**Accelerating and Strengthening Skills for Economic Transformation (ASSET)**

**Component 1.1: Institutional Development Grant (IDG) Program**

**Institutional Development Plan (IDP)**

1. IDP is to be submitted by all eligible diploma institutions wishing to apply for grants under ASSET. Submitted IDP will be evaluated against the evaluation criteria regarding the quality and integrity of the proposed plan and other characteristics. However, submitting IDP does not guarantee an award of grants.
2. Provide all the details in IDP after confirming the facts and figures from an authentic source in your institution. Falsified information in IDP may lead to disqualification and fund cancellation.
3. Each institution will select up to three technologies/courses to receive support under the IDG program, prioritizing technologies/courses for the priority industry sectors of the ASSET project.
4. The priority sectors for the project would include 1 Garment, Textile , Leather ; 2. ICT; 3. Tourism & Hospitality; 4. Construction ; 5. Ceramics; and 6. Light Engineering & Manufacturing. The project will also target the 7. Health(Health technology, Medical Asistant and Nursing ), and 8.Shipbuilding (Marine Technologies) ).
5. The total budget per institution will not exceed BDT six (6) crore when selecting three technologies, BDT four (4) crore when selecting two technologies, or BDT two (2) crore when selecting only one technology. For medical institutes(MATS,IHT,Nursing institute/college) where it is conducted as a single course, each institute will get BDT Four(4)crore.
6. IDP has the following Parts:
	1. Part I – List of Eligible Activities under IDG Program of ASSET Project
	2. Part II - Applicant Details
	3. Part III– Proposed Development Activities and Expenditure Plan
	4. Part IV – Performance Indicators
	5. Part V – Implementation Arrangement
	6. Part VI – Work/Activity, Financial Management, Procurement Plan
	7. Part VII – Institute Fixed ASSET
	8. Part VIII – Mandatory Statements
	9. Annex I – General Institutional Details
	10. Annex II – Institution Cooperation Grant Agreement
	11. Other relavent documents to be submitted with the proposal

**PART – I: LIST OF ELIGIBLE ACTIVITIES UNDER IDG PROGRAM OF ASSET PROJECT**

IDP can include a range of institutional development activities from the following categories. Institutions can also propose activities not listed below so long as those meet objectives and funding eligibility of the ASSET project.

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| SN | Categories | Examples of Activities | Mandatory Requirements |
| **A. Enhancing Quality and Market Relevance of Teaching & Learning** |
| 1 | Modernization of teaching & learning environment | Purchase of modern training equipment, tools, and supplies; Purchase of ICT tools for teaching; Installing furniture and fixtures for classrooms; Purchase of books for libraries;  |  |
| 2 | Refurbishment of facilities | Refurbishment of classrooms, labs, libraries, workshops, hostels, language labs |  |
| 3 | Teacher professional development | Teacher training on pedagogy and subject knowledge; Industry exposure visits/attachment for teachers;  |  |
| 4 | Industry collaboration & employer linkage | Guest lecturers; Industry visits for teacher/students; Workshops with future employers; Establishing alumni association; Organizing enhanced industry attachment; |  |
| 5 | High-demand extra learning activities and training for students | Organizing skills competitions, design contests, speech contests, debate contests, etc.; Undertaking technology research and innovation; Organizing additional training on softskills, digital skills, entrepreneurship skills. |  |
| **B. Enhancing Employability of Students** |
| 6 | Job placement service | Graduate tracking surveys; Setting up / strengthening the job placement cell; Organizing job fares; Providing career guidance and career development training,Online student data base management system, carrer seminar. | **Mandatory Activities:** - Tracking graduates of supported technologies six months after the graduation (by phone, email, or online questionnaires); - Setting up a job placement cell- Online student data base management system |
| **C. Improving Inclusiveness of Training Programs** |
| 7 | Refurbishment of facilities for female students and PWD | Installing access support facilities for PWD; Improving sanitation facilities and safe space for female students;  |  |
| 8 | Training equipment and support services for female students and PWD | Provision of counseling services for female students; Purchase of special training support equipment/tools for PWD |  |
| 9 | Capacity development for inclusiveness | Teacher & manager training(local and overseas) on inclusive TVET  |  |
| 10 | Student financial support | Stipend for students | Applicable only to institutions under MEFWD |
| 11 | Outreach activities | Organizing outreach events to potential students and vulnerable groups |  |
| **D. Digitization of Teaching and Learning** |
| 12 | Digitization & connectivity | Installation of wifi network and broadband internet in the Institutes ; Developing digital contents for online/blended training; Purchase of computers and digital equipment for teaching & learning; Teacher training for online teaching & ICT utilization in teaching,Establised permanent Institue students linkage by online data base system. |  |
| **E. Environmental and Climate Change Response Actions** |
| 13 | Equipment and student activities for environmental protection and climate change prevention | Installation of solar Power system and other renewable energy; Purchase of training equipment for environmentally sensitive technologies; Teacher training on climate change and green skills;  | **Mandatory Activities:** - Teacher and student sensitization on climate change issues |
| 14 | Tools for safe training environment under pandemic | PPE; Sanitization tools; Thermometer;  |  |
| 15 | Opening of green technology department | Following the government rules and procedures to open a new course on green technology and engineering | Need to obtain at least provisional approval from accreditating agencies |
| **F. Institutional Management and Comunication** |
| 16 | Enhanced management and communication | Establishing learning management information systems; Organizing IMC meetings; Conducting student satisfaction surveys |  |
| 17 | Communication and outreach | Organizing awareness raising workshops for parents and students of secondary schools; Distribution of leaflets; Setting up a website/SNS site of the institution |  |

*The following activities and expenditures are not eligible:*

1. Sitting allowance and salary for teachers, except for honorarium for extra, specific ToR
2. Allowance for students, except for supporting actual expenditures such as transport costs for Industry Visit.
3. Major infrastructure development, such as the construction of classrooms and hostels
4. Purchase of vehicles and fuel.

**PART II: APPLICANT DETAILS**

|  |  |
| --- | --- |
| 1. Name of the Institution
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| 1. Name of Principal/Head
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| 1. Address:
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| 1. Telephone/Cell phone
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| 1. E-mail id
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| 1. Ownership (Government/Private/Government aided)
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| 1. Year of Establishment
 |  |
| 1. Full Address
 |  |
| 1. Institute Accreditation Status (Yes/No)
 |  |
| 1. Year Accreditation
 |  |
| 1. Accreditation Agencies
 |  |
| **Non-Government Institutes only** |
| 1. Whether infrastructure including land and buildings owned by the institution
 |  |
| 1. Did the institution receive any aid from the government? (Yes/No)
 |  |
| If yes, please specify and give details |  |
| 1. Has the government completed the audit activites?
2. Yes
3. No
 |  |
| 1. Is there any audit objection?
2. If no, please attach audit report
3. If yes, describe in details
 |  |
| 1. State whether run by a Trust or some other entity
 |  |
| 1. State name of Chairman of Managing Committee/Board/Society
 |  |
| 1. State number of persons on Board/Managing Committee/Society
 |  |
| 1. Total Revenues earned in last three years as per annual Audit Report
 |  |
| 1. Details of institutions and centres at different locations under same owner/partner with names
 |  |
| **Government Institutes only** |
| 1. Does the institution generate any revenue? (Yes/No)
 |  |
| If yes, does the institution retain this revenue? (Yes/No) |  |
| If yes, what percentage of the operating budget is the revenue generated? |  |
| 1. Does the Institute have a Managing Committee (Yes/No)
 |  |

 **Diploma Courses Information in Previous Academic Year (…………..)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of Technology/ Course | Year of accreditation (if not accredited, ‘Not yet’) | No. of enrollment (total) | No. of enrollment (female) | No. of Teacher | **To be supported by IDG [Yes]** |
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**Past Enrollment(last three years)**

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| --- | --- | --- | --- | --- |
|  | Year  | Male | Female | Total |
| Students in all Diploma Courses | 2021 |  |  |  |
| 2020 |  |  |  |
| 2019 |  |  |  |
| Students in Non-Diploma courses | 2021 |  |  |  |
| 2020 |  |  |  |
| 2019 |  |  |  |
| Students with Disabilities in all Diploma courses | 2021 |  |  |  |
| 2020 |  |  |  |
| 2019 |  |  |  |
| Students from Ethnic Minorities in all Diploma courses | 2021 |  |  |  |
| 2020 |  |  |  |
| 2019 |  |  |  |

 **Institute Staff Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sanctioned Post | Male | Female | Regular | Contract | Part-time | Total |
| Number of teachers in all Diploma Courses |  |  |  |  |  |  |  |
| Number of technical staff (lab assistants etc) in all Diploma- Courses |  |  |  |  |  |  |  |
| Number of non-teaching support staff |  |  |  |  |  |  |  |
| Number of managers(Principal/Head of the institution) |  |  |  |  |  |  |  |
| Total number of staff |  |  |  |  |  |  |  |

**PART III: PROPOSED DEVELOPMENT ACTIVITIES AND EXPENDITURE PLANNING**

This Part of the IDP is the critical part. The objectives of getting an Institutional Development Plan are twofold:

1. To find out what the institution itself wants to do to improve its functioning and improve the quality of its teaching and the relevance of what is taught to prospective employers of its students, and
2. To understand how the institution plans to use the financial support under ASSET [see Part I above] to do the above.

**1. Statement of Overall Objectives**

State the overall goals that your institution aims to achieve through the proposed institutional development activities under the IDG program and list focused technologies/courses

|  |
| --- |
| **Overall Objectives:**  |
| **Name the Technologies those institute who received grants under STEP project;****1.****2.****3.** |
| **Selected Technologies/Courses (up to 3) from ASSET project:****1.****2.****3.** |

**2. Specific Objectives**

Describe briefly expected improvements (specific objectives) to be achieved through the proposed institutional development activities according to activity categories of the IDG.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Categories** | **Description of Current Status** | **Benefits/Results to be Achieved through IDP Implementation**  |
| **A** | **Enhancing Quality and Market Relevance of Teaching and Learning**  |  |  |
| **B** | **Enhancing Employability of Students** |  |  |
| **C** | **Improving Inclusiveness of Training Programs** |  |  |
| **D** | **Digitization of Teaching and Learning** |  |  |
| **E** | **Environmental and Climate Change Response Actions** |  |  |
| **F** | **Institutional Management & Communication** |  |  |

**3. Proposed Activities**

List the major activities under each activity category [see Part I]. This is done in accordance with the Table below. Study the Example and then fill in the Table for your own institution.

|  |  |
| --- | --- |
| **Technology/Courses for Activities** | **ASSET Activity Categories** |
| **A. Quality and Market Relevance of Teaching and Learning** | **B. Employability of Students** | **C. Inclusiveness of Training Programs** | **D. Digitization of Teaching and Learning** | **E. Environment and Climate Change Response Actions** | **F. Institutional Management & Communication** |
| **Fill in the below table for the Proposed Activities of your institution** |
| **Institution-wide** |  |  |  |  |  |  |
| **Technology/Course 1: xxx** |  |  |  |  |  |  |
| **Technology/Course 2: xxx** |  |  |  |  |  |  |
| **Technology/Course 3: xxx** |  |  |  |  |  |  |
| *Examples – how to fill out the table with proposed activities* |
| ***Institution-wide*** | *1.1 Refurbishment of computer lab* | *1.2 Purchase of Audio visual and ICT equipment for Job Placement Cell* | *1.3 Training for teachers on how to train students with disabilities* | *1.4 Installing campus wifi network* | *1.5 Installation of solar panels* *1.6 Sensitization of students and teachers on climate change issues* | *1.7 Development of Learning Management System* |
| ***Technology/Course 1: Mechanical engineering*** | *2.1.Refurbishment of workshop room for practical skills**2.2 Purchase of lab equipment of xxx* | *2.3 Pre-placement visit of student groups to various industries**2.4 Annual graduate tracer data collection* | *2.5 Outreach activities to attract female SSC graduates* | *2.6 Training teachers on utilizing digital contents* |  |  |

 **4. EXPENDITURE SUMMARY AND COSTING WORKSHEETS**

In this section you will have to present the work sheets containing the costs of all the activities that you have listed above by Activity Categories. The important thing is not to do any guess work but try to be as precise as possible. You have to use the following worksheets. An Example is provided at the end.

**4. A. Quality and Market Relevance of Teaching and Learning**

Examples of Expenses are as follows:

* Purchase of machinery for workshops;
* Purchase of Audio visual equipment both for teaching as well as for placement related work;
* Repair of workshop machinery;
* Laboratory equipment;
* Repair/refurbishment of plants and equipment for workshops ;.
* Repair of audio-visual equipment, ;.
* Purchase of computers for students/upgradation of existing computers and accessories;
* Cost of sending Facultyo various training courses in-country and abroad;
* Cost of running in -house training courses through invited guest speakers or by asking an institution or company to run a full course including workshops and practical training on various subjects by engaging Faculty, Technical Staff and other staff;.
* Group tour of Faculty to other institutions – costs thereof;
* Development of case studies and Guidance material for Faculty;.
* Honorarium to Guest Faculty from industry for guest lectures, seminars, etc;.
* Payment of TA/DA and transport costs to Guest Faulty from industry for teaching and training
* Sundry gifts for Guest Faculty as well as for distinguished Guests in professional technical seminars
* Cost of students’ group tours to industries in the city or in other cities including cost of transportation, refreshment, etc.
* Cost of consumables for workshops for use by students
* Purchase of whiteboards etc.
* Purchase of Chart and graph-papers, special pens, etc.
* Painting of workshops and classrooms etc
* Repair of plumbing, water, supply, electricals
* Minor civil repair works
* Purchase of chairs, tables, air-conditioners etc.
* Purchase of generator.
* Purchase of transformer for increased electrical load of institute,if necessary
* Refurbishment of lecture halls including purchase of new blackboards etc.
* Cost of organizing meetings with industry for curriculum/program review
* Cost for organizing quality assurance activities
* Cost of renewble energy (solar power system, energy saving equipment etc).
* Facial recognition and detection based closed circuit system intregrated with project management information system (ProMIS) should be established. Bio-metric (finger /facial)attendance of students should be provisioned.
* Cost of institutes,teachers and students development activities.

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| --- | --- | --- | --- | --- | --- |
| Activities [From corresponding column] | Expense Items [give details: specification, rates, numbers, etc.] | Year 1 | Year 2 | Year 3 | Total |
| Quantity | Cost | Quantity | Cost | Quantity | Cost | Quantity | Cost |
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| **Total Cost for this Activitye Category** |  |  |  |  |  |  |  |  |

**4. B. Employability of Students**

Examples of expense items which will be included

* **Cost of operation for the job placement cell**: The manpower for operation of job placement cell for public institutions will be engaged either from the external hired personnel or from the internal existing staff. Engagement of personnel from external source only will be applicable for private institutions.Public & Private institutions both will get office expenses @ BDT 10,000/month for smooth functioning of cell.

i)**Modality of engagement of personnel from external source (Both for Public & Private Institutions)**:

(a) 01 officer 1000 Tk/ working day; Minimum Age 32 Years and Graduate with at least five years relavent experience and proficient in computer literacy .

 (b) 01 Office Assistant - Tk 500/working day, Minimum Age 32 Years and SSC with at least3 years experience and proficient in computer literacy

The five members selection committee will be as follows :

(1)Principal/Head of the Institute (Chairperson),

(2)Reprejentive of District/Upazila Administration (Member)

(3) Representive of PMU (Member)

(4)Department Head/ other Senior Teacher of the institute nominated by the head of the Institute(Member),

(5)Vice Principal/Deputy Head/Chief Instructor/Senior Teacher(Member- Secretary)

On recommendation of the selection committee,Principal/Head of the Institutes will issue engagement letters.

**ii)Modality of Engagement from internal source (Only for Public Institutions) :**

(a) 01 officer: BDT 7000 /month ( allowance). Engagement from internal source in addition to own duties who is well conversant with the job placement services and proficient in computer literacy;

 (b) 01 Office Assistant - BDT 3000 /month ( allowance). Engagement from internal source in addition to own duties.

IMC will select from the existing staff for engagement.

**iii)** **Office Expenses(Operational cost of the cell,contingency and travelling cost ) BDT 10,000/month**

* Cost for organizing job fares workshops with employers, alumni meetings, employer outreach activities
* Cost for career development skills for faculty and students
* Cost for consultation with online job matching platforms
* Cost of sending student groups to industry for placement purposes

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| --- | --- | --- | --- | --- | --- |
| Activities [From corresponding column] | Expense Items [give details: specification, rates, numbers, etc.] | Year 1 | Year 2 | Year 3 | Total |
| Quantity | Cost | Quantity | Cost | Quantity | Cost | Quantity | Cost |
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| **Total Cost for this Activitye Category** |  |  |  |  |  |  |  |  |

**4. C. Inclusiveness of Training Programs**

Examples on Expense Items that can be included:

* Cost of faculty training
* Purchase of specialized training support equipment
* Cost for organizing community outreach and awareness raising programs, and workshops and seminars
* Repair/refurbishment/installation of facilities for female students, PWD, and other vulnerable students
* Cost of Engagement of guest speakers for counseling and Teaching.

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| Activities [From corresponding column] | Expense Items [give details: specification, rates, numbers, etc.] | Year 1 | Year 2 | Year 3 | Total |
| Quantity | Cost | Quantity | Cost | Quantity | Cost | Quantity | Cost |
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| **Total Cost for this Activitye Category** |  |  |  |  |  |  |  |  |

**4. D. Digitization of Teaching and Learning**

Examples on Expense Items that can be included:

* Cost of faculty training on digital skills
* Purchase of software for use by students
* Purchase of ICT tools for use by students
* Cost of using digital services, subscriptions, etc.
* Cost of broadband connectivity
* Cost of installing/ strengthening campus wifi network
* Cost of last mile connectivity with BdREN (need to discuss with BdREN prior to including the estimated costs

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| --- | --- | --- | --- | --- | --- |
| Activities [From corresponding column] | Expense Items [give details: specification, rates, numbers, etc.] | Year 1 | Year 2 | Year 3 | Total |
| Quantity | Cost | Quantity | Cost | Quantity | Cost | Quantity | Cost |
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| **Total Cost for this Activitye Category** |  |  |  |  |  |  |  |  |

**4. E. Environment and Climate Change Related Actions**

Examples on Expense Items that can be included:

* Purchase of equipment for energy saving equipment, solar power system , renewable energy equipment, recycling, pollution prevention, greenhouse gas reduction.
* Costs of faculty and student training on climate change issues
* Costs for revising the teaching contents to include green technologies, climate change response, environmental technologies
* Purchase of equipment for ensuring safe training environment under pandemic

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| Activities [From corresponding column] | Expense Items [give details: specification, rates, numbers, etc.] | Year 1 | Year 2 | Year 3 | Total |
| Quantity | Cost | Quantity | Cost | Quantity | Cost | Quantity | Cost |
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| **Total Cost for this Activitye Category** |  |  |  |  |  |  |  |  |

**4. F. Institutional Management & Communication**

Guidance on what is to be included here:

* Cost of setting up a learning management system(LMS)
* Cost of training of non-teaching staff
* Cost of purchase of various software like library, accounting, stores and inventory etc.
* Printing of institute brochures
* Printing of placement brochures
* Printing of handbooks for students
* Purchase of computers for various administrative and academic sections
* Cost of setting up and maintaining institute website
* Cost of sensitization activities for communities and secondary students

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| --- | --- | --- | --- | --- | --- |
| Activities [From corresponding column] | Expense Items [give details: specification, rates, numbers, etc.] | Year 1 | Year 2 | Year 3 | Total |
| Quantity | Cost | Quantity | Cost | Quantity | Cost | Quantity | Cost |
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| **Total Cost for this Activitye Category** |  |  |  |  |  |  |  |  |

**Example:**

| **Activities [From corresponding column]** | **Basis of Costing [give details of rates etc. that have been taken, numbers, etc.]** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| --- | --- | --- | --- | --- | --- |
|  |  | **Quantity** | **Cost** | **Quantity** | **Cost** | **Quantity** | **Cost** | **Quantity** | **Cost** |
| 1.3 Refurbishment of rooms for job placement unit | i) Repainting of room @ Tk.60/sq.ft., total 1500 sft.ii) Purchase of Chairs for Group Discussion – 12 nos @ 1600 per chairRepair of conference room Table – lumpsum Tk. 25000Carpet@ Tk150 per sft x 300 sft. | N/A | Tk 90,000 + Tk. 1,92,000 + Tk. 25,000 +Tk. 45,000 = Total Tk. 3,52,000 | N/A | Tk, 1,03,50015% escalation only for repainting | N/A | Tk. 1,18,70015% escalation only for repainting | N/A | Tk. xxxx |
| 2.1 Cabling for Electrical Engg Workshop | X meters of cables @...Y no of conduits @...Z no of switches and points @... | X meter of cablesY no of conduits | Tk. 1,00,000Tk. 50,000 | Cabling needed for Additional equipment @... | Tk. 50,000 |  |  |  | Tk. xxxx |
| **Total Cost for this Funding Option** |  |  4,52,000 |  |  |  |  1.03,500 |  |  . 50,000 |

**5. Cost Summary**

Once the Worksheets as above are completed, a summary has to be prepared as per the following Tables:

1. Activity Category wise Cost Summary (Tk.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Categories** | **Year 1 Total** | **Year 2 Total** | **Year 3 Total** | **Total**  |
| **A. Quality and Market Relevance of Teaching and Learning** |  |  |  |  |
| **B. Employability of Students** |  |  |  |  |
| **C. Inclusiveness of Training Programs** |  |  |  |  |
| **D. Digitization of Teaching and Learning** |  |  |  |  |
| **E. Environment and Climate Change Related Actions** |  |  |  |  |
| **F. Institutional Management & Communication** |  |  |  |  |
| **Grand Total** |  |  |  |  |

1. Category of Expenditure-wise Cost Summary (Tk.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Option** | **Year 1 Total** | **Year 2Total** | **Year 3 Total** | **Total for Period** |
| Goods (all purchases of equipment, machinery, furniture, etc.) |  |  |  |  |
| Works (All civil works including repair of civil infrastructure such as electricals and water supply, painting, etc.) |  |  |  |  |
| Services (hiring or outsourcing of manpower on pure contractual basis) |  |  |  |  |
| **Grand Total** |  |  |  |  |

**\*\* If the institution is nominated for grant award, the institution needs to develop detailed Financial Management Plan and Procurement Plan as per the relevant government regulations and World Bank guidelines with support from the PMU based on the expenditure plan above.**

**6. Teacher Development Plan**

If you include activities for teacher training, a Training Plan needs to be prepared for both teaching and non-teaching staff, including technical assistants. The training policy will state

* Objectives of training for the different categories
* Types of training to which people would be exposed
* List of possible training providers
* Training Reports
* Training database [showing who has undergone training, where, and for how long, the kind of courses, etc. in addition to the person’s qualifications, responsibilities, and annual feedback, etc.]

The Training Plan should be prepared based on the needs of teachers and in consultation with teachers. This can be done following a formal Training Needs Analysis, or even after separate interviews with all the staff and teachers. The Training Plan is to be given in the format below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Training Title and Description** | **Target group** | **No. of trainees** | **Training Providers** | **Location** | **Duration** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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**7. Collaboration Initiatives:**

Describe the linkages and collaboration if any, with industries, companies, other training institutions, NGOs, or any other local authoritries and organiziations in implementing the IDG activities.

|  |  |
| --- | --- |
| **Partner description** | **Description of linkage and collaboration** |
|  |  |
|  |  |
|  |  |

**PART IV: PERFORMANCE INDICATORS**

**[Mandatory Indicators]** All grant supported institutions must report to the PMU on the following indicators.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Reference to Activity Categories** |  **Indicators** | **Calculation method** | **Current Value** | **Target Value by Completion** |
| 1. | Enhance Employability of Students | * % of graduates in employment or self-employment six months after graduation
* % for female graduates
* % for graduates with disabilities
* % for ethnic minoriy graduates
 | Graduate tracking six months after graduation |  |  |
| 2. | Enhance Employability of Students | * Cumulative no. of students in the final semester who have registered their profile on online job matching platforms
 | Questions to students | 0 |  |
| 3. | Quality and Market Relevance | * Cumulative No. of students enrolled in the IDG supported technologies
 | Registration database |  |  |
| 4. | Quality and Market Relevance | * Cumulative No. of students enrolled in the institution during the IDG program
 | Registration database |  |  |
| 5. | Digitization of Teaching & Learning | * No. of courses that utilize online or blended teaching modality
 | Questions to teachers |  |  |
| 6. | Overall | * Average physical and financial progress of all the IDG supported activities
 | Project monitoring |  |  |

**[Custom Indicators]** Institutions should develop at least five indicators to measure progress of the activities and achievement of objectives

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Reference to Activity Categories** |  **Indicators** | **Calculation method** | **Current Value** | **Target Value by Completion** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

**PART V: IMPLEMENTATION ARRANGEMENT**

**A. IDG Management Team**

Implementation of the IDP is the responsibility of the institution. The IDG Management Team will be responsible for taking the lead in managing and coordinating the implementation of the IDP to ensure the maximum and sustainable outcomes of the IDG program in the institution.

Describe the membership composition of the IDG Management Team.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of staff** | **Position in the college** | **Position in the IDG Management Team** | **Specific responsibilities** | **Time dedicated to the IDP work (hours per week)** |
| (Management) |  |  |  |  |
|  | Principle | **Manager** |  |  |
|  |  | **Deputy Manager** |  |  |
|  |  | **Member** |  |  |
|  |  | **Member** |  |  |
|  |  | **Member** |  |  |
|  |  | **Member** |  |  |
| (Support Staff) |  |  |  |  |
|  |  | **Procurement officer** |  |  |
|  |  | **Accountant** |  |  |
|  |  | **Data Entry / ICT** |  |  |
|  |  | **Safeguards (environmental, social, gender, and climate change)** |  |  |

**B. Institution Management Committee (IMC)**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl no | Designation  | Name  | Additional information about the member |
| 1. | Chairperson of IMC (Representative of local industry partners) |  |  |
| 2. | Co-chairman of IMC (Head of the institution) |  |  |
| *Members from Industries relevant to the Technologies (include at least one female)* |
| 3. | Member 1 |  |  |
| 4. | Member 2 |  |  |
| 5. | Member 3 |  |  |
| 6. | Member 4 |  |  |
| *Representatives from the Parents (include at least one female)* |
| 7. | Member 1 |  |  |
| 8. | Member 2 |  |  |
| *Head of Departments of the Institution (include at least one female)* |
| 9. | Member 1 |  |  |
| 10. | Member 2 |  |  |
| 11. | Member 3 |  |  |
| 12. | Member 4 |  |  |

**PART VI: WORK/ACTIVITY, FINANCIAL MANAGEMENT, PROCUREMENT PLANS**

**Work/Activity Plan**

Please list each activity with a time frame that will be carried out during the IDP implementation period of three years. Indicate the expected duration of each activity in Gantt chart style as in the rows. Institutions are encouraged to plan to complete all the works and activities within the first 2 years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Activity Name** | **Year 1** | **Year 2** | **Year 3** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| *e.g.* | *Upgrading the computer lab* |  |  |  |  |  |  | ***X*** | ***X*** | ***X*** | ***X*** | ***X*** | ***X*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Financial Management Plan(Public and Private Institutions)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Institution Name: ………………………………………………………………………………………………………….. |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **BDT in Lakh** |
| Economic Code (as per IBAS++) | Item of Expenditure /Activity | Year 1 | Year 2 | Year 3 | Total |
| Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | Qtr 5 | Qtr 6 | Qtr 7 | Qtr 8 | Qtr 9 | Qtr 10 | Qtr 11 | Qtr 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **(a) Revenue Expenditure:** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **3111101 (Example)** | Pay of Officer  | *Principal/head of the institute* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | *Other Officers* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **311201** | Pay of Staff | *Accountant* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | *Data Entry/Computer Operator* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | *Procurement specialist* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | *Other Staff* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Sub-Total Pay of Officer & Staff**  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | **Supplies & Services:** |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | Travel Expenses  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | ICT installment, development & maintenance | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Printing & Stationary for the Management Team |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Books & Journals for the Management Team |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Advertising & Publicity |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Training & Study Tour | *Training for …………..* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | *Training for ………….* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Conference/Seminar/Workshop | *Workshop for …………….*  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | *Seminar for ……………* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *Conference for ………………* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Lab Materials/Chemicals etc | *Lab Materials of ……………..* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | *Chemical for …………* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Consulting Services: | *Consultant for…………………* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | *Consultant for…………………* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Incentives for Management Team members |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Other Expenses |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Sub-Total Supply & Services**  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Repair & Maintenance** |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Refurbishing/Renovation | *Refurbishment of ………………* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | *Renovation of ………………..* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Sub-Total Repair & Maintenance**  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Total Revenue Expenditure** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **(b) Capital Expenditure** |  |  |  |  |  |   |   |   |   |   |   |   |   |
|  | **Acquisition of Assets** |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Machinery & Other Equipment | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Engineering Equipment: | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Computer & IT Equipment | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Computer Software | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Office Equipment | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Teaching & Learning Materials | *Devices & Tools* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *White Board & Smart Board* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | *Books & Journals for Libraries & Classrooms* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | *Other Teaching and Learning Materials* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Furniture & Fixtures | *Furniture & Fixtures for Laboratory* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | *Furniture & Fixtures for Office* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | *Furniture & Fixtures for Classroom* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | *Furniture & Fixtures for General Purpose* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Laboratory Equipment and Instruments | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | Electrical Equipment | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | *(insert items individually)* |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Total Capital Expenditure**  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **TOTAL COST**  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **(c) Operational Costs/Contingencies\***  **(maximum 2% of the total cost)** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **TOTAL FINANCING (a + b + c)** |   |   |   |   |   |   |   |   |   |   |   |   |   |

**Procurement Plan**

|  |
| --- |
| Name of Procuring Entity: ……………………………………. Project Name: Accelerating and Strengthening Skills for Economic Transformation Project  |
|  |  |  |  |  |  |  |  |
| Package No. | Description ofProcurement Package (Goods) | Unit | Qty | Procurement Method &Type | ContractApprovingAuthority | Estd. Costin LakhTk. | Planned Dates |
| AdvertiseTender | TenderOpening | TenderEvaluation | Approval toAward | Notificationof Award | Signing ofContract | Time forCompletionof Contract |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Total Value of Goods Procurement** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Package No. | Description ofProcurement Package (Works) | Unit | Qty | Procurement Method &Type | ContractApprovingAuthority | Estd. Costin LakhTk. | Planned Dates |
| AdvertiseTender | TenderOpening | TenderEvaluation | Approval toAward | Notificationof Award | Signing ofContract | Time forCompletionof Contract |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Total Value of Works Procurement** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Package No. | Description ofProcurement Package **(Services)** | Unit | Qty | Procurement Method &Type | ContractApprovingAuthority | Estd. Costin LakhTk. | Planned Dates |
| Issue RFP | Proposal Opening | Proposal Evaluation | Negotiation | Approval | Signing ofContract | Time forCompletionof Contract |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Total Value of Service Procurement** |  |  |  |  |  |  |  |  |

**PART VII: Institute Fixed ASSET**

**(Fixed Asset List form is available in Project website and it must be uploaded in ASSET APromis**



**PART VIII: MANDATORY STATEMENTS**

There are some Mandatory Statements that you have to provide. These Statements do not give you extra marks in the evaluation. But your response will be downgraded if you do not provide proper statements here. Wrong or misleading answers may lead to the disqualification of your institution.

We undertake to ensure that all the disclosures mentioned below shall be duly made by our institution

|  |  |  |
| --- | --- | --- |
| **Sl.****No.** | **Disclosures** | **Yes/No** |
|  | Information related to physical and financial progress under each contract awarded on the basis of International Competitive Bidding(ICB)/National Competitive Bidding (NCB) procedures. |  |
|  | Quarterly interim un-audited financial reports |  |
|  | All general and specific procurement notices, notices inviting tenders, expression of interest, requests for proposals, ICB/NCB documents and addenda/corrigenda to bids |  |
|  | All information on bids received, reasons for rejections, and details of contracts awarded for ICB,if any |  |
|  | All information on bids received and details of contracts awarded for NCB |  |
|  | Annual Progress Reports (project and financial information) by May 15 each fiscal year. |  |
|  | Handling of complaints relating to procurement, fraud and corruption and quality of construction in accordance with GOB the administrative procedures |  |
|  | Maintaining a complaints monitoring database |  |
|  | If I have provided the wrong informatio then my institute will be rejected from the IDG program and action can be taken against my institute as per the existing laws of the country. |  |
|  | All information regarding the same organization/names/owners/partners with multiple branches or locations or names details are provided correctly  |  |

We also undertake to provide information on the key performance indicators for the project as applicable to our institution as and when necessary..

**Principal/Head of Institution**

 **Signature and Seal**

**Please attach all the relevant documents copy with the IDP application.**

**ANNEX I: GENERAL INSTITUTIONAL DETAILS**

**Civil Infrastrcture, Administration, Business Environment, and Academic Information**

**Civil Infrastructure:**

**A. Land and Buildings:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl No** | **Item**  |  |  | **Details** | **Remarks** |
| **A1** | **Land** |  |  |  |  |
|  |  | A1.1 | Plot Area |  |  |
|  |  | A1.2 | Constructed Area |  |  |
|  |  | A1.3 | Vacant Area |  |  |
|  |  | A1.4 | Area under ownership of Insttn |  |  |
|  |  | A1.5 | Area under other ownership |  |  |
|  |  | A1.6 | Area for student recreation [being part of vacant area] |  |  |
| **A2** | **Buildings** |  |  |  |  |
|  |  | A2.1 | Number of Classrooms |  |  |
|  |  | A2.2 | Number of Labs/Workshops |  |  |
|  |  | A2.3 | Number of Library |  |  |
|  |  | A2.4 | Capacity of Hostel for Girls |  |  |
|  |  | A2.5 | Capacity of Hostel for Boys |  |  |
|  |  | A2.6 | Whether own generator and power back up exists [Yes/No] |  |  |
|  |  | A2.6.1 | If Yes to above, capacity of back up |  |  |
|  |  | A2.7 | Whether separate water storage tank exists |  |  |
|  |  | A2.7.1 | If Yes to above then capacity of water storage tank |  |  |

**B. Institutional Infrastructure:**

|  |  |  |
| --- | --- | --- |
| **S.****No.** | **Facility** | **Details** |
| B1 | B1.1 | Number of Books in Library |  |
| B1.2 | Number of Journals and Periodicals |  |
| B1.3 | Number of digitized volumes |  |
| B1.4 | Capacity of Reading Room |  |
| B1.5 | Number of staff in Library |  |
| B2 | B2.1 | Number of Computers to students |  |
| B2.2 | Number of Computers to Faculty |  |
| B2.3 | Number of Printers |  |
| B2.4 | Number of Photocopiers [heavy duty] |  |
| B2.5 | Number of copiers available to students |  |
| B2.6 | Number of LCD Projectors |  |
| B3 | Internet access to students [Yes/No] |  |
| If Yes to above, the bandwidth of the internet (Mbps) |  |
| If Yes to above, whether wifi access is available to students |  |

**C. Administration and Finance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | 2021 (BDT Lakhs) | 2020 (BDT Lakhs) | 2019 (BDT Lakhs) |
| C1 | C1.1 | Total Expenditure  |  |  |  |
|  | C1.2 | Capital Expenditure  |  |  |  |
|  | C1.3 |  Salary Expenditure  |  |  |  |
|  | C1.4 | Workshop and Lab consumables expenditure  |  |  |  |
|  | C1.5 |  Direct student related expenditure (other than workshop and lab consumables and salaries)  |  |  |  |
| C2 | C2.1 | Total Revenue Generated  |  |  |  |
|  | C2.2 | Revenue from sources other than student fees and govt. subsidies  |  |  |  |
|  | C2.3 | Govt subsidy, if any,  |  |  |  |
|  | C2.4 | Donation from community, if any |  |  |  |
| C3 | C3.1 | Whether updated Fixed Assets Register exists |  |  |  |
|  | C3.2 | Total number of administrative staff |  |  |  |
|  | C3.3 | Total number of clerical and managerial staff  |  |  |  |
|  | C3.4 | Whether Student Counseling cell exists |  |  |  |
|  | C3.4.1 | If yes above, describe main activities undertaken by the counseling cell in last year |  |  |  |
|  | C3.5 | Whether Job Placement cell exists |  |  |  |
|  | C3.5.1 | If yes above, describe main activities undertaken by the placement cell in last year |  |  |  |
|  | C3.6 | Whether the institution has its own website |  |  |  |
|  | C3.7 | Whether the institution has facilities and equipment to assist students with disabilities |  |  |  |
|  | C3.7.1 | If yes above, briefly describe them |  |  |  |
|  | C3.8 | Whether the institution has renewable energy facilities  |  |  |  |
|  | C3.8.1 | If yes above, briefly describe them |  |  |  |
|  | C3.9 | Whether Student Grievance cell exists |  |  |  |

**D. Business Environment**

|  |  |  |  |
| --- | --- | --- | --- |
| D1 | D1 | Main industries within a 50 Km radius of the Institution, specify kinds of industries |  |
|  | D2 | Whether those industries frequently recruit your graduates [Yes/No] |  |
|  | D2.1 | If Yes to above, state approximate number of graduates in the last year recruited to those industries |  |
|  | D3 | Courses having high employment potential in the local industries |  |
|  | D4 | Courses having low employment potential in the local industries |  |

**F. Academic Information for All Diploma Courses**

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| --- |
| **F.1** **Academic Profile: Intake, Examined, Passed** |
| Serial No.  | Course Name | Intake Capacity, sanctioned | Academic Year | Intake | Total Currently Enrolled | Examined | Passed | Enrolled No. of students disabilities | Enrolled No. of ethnic minority students |
|  |  |  |  | M | F | T | M | F | T | M | F | T | M | F | T |  |  |
| 2019 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2020 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | 2019 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2020 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | 2019 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2020 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* Please expand Table as necessary; M –Males F – Females T – Total

**F.2 Instructors of Diploma Courses**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial No.  | Name\* | Designation | Gender (M/F) | Contract Type | Courses Taught primarily | Highest Educational Qualification | Years of Industry work experience  | Year of joining this institute |
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Note: Please list names of those instructors who are ***primarily*** engaged in teaching Diploma Courses