute/ University Departments should have been before established 15 years.
	(d)	The Mentor institute should be conducting graduate courses of which at least fifty percent of the courses should be NBA Accredited.
	(e)	The Mentor institute should be conducting post graduate courses of which at least fifty percent of the courses should be NBA Accredited.
2.1.3		Duration of the Project
	(a)	Duration of project shall be of 3 years.
2.1.4		Limit of Funding
	(a)	Rs. 50 lakh
2.1.5		Disbursement of the Funds
	(a)	100 % of Non-recurring and recurring for one year for the first year.
	(b)	Recurring of one year for the second year.
	(c)	Recurring of one year for the third year
2.1.6		Processing Methodology:
		The proposal shall be assessed by an Experts Committee constituted as follows:
	(a)	Three member expert committee not below the rank of Associate Professor.
2.1.7		Terms and Conditions
	(a)	The Mentor Institute shall identify at least ten other institutions for the programme. A MoU should be signed among the Institutions to conduct the programme.
	(b)	The Mentor Institute is expected to conduct programs for the technical upliftment of the member Institutions in terms of teaching learning process. At least 10 Faculty Development Programs (FDP), research interaction between the hub and spoke and ensuring not less than 25 Guest Lectures for mutual benefits. The travel expenditure are to be borne by the deputing institute. The Other expenditure for boarding & lodging may be incurred out of the grant received for the scheme.
	(c)	The Chief Coordinator shall be a full time faculty member of the Mentor institute. The participating institutions are required to nominate full time faculty members (one from each participating institutions) as the co-coordinators of the project.
	(d)	The Chief Coordinator shall be primarily responsible for the implementation of the project.
	(e)	The Chief Coordinator is expected to give a comprehensive list of participating institutions and their brief profile.

(f)	<p>The chief coordinator is required to provide a brief two page write up on the proposed NCP indicating the <u>following points</u> at the time of submitting the initial proposal. This may undergo some degree of modification in the Detailed Project Report, which is required to be submitted within <u>three months</u> from the date of receipt of seed money from AICTE:</p> <ul style="list-style-type: none"> (i) Details of Mentoring of the institutions. (ii) Infrastructure and equipments needed. (iii) Particulars and academic profile of the chief coordinator and co-coordinators to be involved. (iv) Manpower requirement. The Council does not provide project staff. However, in exceptional cases, technical project staff may be engaged only on contract after taking a formal approval from AICTE. The remuneration for such staff may be fixed as per their qualifications and should be met from recurring expenditure component of the projects <i>(not exceeding 15% of the total sanctioned recurring grant-in-aid)</i>. (v) Details of financial lay out and deliverables of each participating institution. (vi) A time activity chart indicating time schedule along with deliverables from each participating institution. (vii) Copies of letters of intents / MOU are signed between the participating institutions.
(g)	<p>The Chief- Coordinator must submit Annual Progress Report every year indicating the progress of the cell and the status of the grant-in-aid utilized. Quarterly presentation on the outcome of the Project should be emailed to AICTE for uploading in the AICTE website. If it is found that the grant-in-aid released is not being utilized for the purposes for which it was intended for and the progress of the programmes is not satisfactory, the project programmes shall be closed down. Action may be taken to seek refund of grant released. Further extension of financial support from AICTE shall be based on the progress of the project and effective utilization of the earlier grant-in-aid provided.</p>
(h)	<p>If the Chief Coordinator leaves the institution, retires, or goes on long leave, the institute will appoint another Chief Coordinator to the programme, under intimation to the council immediately.</p>
(i)	<p>“The fund, so released shall be utilized to conduct programmes for technical upliftment of the Faculties and shall not be used for purchase of equipment like computer, laptop etc. and for the travelling allowance.”</p>

2.2	Share and Mentor Institutions (Margdarshan) Proforma Cum Evaluation Sheet
	Application Id < Value to be generated by E-GOV>

2.2.1	Institute Details		
(a)	Institute Permanent ID No. :	<Data base of E-Gov>	
(b)	Name of the Institute	<Data base of E-Gov>	
(c)	Contact details	<Data base of E-Gov>	
(d)	Email	<Data base of E-Gov>	
(e)	FAX	<Data base of E-Gov>	
(f)	Telephone	<Data base of E-Gov>	
(g)	Reference of Extension of Approval letter for the current year	Letter No: <Data base of E-Gov>	Date: <Data base of E-Gov>
(h)	Does the Institute have a PG course?	Yes /No <Data base of E-Gov>	
	If 2.2.1 (h) is Yes Proceed to next level Else display message "Sorry only Institute with AICTE approved PG courses"		

2.2.2	Details of the Chief Coordinator			
(a)	Faculty ID	<Data base of E-Gov>		
(b)	Name of the Chief Coordinator	<Data base of E-Gov>		
(c)	Department	<Input by Institute>		
(d)	Appointment Type	Regular <Data base of E-Gov>	Temporary <Data base of E-Gov>	Adhoc <Data base of E-Gov>
(e)	Contact details	Cell no <Input by Institute>	Email <Input by Institute>	
(g)	As per 2.2.2 (d), If appointment is regular proceed to next level Else display the message "Sorry only full time regular faculty can be a Chief Coordinator"			

2.2.3	Academic credentials of Chief Coordinator
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	Parameter/ Criteria	Input by Institute	Input by Institute	Max. Marks	Marks Awarded by the System <Value to be generated by E-GOV>	Marks Awarded by the Experts
(a)	Ph. D	Select Yes/No	<Input by Institute Provide space for area of specialization>	4	Yes = 4 mark No=0 mark	
(b)	Total experience including teaching, industrial and research.	Enter Years	<Provide space for details of Research and Industrial experience>	4	Less than 5 years = 1 5- 10 years= 2 marks More than 10 years = 4 marks	
(c)	Number of Publications in last 3 years (National / International journals)	Enter Number	<Input by Institute> <Provide space for list of publications details >	6	1 to 5 publications= 2 marks More than 5 to 10 publications= 4 marks More than 10 publications= 6 marks	

(d)	Patents Registered	Select Yes/No	<Input by Institute> <Provide space for list >	3	Yes = 3mark No=0 mark	
(e)	Number of Ph D students guided	Enter Number	<Input by Institute> <Provide space for list >	3	1 Ph. D. guided = 1 mark 2 Ph. D. guided = 2 marks More than 2 Ph. D. guided = 3 marks	
		Sub Total		20	<Automated Total>	

2.2.4 Credential of Institution / Department

	Parameter/ Criteria	Input by Institute	Input by Institute	Max. Marks	Marks Awarded by the System <Value to be generated by E-GOV>	Marks Awarded by the Experts
(a)	Type of Institute: (Whether selected under TEQIP-I or TEQIP-II)	Check on TEQIP – I TEQIP-II	<Input by Institute>	10	TEQIP I or II = 5 Both TEQIP I & II = 10	
(b)	Research projects completed in last 3 years.	Enter Number	<Input by Institute> <Provide space for the list >	10	1 to 10 = 2 marks More than 10 to 20 = 5 marks More than 20 = 10 marks	
(c)	Consultancy projects completed in last 3 years	Enter Number	<Input by Institute> <Provide space for the list >	10	1 to 5 = 3 marks More than 5 to 10 = 5 marks More than 10 = 10 marks	
(d)	Number of courses Accredited in the Institute.	Enter Number	<Input by Institute>	05	1 to 2 = 2 marks More than 2 to 5 = 3 marks More than 5 = 5 marks	
(e)	World bank / Internationally funded projects	Yes/ No	<Input by Institute>	05	Yes=5 No=0	
			Sub Total	40	<Automated Total>	

2.2.5 Credentials of programme

	Parameter / Criteria	Input by Institute	Max. Marks	Marks Awarded by Experts
(a)	Objectives, relevance and context	<Input by Institute maximum 500 words>	10	
(b)	Past experience of any such program	<Input by Institute maximum 300 words>	10	
(c)	Profile of participating Institutions	<Input by Institute maximum 500 words>	10	
(d)	Expected Outcomes	<Input by Institute maximum 500 words>	10	
	Sub Total		40	
	Grand Total		100	

2.2.6 Budget Estimates – Non Recurring								
(a)	S.No.	Proposed equipment/s	Specifications	Number of units	Estimated Cost in Rs.	Experts Recommendations (If proposal is recommended)		
						Yes/No	Number of units	Amount in Rs.
	1.	<Input by Institute>	<Input by Institute>	<Input by Institute>	<Input by Institute>			
	2.	<Input by Institute>	<Input by Institute>	<Input by Institute>	<Input by Institute>			
	3.	<Input by Institute>	<Input by Institute>	<Input by Institute>	<Input by Institute>			
		Total(NON RECURRING) Budget Estimate			<Automated Total>	Total amount recommended by experts		Rs. ABC

2.2.7 Budget Estimates – Recurring								
(a)	S.No.	Proposed Activity	details	Estimated Cost in Rs.	Experts Recommendation (If proposal is recommended)			
					Yes/No	Number of units	Amount in Rs.	
	1.	Manpower	<Input by Institute>	<Input by Institute>				
	2.	<Input by Institute>	<Input by Institute>	<Input by Institute>				
	3.	<Input by Institute>	<Input by Institute>	<Input by Institute>				
		Total(RECURRING) Budget Estimate		<Automated Total>	Total amount recommended by experts		Rs. DEF	

2.2.8	Total Recommended Amount = <Rs. ABC+ Rs. DEF >
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Declaration:

I/We solemnly confirm and verify that the information uploaded on the portal in respect of this proposal for seeking grant from AICTE under AQIS is true and correct to the best of our knowledge and belief. In case, at any point of time it is found that information provided in this proposal is false or incorrect, AICTE will be at liberty to withdraw the grant given to us and we 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.

I/we accept all the terms & conditions laid down in the scheme and convey our consent to implement the programme if approved. Also ensure submission of all the mandatory documents required to be submitted on acceptance of our proposal.

I/we also understand that AICTE may not consider our future proposal in this circumstance.