

APPENDIX D FORMAT FOR DETAILED PROJECT REPORT (DPR) FOR ESTABLISHMENT OF A NEW COLLEGE

D.1 PREAMBLE

This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed institution is being located and the credentials of the consultants, if any, engaged by the promoters for preparation of the DPR

- Introduction
- Background of the Consultants
- Technical Education & Industry Scenario

D.2 THE PROMOTING BODY

This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision.

- Introduction to its Genesis including its Registration Status
- Details of its Promoters including their Background
- Activities of the Promoting Body including a listing of major educational
- Promotion activities undertaken by it in the past
- Mission of the Promoting Body
- Vision of the Promoting Body

D.3 OBJECTIVES AND SCOPE OF THE PROPOSED COLLEGE

This Chapter is expected to cover the Goal of the proposed college, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz.+2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MCA

etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State and objectives of the college.

General and Technical Education Scenario of the State

- Status at Entry Level
- Status of Technical Level manpower
- Industrial Scenario of the State
- Scope of the College vis-à-vis the Industrial and Educational Scenario
- Facilities already available in the State.

D.4 ACADEMIC PROGRAMS

This Chapter is expected to cover the basic Academic Philosophy of the college and to list the identified Programs, targets, and various facilities

- Basic Academic Philosophy of the college
- Type of Programs
- Identified Programs
- Phase-wise Introduction of Programs & Intake
- Target Date for Start of Academic Programs
- Central Computing facility
- Central library
- Central Workshop
- Central Instrumentation Facility
- Affiliating Body
- Scholarships

D.5 SALIENT FEATURES OF ACADEMIC DIVISIONS

This Chapter is expected to give phase-wise details of the Academic Programs / Divisions that the proposed college desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division

D.5.1 Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities

D.5.2 Details of each Academic Department / Centre, like:

- Academic Objectives
- Areas of Focus
- Academic Program
- Faculty Requirement & Phase-wise Recruitment
- Requirement of Laboratories, Space and Equipment (cost)
- Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

D.6 QUALITY AND HUMAN RESOURCE DEVELOPMENT

This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence

- a. Academic Values
- b. Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
- c. Policies for Teaching and Non-teaching Staff Development
- d. Permanent and Contract Services for Teaching, Non-teaching and other support Personnel
- e. Total Quality Management
- f. Overall Teaching and Non-teaching Staff Requirements

D.7 LINKAGES IN TECHNICAL EDUCATION

This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, personality development etc. for the wholesome growth of students as well as for contribution of the colleges to Society at large

- a. Introduction

- b. Linkages with industry
- c. Linkages with the community.
- d. Linkages with other colleges in the region
- e. Linkages with Institutions of excellence such as the IITs and IISc., Bangalore,
- f. Linkages abroad
- g. Linkages with R&D laboratories
- h. Personality development of the students (including sports)

D.8 GOVERNANCE, ACADEMIC and ADMINISTRATIVE MANAGEMENT

This Chapter is expected to cover the basic philosophy of governance, including academic and administrative management focusing on the structure of its Governing Body, the organizational chart for operational management along with responsibilities vested at various levels of academic and administrative hierarchy. It is expected that a well thought out method of institutional governance and administration will be the key to its growth and success.

- a. Philosophy of Governance
- b. Board of Governors
- c. Organizational structure & chart for day-to-day Operations & Management
- d. Role and responsibilities of Key senior Positions
- e. Methods / Style of Administration / Management

D.9 CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT

This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities

- a. The Site
- b. Proposed Land Use Pattern
- c. Design Concept

- d. Buildings and Facilities in the Campus
- e. External Services
- f. Construction Systems and Materials
- g. Landscape Proposal

D.10 REQUIREMENT OF STAFF, SPACE and EQUIPMENT AND THEIR COST

This Chapter is expected to make a consolidated estimate of phase- wise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required

- a. Introduction
- b. Faculty Requirements
- c. Non-teaching Staff Requirements
- d. Building Requirements: Area and Costs
- e. Estimated Cost of Equipment, including library
- f. Phase-wise Financial Requirements
- g. Strategies for Financial Mobilization

D.11 ACTION PLAN FOR IMPLEMENTATION

This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation strategy including financial outlay

- a. Activity Chart
- b. Constraints
- c. Financial Outlay
- d. Strategy for Implementation, including its time frame

D.12 EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT

This Chapter is expected to present a Summary of the DPR as per the following format for ready reference

- a. Details about the Promoting Body
- b. Name and Address of the Promoting Body

- c. Date of Registration / Establishment of the Promoting Body
- d. Nature of the Promoting Body:
- e. Activities of the Promoting Body since inception
- f. Constitution of the Promoting Body

D.13 Faculty Data

Name	Academic qualifications		Nature of Association with the promoting body	Experience in academic institutions (in years)		
	Technical	Non Technical		Promotional	Management	Organizational

D.14 Proposed Institution

- a. Details about the proposed college
- b. Development Plan for the proposed college
- c. Vision of the Promoting Body
- d. Mission of the Promoting Body

D.15

- a. Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- b. Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
- c. Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
- d. Give a bar chart indicating investment on equipment (including library) and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.

D.16 Total Project cost (at the time of establishment and next five years)***D.17 Details for mobilization / source of funds (capital & recurring) (at the time of establishment and next five years) (Rs. in Lakhs)******D.18 Recruitment of faculty (at the time of establishment and next five years)***

Year	Professor	Associate. Professor	Assistant Professor	Total

D.19 Recruitment of non-teaching staff (at the time of establishment and next five years)

Year	Recruitment		Total
	Technical	Administrative	

D.20 Proposed structure of governing body

Sr.	Trust / Society Representative	Academic background		Industry Rep.	Others
		Technical	Non-technical		

D.21 Industry Linkages (at the time of establishment, and next five years)**DECLARATION**

I / We, on behalf of “.....” hereby confirm that this Detailed Project Report has been prepared for its proposed college under the name and style of “.....”. It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the proposal may be rejected.

(Authorized Signatory of the applicant)

Place:

Name

Date:

Designation: