



Mentoring & Performance Auditing Manual

June 2018

Copia Corporate Suites

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Email : npiu-mhrd@gov.in
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Introduction

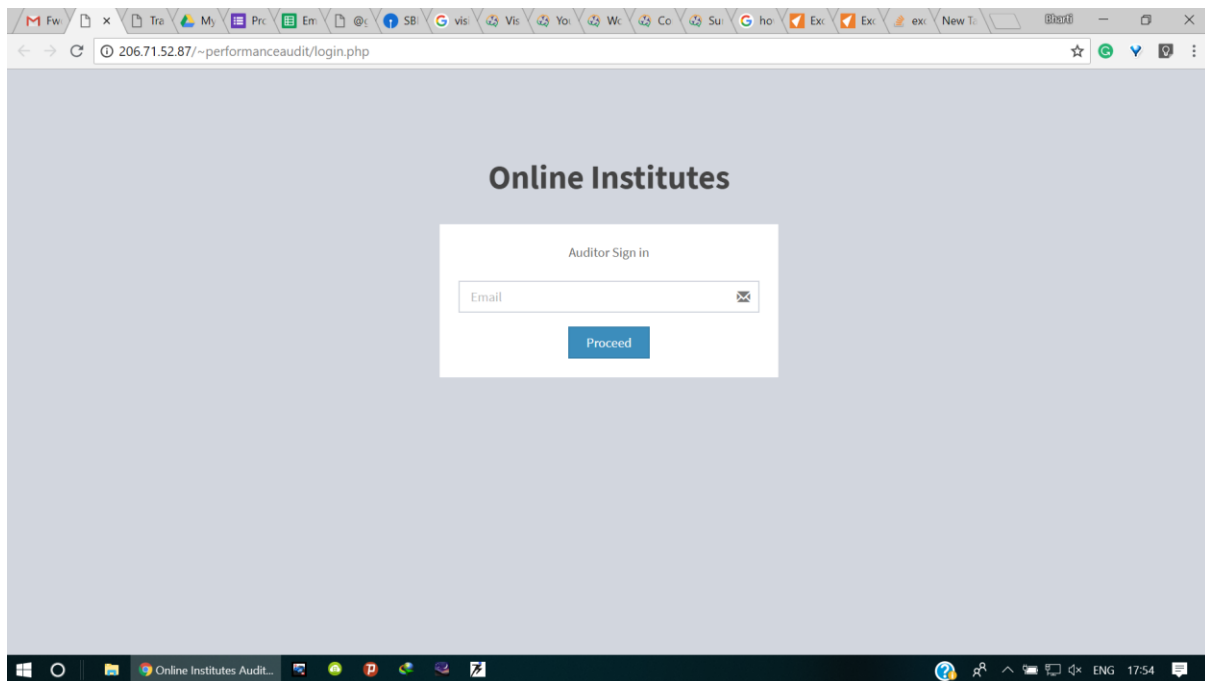
Mentors provide professional support and advice on a regular basis, or as needed by the institution, on progress or difficulties in meeting the goals and targets set out in the Institutional Development Proposals and any institution strategic plan.

Performance Auditors provide stakeholders with periodic evaluations of institutional performance against the goals and targets set out in the Institutional Development Proposals and any institution strategic plans in the context of the TEQIP project's key performance indicators, as defined in the TEQIP-III Project Implementation Plan, which is available on the National Project Implementation Unit (NPIU) website.

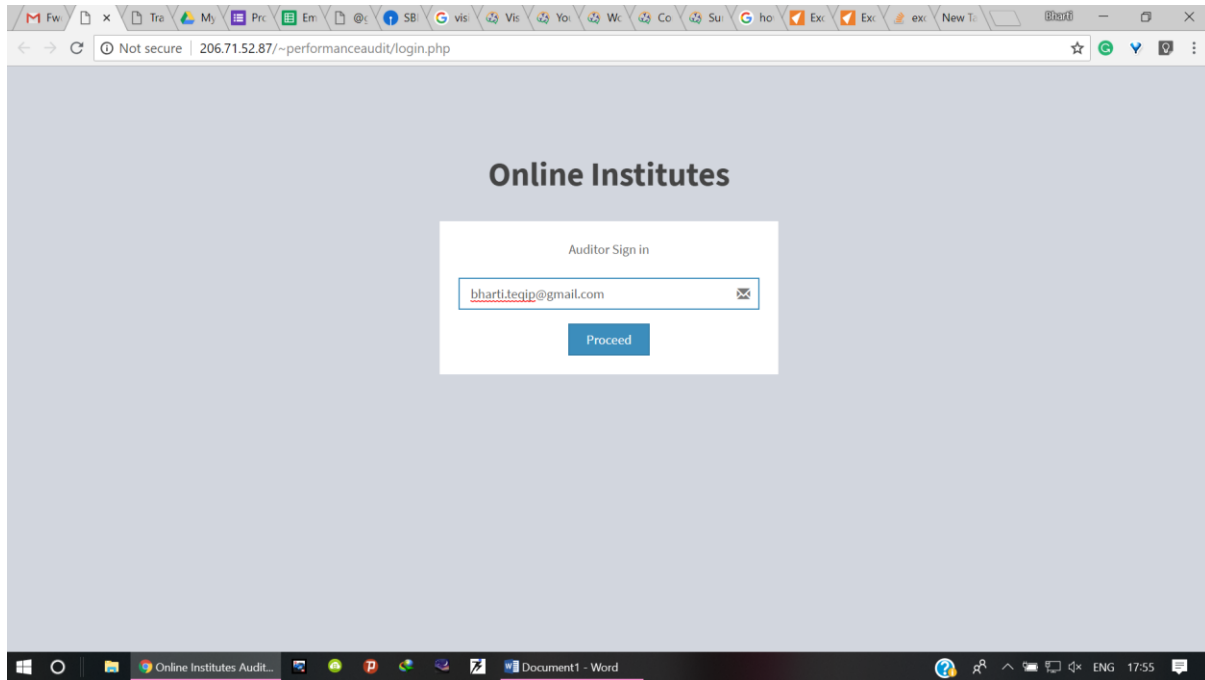
Procedure to submit the online grading

Please follow the below mentioned steps:

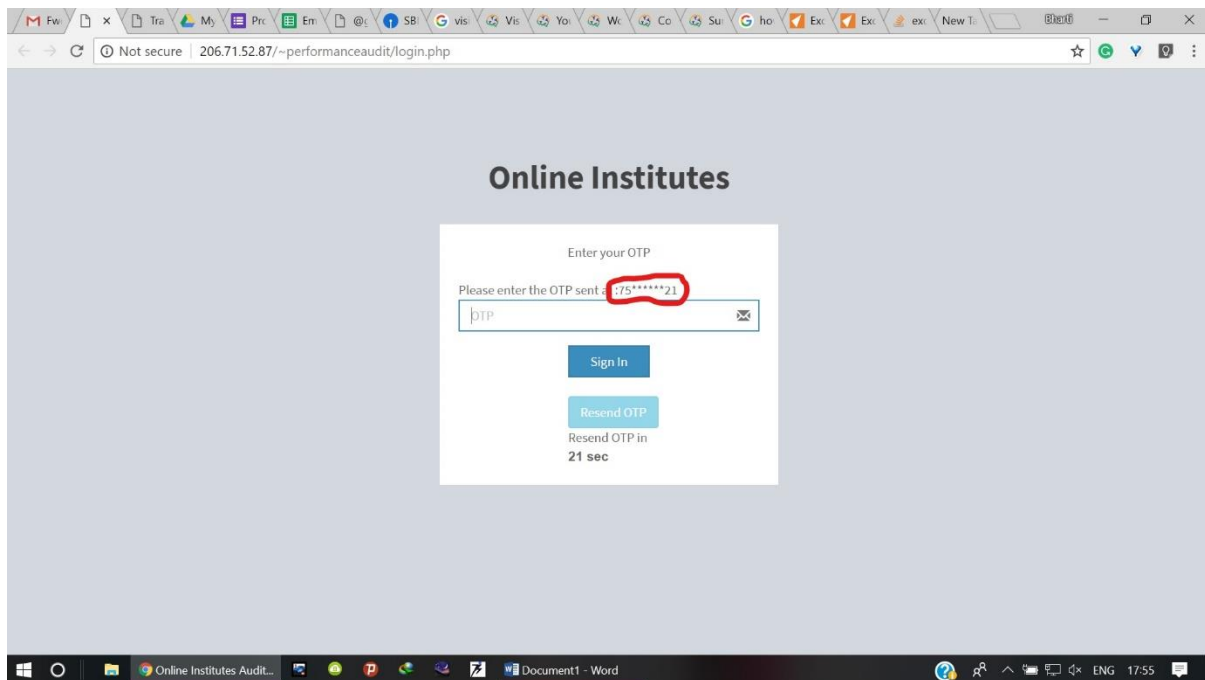
- 1) Go to teqipaudit.in.



2) Login by using your registered email Id and click proceed.



3) The auditor/mentor will get an OTP on the registered mobile number. He can get the hint of the number by seeing first two and last two digits.



4) Enter the OTP and click on sign in. Note: The OTP will be valid for 15 minutes.

Online Institutes

Enter your OTP

Please enter the OTP sent at :75*****21

405187

Sign In

Resend OTP

Resend OTP in 00 sec

5) The below dashboard will be opened and the auditor/mentor can see the details submitted by him/her. The Email Id and Mobile number are not editable but the auditor/mentor can edit the Address.

Online Audit System

Auditor (Bharti Arya)

Update Your Profile

Home > Profile

Upload Signature

Choose File No file chosen

View Signature

Address

National Project Implementation Unit, Jasola Vihar N...

Mobile*

7568327021

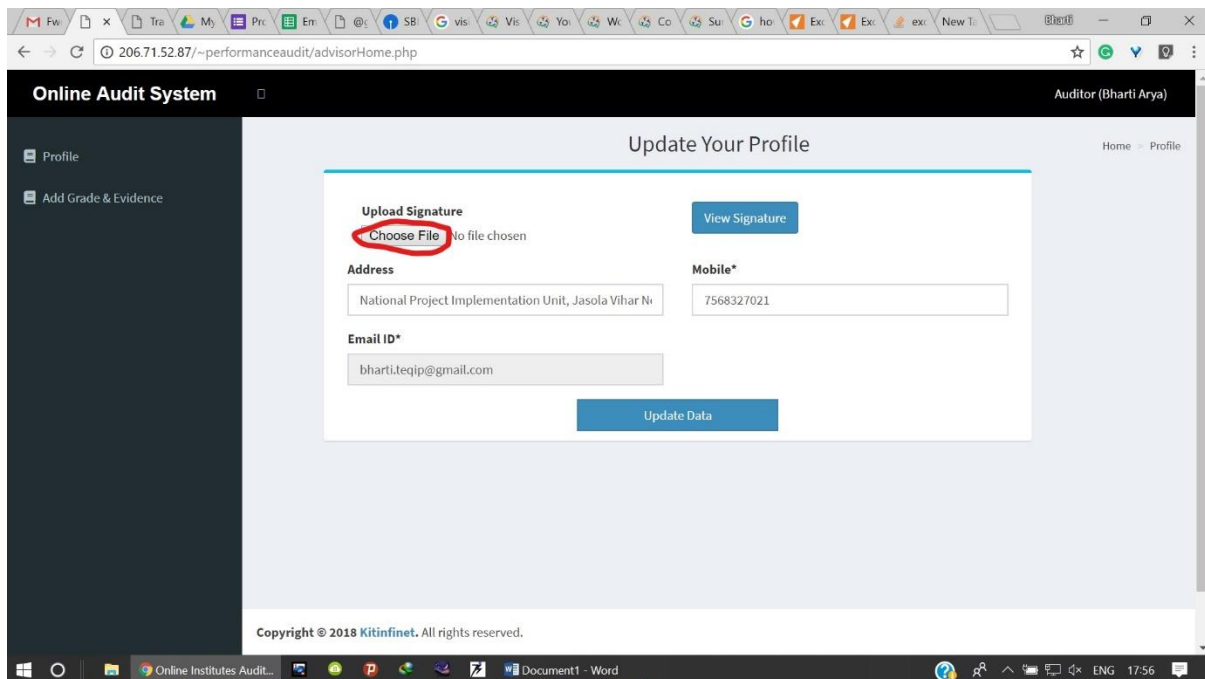
Email ID*

bharti.teqip@gmail.com

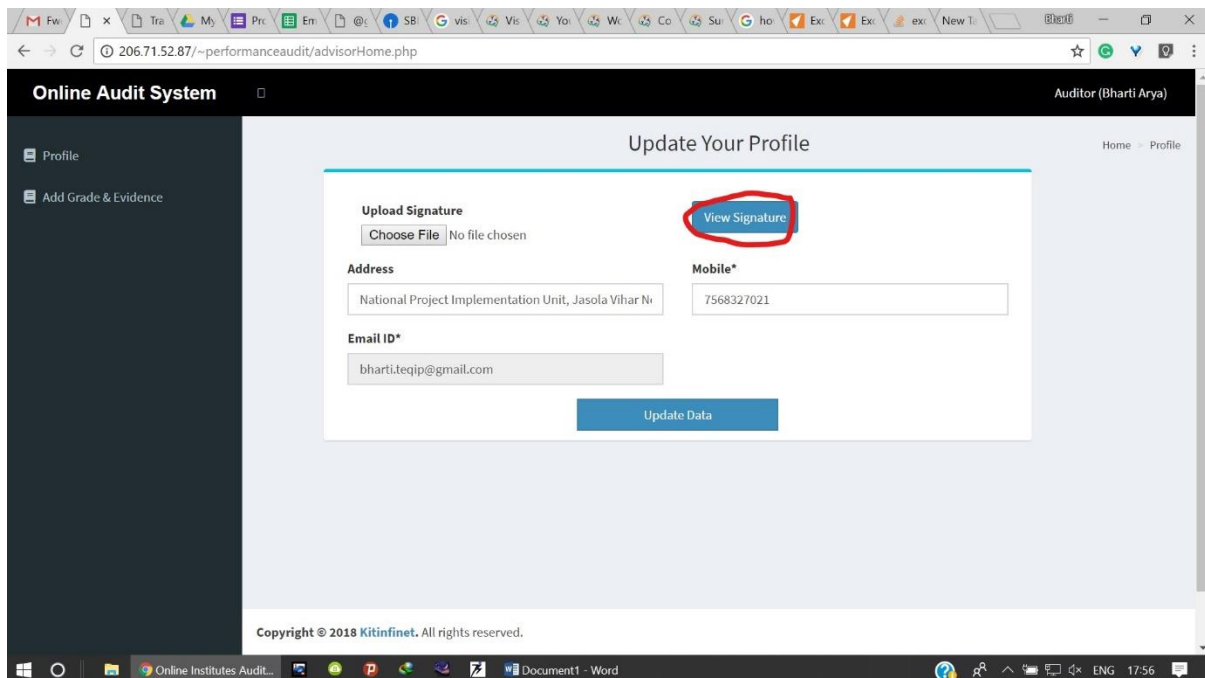
Update Data

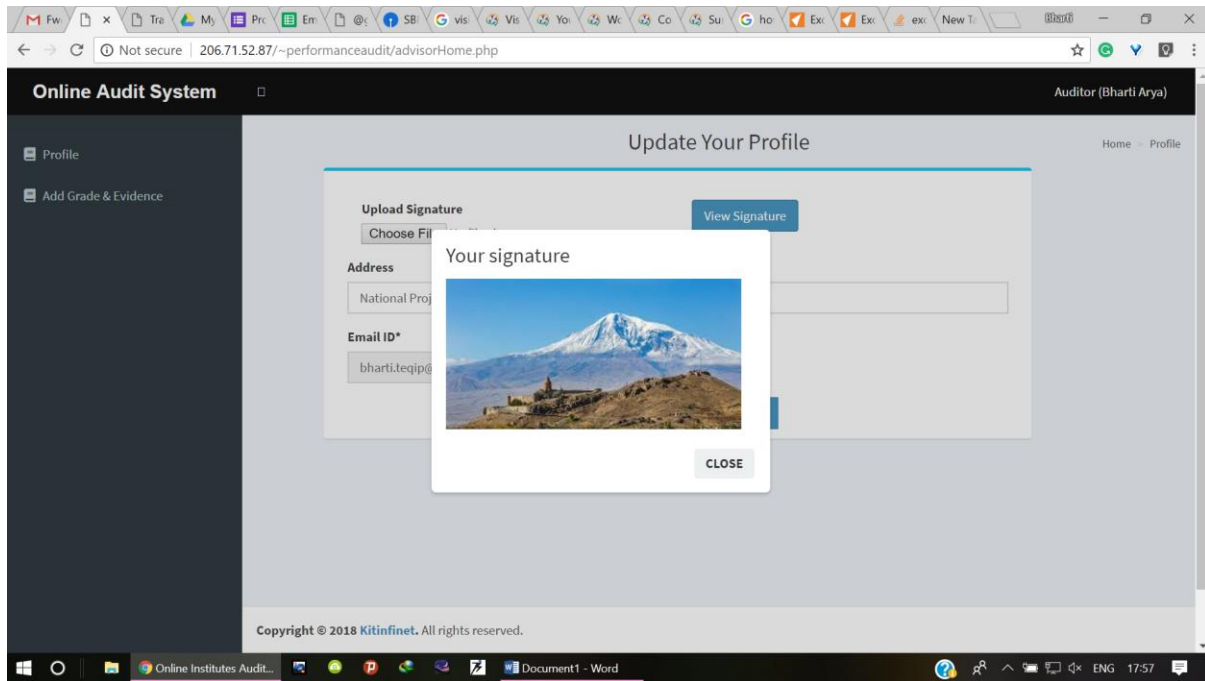
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- 6) The auditor/mentor need to upload the signature on the first time sign-in. Click on “Choose Image” under Upload signature. The size of the scanned signature should not exceed 20 KB.

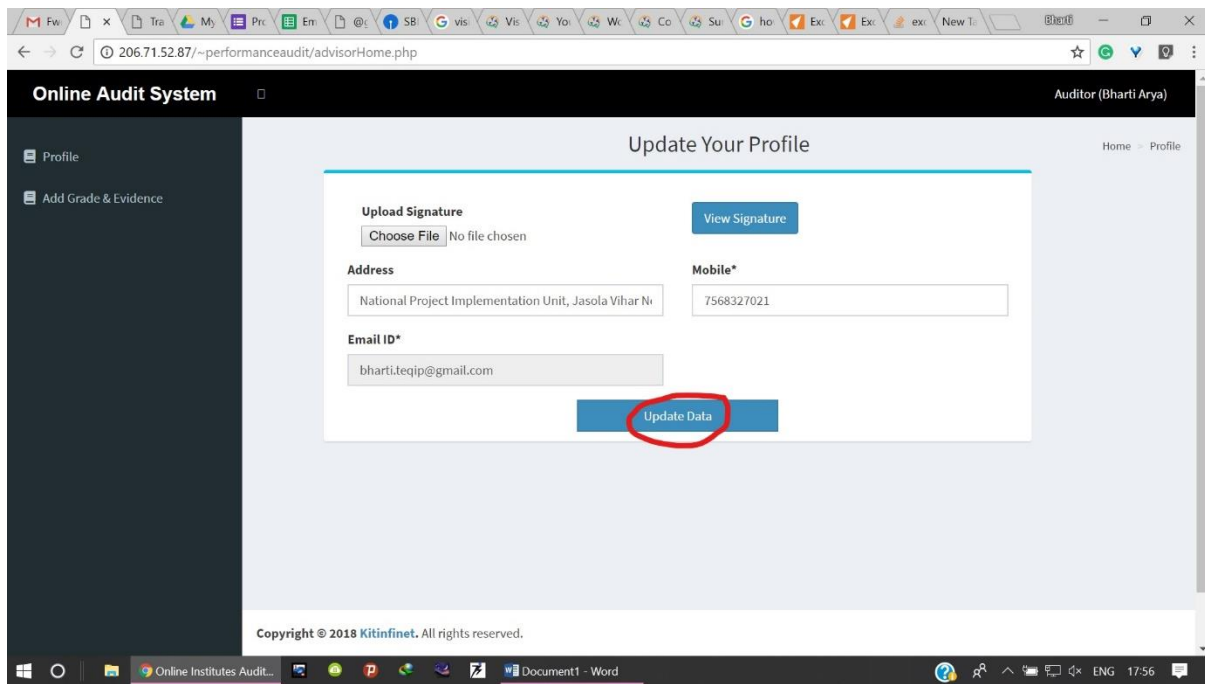


- 7) The auditor/mentor can see the uploaded signature by clicking on view signature.

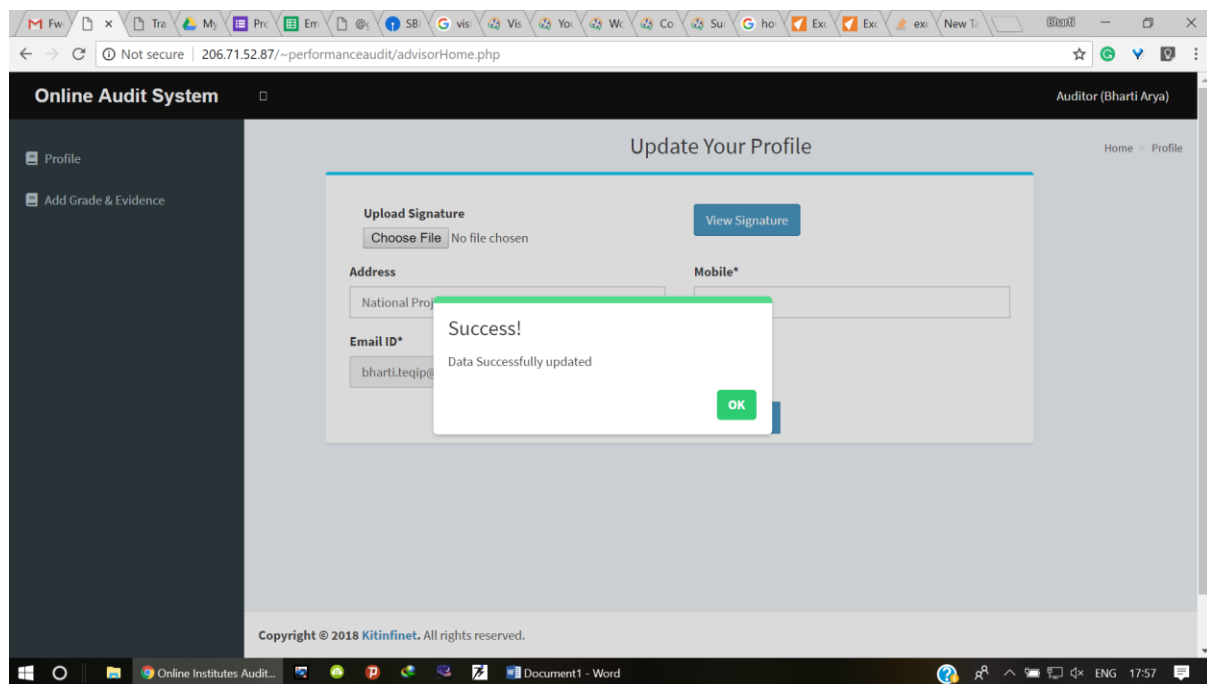




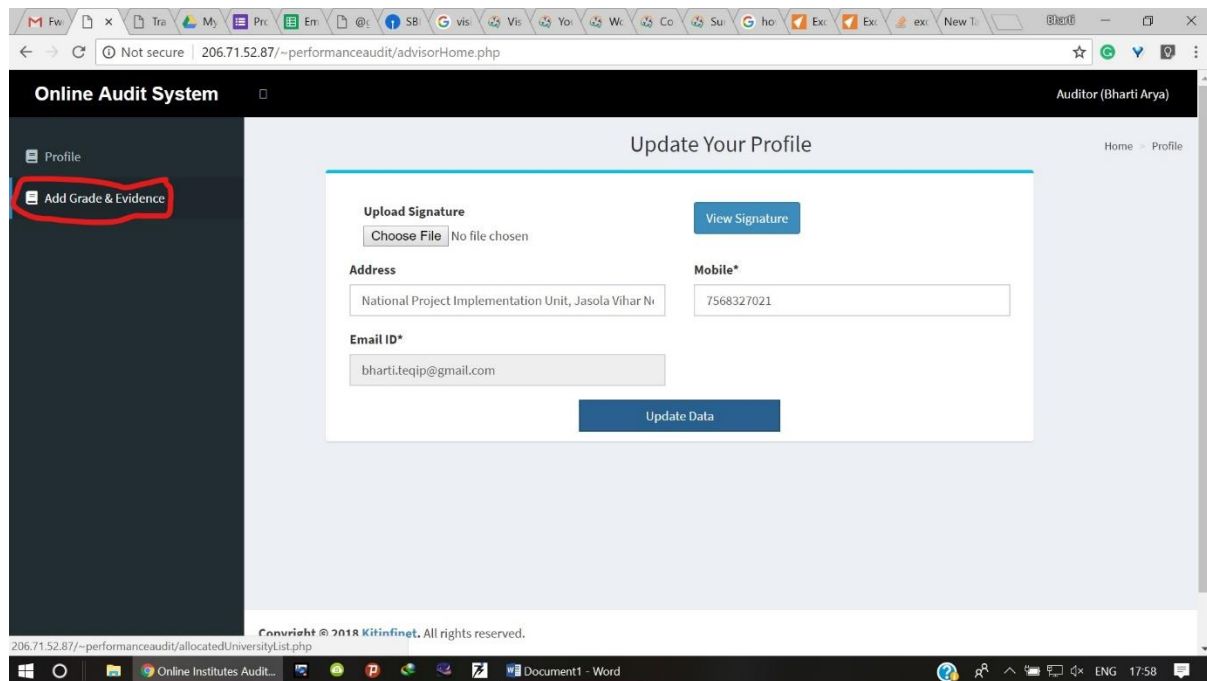
8) Click on Update data.



9) Click on “Ok”.



10) For grading, click on “Add Grade & Evidence”.



- 11) The auditor/mentor will see the page consisting of the names of the colleges assigned to him/her.

The screenshot shows the 'Online Audit System' interface. The user is logged in as 'Auditor (Bharti Arya)'. The page title is 'Upload/View Grade & Proof for University/Institute'. On the left sidebar, there are links for 'Profile' and 'Add Grade & Evidence'. The main content area displays a table with two entries:

University/Institute	Address	Grading Details
Motihari college of Engineering - 1.1	Motihari Motihari Bihar 523123	
Walchand College of Engineering - 1.3	Sangli Sangli Maharashtra 452365	

Below the table, it says 'Showing 1 to 2 of 2 entries'. There are 'Previous' and 'Next' buttons. The footer of the page says 'Copyright © 2018 Kitinfinet. All rights reserved.'

- 12) Click on the icon under the grading details for the institute for which the auditor/mentor wants to do grading.

This screenshot is identical to the previous one, but with a red circle highlighting the 'Eye' icon in the 'Grading Details' column for 'Motihari college of Engineering - 1.1'. This icon is the one that the auditor/mentor should click to proceed with grading.

13) The page containing the questions for grading will be opened.

Online Audit System

Auditor (Bharti Arya)

Grading Details for Motihari college of Engineering - 1.1

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS	GRADE	SUPPORTING EVIDENCE (Note: Grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)
A. Effectiveness of funds utilized for the teaching, training, learning and research equipment, library, computers, etc. by Institutions:		
1. Percentage utilization of the funds released by MHRD to the institutions (90%).	-	View Upload Document
2. Percentage of expenditure accounted in the book of accounts against funds utilized (90%).	-	View Upload Document
B. Improvement in Teaching, Learning and Research competence.		
1. Percentage of NBA-accredited programs (UG and PG) or applied for out of eligible programs (at least 60% of eligible programs).	-	View Upload Document

14) The auditor/mentor will choose the grading point among 1, 2 and 3. It is mandate to upload the evidences in grading of 1 and 2, the size of the evidence should not exceed 300 KB, no evidence require in grade 3.

The grading points have the following meaning:

- 1) Substantial evidence of good practice in the quality and standards achieved against the institutional goals and targets (Assessment identifies clear supporting evidence that at least 75% of the relevant practices are of good quality and there is no malpractice related to the remainder of the provision.)
- 2) Some evidence of good practice in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 50% of the relevant practices – there may be still some way to go for the institution to achieve its full objectives but there should be no malpractice related to the remainder of the provision.)
- 3) Not in place (there may be one of the three primary reasons for this: a) no evidence can be found, b) there is evidence, but it is not of acceptable quality, or c) that there are plans for development but these have not yet taken place – in which case the auditor can indicate the expected date of completion/ implementation but the grade should remain 3.)

Online Audit System

Auditor (Bharti Arya)

Grading Details for Motihari college of Engineering - 1.1

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS	GRADE	SUPPORTING EVIDENCE (Note: Grades must be supported by sound evidence of achievement of the institutional development proposal goals and targets)
A. Effectiveness of funds utilized for the teaching, training, learning and research equipment, library, computers, etc. by Institutions:		
1. Percentage utilization of the funds released by MHRD to the institutions (90%).	-	View Upload Document
2. Percentage of expenditure accounted in the book of accounts against funds utilized (90%).	3	View Upload Document
B. Improvement in Teaching, Learning and Research competence.		
1. Percentage of NBA-accredited programs (UG and PG) or applied for out of eligible programs (at least 60% of eligible programs).	-	View Upload Document

The auditor/mentor needs to fill the grades in all the questions.

15) While submitting the grades, the following points need to be remember:

1) In case if no grade is selected and clicked on submit button, an error will be shown.

Online Audit System

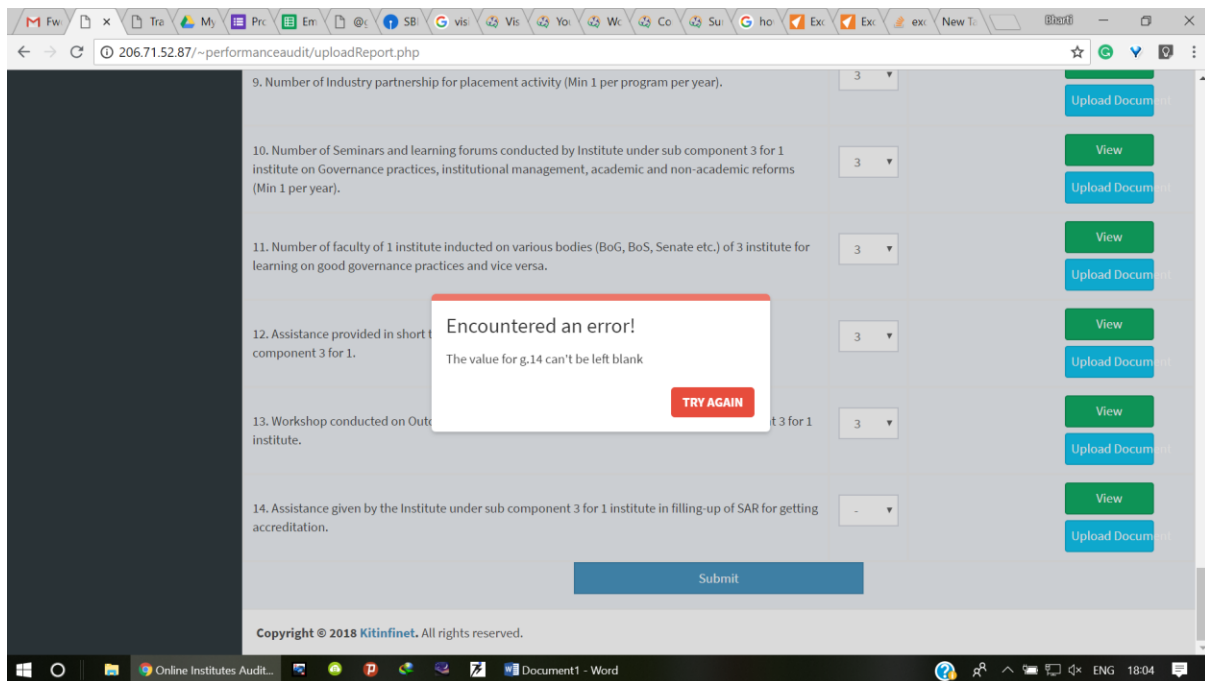
Auditor (Bharti Arya)

Grading Details for Motihari college of Engineering - 1.1

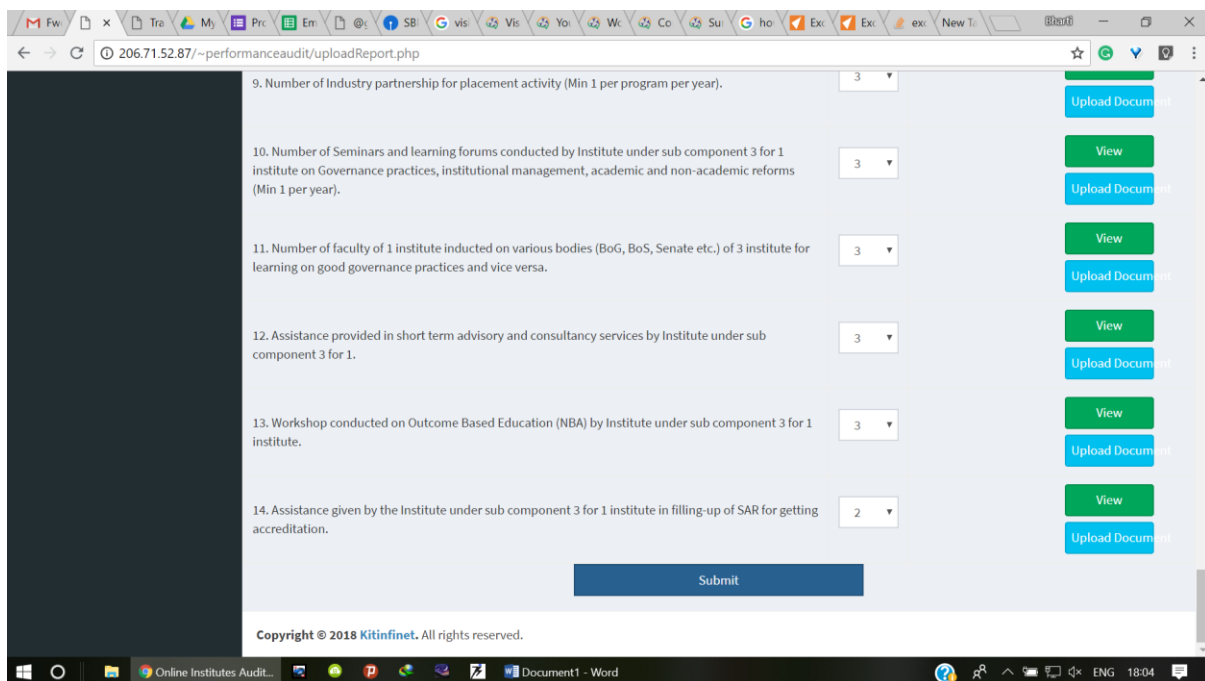
9. Number of Industry partnership for placement activity (Min 1 per program per year).	3	View Upload Document
10. Number of Seminars and learning forums conducted by Institute under sub component 3 for 1 institute on Governance practices, institutional management, academic and non-academic reforms (Min 1 per year).	3	View Upload Document
11. Number of faculty of 1 institute inducted on various bodies (BoG, BoS, Senate etc.) of 3 institute for learning on good governance practices and vice versa.	3	View Upload Document
12. Assistance provided in short term advisory and consultancy services by Institute under sub component 3 for 1.	3	View Upload Document
13. Workshop conducted on Outcome Based Education (NBA) by Institute under sub component 3 for 1 institute.	3	View Upload Document
14. Assistance given by the Institute under sub component 3 for 1 institute in filling-up of SAR for getting accreditation.	-	View Upload Document

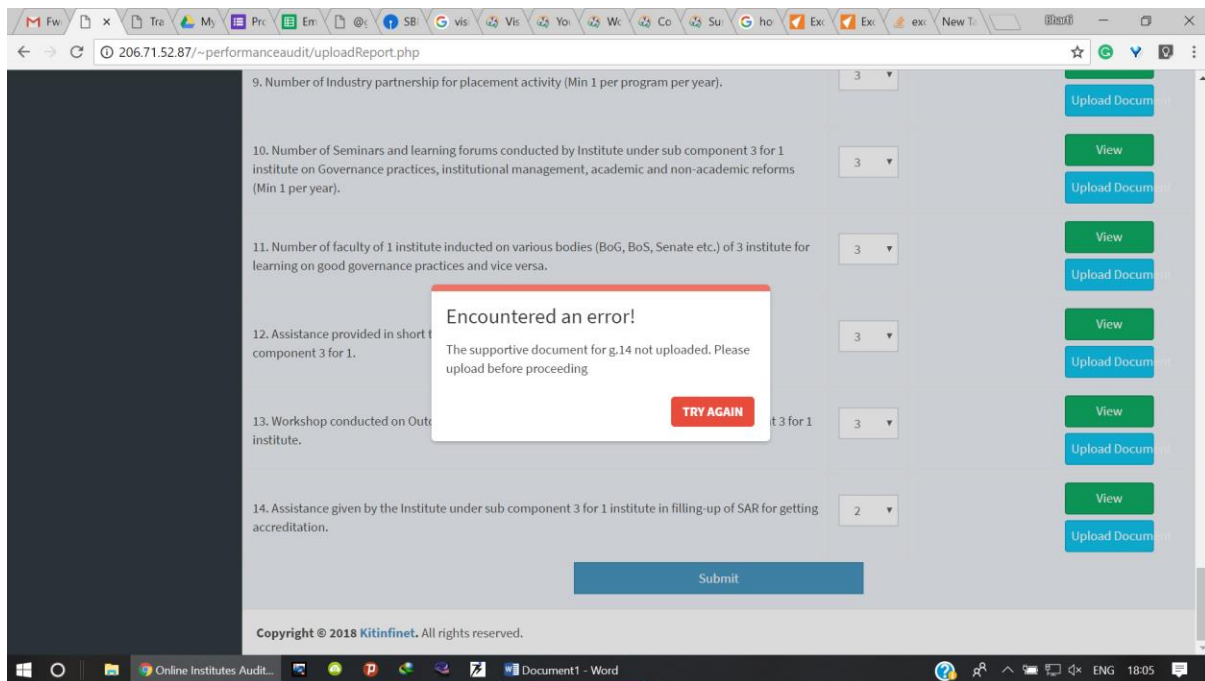
[Submit](#)

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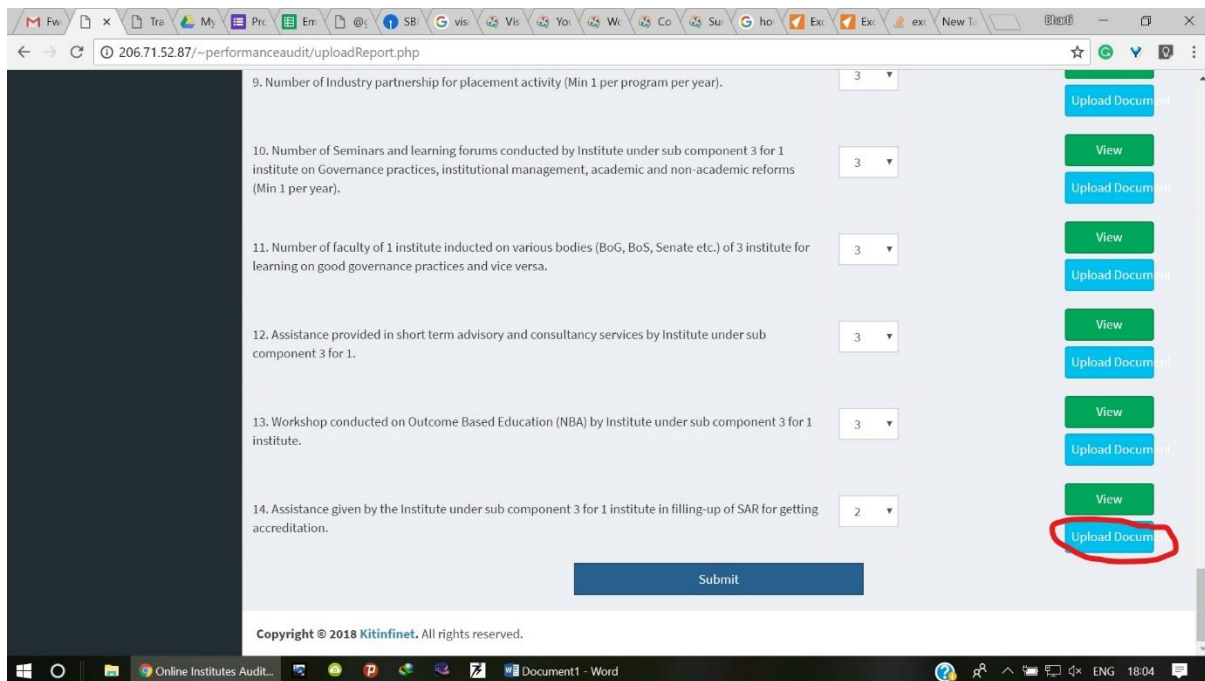


2) In case of selection of grade 1 or 2, if no evidence is uploaded, an error will be shown.





16) For grading of 1 and 2, click on upload document to upload the evidence.



17) Click on submit button to submit the grading report.

9. Number of Industry partnership for placement activity (Min 1 per program per year). 3 [Upload Document](#)

10. Number of Seminars and learning forums conducted by Institute under sub component 3 for 1 institute on Governance practices, institutional management, academic and non-academic reforms (Min 1 per year). 3 [View](#) [Upload Document](#)

11. Number of faculty of 1 institute inducted on various bodies (BoG, BoS, Senate etc.) of 3 institute for learning on good governance practices and vice versa. 3 [View](#) [Upload Document](#)

12. Assistance provided in short term advisory and consultancy services by Institute under sub component 3 for 1. 3 [View](#) [Upload Document](#)

13. Workshop conducted on Outcome Based Education (NBA) by Institute under sub component 3 for 1 institute. 3 [View](#) [Upload Document](#)

14. Assistance given by the Institute under sub component 3 for 1 institute in filling-up of SAR for getting accreditation. 3 [View](#) [Upload Document](#)

[Submit](#)

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18) The auditor/mentor can see the summary of the grading done and the average values.

Submit

MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS	GRADE*	Weightage %	Total Score (Grade x Weightage/100)
A. Effectiveness of funds utilized for the teaching, training, learning and research equipment, library, computers, etc. by Institutions	3.00	15	0.45
B. Improvement in Teaching, Learning and Research competence.	3.00	20	0.60
C. Implementation of AICTE mandate	3.00	20	0.60
D. Increasing faculty productivity and motivation	3.00	10	0.30
E. Effectiveness of equity at Institutional level	3.00	05	0.15
F. Improved system efficiency	3.00	15	0.45
G. Twinning Activities	3.00	15	0.45
*The grade for each parameter is calculated based on the average of all sub-parameters.	Average		0.43

☐ Disclaimer: All the information Submitted by me is correct

Lock

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19) The auditor/mentor will tick the Disclaimer and click on Lock button. Note: Once click on lock, the grading of the institute cannot be changed afterwards.

Submit

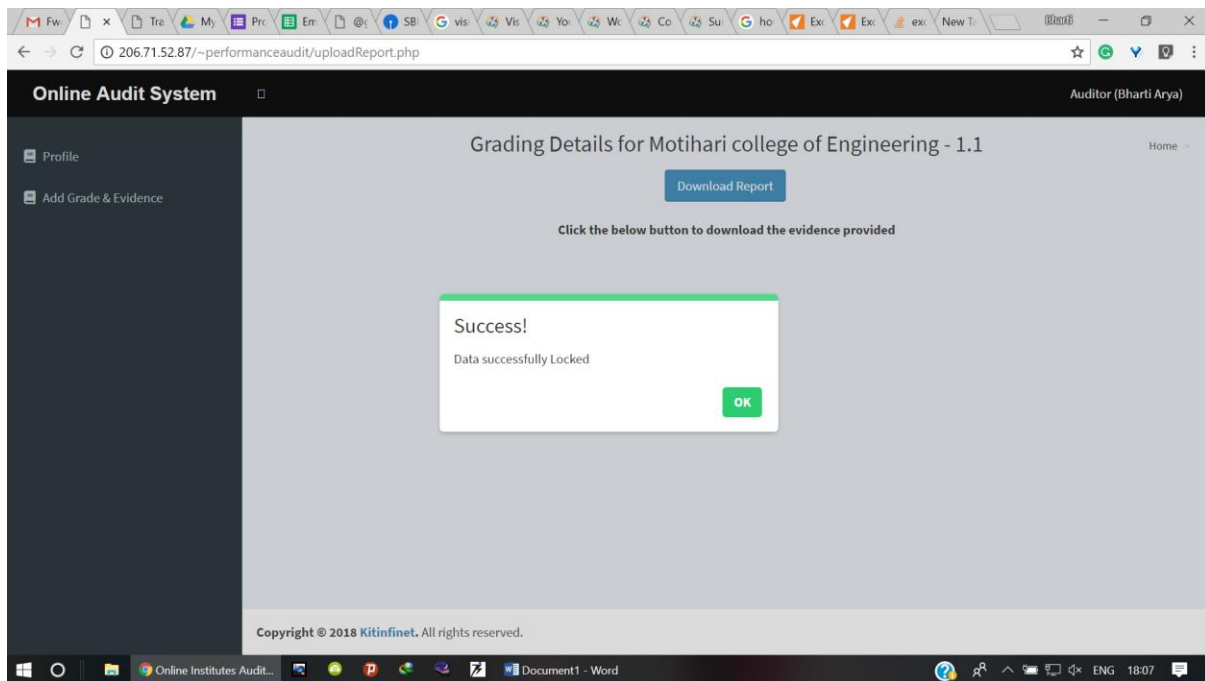
MONITORING AND PROJECT OUTPUT/OUTCOME PARAMETERS	GRADE*	Weightage %	Total Score (Grade x Weightage/100)
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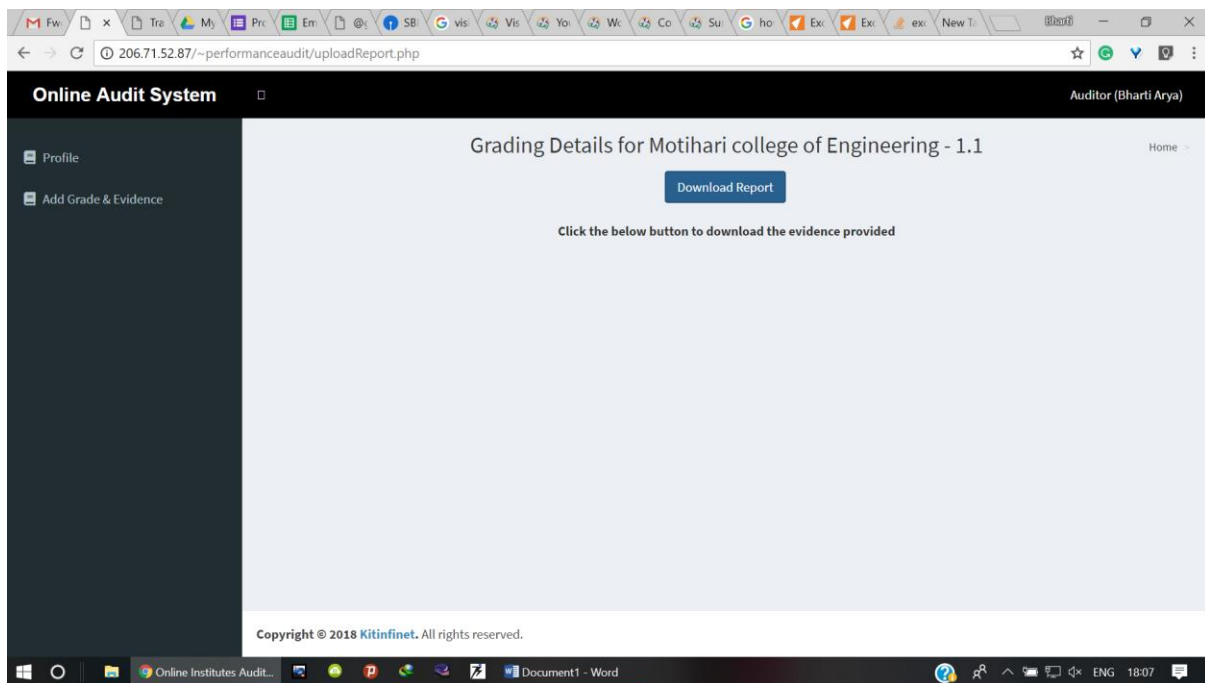
Lock

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1) A pop-up will come to confirm your report submission, click ok.



2) The auditor/mentor can download the report in pdf format.



Conclusion: The auditor/mentor has successfully submitted the report with proper evidences wherever required.