

APPENDIX- 8**Format for Detailed Project Report (DPR) for the Establishment of a New Institution/ College/ Introduction of New Program(s)****1. Preamble**

Detailed Project Report (DPR) is expected to cover the genesis of the proposal with respect to the background of the Technical/Aviation Education and Industrial scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the Promoters.

- i. Introduction
- ii. Background of the Consultants
- iii. Technical/Aviation Education and Industry Scenario

2. The Promoting Body

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 shall be described as follows:

- i. Introduction to its Genesis including its Registration Status
- ii. Details of its Promoters including their Background
- iii. Activities of the Promoting Body including a listing of major Educational promotion activities undertaken by it in the past
- iv. Mission of the Promoting Body
- v. Vision of the Promoting Body

3. Objectives and Scope of the Proposed Institution

The goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing Technical/Aviation Education and Industrial scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz., +2 Science with First Class and the number of seats already available in the particular program in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available shall be described as follows:

- i. Objectives of the Institution
- ii. General and Technical Education Scenario of the State
- iii. Status at Entry Level
- iv. Status of Technical Level manpower
- v. Industrial Scenario of the State
- vi. Scope of the Institution vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

4. Academic Programmes

The basic Academic Philosophy of the Institution and to list the identified Programmes, targets, and various facilities shall be described as follows:

- i. Basic Academic Philosophy of the Institution
- ii. Types of Programmes
- iii. Identified Programmes
- iv. Phase-wise Introduction of Programmes and Intake
- v. Target Date for Start of Academic Programmes
- vi. Central Computing facility
- vii. Central Library
- viii. Central Workshop
- ix. Central Instrumentation Facility
- x. Affiliating Body
- xi. Scholarships
- xii. Preventive measures of Ragging
- xiii. Welfare measures for Faculty, Staff and students

5. In case of standalone PG Diploma Programmes, comprehensive details in respect of admission procedure, Programme structure, Curriculum outline and contents, evaluation system etc. should necessarily be submitted.

6. Salient Features of Academic Programmes

Phase-wise details of the Academic Programmes/ Divisions that the Proposed Institution 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 shall be described as follows:

- i) Classification of Academic Divisions, i.e. Departments, Centres, Schools, Central Academic Facilities
- ii) Details of each Academic Department/ Centre, such as:
 - a) Academic Objectives
 - b) Areas of Focus
 - c) Academic Programme
 - d) Faculty Requirement and Phase-wise Recruitment
 - e) Requirement of Laboratories, Space and Equipment (cost)
 - f) Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

7. Quality and Human Resource Development

The Human Resource Developmental aspects of the proposed Institution including, the Policies of the Management to promote excellence among Faculty and Staff, Strategies to attract and retain bright Faculty and methodologies towards quality management and fostering of academic excellence shall be described as follows:

- i. Academic Values
- ii. Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence,
- iii. Promotional Avenues, Career Ladder
- iv. Policies for Teaching and Non-Teaching Staff Development
- v. Permanent and Contract Services for Teaching, Non-Teaching and other support Personnel
- vi. Total Quality Management
- vii. Overall Teaching and Non-Teaching Staff Requirements

8. Linkages in Technical /Aviation Education

Elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for the contribution of the Institutions to Society at large, as follows:

- i. Introduction
- ii. Linkages with Industry
- iii. Linkages with the Community
- iv. Linkages with other Technical Institutions in the region
- v. Linkages with Institutions of excellence such as the IITs and IISc, Bangalore
- vi. Linkages with R&D Laboratories

9. Governance, Academic and Administrative Management

The basic Philosophy of Governance and Administrative Management including the structure of its Governing Body, the Organizational chart for Operational Management along with responsibilities vested at various Levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration shall be the key to its growth and success shall be described as follows:

- i. Philosophy of Governance
- ii. Board of Governors
- iii. Organizational Structure and Chart for day-to-day Operations and Management
- iv. Role and Responsibilities of Key Senior Positions
- v. Methods/Style of Administration/Management

10. Conceptual Master Plan for Main Campus Development

The details of the Master Plan for Campus Development starting from the selection of a 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 are expected to

be taken up in consonance with the Master Plan keeping in view various aspects of convenience, safety, sustainability and utility of the facilities shall be described as follows:

- i. The Site
- ii. Proposed Land Use Pattern
- iii. Design Concept with proof of sustainability (As per Green Building Code 2017 is mandatory)
- iv. Infrastructural Facilities in the Campus
- v. External Services
- vi. Construction Systems and Materials
- vii. Landscape Proposal

11. Requirement of Staff, Space, Equipment and their Cost

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, as follows:

- i. Introduction
- ii. Faculty Requirements
- iii. Non-Teaching Staff Requirements
- iv. Building Requirements: Area and Costs
- v. Estimated Cost of Equipment
- vi. Phase-wise Financial Requirements
- vii. Strategies for Financial Mobilization

12. Action Plan for Implementation

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 out-lay shall be described as follows:

- i. Activity Chart
- ii. Constraints
- iii. Financial Outlay
- iv. Strategy for Implementation

13. Executive Summary of the Detailed Project Report

A Summary of the DPR as per the following Format for ready reference shall be given:

- i. Details about the Promoting Body
- ii. Name and Address of the Promoting Body
- iii. Date of Registration/ Establishment of the Promoting Body
- iv. Nature of the Promoting Body
- v. Activities of the Promoting Body since inception
- vi. Constitution of the Promoting Body

14. Faculty Data

Name	Academic Qualifications	Nature of Association with the Promoting Body	Experience in Academic Institutions (in years)		
			Promotional	Management	Organizational
	Technical	Non-Technical			

15. Proposed Institution

- Details about the Proposed Institution
- Development Plan for the Proposed Institution

16. Graphical Representation

- 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.
- Give a bar chart indicating the recruitment of Faculty (separately for Lecturer, Assistant Professor, Associate Professor, Professor) for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- 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 and for next 10 years at intervals of five years.
- Give a bar chart indicating investment on Equipment and machinery for the proposed project at the time of establishment and for next 10 years at intervals of five years.

17. Total Project cost (at the time of establishment and next five years)

Year	Program(s) / Intake Proposed (I)	Built-up area/ Investment to be made (m ² / ₹) (II)	Investment on Furniture and Accessories (₹ in Lakh) (III)	Investment on Equipment/ Machinery (₹ in Lakh) (IV)	Projected expenditure on Salary of Staff per annum (₹ in Lakh) (V)	Investment on the Library (₹ in Lakh) (VI)	Total Project Cost (I to VI) and Preoperative Exp.) (₹ in Lakh)

18. Details for mobilization/source of funds (capital and recurring) (At the time of establishment and next five years) (₹ in lakh)

From Applicant	Donations	Grants from Government	Fee	Loan	Others

19. Recruitment of Faculty (At the time of establishment and next five years)

Year	Professor	Associate Professor	Asst. Professor	Lecturer	Total

20. Recruitment of non-teaching Staff (at the time of establishment and next five years)

Year	Technical	Administrative	Total

21. Proposed structure of the governing body

Sl. No.	Trust/ Society/ Company Representative	Academic Background		Industry Representative	Others
		Technical	Non-Technical		

22. Industry Linkages (at the time of establishment, and next five years)

At least minimum 5 MoUs and proof of relevance have to be produced. Purpose and outcomes of MoU shall be documented.

DECLARATION

I/We, on behalf of _____ hereby confirm that this Detailed Project Report has been prepared for its proposed Technical Institution 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 shall be rejected.

(Authorized Signatory of the Applicant)

Place:

Name:

Date:

Designation:

Seal