DEPARTMENT OF TECHNICAL EDUCATION

From
The Commissioner of Technical Education,
Directorate of Technical Education,
Chennai – 600 025.

To
The Principals of
All Engineering & Polytechnic Colleges,
Tamil Nadu.

Letter No. 48193 / I-3 /2010, dated : 17.9.2010

Sir / Madam,

Sub :   Technical Education – Best Scholar Awards for the academicians working in Engineering and Polytechnic Colleges and Best College Awards for the year 2009 – 2010 for both Engineering and Polytechnic Colleges in Tamil Nadu – Nominations called for –Reg.

Ref :   1. G.O.(Ms) No: 289 / Higher Education (G1) Department, dated : 20.08.2007
2. G.O.(Ms) No: 319 / Higher Education (G1) Department, dated : 19.09.2007

With reference to the above, the Principals of all Engineering and Polytechnic Colleges in the State are requested to send suitable nominations for the Best College Award and Best Scholar Awards for the year 2009 -2010 in the prescribed format available in www.tndte.com, the official website of Directorate of Technical Education on or before 15.10.2010.

It is also informed that applications received after the due date will not be considered.

sd/-

Commissioner of Technical Education.

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APPLICATION FOR **" BEST COLLEGE AWARD"**

FOR ALL ENGINEERING COLLEGES & POLYTECHNIC COLLEGES HAVING

BEST OVERALL PERFORMANCE

Year of Award: 2009-10

</div>

Part I : | **GENERAL INFORMATION AND DEVELOPMENT STATUS** |

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(To be filled in by the Principal of the College)

</div>

1.   General Information

(a)   Name of the Institution   :

(b)   Address of the Institution   :

(c)   Year of Establishment   :

(d)   Name of the Principal   :

(e)   Telephone Number and Fax Number :

(f)   E-mail ID   :

(g)   Website Address   :

(h)   University to which affiliated   :

2. **Academic Excellence**

    2.1 **Accreditation Status**

        (i) Programmes pertaining to UG Level

Sl.No.	Programs Offered	Sanctioned Intake	Programs Accredited	Year up to which Accreditation status is valid	Remarks
1					
2					
3					

        (ii) Programmes pertaining to PG Level:

Sl.No.	Programs Offered	Sanctioned Intake	Programs Accredited	Year up to which Accreditation status is valid	Remarks
1					
2					
3					

        (iii) Programmes pertaining to M.Phil / Ph. D. Level:

Sl.No.	Programs Offered	Sanctioned Intake	Programs Accredited	Year up to which Accreditation status is valid	Remarks
1					
2					
3					

2.2 Creation of four funds, if any?

S. No.	Four funds	Available (Yes/No)
1	Corpus Fund	
2	Faculty Development Fund	
3	Maintenance Fund	
4	Depreciation Fund	

2.3   Institutional Management Committees:

S. No.	Type of Committees	Available (Yes/No)
1	Executive Committee	
2	Working Committee	
3	Academic /Faculty Council	
4	Finance Committee	
5	Building & Works Committee	
6	Purchase Committee	
7	Disciplinary Committee	
8	Institute Development Committee	
9	Library Committee	
10	Grievance Committee	
11	Anti Sexual Harassment Committee	
12.	Anti Ragging Committee	

3.   Infrastructure Facilities:

3.1 Classrooms

Sl.No	Description	Availability
1	**Number of Classrooms**	
2	**Total Area**	
3	**OHP, LCD facilities**	
4	**Audio, video facilities**	
5	**Internet Connectivity**	

3.2 Seminar Halls

Sl.No	Description	Availability
1	**Number of Seminar Halls**	
2	**Total Area**	
3	**No. of Seminar halls with PC Projection**	
4	**Internet Connectivity**	

3.3 Laboratories / Workshop details

Sl.No	Name of Laboratories and Workshops	Area	Major Equipments Available	Cost
	Total		Total	

3.4 Conference Halls

Sl.No	Description	Availability
1	Number of Conference Halls	
2	Total Area	
3	No. of Conference Halls with PC Projection	
4	Video Conferencing Online Offline Interactive Support	
5	Internet Connectivity	

3.5 Library

Sl. No	Description	Remarks
1	No. of Librarians	
2	Total Area	
3	No. of e-journals subscribed	
4	No. of Video cassettes available	
5	Facilities to listen Audio/Video	
6	Faculties to Photo coping	
7	Intranet facilities	
8	Internet	
9	Internet connectivity with other leading Libraries	
10	Video Conferencing facilities/ National/ International	
11	Down loading / Coping facilities	
12	Multimedia facilities	

3.5.1 Library Usage

Sl. No	Description	Last three years		
	No. of readers			

3.6 Total Number of Titles/ Volume of books Purchased (Last Three years)

Sl.No	Branch	Number of Titles	Number of Volumes	No of Journals subscribed	
				National	International

4.0   Hostel
4.1   No. of Hostels   :
4.2   Total Area   :
4.3   No. of Inmates   :
          4.3.1   Boys   :
          4.3.2   Girls   :
4.4   No. of Messes   :
4.5   Mess for Day scholar   :
4.6   Mentor : inmate ratio   :
4.7   Emergency Medical support   **:**

5.0   Auditorium
5.1   No. of Indoor Auditorium   :
5.2   Total Area   :
5.3   No. of Outdoor Auditorium :
5.4   Total Area   **:**

6.0   Amenities for Games   :

Amenity	Yes/No	Number, if applicable
- Foot Ball Court - Hockey Court - Volley Ball Court - Basket Ball Court - Badminton Court - Tennis Court - Shuttle Cock Court - Cricket Pitch - Stadium - Indoor Stadium - Swimming Pool - Yoga Club/Meditation Centre - Gym		

7.0   Development   :

Sl. No.	Title of Project	Sponsoring / Participating			Staff / Students attended
		Industry	Other Colleges	Other Universities	

7.1   Guidance to Projects   :

Sl. No.	Title of Projects	Candidate	Guiding faculty	Remarks

7.2   Patents and Publications   :

7.2.1 Patent

Sl. No.	Patent details	Inventor details	Date of application for patent	Status of the patent

7.2.2   Publications   :

Sl. No.	Title of Publication	Author	Journal with Date	Status National / International

8.0   Invited Lecture   :

Sl. No.	Title	Invitee	Date	Status National / International

8.1   Delivered Lecture   :

Sl. No.	Title	Faculty	Venue	Date	Status National / International

9.0   Training National / International   :

9.1   Training Sponsored

Sl. No.	Title	Period	No. of Participants	Status National / International

9.2   Training Attended

Sl. No.	Title	Venue and Period	Faculty attended	Status National / International

9.3   Evaluation of Faculty by students   :

Sl. No.	Evaluation	No. of staff	Parentage of total staff strength
1.	Outstanding		
2.	Excellent		
3.	Average		
4.	Below Average		

10.0   Faculty

Programme	Faculty (Sanctioned Posts)	Faculty (in position)	Number with Ph.D. (in position)	Number with M.Tech./M.E. (in position)	Number of Lady Faculty
I. Programmes for UG:					
1.					
2.					
3.					
4.					
5.					
6.					
II. Programmes for PG:					
1.					
2.					
3.					
4.					

10.1   Staff to Student ratio for UG/PG/M.Phil/Ph.D Course   :   1 :

10.2   Total Teaching supporting staff   :

10.3   Total Administrative staff   :

11.0   General Amenities for Students

Amenity	Yes/No	Number, if applicable
- College Bus		
- College Canteen		
- Waiting Rooms for Boys		
- Waiting Rooms for Girls		
- Medical Facilities		

- Cooperative Store		
- Cycle/Scooter Stand		
- Toilets		
- Auditorium		
- Bank		
- Post-office		
- STD/Local Call facilities		

Is there a Unit of NSS ?   :   Yes/No

Is there a Unit of NCC?   :   Yes/No

12. Investment Details:

- Cost of buildings   : Rs.

- Cost of equipments   : Rs.

- Cost of library books/journals   : Rs.

- Cost of furniture   : Rs.

- Annual budget for the College   : Rs.

- Recurring expenditure per student
  per year   : Rs.

- Is there a Corpus Development
  Fund for the College?   : Yes/No

- If yes, what is the value?   : Rs.

Place :   SIGNATURE   :

Date :   Name of Principal :

                         COUNTERSIGNED   :
                         NAME & DESIGNATION   :

Place :

Date   :

APPLICATION FOR **" BEST COLLEGE AWARD"**
FOR ALL ENGINEERING COLLEGES &
POLYTECHNIC COLLEGES HAVING
BEST OVERALL PERFORMANCE

Year of Award : 2009-10

Part II : PERFORMANCE INDICES

(To be filled in by the Principal of the College)

1.0   University Results (past 3 years)

Programmes	Total appeared for final Exams	I class & above		II class	
		Number	Percentage of total appeared	Number	Percentage of total appeared
UG Programmes 1. 2. 3. **PG Programmes** 1. 2. 3.					

2.0   Students Placement (past 3 years)

Details			
- Number of Students who passed final exams			
- Number of Campus Interviews conducted			
- Number selected through campus selection			
- Number who got placement through other selection process			
- Number who are self-employed			

2.1   List of organizations which conducted Campus Selection in the past 3 years:

1.

2.

3.

4.

5.

6.

2.2   Activities of the Placement Cell (past 3 years)

Activity	No. of programmes conducted	No. of students benefited
- Coaching for competitive exams.		
- Mock Interviews		
- Career Guidance Workshops		
- Personality Development Programmes		
- Entrepreneurship Development Programmes		
- Industrial Visits		
- Industrial Training		

Designation of Officer-in-charge of the Cell   :

3.**0   Additional facilities established through the support of**
3.1   Government   :
3.2   National Agencies   :
3.3   International Agencies   :

Sl. No.	Name of the facility	Amount of Grant	Authority granted

4.0   Industry-institute Interaction-Cell

Sl. No.	Name and Address of Industry	Approximate year of interaction	Nature of Interaction			
			Testing	Production	Training	Research
			YES/NO	YES/NO	YES/NO	YES/NO

4.1   Industry institute partnership (past 3 years)   :

Item/Activity			
- No. of teachers trained in industry			
- No. of students who attended industrial training			
- No. of visits made by student groups to industry			
- No. of industry- based student projects			
- No. of Chairs instituted by industry in the College			
- No. of industrial personnel who took class/gave special lectures			
- No. of consultancy			
- Value of donations received or equipment supplied from industry (Rs)			
- No. of industrial personnel associated with curriculum design			
- No of Faculty members who gave special lectures or otherwise interacted with industry			
- No. of MoU signed with other organisations			

5.0   Student skill development   :

5.1   Communication skill   :

5.1.1   Institutional effort   :

Nature of activity	No. of Hours spent per month
1. Class Room	
2. Group discussion	
3. Public speaking	
4. Essay writing practice	

5.1.2   Invitational effort   :

S.No.	Invitee	Organisation

5.2   **Career guidance programme**   :

5.2.1 Career guidance magazine subscribed

Sl. No.	Name of the Magazine	No. of Copies	Remarks

5.2.2   Invitational effort   :

S.No.	Invitee	Organisation

6.**0**   **Development and Publication**   :

Sl. No.	Title of Paper	Journal	National / International	Student / Staff / Combined

**7.0   Development Effort Taken for students
        with special needs / weaker section:**

8.0   Networking   :

8.1   MOU

Sl. No.	Title	Industry / Institution	Duration	Remarks

8.2   Sharing of Resources   :

8.2.1   Imported Resource

S.No.	Nature of imported resource	Resource provided

8.2.2   Exported Resource

S.No.	Nature of Exported Resource	Recipient

8.3   Joint Project activities   :

S.No.	Project	Partnership involved

8.4   Online Availability of class notes and instructional material / Digital

Library for students use   **YES / NO**

8.5   Online Mock Test / Examination facility Availability to improve   students

performance under formative evaluation approach   **YES / NO**

8.6   Online Student progress / Attendance for parents perusal   **YES / NO**

9**.0**   **Service to the Community and their economy**   **:**

Sl. No.	Service Offered	Identity of Sector	Type of Sector Organised / Unorganised	Date and Time

10.0   **Initiate and innovate activities for the development of the Economy of the country**

Sl. No.	Nature of activity	Purpose of activity	Participants	Assessment of the effectiveness on a scale of 10

11.0   **Co-curricular activities**   **:**

11.1   **Sports**

Sl. No.	Events	Level Local / District / State	Venue	Prize Won Winner / Runner

12.0 NSS / NCC

12.1 Membership strength :

Sl. No.	Activity	No. of Students	Percentage of total strength
1.	NSS		
2.	NCC		

13.0 NSS CAMP :

Sl. No.	Camp Venue	No. of Participants	Period

13.1 NCC CAMP :

Sl. No.	Camp Venue	No. of Participants	Period

14.0 Basic Amenities

14.1 Canteen

Sl. No.	No. of Canteen	Area

15.0 Bank

Sl. No.	No. of Banks	Name of Banks	Level of Banking

16.0 Post Office

Post office	Service Level

17.0   Co-operative Store

Sl. No.	No. of Stores	Type	Annual Turn over

18.0   Student Counselling and Support Services (past 3 years)

Items	No. of programmes	No. of students benefitted
-Student Counselling Programmes - Coaching for weaker students - Programmes for personal development (becoming a Master Student)		

19.0   Involvement in Professional Society Activities

Society	No.of Members	No.of activities organized during last 3 years
TEACHERS		
STUDENTS		

20.0   Development expenditure for the College during past 3 years

Items			
- New buildings (class-room and lab)			
- Student Hostels			
- Staff residences			
- Equipments and accessories			
- Library			
- Student Amenities			

21. Performance Appraisal System

- Is each teacher given a work plan for each year with target clearly specified? : YES/NO

- Is there a mechanism for monitoring the activities of each teachers? : YES/NO

- Is there a system of teacher evaluation by students? : YES/NO

- Is there a system of teacher e valuation by peers? : YES/NO

- Is there grievance redressal cell for faculty and other staff? : YES/NO

- Is there a system of linking career advancement with performance of the teacher? : YES/NO

Give details of the staff performance appraisal system followed in the College.

22. Extent of Computerisation in Administration

Are you using Computers for ? :

- Maintaining academic records of students : YES/NO

- Financial transactions and accounting : YES/NO

- Library operation and records : YES/NO

- Database and MIS relating to administration : YES/NO

- Word processing and DTP work : YES/NO

- Processing of examination results : YES/NO

Place: Signature   :

Date: Name of Principal   :

(Seal)

BEST SCHOLAR AWARD 2009-10

For Outstanding Academic in all
Engineering Colleges &
Polytechnic Colleges

AN INSTRUMENT OF ASSESSMENT
(to be filled up by Head of Institution)

ACTIVITY (1)	DESCRIPTION OF/COMMENT ON THE ACTIVITY OF THE NOMINEE (2)	Proposed weightage (points) (3)	Weightage Given to Nominee (4)
1.0 INSTRUCTION AND ASSESSMENT 1.1 Class room instruction including planning, presentation, student participation, media used, methods adopted management of class and guided learning.		15	
1.2 Students assessment involving regularity in conducting tests and giving assignment, participation in examination work, quality and standards of tests, range and distribution of awards, innovation in assessment, promptness in evaluation and providing feedback information to students on their deficiencies		7	
Total weightage for 1		**22**	

ACTIVITY (1)	DESCRIPTION OF/COMMENT ON THE ACTIVITY OF THE NOMINEE (2)	Proposed weightage (points) (3)	Weightage Given to Nominee (4)
2.0 DEVELOPMENT OF LEARNING RESOURCES INCLUDING CURRICULUM PLANNING 2.1 Curriculum development involving planning of new programs, preparation of syllabi for new courses, preparation of question banks and conduct of case studies.		5	
2.2 Laboratory development involving planning of a new laboratory or expansion of an existing laboratory, formulation of schemes for modernization of laboratory, procurement/ fabrication and installation of equipment, design and installation of new experimental setups, modification of existing experimental set-up and repair and upkeep of laboratory infrastructural facilities.		5	
Total weightage for 2		**10**	
3.0 RESEARCH, CONSULTANCY IN- TERACTION WITH INDUSTRY, CONTINUING EDUCATION PROGRAMMES AND EXTENSION SERVICES 3.1 Research and guidance involving relevance of the research projects, mobilization of resources, guiding student's research for award of degrees, publications and patents.		6	

Name of Nominee   :

ACTIVITY (1)	DESCRIPTION OF/COMMENT ON THE ACTIVITY OF THE NOMINEE (2)	Proposed weightage (points) (3)	Weightage given to Nominee (4)
3.2 Contribution to professional growth by participation in continuing education programs, national and international seminars and conferences and activities of professional societies		4	
3.3 Professional standing established through membership in state and national committees and bodies of professional societies, awards and honours received, etc.		4	
	Total weightage for 3	**14**	
4.0 STUDENT SERVICES 4.1 Management of hostels		4	
4.2 Organization of student co-curricular activities likes sports, games, cultural activities, N.C.C., N.S.S., etc.		3	
4.3 Participation in student counseling, career guidance, remedial assistance to academically weak students, guidance to students appearing at competitive examinations, entrepreneurship development programmes, etc.		3	
	Total weightage for 4	**10**	
5.0 PLANNING AND ADMINISTRATION 5.1 Internal administration involving contribution to the efficient functioning of laboratories, stores, library and other facilities, procurement of equipment and stores, administration of students, etc.		3	
5.2 Developmental planning, resource mobilization and implementation of development schemes		3	

ACTIVITY (1)	DESCRIPTION OF/COMMENT ON THE ACTIVITY OF THE NOMINEE (2)	Proposed weightage (points) (3)	Weightage given to Nominee (4)
5.3 Public relation and interaction with parents, alumini, social and cultural organizations, sisters institutions, press and local administrations		3	
5.4 Participation in policy planning at State and national levels and contribution to activities of professional bodies		3	
	Total weightage for 5	**12**	
6.0 PROFESSIONAL ETHICS 6.1 Professional ethics and attitudes, like appreciation of the institutional goals and objectives, commitment, readiness to accept responsibility, dependability to participate in group activity etc.		8	
	Total weightage for 6	**8**	
	Grand total of weightage		

Designation   :

Official address of Nominee   :

(With pin code)

Total Experience (in years) of Nominee   :   Teaching :   Research :   Industry

:

Workload (in hours) per week of Nominee   :   Theory   :   Practical :

Present or previous

(semester/year)

       I recommended…………………………………...……………………………………………as a

candidate for the …………………………………………………. Award for the Outstanding Academic for

this year.

<div align="center">Signature:</div>

Date: Name & Address of
                                    Head of Institution

<div align="center">(Office Seal)</div>

BEST SCHOLAR AWARD - 2009-10

FOR OUTSTANDING ACADEMIC
Year of Award : 2009-10

Questionnaire

(To be filled up by the nominee and returned along with the Instrument of assessment)

I.   **List 3 specific contributions made by you to improve the teaching-learning process in your College**

       1.

       2.

       3.

II.   **List 3 specific contributions made by you in your College in areas other than instructional activities. Indicate their impact**

       1.

       2.

       3.

III.   **List 3 of your major strengths and capabilities as academic.**

       1.

       2.

       3.

_____

Place   :   Signature   :

Date   :   Name and Designation   :

PERSONAL DATA OF NOMINEE

(To be filled in by the nominee)

1. **Name & Addresses** :

2. **Date of Birth** :

3. **Educational qualifications** :

4. **Specialization** :

5. **Experience (in years)** : **Teaching** : **Industry** :

   Research : **Others** :

6. **Training National / International** :

   6.1   Training Organized

Sl. No.	Title	Period	No. of Participants	Status National / International

   6.2   Training Attended

Sl. No.	Title	Venue and Period	Faculty attended	Status National / International

7. **Publications (past 5 years)**

Name of the Journal	Number of papers

8.   **Courses Taught (past 5 years)**

Course Title	U.G. or P.G.

9.   **Project Guidance**

Level	Number
U.G.	
P.G.	
M.Phil.,	
Ph.D.	

10.   **Membership of Professional Societies**

Name of Society	Grade of Membership

11.   **Honours received (Awards, Fellowship, Patents etc.)**

Name of award/Fellowship/Patent	Year

12. **Sponsored Research**

Sponsoring Agency	Title of Research	Period	Main or co-investigator

13. **Consultancy**

Title of Consultancy Work	Client	Period

14. **Additional Responsibilities Held**

(like Hostel Warden, Staff Advisor to Students Union, Dean, Placement Officer,

Magazine editor, Seminar Coordinator, Summer School Coordinator etc.)

Position Held	Period

15. **Membership of Committees /Boards**

(like Member of Board of Studies, Academic Council, Syndicate, Senate, Governing

Bodies of Institutions, State level Committees, National level Committees, Managing

Councils of professional Societies)

Position held	Number or Chairman	Period

16.   Career Profile

Designation	Institution/ Organization	Period

17.   Continuing Education Organized

Title of Course	Period	Coordinator or faculty

18.   Technology Transfer

Details	Client	Period

19.   Collaboration, MoU, National/International Linkages, Industry-Institute Interaction.

Details	Role	Period

20.   Books, Manuals, Technical Reports, Videos

Title	Publisher & Year

I certify that the details given above are correct to the best of my knowledge and belief.

Place   :   Signature   :

Date   :   Name of Applicant   :

கல்லூரிகளில் சிறந்த கல்வியாளர் (BEST SCHOLAR)

விருதிற்கான விண்ணப்பம்

விண்ணப்பிக்கும் ஆண்டு :   – ஆம் கல்வியாண்டு

1)   ஆசிரியர் பெயர்   :

2)   பதவி நிலை (ஆசிரியரின் தனித் துறையுடன்) :

3)   பணிபுரியும் கல்லூரியின் பெயர்   :

4)   கல்வித் தகுதிகள்   :

5)   வயது (பிறந்த தேதி மற்றும் ஓய்வு பெறும் நாள்:
     குறிப்பிடப்பட வேண்டும்)

6)   வீட்டு முகவரி   :

7)   இனவாரியான விவரங்களுடன் மொத்தமாக :
     பணிபுரிந்த காலம்

8)   கல்விச் சாதனைகள்   :

9)   ஆராய்ச்சி பணி   :

10) மாணவர்கள் முன்னேற்றத்திற்கு ஆற்றிய பணி:
     (மாணவர்கள் ஆண்டு தேர்ச்சி விகிதம்
     குறிப்பிடப்பட வேண்டும்)

11) பாடம் சாரா செயல்களில் பங்கேற்பு   :

12) தேவையெனக் கருதும் பிற விவரங்கள்   :

13) துறைத் தலைவர் கருத்துரையும் பரிந்துரையும்:

                                                    முதல்வர்

                                        கையொப்பம் சான்றுடன் /
                                        Commissioner of Technical Education

மந்தண அறிக்கைப் படிவம்

1) ஆசிரியரின் வருகை /காலந்தவறாமை
   Class attendance, punctuality of the Teacher   :

2) கற்பிக்கும் திறன்.
   Teaching ability   :

3) மாணவர்களுடன் உறவு
   Relationship with students   :

4) உடன் பணியாற்றுபவருடன் உறவு
   Relationship with other staff   :

5) ஆராய்ச்சிப் பணி
   Publication of papers and Research articles in leading Journals   :

6) புத்தக வெளியீடு
   Publication of Books   :

7) பாடம் சார்ந்த செயல்களில் பங்கேற்பு
   Co-curricular activities.   :

8) வேலை நிறுத்தம் மற்றும் தொடர்பான செயல்களில் பங்கேற்பு
   Participation of the Teacher in any strike or such kind of activities :

9) பல்கலைக் கழக தேர்வு முடிவு / ஆசிரியர் கற்பிக்கும் பாடத்தில் மாணவர் தேர்ச்சி
   Performance of the students in the University exam in the subject of the Teacher   :

10) பணியில் ஆசிரியரின் ஈடுபாடு
    Involvement of the Teacher in the profession.   :

11) ஆசிரியர் மீது ஒழுங்கு நடவடிக்கை ஏதும் நிலுவையில் உள்ளதா ?
    Whether any disciplinary action pending ?   :

முதல்வர்

கையொப்பம் சான்றுடன் /
Commissioner of Technical Education