



Centre for Professional Excellence in Cooperatives
सैंटर फार प्रोफेशनल एक्सेलेन्स इन कोऑपरेटिवज़ [सी-पैक]
Bankers Institute of Rural Development
बैंकर्स ग्रामीण विकास संस्थान [बर्ड]

16th MEETING OF ACCREDITATION BOARD OF C-PEC

26th June 2018

The 16th meeting of the C-PEC Accreditation Board was held on 26th June 2018 at Bankers Institute of Rural Development (BIRD), Lucknow. The meeting was chaired by Mrs. T.S Raji Gain, Director, BIRD and attended by members of the Accreditation Board.

The meeting was attended by Smt. Sarita Arora, Chief General Manager (CGM), Institutional Development Department (IDD), NABARD Head Office; Sh. D. M. Mishra, Joint Registrar of Cooperative Societies (JRCS), Government of Uttar Pradesh; Shri Rajnath Singh, Director, Agriculture Cooperative Staff Training Institute (ACSTI), Lucknow; Dr. K. K. Tripathy, Director, VAMNICOM, Pune; Dr. K. L. Dhingra, Director, NIBM, Pune ; Shri Raj Kumar, Joint Director, BIRD (Member & Convener of Accreditation Board).

Other BIRD officials and C-PEC Team viz. Dr. Sudhanshu K. K. Mishra, DGM/C-PEC In-charge, BIRD, Lucknow; Shri P. R. Sontakke, Manager, C-PEC, BIRD, Lucknow and Cooperative Development Officers of C-PEC also attended the meeting.

The meeting was held for approval of Validation Format which is used for Accreditation/Re-accreditation of CTIs.

The Validation Format for Accreditation/Re-accreditation of CTIs has been approved by the Accreditation Board. Accordingly, the format of Self-Assessment Report has also been revised / modified.

6. Location of the Institution:

North-Eastern State: Yes / No

Urban / Semi-Urban / Rural / Tribal / Hilly / others –

7. Head of the Institution (Please leave one blank space between two words)

Name					
Designation					
Principal / Director	Temporary Charge	Permanent Full Time	Permanent but holding other work charge	Organization from which deputed	
Mobile No					
Landline No.					
Fax					
E-Mail					

8. Staff Strength – Number (including Temporary / Contract)

	On Deputation	Core Faculty/ Recruitment	Own	On contact	Total Strength
Faculty Members					
Academic Staff					
Administrative Staff					
Other Staff					

SELF ASSESSMENT REPORT
(For the Year ending 31 March ----)

PART II: Information for Assessment (please tick (√) wherever required)
(Please do not include Data on Professional Course being run by the Institution)

1. Curricular Design and Development

1.1 Training Needs Assessment and Preparation of Course Calendar

a)	TNA conducted during the last 3 years	Yes / No	<p>If yes give details-</p> <p>A) If TNA Exercise done during the year/ any of the previous 3 year,</p> <p>B) Method of conducting TNAs (as per institute) of last 3 years :</p> <ul style="list-style-type: none"> i. Based on feedback questionnaire from user organization ii. Based on field visit iii. Based on Secondary data* <p>C) Whether based on the TNA new programme were introduced and/or existing programme(s) were modified</p> <p>*Note- ‘Secondary Data’ refers to the following:</p> <ul style="list-style-type: none"> 1. Any information available with the CTIs in other forms like previous feedbacks, demands from clients, etc. 2. Previous years records in training feedbacks/sector specific feedback. <p>Kindly give information on A to C</p>
b)	Syllabus Committee /Programme Advisory Committee in existence	Yes / No	If yes, date (s) of meeting
c)	Preparation of Annual Calendar	Yes / No	If yes give details- Validation Committee to give marks if:

			<ol style="list-style-type: none"> 1. If TNA discussed & deliberated in Syllabus Committee/Faculty Meeting/ Programme advisory Committee of CTI 2. Programme calendar discussed in Client Consultation Committee/Training Advisory Committee 3. Adherence to Timelines in terms of preparation of calendar
d)	Approval of calendar by Training advisor Standing Committee/ Management Committee	Yes / No	<p>If yes give details-</p> <ol style="list-style-type: none"> 1. Calendar approved <ul style="list-style-type: none"> • If approved in Standing Committee/ Training Advisory Committee give • If approved in Management Committee 2. Circulation of calendar: <ol style="list-style-type: none"> a. If circulated to client before beginning of financial year b. Delay of less than 45 days c. Delay of more than 45 days d. Not circulated

1.2 New / Customized Programmes

a)	No. of New Programmes conducted	Yes / No	Feed back on new programmes conducted.	
b)	Customized Programmes conducted	English	Local	Both
c)	Ability to customize/formulate new Programmes.	Yes / No	If yes, No. of customize/formulate new Programmes. Validation Team to give marks proportionately based on the feedback of new programmes.	

1.3 Preparation of Course Materials

a)	Quality of study material prepared	No of Courses _____	
b)	Languages used	English No _____	Local Language No _____
c)	Inclusion of case studies, Articles and Success Stories	Yes	Give details
d)	Relevance of course material to programmes	Yes	Give details
e)	Handouts	Yes (If Yes, No. of Handouts _____)	Give details

1.4 Updation of training modules and course material of existing programs

a)	Updation of training modules	Yes (No. of module _____) Give details of 1,2 & 3	<ol style="list-style-type: none"> 1. If programme feedback provided by participants is taken into consideration 2. Updation of latest guidelines/ instructions from regulators/ supervisors 3. Incorporating 1 & 2 in existing study material
b)	Updation of course material	Yes (No. of module _____) Give details	All the relevant guidelines/ circulars of GoI/RBI/ NABARD/RCS/State Government have been incorporated or updated

1.5 Academic Flexibility

a)	Whether Institute has flexibility in scheduling academic plans (How does the CTI comment on this?)	Yes / No	If yes , give details- 1. Total Number of Programmes as per Annual training Calendar 2. No. of new programmes conducted in addition to annual training calendar 3. No of programmes cancelled
b)	Whether any program out of the calendar cancelled?	Yes / No (If Yes, No.____)	
c)	Total Programmes		

1.6 Feedback from participants and institutions on course module/Programme

a)	Whether entry / exit test is conducted?	Yes / No	If Yes, 1. Total no. of program 2. No. of programs in which entry / exit conduct
b)	Whether structured feedback obtained from participants at the end of each programme?	Yes / No	1. Session wise feed back 2. Feedback on boarding lodging and other facilities.
c)	Whether impact study conducted? (the CTI should identify at least one program as a flagship program for which it should conduct impact study at least once in a year. Marks should be given if such study is analyzed and found positive)	Yes / No	If Yes, No. of impact study ____ Whether such study is discussed in faculty or standing Committee & analyzed.
d)	Overall feedback received for the programme (Consolidated annual feedback)		Average rating of programmes in a year *100 /Total no. of programmes conducted in a year

2 Faculty Expertise and Development

2.1 No. of Training Coordination days per faculty member

a)	Total number of programmes conducted	_____ No.s
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b)	Average duration of programmes	_____ Days
c)	Average number of participants	_____ No.s
d)	Total no. of faculty members	_____ Members
e)	No. of trainee days per faculty member	((No. of program * Average duration * Average no. of Participants) /No. of faculty member)
f)	No. of Training Coordination Days per faculty ((no. of programs X Average duration) / No. of faculty members)	_____ Days
g)	Average number of sessions per faculty member (FM)	_____ (No. of sessions/No. of FMs)

2.2 Quality of faculty

a)	Qualification	
i)	Name of highest degree pursued	
ii)	CTFC is done or not	Yes / No
b)	Experience	
i)	No. of years of experience as FM	
ii)	No. of years of experience in teaching or banking	
iii)	No. of years of specialized experience (IT, Law, Accountancy, HR, NPA Management experience etc.)	

2.3 Faculty Development Initiatives

a)	Faculty Development Initiatives (training/workshops/Training of Trainers (TOT) attended by FMs in last 3 years).	Faculty Development Initiatives may include trainings/ workshops/ Training of Trainers (TOT) attended by FMs/efforts made by FMs to upgrade their professional skills by certification course or formal systems.
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		No. of Training _____ No. of Workshop _____ No. of ToT _____
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2.4 Ability of the Institute to conduct on-location programmes

a)	On- location programmes	Yes / No
i)	If Yes, On location programmes conducted in last 3 years	
ii)	Total programme conducted in last 3 years	

2.5 Number and % of sessions handled by Core Faculty Members to total sessions

a)	Whether the Institute is maintaining a panel of guest faculty and whether the panel is reviewed /updated	Yes / No
b)	Total no. of sessions	_____ by Core Faculty _____ by Guest Faculty

2.6 Achievements of Faculty Members in following areas

a)	Publication of Research Papers	If Yes, No. of papers _____
b)	Faculty services offered to other institutes	If Yes, Number of Programs and the number of Sessions handled

c)	CTIs initiative for preparation of	i. Case studies, _____ ii. Success stories _____ iii. Training videos, _____ iv. Other academic articles/ reports _____ Pl write specific numbers against each item
d)	Experience in handling diploma courses	If Yes, No of courses _____ and average duration of such courses.

2.7 Process of selection and placement of Faculty Members

a)	Is there a process for Selection/Placement of Faculty Members? (As per the provision of the SOFTCOB Policy. As per Govt. of India Policy for NCCT affiliated Institutions (ICMs/RICMs/VAMNICOM))	Yes / No
b)	Is there a prescribed minimum tenure of Faculty Members?	Yes/No, If yes, _____ year
c)	Is there a prescribed minimum tenure of staff?	Yes / No

3. Training Methodology

3.1 Methodology used - Use of Assignments, case Studies, etc.

(please tick (√) if used and write the number of programs conducted during the year using the particular technique)	Assignments		No of sessions using either of tools – Total no. of sessions-
	Presentations		
	Role Plays		
	Case studies		
	Management cases		
	Group Discussions		
	Games		
	Case Exercises		

3.2 Use of Audio Visual & other Aids

(please tick (✓) if used and write the number of programs conducted during the year using the particular technique)	Power points		No of sessions using either of tools – Total no. of sessions-
	LCDs/LEDs		
	Specific video clips		
	Laptops/Computers		
	Flip charts		
	Meta-plan cards		
Boards, etc.			

3.3 Trainees' Field Exposure Visits: If yes, give details of visits organized in a separate sheet.

a)	Trainees' Field Exposure Visits	No. of Programme with field visit- Total no. of Programmes-
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4. Projects and Consultancies:

4.1	Preparation of projects (fee based) – for the State Government, Banks, other Institutions promoting institution, etc	No. of completes project in last 3 years
4.2	Consultancy work undertaken (fee based)	No. of completes in last 3 years
4.3	Research work / Studies / undertaken and/or free Consultancies given by involving own faculty and staff	No.____
4.4	Support extended to State Govt, promoting institutions, others by way of conduct of training or organization of Seminars / Workshops etc.	No.____

5. Governance and Leadership

5.1 Vision, Mission and Leadership

a)	Has the Institute developed a	Vision document	Yes	No
		Mission Statement	Yes	No
b)	Head of the Institution		Title & Name _____	
c)	Principal / Vice Principal/ Director.		To be counted as Faculty Member only if he is officially performing as FM as per the instructions obtaining in that CTI and Guidelines under SOFTCOB/ those obtaining in the CTI regarding conduct of training programmes by all the FMs.	
c)	Nature of appointment of Head of the Institution		Permanent/Temporary / Additional Charge	

5.2 Governance & Strategy Development Structure

a)	Whether the Standing Committee / Management Committee/ other equivalent committee has been constituted as per the guidelines?	Yes	No
b)	Whether the Standing Committee / Management Committee had its' meetings during the year? If yes, mention the number of meetings in each year. (for last 3 years)	Yes	No
c)	Whether the above Committee had discussed /reviewed in the agenda of its meetings? <ul style="list-style-type: none"> • Annual action plan, performance budget and Financial Budget • Comprehensive review of work performance • Other governance aspects 	Yes If Yes, Give details in separate sheet	Enclose agenda of meeting
d)	Is there a Syllabus Committee or its equivalent Committee?	Yes	No

i)	How many meetings did the Syllabus Committee /Programme Advisory Committee (PAC) have during the year? [see last financial year]		
ii)	Did the Syllabus Committee / Programme Advisory Committee (PAC) deliberate on 1. Calendar of training 2. Structure & schedule of the course 3. Mid-term review of ATC 4. Other training and capacity building needs:		Enclose agenda of meeting
e)	Did the Sponsoring / Promoting Agency or the Funding Agency have any inspection of the CTI during the year?		
f)	Have the observations in such Inspection Reports fully complied with? (Inspection Report and the Compliance to be made available to the Validation Team for review).		
g)	Does the CTI have a system of its periodical internal review by the Head of CTI		

5.3	Capacity Utilization of Class Rooms	[(No of Training days * 100) divided by (No of Working Days * No of Classrooms)]	_____ % Capacity Utilization of Class Rooms
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5.4 Standardization of Training Programs

a)	Whether all the programs in Calendar of the CTI are those standardized by C-PEC?	No. of programmes which are not standardized either by CPEC or by NCCT.
b)	Whether the CTI propose any program to C-PEC for standardization during the year? What is the status thereof?	Yes / No

5.5 Organizational Process and Arrangements

a)	Organizational structure	Whether Organizational Chart prepared? Yes / No
b)	Allocation of work amongst faculty and staff	Whether work allocation prepared? Yes / No
c)	Reporting system and Compliance Mechanism	Please give brief account of MIS reporting to sponsor / promoting Institution and to funding Institution.

5.6 Financial Management

a)	Is there a system of Preparation of Annual Financial Budget	Yes / No
b)	Effective utilization of resources	Give year-wise % utilization of budget against allocation (last 3 years)
c)	Is the maintenance of books & records up-to-date?	Yes / No
d)	Is there a system of audit of books of accounts of CTI? Please describe briefly.	Yes / No

5.7 Marketing of training programmes

a)	Whether calendar of programmes sent to client organizations?	Mention dates
b)	How the timely intimation of every programme to client organizations is ensured?	Please describe briefly the system adopted by CTI
c)	What are the follow up measures that are normally taken for ensuring participation	Pl describe briefly the measures adopted

6. Infrastructure

6.1	No. of Classrooms	No. _____
6.2	Availability of i. conference hall	Yes / No
	ii. auditorium	Yes / No

6.3 Computer Lab and Internet Facility

a)	Computer Lab (well equipped)	Yes / No	If Yes, give details- a) owned by CTI b) arrangement elsewhere
b)	Internet Facility for Faculty and Participants	Yes / No	

6.4 Library and Reading Room

a)	Availability of Library	Yes / No
b)	Availability of Reading Room	Yes / No
c)	Books, CDs, Periodicals, Magazines and other e learning resources relevant to training available	English _____ No. Vernacular _____ No.
d)	Newspapers subscribed	English _____ No. Vernacular _____ No.

6.5 Hostel and Catering

a)	Whether Hostel is owned or rental arrangements?	
b)	No. of Hostel Rooms	
c)	No. of Beds	
d)	Basic amenities in hostel rooms	Yes / No
e)	Dining hall with basic amenities	Yes / No

f)	Full-fledged kitchen with utensils and Equipments	Yes / No
g)	Hygienic food & drinking water arrangements	Yes / No

6.6 Office Equipment's and others

a)	No. of Personal Computers	
b)	No. of Laptops	
c)	No. of Printers	
d)	Total capacity of UPS	
e)	No. of Scanners	
f)	No. of Fax Machines	
g)	No. of Photostat Machines	
h)	No. of Multimedia LCDs	
i)	Public Address System	
j)	No. of Podium	
k)	Furniture and Fixtures (Table, Chair, Cupboard)	

6.7 Housekeeping and Maintenance

		Give status under each
a)	Maintenance of premises Office, Classrooms, Hostel & Campus	
b)	Electricity and backup	
c)	Water supply – availability & maintenance	
d)	Security arrangements	

7. Initiatives / Innovations Undertaken during the period under review

Please furnish details on innovations in CTI wherever applicable

8. Implementation of Operational and Technical Manual

8.1	a)	Has the CTI implemented all aspects of the Operational & Technical Manual provided to it by C-PEC?	
	b)	Please list out areas of Operational Manual & Technical Manual where the action is still in progress	
	c)	Please list out areas of Operational Manual & Technical Manual where the action is yet to be taken by the CTI	
	d)	Whether the CTI has standardized all its training/study/reference material	

Note:

- i.** Apart from furnishing all the information required in the formats prescribed, the CTI may also append any additional information on their achievements.
- ii.** The information may be given here in this format in brief and details may be kept ready for validation by the Validation Team during their visit to CTI.

Certification by the Head of the Institution

I, _____ (name) as the Head of the _____
_____ (name of the Institution) hereby certify that the information provided in the above formats is true to the best of my knowledge.

Place :

Date :

Signature with Seal of the Institution

PROFORMA for ANNEXURES “C” to “G”

Annexure (c) Faculty Profile

Name _____ Designation _____

Qualification: Academic _____ Professional _____

Technical _____

Experience: Work _____ Training _____

Training Programmes / Workshops attended :

Seminar Presentations:

Articles Published *

Case Studies prepared *

Book Reviews *

Exposure tour

(* pertaining to **last financial year** only)

Annexure (d) Programmes conducted during last financial year -----

Sr. No.	Name of the Programme	Duration	No. of Participants

Annexure (e) Project work undertaken during last 3 years

Sr. No.	Name of the Project	Sponsoring Authority	Duration

Annexure (f)**Consultancy undertaken during last 3 years**

Sr. No.	Name of the Consultancy	Sponsoring Authority	Duration

Annexure (g)**Consultancy / Projects done for other Institutions during last 3 years**

Sr. No.	Name of the Project	Sponsoring Authority	Duration