

Mentors Report
 Bapatla Engineering College, Bapatla, A.P.
 Dates of Visit by Mentor: November 17 -18, 2006

Note: Mentors are expected to thoroughly go through the Guidelines on Reforms prepared by NPIU, the Concise Institutional Proposals (CIPs) of the institutions being mentored by them, and Project Implementation Plan PIP. These documents should always be present with them while Mentoring an institution.

Guide institutions to develop **Action Plans** and provide guidance in implementation of action plan on various components of the Program at all levels it is required i.e BOG, Institutional head, Head of the Departments, faculty, staff and students.

1. Grant of Autonomies

Please state your assessment on how well four autonomies are being exercised along with accountability measures	
Levels	Your assessment
Managerial	Adequate Autonomy exists and practised.
Administrative	Adequate Autonomy exists and practised.
Academic	Suggestions of first mentoring not yet implemented. Govt. and Univ. authorities have a major role to play.
Financial	Adequate Autonomy exists and practised.

Please describe Mentoring required/has been provided by you on exercise of autonomies
Not relevant.

Please describe bottlenecks faced by the institution in exercise of autonomies
Total lack of academic autonomy – as private edu. Inst. affiliated to univ. Matter has to be resolved at Govt & Univ. level. No progress made for last one year.

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Please describe actions need to be taken by the State Government to ensure proper exercise of autonomies by the institution and any other recommendations/suggestions to exercise/operationalize autonomies

Ensure that autonomy is accorded forthwith failing which, the legal covenants are not obliged

2. Actions on shortcomings reported by Auditors in Third Quality Performance Audit conducted.

Project Implementation

Please describe what steps have been taken by the institution to overcome shortcomings related to Project implementation as provided in the Audit Report including developing an Action Plan.

The third Audit Report along with Mentor's comments is enclosed. The suggestions made during first mentoring themselves are yet to be complied with to a large extent.

Please provide your assessment of visible improvements in Project implementation due to corrective measures adopted by the institution

The third Audit Report along with Mentor's comments is enclosed

Please describe bottlenecks if any. faced by the institution in implementation of the Program

The third Audit Report along with Mentor's comments is enclosed

Please describe guidance/assistance provided by you to overcome the shortcomings and suggested time frame by which your suggestions/guidance/recommendations may be implemented

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3. Implementation of Reforms

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<p>Please provide your assessment of awareness and understanding among the BOG members, Head of the institution and faculty on what and how reforms are to be implemented as provided in the Documents of Reforms prepared by NPIU</p>
<p>BoG has a clear understanding of the expectations under TEQIP. BoG gives complete support to and full cooperation to the Administration of the Institute.</p>
<p>Please provide your assessment of current status of each reform in the institution along with the preparation of the institution in implementation of reforms in terms of action plan etc.</p>
<p>1. Changing pattern of non-plan funding to Block Grant basis to publicly funded Institutions.</p> <p>Not applicable.</p>
<p>2. Establishment of Four Funds</p> <p>Satisfactory.</p>
<p>3. Encouraging Institutions to increase recovery of cost of education</p> <p>Totally recovered as a private institution.</p>
<p>4. Permitting Institution to generate, retain and utilize revenue generated through variety of activities</p> <p>Yes. But the level of IRG is inadequate. This needs improvement on the lines of continuous suggestions being made by SPFU and opportunities provided by mentors.</p>
<p>5. Formulating a policy to enable Institutions to fill up all existing Teaching and Staff vacancies</p> <p>Best faculty is already in place subject to the limitation of not having enough of experienced staff in emerging areas of technology, which is a universal problem. This is partly overcome by utilizing the services of visiting faculty as per need.</p>
<p>6. Flexibility in academic Program</p> <p>Depending largely on according autonomy by University. GoAP needs to respond aggressively. No suggestions needed.</p>
<p>7. Governance system with participation of stakeholders</p> <p>Being practiced</p>
<p>8. Delegation of Administrative and Financial powers to senior functionaries with accountability</p> <p>Fairly good</p>

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<p>9. Friendly management system for staff and students</p> <p>Prevails</p>
<p>10. Utilization of resources and reducing wastage</p> <p>More is desired on the utilization of resources such as Library facility and Laboratories. They should be open for longer hours.</p>
<p>11. Student Performance Evaluation</p> <p>Continuous evaluation practice in place.</p>
<p>12. Performance appraisal of teacher by students and teacher counseling</p> <p>Is in Place</p>
<p>13. Faculty incentive for CE, Consultancy, R&D, Services to Community etc.</p> <p>Adequate.</p>
<p>14. Recognizing merit of teachers</p> <p>Adequate.</p>
<p>15. Packages to attract and retain quality faculty</p> <p>Good provision made.</p>

Please describe hurdles/Bottlenecks faced by the institution in implementation of Reforms and action taken by you to guide institution/BOG to overcome bottle necks and implement Reforms
Already well performing departments such as Civil and mechanical are performing better. Other not so satisfactorily performing depts. are not doing proper planning and following the suggestions given by mentors. They need a reorientation of the mindset. BOG is accordingly appraised. Academic autonomy needs to be immediately established.

Please provide your suggestion on actions to be taken at State level/NPIU level to ensure implementation of Reforms.
Academic autonomy needs to be immediately established. No progress on this matter for the past one year.

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4. Improvement in Administrative and Managerial practices as given in the Guide Document on Reforms

Please provide your assessment of improvements introduced by the institutional BOG

BoG has accorded all the permissions to carryout TEQIP in a smooth way. The cooperation received during and after the discussion of the Mentors / Auditors with the BoG Members was admirable.

Please describe what improvements does the institution require in your opinion and what guidance on this aspect has been provided by you?

Guidance has been provided in setting up Campuswide Electronic network and ways of using the same, expectation under the heads Formal and non formal Networking, Community services and Tribal Development Activities. This needs improvement on the lines of continuous suggestions being made by SPFU and opportunities provided by mentors from time to time.

5. Obtaining NBA accreditation

Note: As per TEQIP design, all eligible Programs have to be accredited by NBA or should have NAAC certification. Mentors may evaluate whether the institution has obtained accreditation or applied for eligible programs. If programs are eligible for accreditation but the institution has not applied for accreditation, the institution has to be guided to apply for accreditation immediately as it is mandatory requirement of the program. If the institutions do not at least apply for accreditation by Nov/Dec 2006, all reimbursement to the TEIP for that institution are likely to be withheld by the World Bank.

Please assess and provide the status of accreditation of programs i.e number of programs eligible for accreditation, number of programs for which accreditation has been obtained, number of programs for which accreditation has been applied for, number of eligible programs for which no action has been taken to obtain accreditation and reasons thereof

The Institute has completed all the needed formalities for getting the accreditation / renewal including the visit of accreditation teams as required. Awaiting report / confirmation.

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Please describe what guidance has been provided by you to overcome hurdles and obtain accreditation of eligible programs at the earliest.

Not applicable.

6. Revision/restructuring/re-orientation of existing programs

Note: As per the Concise Institutional Proposals (CIPs), the institutions have proposed certain programs to be restructured/revise/reorientation. Mentors are expected to guide institutions in the process so that the programs become demand-driven, flexible and have improved teaching learning processes and curricular reforms built into the programs.

To translate these into action the institutions have proposed setting up of new laboratories for re-oriented/restructured programs and modernize existing ones and to train faculty and technical staff to meet the changing needs of the programs

Please provide your assessment on (a) the extent of revision/restructuring/re-orientation of existing programs as proposed in the **institutional CIP** been taken up by the institution, (b) extent to which existing laboratories have been/are being strengthened to meet the changing requirements of the curricula or if proposed to set up new laboratories, to what extent this has been achieved, (c) has faculty and staff been trained/are being trained in the execution of improved curricula and laboratories and workshops and (d) have the curricular reforms such as flexibility, continuous student assessment, new and improved teaching learning processes been/are being introduced in these programs.

The curricula has been partly revised to reflect only some of the user (industry) needs. Teachers of the emerging tech areas are not properly trained to handle the changes that have been brought out and to suggest further changes. Some new experiments have been planned using the Equipment bought using TEQIP resources. This needs improvement on the lines of continuous suggestions being made by SPFU and opportunities provided by mentors from time to time. Further, the matter is grossly dependant on according autonomy by University.

Please describe hurdles and bottlenecks, if any, faced by the institution and your suggestions/guidance given to over come these.

Mentoring concentrated on coming up with new experiments, preparation of laboratory manuals, lecture plans and using campus-wide network to make all these available to the students. The not so satisfactorily performing depts. are not doing proper planning and following the suggestions given by mentors. They need a reorientation of the mindset. BOG is accordingly appraised.

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7. Starting of new Programs

Note: Some **CIPs** have proposed for starting new programs for which additional faculty/staff is proposed, new laboratories are to be set up and training is to be provided.

Please provide your assessment of (a) are the new programs introduced as per the CIP, (b) if so, what is the status of each program in terms of (a) starting the program, (b) recruitment of faculty and staff (as per CIP), (c) training of existing faculty and staff if they are to be utilized for the new programs, (d) status of laboratories and workshops and (e) if the programs are flexible, with improved teaching learning processes and other reforms incorporated in their design and (f) number of faculty and staff recruited on regular/part time/ad hoc basis for these programs

Not complied with. Further, the matter is partly dependant on according autonomy by University.

Please describe bottlenecks/hurdles faced by the institution and guidance provided by you

Not applicable.

8. Faculty and Staff Training

Note: As per the Program design it is mandatory for every program institution to carry out Training need assessment and develop a faculty and staff development plan for the coming year and submit the same to the SPFU by **30th March** every year so that the same may be compiled at the SPFU and one faculty and staff development plan is forwarded to NPIU by **30th April** for the World Bank.

To assist institutions in carrying out Training Need Assessment, NPIU has developed extensive formats and supplied the same to each institution.

Based on the CIP, the institution are required to depute faculty and staff for training in the areas that emerge out of the institutional and faculty needs i.e if the institution proposes to revise, reorient or restructure a program for which they would require existing faculty and staff to be trained in teaching the program and use of new laboratories and improved curricular practices including offering programs in flexible mode. Or faculty and staff might need training in industry, new emerging areas the institution plans to offer.

Another type of training is meant for the Directors and HOD/prospective HODs would require training in Management Capacity Development to learn about the modern Institutional management practices.

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Please provide your assessment of how well training need assessment exercise carried out by the institution to develop Faculty and Staff Development Plan 2006-07 (with the assistance of Training Need Assessment formats provided by NPIU or through some other means) and forwarded to SPFU and whether the faculty and staff are being deputed for training as per plan.

No evidence of proper conduct of training need analysis. Hardly any planning for SDP as above. The institution is less responsive on this matter.

Please describe Bottlenecks faced in deputing faculty and staff as per plan and guidance provided by you

Necessary reference documents are made available. Support from SPFU and mentors assured. Faculty of the institution are less responsive on this matter. BOG is also appraised.

9. Tribal Development Plan

Note: Tribal Development Plan includes, **SC/ST students in the institution**. It covers all activities taken up by institution for the disadvantaged groups as per Government policy such as reservation of seats, provision of book bank, language laboratories, special coaching classes, grievance cells, counseling cells, special provision of hostels, fee concessions etc.

Please provide your assessment of activities undertaken by the institution for the students belonging to the disadvantaged groups

Activity is already on going along the suggestions given by the NPIU. More amenities have been suggested for incorporation based on student feed back. Library will be stocked with more textbooks for the use SC/ST students. Laptops are also loaned to SC / ST students – a unique observation amongst all TEQIP institutions in the State.

Please describe bottlenecks/hurdles faced by the institution and Guidance provided by you

Not applicable.

10. Formal Networking

Note: The TEQIP has the provision of formal networking with any of the 128 institutions included under the program. Forming networking partnership with one lead and two network partners is mandatory requirement of the program. However, if an institution wishes to form more network partnerships with the institution outside its cluster from among any of the 128 Program institutions, they may do so and this would still fall under formal networking and all expenses of such networking are covered under TEQIP.

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The concept of networking provides for number of activities that may be taken up by institutions jointly with their network partners on give and take basis i.e networking has to be bi-directional (some activities/assistance flowing from the institution and some activities/assistances flowing to the institution from its network partner) and some activities taken up jointly.

Suggested activities that may be covered under networking are: sharing of libraries, laboratories or other resources, offering joint Ph D programs, Research, consultancies, training of faculty and staff, transfer of credits, involvement of students in curricular and extra curricular activities, offering teaching of specific topics through virtual classrooms, joint publications, joint patents, faculty exchange etc.

Please provide your assessment of (a) how well formal networking of your institution with its network partner is in progress, (b) what activities have so far have been offered by your institution (out flow of activities) as assistance to the network partner, (c) (d) how many activities have been taken up jointly, (e) how many faculty, students and staff have been involved in offering the service/assistance to the network partner and (f) how many faculty, students and staff have benefited from the assistance received from the network partner(s).

Not satisfactory with many departments. As a networked institution, co-operation from lead institutions seem to be suffering from personal ego problems. SPFU has conducted a two day meeting to high light the importance of this activity. Detailed plan of action enclosed

Please describe activities taken up by the institution for network partner along with number of faculty, staff and students involved and number of faculty, staff and students of the network partner got benefited

Please see the attached action plan

Please describe what assistance has been received by your institution from the network institution, along with number of faculty, staff and students benefited from your institution and number of faculty, staff and students involved in providing the assistance from the network partner

A Regular inflow of knowledge through lectures organized from the Network Institutions, and Non-formal network institutions.

Please describe Joint activities taken up by the network partners

Please see the attached action plan

Has an action plan been prepare in consultation with the network partner for next six months?

yes

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Please describe bottlenecks/hurdles faced by the institution and Guidance provided by you

Concept is now clear. No detailed planning / satisfactory planning as far as Networking / Inst. Ind. Interaction.

11. Non-Formal Networking

Note: Apart from the formal networking the Program provides for non-formal networking with any other institution within India or abroad. The TEQIP covers the expenses incurred by the program institutions for non-formal networking to the extent of what is utilized by the TEQIP institution and not for the other network partner. If for example, an institution wishes to set up Research laboratory for joint research in the premises of the network partner, the TEQIP does not cover the expenses, however, if the laboratory is to be set up in the Program institution, the expenses may be booked under TEQIP. Similarly, the program covers the TA/DA of faculty traveling to the other non-formal network partner for the purpose of some joint activity but not for the faculty of the non-formal network partner.

Please provide your assessment of any non-formal networking activity being undertaken by the institution and the benefits accrued.

Not satisfactory with electrical stream of departments. Publicising the availability of expertise is not done properly.

Please describe bottlenecks/hurdles faced by the institution and Guidance provided by you

Mindset and prioritization needed.

12. Services to Community and Economy

Note: Services to community and Economy involves three segments i.e (1) Community around as a whole, (2) unorganized sector and (3) unorganized sector.

The activities entails involvement of (a) community within close vicinity of the institution (not beyond 5 to 7 kilometers), (b) involvement of all faculty, staff and students, (c) services rendered have to be essentially within the technological expertise of the institution (d) services rendered could be on charge basis, providing knowledge/ expertise or free of cost based on the need, (e) if a fee is charged, it forms part of generation of internal revenue for the institution and is to be utilized as per the policy.

Please provide your assessment of services provided by the institution so far to local community including the unorganized sector with number of beneficiaries and number of faculty, staff and students involved

No detailed planning / satisfactory planning.

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Please assess and describe number of activities taken up by institution for the organized sector along with number of beneficiaries and number of faculty, staff and students involved

No detailed planning / satisfactory planning.

Please assess if an action plan has been developed for carrying out activities under this component every year or six month basis

Yes. Submitted to the SPFU

Please describe bottlenecks/hurdles faced by the institution and Guidance provided by you

Suggested to share the info from other institutions and carry out detailed planning.