

**ANNEXURE-II**

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH  
CHANDIGARH**

**Proforma for Best Polytechnic Award**  
(To be filled in by the Principal of the Polytechnic)

Kindly provide information about your polytechnic in the following format. **Attach extra sheet in case information cannot be accommodated in the space provided:**

1. Name and address of the Polytechnic : \_\_\_\_\_  
 \_\_\_\_\_ PIN \_\_\_\_\_
  
2. Name of the Principal : \_\_\_\_\_  
 Phone Nos. with STD Code: \_\_\_\_\_ (O) \_\_\_\_\_ (R)  
 Mobile: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail \_\_\_\_\_

3. Indicate the courses being offered at your polytechnic (attach extra sheet, if necessary)

Sr. No.	Courses being offered	Year of Commencement	Duration	Sanctioned Intake	Actual admissions	Year of last curriculum revision
1.						
2.						
3.						
4.						
5.						
6.						

4. Faculty/Technical Staff Position

Sr. No.	Category of Faculty/Technical Staff	Sanctioned Strength	Vacancies	Remarks if any e.g. academic arrangements etc.
1.	Principal			
2.	Head of Departments			
3.	Senior Lecturers			
4.	Lecturers			
5.	Assistant Lecturers			
6.	Demonstrators			
7.	Workshop Instructors			
8.	Workshop Superintendent			
9.	Training & Placement Officer			
10.	Librarian			
11.	Others (specify)			

5. (i) No. of prescribed working days/actual working days in a semester (or a year) during last 3 years.

Year	Prescribed Working Days	Actual Working Days	Reasons of shortfall if any
2009-10			
2008-09			
2007-08			

- (ii) Average ratio of theory/practical classes **conducted** per week in your polytechnic during last year

6. Physical Resources

6.1 Laboratories/Workshops/Computer Centre

Sr. No.	Name of Laboratories / Workshop / Computer Centre	Availability of equipment as per curricular requirement		Percentage of equipment in working order (%)
		Adequate	Inadequate	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

NOTE: 80% and above may be considered adequate

6.2 List of equipment added during last two years costing more than Rs.50,000 each

6.3 (a) No. of Books in the Library \_\_\_\_\_

(b) No. of Journals being subscribed, with list \_\_\_\_\_

(c) Average no. of Students and Staff using library per day during past one year

Students \_\_\_\_\_ per day

Staff \_\_\_\_\_ per day

(d) Average no. of books issued to faculty during last year \_\_\_\_\_  
(No. of books issued/No. of faculty in polytechnic)

Average no. of books issued to student during last year \_\_\_\_\_  
(No. of books issued/No. of student in polytechnic)

6.4 List of Audio-Visual Aids/Equipment available in your Polytechnic

Sr. No.	Particulars of the AV Aid/Equipment	Quantity Available	* Extent of usage in hrs/week
1			
2			
3			
4			
5			
6			

\* Usage on the basis of logbook maintained

6.5 Percentage of faculty who make use of Audio Visual Aids while teaching:

Sr. No.	Department	Total Faculty hrs/semester (or year) using AV Aids in class rooms	Name of Audio Visual Equipment used
1			
2			
3			
4			
5			
6			

6.6 Status of information technology application in your polytechnic.

(i) Total no. of PCs available for general work: Office/Accounts/Library, etc \_\_\_\_\_

(ii) Internet Connectivity: Available/Not available  
 Type of Connectivity: Dial-up/leased line/V-SAT  
 Internet Service Provider:  
 Internet Bandwidth:

(iii) Availability of internet to staff and students per day

Staff: Individual/group/department..... Hrs/day  
 Students: Individual/group/department..... Hrs/day

(iv) Are the library services computerized? Yes/No

7. Pass percentage, Results and merit position(s) in the final examination conducted by the Board of Technical Education during last three years

S. No	Name of the courses	Pass percentage of students			Merit positions (I, II or III) in the Board Examination in last three years in %		
		07-08	08-09	09-10	07-08	08-09	09-10
1.							
2.							
3.							
4.							
5.							
6.							
7.							

8. Distinctions earned and awards/trophies won by the polytechnic in curricular and co-curricular activities in the last three years

Sr. No.	Distinctions earned in past three years (Provide Details and supporting document separately)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

9. Interaction with world of work

9.1 Industry-Institute Interaction

List the Industries/organizations with whom your institute has established functional linkages during last year (attach supporting documents)

S. No	Name of the industry	Extension Lecturer	Industrial training of students	Industrial Training of teachers	Placement	Any other	Remarks
1.							
2.							
3.							
4.							

Note: Write the number benefited under each applicable column

9.2 Interaction with Community during last 3 years

S No.	Type of services rendered by the polytechnic in terms of	No. of Villages (with names) / Youth / beneficiaries etc.		
		2007-08	2008-09	2009-10
1.	Training			
2.	Technology transfer			
3.	Awareness building			
4.	Guidance and Counseling			
5.	Any other (Specify)			

9.3 Employment of Students

Are Campus Interviews being held at your polytechnic? Yes/No  
If yes, please provide details below:

Sr. No.	Discipline	Employment through campus interview in the last three years (%) *			% of students who set up their own enterprises in last three years		
		07-08	08-09	09-10	07-08	08-09	09-10
1							
2							
3							
4							
5							

\* Mention the number of industries employing these students in bracket in each column.

9.4 Whether feedback from students, parents, employers and teachers taken regularly about effectiveness of teaching-learning process

Yes/No

If yes, summarize the findings.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

10 Faculty Development

10.1 No. of teachers got trained through Short Term Courses (STCs) during last three years.

Sr. No.	Branch	No. of person weeks of training undergone by the faculty in last three years (year wise)		
		2007-08	2008-09	2009-10
1.				
2.				
3.				
4.				
5.				

10.2 No. of teachers sponsored for programs leading to higher qualifications in last three years

Qualification	2007-08	2008-09	2009-10
B.E.			
M.E			
Ph. D			
Any others			

11 List of Research and Development, Innovative projects completed in last three years. Mention if AICTE/ISTE or industry sponsored projects. (Attach sheet if necessary)

Sr. No.	Year	Name of the Project	Outcome	Financial Grant	Sponsored by
1	2009-10				
2	2008-09				
3	2007-08				

12. Book(s)/ paper(s) published/presented by the faculty of your polytechnic in last three years:

- a) List of Books Published during the last three years
- b) List of papers presented in seminar/conferences during last three years
- c) List of paper published in journals during last three years

13. a) Is your Institute a member of ISTE? Yes/No  
 b) Is your Institute a member of any other body? (If yes, Specify) Yes/No  
 c) Do you have a local chapter of ISTE/IEI etc? Yes/No

If yes then **enlist the activities** undertaken during last 3 years

14. Internal Revenue Generation (IRG) of your polytechnic during the last three years

Sr. No	Type of Activity undertaken during the last three years	IRG (in Rs.)		
		2007-08	2008-09	2009-10
1	Consultancy			
2	Testing			
3	Training			
4	Renting out infrastructure			
5	Any other (Specify)			

15. Continuing education programs conducted by your polytechnic other than that already reported under community development

Sr. No.	Title and Duration of the Program	Target Group	No. of participants
1			
2			
3			
4			
5			

16. Details of learning experiences provided to students for developing professional, personal and social competencies as envisaged in the curriculum:

- a) Cultural/social activities?  
 b) Sports/other competitions  
 c) Lectures on value education for student  
 d) Guidance and counseling to students  
 e) Participation of students in various committees related to extra -curricular activities  
 f) Experts invited form industry/other organizations for interaction with students  
 g) Any other (Specify)

17. (a) Whether institute has acquired any quality or Environmental Standards like

ISO 9001: 2000 Yes/No  
 ISO 14001: 2004 Yes/No

- (b) List the measures taken to improve quality standards in the polytechnic e.g. constitution of quality circle, internal quality audit, incentives, awards for performance etc.

---



---

18. List the measures taken to popularize/ publicize the polytechnic in the neighborhood e.g. through brochures, posters, exhibitions, fairs, news items in papers etc.

---



---

19. (a) Write briefly about leadership quality exhibited by the Head of the Institution during last three years leading to improvement in day to day working, raising status of polytechnic in society, innovations etc.

---



---

- (b) Describe briefly future plans for bringing about improvements in the polytechnic performance in the light of laid objectives

---



---

- (c) List the activities undertaken by students in regard to social work, helping less privileged, environment protection etc.

---



---

- (d) Describe the in-house mechanism created to ascertain effectiveness of curriculum implementation

---



---

20. Any other salient programs, projects and activities undertaken by your polytechnic in last three years which are not covered above (use additional sheets if necessary)

Sr. No.	Name of the activity / Project/ program	Total Earning (if any )	Beneficiary
1			
2			
3			

21. List the strengths of your polytechnic for which you feel proud of  
(Please mark appropriate areas and **provide supporting documents**)

- Maximum employment of students
- Higher pass percentage as compared with other polytechnics
- No. of students taking positions in board examination
- Innovations introduced
- Excellent relationship with industry
- Competent faculty
- Good infrastructure
- Better image in society/community

Place \_\_\_\_\_

**Signature of the Principal**  
(Seal of the Polytechnic)

Date: \_\_\_\_\_

Recommendations of Director, Technical Education mentioning clearly the merits of the polytechnic for getting Best Polytechnic Award

Signature of Director of Technical Education  
(Seal)

Place: \_\_\_\_\_

Date: \_\_\_\_\_