

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA**

BPUT/Affl / 20251

Date : 27/03/2017

NOTICE

**Provisional Affiliation / Affiliation for Continuation of
existing Professional Technical Educational Institutions for the year
2017-18**

In pursuance to Clause 43 (4) and (5) of the First Statutes of the University, the existing Professional Technical Institutions are required to apply for provisional affiliation/ affiliation continuation in the prescribed format along with following documents and annual fee so that the affiliation may be granted before the academic session starts.

1. Duly filled-in application form (available on our website) for affiliation
2. Affidavit in non-judicial stamp paper of Rs. 100/-
3. Inspection fee of Rs. 10,000/- (through RTGS/NEFT & slip to be attached)
4. Affiliation continuation fee Rs. 10,000/- for each branch/ course/ discipline (through RTGS/NEFT & slip to be attached)
5. Approval letter of the AICTE for the academic session 2016-17 & 2017-18.
6. Details of Trust & Governing body
7. Result analysis of last two batches (passed out)
8. Placement and Higher study analysis of last two batches (passed out)
9. Number of new faculty joined and number of faculty left in last one year
10. No. of centre of excellence developed with name & equipment details (last one year)
11. Details of examination fee etc. paid to the University in last two years.

The colleges are advised to apply on or before **29th April, 2017** for consideration of provisional affiliation/ affiliation continuation for the Academic Session 2017-18. The applications will be analysed through a presentation process. The Principals will be required to present the affiliation data of their respective colleges before the Affiliation Committee. The presentation will commence from the first week of May 2017 tentatively at the University Office at Rourkela. It is to note that for non-compliance of statutory provisions, the University shall be forced to take action against defaulter college that includes non-publication of results, withdrawal of affiliation etc.

Sd/-

REGISTRAR

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY,
ODISHA**



Application form to apply for affiliation
For the year 2017-18

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C	Declaration by the Institution

Section A : General Information

1. Name and Address of the Institution:
2. Name of the Trust or Society if any:
3. Name of the Chairman with detail contact information (including mobile number):
4. Name of the Director/Principal with contact details:
5. Year of Establishment with AICTE approval details:
6. Status of NBA
 - a. Not applied
 - b. Give details if accredited
 - c. Applied but not accredited

7. Status of NAAC

8. **Total number of employees:**

A. Regular Faculty and Staff:

Items		CAY		LAY1		LAY2	
		Min	Max	Min	Max	Min	Max
Faculty in Engineering	M						
	F						
Faculty in Sciences & Humanities	M						
	F						
Faculty in Management	M						
	F						
Faculty in Architecture	M						
	F						
Non-teaching staff	M						
	F						

B. Contractual Staff

Items		CAY		LAY1		LAY2	
		Min	Max	Min	Max	Min	Max
Faculty in Engineering	M						
	F						
Faculty in Sciences & Humanities	M						
	F						
Faculty in Management	M						
	F						
Faculty in Architecture	M						
	F						
Non-teaching staff	M						
	F						

9. Programs and intake details

S. No.	Program	Year of Start	Intake	Increase in intake, if any	Year of increase	Accreditation status*

- Give details

10. (a) Total number of students: UG

	CAY	LAY1	LAY2	LAY3
Total no. of boys				
Total no. of girls				
Total no. of students				
Total no. of other students, if any				

10.(b) Total number of students: PG

	CAY	LAY1	LAY2	LAY3
Total no. of boys				
Total no. of girls				
Total no. of students				
Total no. of other students, if any				

11. Vision of the Institution:

12. Mission of the Institution:

13. Status of last affiliation:

14. No. of Professors*:

	CAY	LAY1	LAY2	LAY3

15. No. of Ph.D holders*:

	CAY	LAY1	LAY2	LAY3
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16. No. of faculty members who are with the institute for more than five years*:

	CAY	LAY1	LAY2	LAY3
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* Provide the list with name, qualification & discipline.

17. New courses added in the CAY

18. New facilities created in the CAY

19. Budget allocated in the financial year

20. Final year pass percentage (CAY)

21. First year pass percentage (CAY)

22. Percentage got placed through campus placement (CAY)

23. Highest and lowest package offered (CAY)

24. Structure Organisation

Section B: Self Evaluation Report (SER)

CRITERION I (75)	Vision, Mission, ATO, LTO
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1. Vision & Mission of Institute (5+5 = 10)
 - 1.1 State the Vision and Mission of each Department / Institute (5+5=10)
 - 1.2 Publicity & Dissemination of vision & mission (05) (State of sources / media)
 - 1.3 State the Program Educational Objectives (PEOs) (05)
 - 1.4 Involvement of internal and external stakeholders in the institute affair(s) (10)
 - 1.5 State the process and tools for defining and/or reviewing the vision and mission (05)
 - 1.6 Accomplishment of the Institute (AOI) in last 05 years and long term (10 years) objective(LTO) of the institute (10)
 - 1.7 Establish consistency of LTO & AOI with mission of the institute (20)

AOI	M1	M2	Mn
AOI1				
AOI2				
AOI3				
AOI4				
•				
•				
•				

AOI : Accomplishment of the institute

Note: M1, M2,Mn are distinct elements of mission statement. Enter numbers 1,2 or 3 to rank the correlation levels 1: Slightly (Low) 2: Moderately (Medium)3. Substantially (High)

CRITERION II (175)	Teaching-Learning Processes
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2.1 Innovative Instruction & materials adopted (20)

- (a) Handouts
- (b) NPTEL
- (c) NCTEL
- (d) Any other
- (e) LCD projection based
- (f) Social network based

2.2 State the delivery details for the attainment of long term goals (30)

LAY2

S. No.	Gap	Action Taken	Date-Month-Year	Resource Person with designation	No. of students present

LAY1

S. No.	Gap	Action Taken	Date-Month-Year	Resource Person with designation	No. of students present

CAY

S. No.	Gap	Action Taken	Date-Month-Year	Resource Person with designation	No. of students present

Please mention in detail whether the institution has given such inputs and suggestions to the university regarding curricular gaps and addition of new content/add-on courses in the curriculum, to bridge the gap and better attain certain program outcome.

2.3 Teaching-Learning Process (5X6=30)

% of syllabus covered

No. of numerical solved

No. of examples/demo video shown

No. of interaction with experts arranged by the faculty

Measures taken for weak students

Question bank given to students (total nos. of question)

2.4 Internal Semester tests and assignments (20)

Submit question papers, assignments & analysis report

2.5 Quality of final year projects (10)

State 10 best projects of each discipline

2.6 Industry Interaction (15)

Give details

2.7 Internship / summer training (15)

Provide list

2.8 Feedback analysis of students (15)

Provide analysis report and action taken

2.9 Mapping with NBA attributes with the course diary (20)

CRITERION III	(290) Students' Performance
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3.1 (a) Students' Intake (10)

Item	CAY	LAY1	LAY2	LAY3
Sanctioned intake strength of the program (Y)				
Total number of students admitted in first year minus number of students migrated to other programs plus no. of students migrated to this program at the end of 1 st year (Y1)				
Number of students admitted in 2 nd year in the same batch via lateral entry (Y2)				
Total number of students admitted in the program (Y1+Y2)				

3.1 (b) (10)

Year of entry	Number of students admitted in 1 st year + admitted via lateral entry in 2 nd year (Y1 + Y2)	Number of students who have successfully graduated without backlogs in any year of study			
		I Year	II Year	III Year	IV Year
CAY					
LAY1					
LAY2					
LAY3					
LAY4					
LAY5					
LAY6					

3.2 Success rate without backlogs in any year of study (25)

SI = (Number of students who graduated from the program without backlog) / Number of students admitted in the first year of that batch plus admitted in 2nd year via lateral entry)

Average SI = Mean of success index (SI) for past three batches

Success rate without backlogs in any year of study = 25 x Average SI

Item	Latest Year of Graduation, LYG	Latest Year of Graduation minus 1, LYGm1	Latest Year of Graduation minus 2, LYGm2
Number of students admitted in the corresponding first year + admitted via lateral entry in 2 nd year			
Number of students who have graduated without backlogs in the stipulated period			
Success index (SI)			

3.3 Success rate in stipulated period (25)

SI = (Number of students who graduated from the program in the stipulated period of course duration) / (Number of students admitted in the first year of that batch and admitted in 2nd year via lateral entry)

Average SI = Mean of success index (SI) for past three batches

Success rate = 25 x Average SI

Item	LYG	LYGm1	LYGm2
Number of students admitted in the corresponding first year + admitted via lateral entry in 2 nd year			
Number of students who have graduated without backlogs in the stipulated period			
Success index (SI)			

3.4 Academic Performance in Fourth Year (30)

Academic Performance Level = ((Mean of 4th Year Grade Point Average of all successful students on a 10 point scale) or (Mean of the percentage of marks of all successful students in Fourth Year/10)) x (successful students/number of students appeared in the examination)

Successful students are those who passed in all the final year courses

Academic Performance Level	LYG – IV Year No. of Students
Mean of CGPA/Percentage of all the students (API)	
Total no. of successful students	
Total no. of students appeared in the examination	
Assessment	

3.5 Academic Performance in Third Year (30)

Academic Performance Level = $2 * ((\text{Mean of 3}^{\text{rd}} \text{ Year Grade Point Average of all successful students on a 10 point scale)} \text{ or } (\text{Mean of the percentage of marks of all successful students in Third Year}/10)) \times (\text{successful students}/\text{number of students appeared in the examination})$

Successful students are those who are permitted to proceed to the final year

Academic Performance Level	LYG – III Year No. of Students
Mean of CGPA/Percentage of all the students (API)	
Total no. of successful students	
Total no. of students appeared in the examination	

3.6 Academic Performance in Second Year (30)

Academic Performance Level = $2 * ((\text{Mean of 2}^{\text{nd}} \text{ Year Grade Point Average of all successful students on a 10 point scale)} \text{ or } (\text{Mean of the percentage of marks of all successful students in Second Year}/10)) \times (\text{successful students}/\text{number of students appeared in the examination})$

Successful students are those who are permitted to proceed to the third year

Academic Performance Level	LYG – II Year No. of Students
Mean of CGPA/Percentage of all the students (API)	
Total no. of successful students	
Total no. of students appeared in the examination	

3.7 Placement and Higher Studies (100)

Assessment points = $30 \times (x+y)/N$ where, x = number of students placed in companies or Government sector through on/off campus recruitment

Y = Number of students admitted to higher studies with valid qualifying scores (GATE or equivalent State or National level tests, GRE, GMAT etc.)

N = Total number of final year students

Item	LYG	LYGm1	LYGm2
Total number of Final Year Students (N)			

No. of students placed in companies or Government Sector (x)			
Number of students admitted to higher studies with valid qualifying scores (GATE or equivalent State or National level Tests, GRE, GMAT etc.) (y)			
$x + y$			
Placement index : $(x + y)/N$			
$T = \text{Average of } (x + y)/N$			
Assessment = $30 \times T$			

3.8 Professional Activities (30)

3.8.1 Professional societies / chapters and organising engineering events (10)

(The Department shall provide relevant details)

3.8.2 Publication of technical magazines, News Letter etc. (5)

(The Department shall list the publication mentioned earlier along with the names of the editors, publishers, etc.)

3.8.3 Participation in inter-institute events by students of the program of study (5)

(The Department shall provide a table indicating those publications, which received awards in the events/conferences organised by other institutes.)

3.8.4 Research Publications by students (10)

Provide reprints along with the list.

CRITERION IV	660 Faculty Information and Contributions
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After the program is accredited for the first time the faculty members are expected to get involved more in research, development, consultancy and related areas

4. Faculty Information and Contributions (190)

Name of the Faculty Member	Qualification, University and Year of Graduation	Designation and date of Joining the institution	Distribution of Teaching Load (%)			Academic Research			Sponsored Research (Funded Research)	Consultancy and Product Development
			1st Year	UG	PG	Research Paper Publications	Ph.D. Guidance	Faculty Receiving Ph.D. during the Assessment Year		

Note: Please provide the above table for the current and previous three assessment years i.e. for Current year and CAY, LAY and LLAY.

4.1. Student-Faculty Ratio (SFR) (20)

S.F. Ratio = N/F ; F = No. faculty = (a+b-c) for every assessment year

a: Total number of full-time regular faculty serving fully to 2nd, 3rd and 4th year of this program.

b: Total number of full-time equivalent regular faculty (considering fractional load) serving this program from other program(s)

Regular Faculty- Full time on roll with prescribed pay scale. A faculty on contract for a period of more than two years or drawing consolidated salary more than applicable gross salary shall also be counted as regular faculty.

$N = \text{No. of students} = 3x$ where x is approved intake + 20% lateral entry intake

Year	X	N	F	SFR = N/F
LLAY				
LAY				
CAY				
Average SFR for three assessment years				

20 marks for SFR < 15:1

10 marks for 15:1 < SFR < 20:1

0 marks for SFR > 20:1

4.2 Faculty Cadre Ratio (30)

The reference faculty cadre proportion is 1 (F1) : 2 (F2): 6 (F3)

F1: Number of professors required = $1/9 \times$ number of faculty required to comply with 15:1 students faculty ratio based on no. of students (N) as per 4.1

F2: Number of associate professors required = $2/9 \times$ number of faculty required to comply with 15:1 students faculty ratio based on no. of students (N) as per 4.1

F3: Number of assistant professors = $\frac{6}{9} \times$ number of faculty required to comply with 15:1 students faculty ratio based on no. of students (N) as per 4.1

Year	Professors		Associate Professors		Assistant Professors	
	Required F1	Available	Required F2	Available	Required F3	Available
LLAY						
LAY						
CAY						
Average Numbers	RF1=	AF1=	RF2=	AF2=	RF3=	AF3=

- If AF1 = AF2 = 0 then zero marks
- Maximum marks to be limited if it exceeds 30

Example : Intake = 180 ; required number of faculty: 12; RF1 = 1, RF2 = 2 and RF3 =9 case 1: AF1/ RF1= 1; AF2/RF2=1; AF3/RF3=1 cadre proportion marks = $(1+0.6+0.4) \times 10 = 20$ case 2: AF1/RF1=1; AF2/RF2=3/2; AF3/RF3=8/9 cadre proportion marks = $(1+0.9+0.3) \times 10 =$ limited to 20

4.3 Faculty Qualification (50)

FQ= $10X + 6Y/F$ where x is no. of faculty with Ph.D., Y is no. of faculty with M.Tech., F is no. of faculty required to comply 1:15 Faculty Student ratio (no. of faculty and no. of students required to be calculated as per 5.1)

4.4 Faculty Retention (75)

Item	Marks
≥ 90% of required Faculties retained during the period of assessment keeping LLAY as base year	20
≥ 75% of required Faculties retained during the period of assessment keeping LLAY as base year	15
≥ 50% of required Faculties retained during the period of assessment keeping LLAY as base year	10
< 50% of required Faculties retained during the period of assessment keeping LLAY as base year	0

4.5 Innovations by the Faculty in Teaching and Learning (20)

Innovations by the faculty in teaching and learning shall be summarised as per the following description.

Contribution to teaching and learning are activities that contribute to the improvement of student learning. These activities may include innovations not limited to, use of ICT, instruction delivery, instructional methods, assessment, evaluation and inclusive class rooms that lead top effective,

efficient and engaging instruction. Any contribution to teaching and learning should satisfy the criteria:

- The work must be made available on institute website.
- The work must be available for peer review and critique
- The work must be reproducible and developed further by the other scholars

The Department/institution may set up appropriate processes for making the contributions available to the public, getting them reviewed and forwarding. This may typical include statement of clear goals, adequate preparation, use of appropriate methods, significance of results, effective presentation and reflective critique.

4.6 Faculty as participants in Faculty development/training activities (75)

- A faculty scores maximum five points for participation
- Participant in 2 to 6 days Faculty/faculty development program: 3 points
- Participants > six 6 days Faculty/faculty development program: 5 points

Name of the Faculty	Max. 5 per Faculty		CAY
	LLAY	LAY	
Sum			
RF= Number of Faculty required to comply with 15:1 Student-Faculty ratio as per 4.1			
Assessment = 3 x Sum/0.5RF (Marks limited to 20)			
Average assessment over three years (Marks limited to 75)			

4.7 Research and Development (100)

4.7.1 Academic Research and Sponsored Research (50)

- Academic research includes research paper publications, Ph.D. guidance, and faculty receiving Ph.D. during the assessment period
- Sponsored research (funded research)

All relevant details shall be mentioned.

4.7.2 Consultancy and Product Development (25)

4.8 Faculty Performance Appraisal and Development System (FPADS) (10)

4.9. Visiting/Adjunct Faculty (15)

CRITERION V	200 Facilities and Technical Support
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5. Facilities and Technical Support

5.1 Laboratories in the department to meet the Curriculum Requirements (50)

(Self assessment should be based on the information provided in the following table)

Laboratory description in the curriculum	Number of experiments	Quality of instruments

5.1.1 Mention facilities created for improving the quality of learning experience in experiments (50)

Mention facilities, implementation and effectiveness

5.2 Technical manpower Support in the Department

Name of the technical staff	Designation	Date of joining	Qualifications		Other technical skills gained	Responsibility
			At joining	Now		

5.2.1 Availability of adequate and qualified technical supporting staff for program specific laboratories with retention (40)

5.2.2 Incentives, skill upgrade, and professional advancement initiatives (10)

5.2.3 Steps taken for green energy (10)

5.2.4 Steps taken for Swachh Bharat (10)

5.2.5 Smart class and ICT facilities (30)

CRITERION VI	100 Institutional Support for Continuous Improvement
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- 6. Continuous Improvement (50)
 - 6.1 Actions taken based on the results of evaluation (25)
 - 6.2 Monitoring and Feed back system in force (10)
 - 6.3 Steps taken for improving weak students (10)
 - 6.4 Awards & punishment system in force (05)

CRITERION VII	95 First Year Academics
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7. First Year Academics

7.1 First Year Student-Faculty ratio (FYSFR) (10)

Data for first year courses to calculate the FYSFR:

Year	Number of students (approved intake strength)	Number of faculty members (considering fractional load)	FYSFR	Assessment = $(5 \times 15) / \text{FYSFR}$ (max. Is 5)
LLAY				
LAY				
CAY				
Average				

7.2 Qualification of Faculty Teaching First Year Common Courses (5)

Assessment of qualification = $(5x + 3y)/RF$, x =Number of Faculty with Ph.D, y = Number of Faculty with Postgraduate qualification RF = Number of faculty members needed as per SFR of 15:1, Faculty definition as per 5.1

Year	x	y	RF	Assessment of faculty qualification $(5x + 3y)/RF$
LLAY				
LAY				
CAY				
Average Assessment				

7.3 First Year Academic Performance (10)

7.4 Attainment of Course Outcomes of first year courses (10)

7.5 Describe the assessment processes used to gather the data upon which the evaluation of course outcomes of first year is based (10)

7.6 Record the attainment of course outcomes of all first year courses (5)

7.7 Tools & methods used for evaluation (10)

7.8 Attainment of program outcomes of all first year courses (20)

7.8.1 Indicate results of evaluation of each relevant PO (15)

CRITERION VIII	(150) Student Support System
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8. Student Support System

8.1 Mentoring system to help at individual levels (10)

8.2 Feedback analysis and reward / corrective measures taken (20)

8.3 Feedback on facilities (10)

8.4 Self Learning (10)

8.5 Career Guidance, training, Placement (40)

8.6 Entrepreneurship Cell (20)

8.7 Co- Curricular and Extra-curricular Activities (30)

8.8 Student Research (10)

CRITERION IX	100 Governance, Institutional Support and Financial Resources
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9. Governance, Institutional Support and Financial Resources

9.1 Organisation, Governance and Transparency (20)

9.1.1 Governing body, administrative setup, functions of various bodies, define service rules, procedures, recruitment and promotional policies (10)

9.1.2 Decentralisation in working and grievance redressal mechanism (5)

9.1.3 Delegation of financial powers (20)

9.1.4 Transparency and availability of correct/unambiguous information in public domain (5)

9.2 Budget Allocation, Utilization and Public Accounting at Institute level (30)

Summary of current financial year's budget and actual expenditure incurred (for the institution exclusively) in the three previous financial years.

Items	Budgeted in CFY	Actual Expenses in CFY (till....)	Budgeted in LFY	Actual Expenses in LFY	Budgeted in LLFY	Actual Expenses in LLFY	Budgeted in LLFY-1	Actual Expenses in LLFY-1
Infrastructure Built up								
Library								
Laboratory equipment								
Laboratory consumables								
Teaching and non-teaching staff salary								
R & D								
Training and Travel								
Other, specify								
Total								

9.3 Internet (10)

- Name of the internet provider:
- Available bandwidth
- Wi Fi availability
- Internet access in labs, classrooms, library and offices of all Departments:
- Security arrangements

DECLARATION

The head of the institution needs to make a declaration as per the format given below:

It is submitted that information provided in this Application Form is factually correct. I understand and agree that an appropriate disciplinary action against the institute will be initiated by the University in case any false statement/information is observed during presentation, pre visit, visit, post visit and subsequent to grant of affiliation.

I have been authorized by the management/chairman to sign the declaration on behalf of the college.

Date:

Signature & name

Place:

Head of the Institution with seal

(To be signed by Director /Principal on behalf of the Chairman of the institute)

AFFIDAVIT

(Format of affidavit to be submitted by the college on a non-judicial stamp paper of Rs. 100/- duly sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner)

I Name Principal/ Director College son of _____ aged _____ years and resident of _____ in connection with application made to the BPUT, Odisha, Rourkela for provisional affiliation continuation for the academic year 2017-18 hereby solemnly affirm and declare as under :

1. That I am the Principal/ Director of the institute and I have been authorized by the Governing body of the college to swear this affidavit.
2. That the information given by me in the application made to BPUT is true and complete. Nothing is false and no material has been concealed.
3. That if, any of the information is found to be false, incomplete, misleading and/ or suppress any information and / or misrepresented the information, I shall be liable to be prosecuted by the BPUT.
4. That the BPUT shall also be free to take any action including withdrawal of affiliation and / or any other action as deemed necessary against the institute as per the Act and Statutes as the case may be.
5. That the facts stated in this affidavit are true to the best of my / our knowledge. No part of the same is false and no material has been concealed there from.

(Name, Designation and Address of the Executants)

Seal

DEPONENT

Identified by me

Advocate