

Guidelines for Evaluation of Progress of DBT supported PG Program in In-house Advisory Committee Meeting at University/Institute

As per terms and conditions of the DBT support the university/institute should constitute the Advisory Committee with the following composition:

S. No.	Role	Designation
1.	Vice Chancellor/Director	Chairman
2.	DBT Representative	Member (1) DBT Nominee
3.	External Academic Experts Outside	Member (2) (Rank of Professor)
4.	Industrial Representative	Member (1)
5.	Skill Expert	Member (1) Concerned Sector Skill Council Nominee
6.	All Core and Associated Faculty of Department	Member
7.	Program Coordinator	Member Secretary

The committee shall meet at least once a year, preferably before the commencement of an academic session to review the progress and decide future course of action.

Parameters for evaluation of progress of DBT supported Postgraduate Teaching Program

1. Quality of teaching and emphasis on hands-on-practical training under DBT support.
2. Emphasis on in-house facilities for dissertation/Thesis as mandatory for all programs
3. Quality of in-house training and publication by students and teachers.
4. Spot verification of Infrastructure and new facilities created under DBT support.
5. Recruitment of new competent core faculty for teaching program in university.
6. Student and faculty feedback about quality of teaching and under DBT support
7. Ethical issues related to Biotechnology Teaching Program
8. Timely disbursement of fellowship and utilization of grant for program.

Advisory Committee Meeting: University/Institute conducts the meeting annually in following manner:

(1) **Student Feedback:** Studentship disbursement, Access of consumable and equipment for hands on training, Library facility, Internet, course curriculum, allotment of supervisor for in-house dissertation, fee Structure, Hostel Facility, Regular teaching hours, timely conduct of exam and declaration of result, Alumni meet, Placement. External Experts, DBT Representative and Industry Representative shall collect the confidential feedback and provide to committee in meeting.



(2) **Faculty Feedback:** Teaching and Training Facility in the Department, Training for up-skilling of faculty, Student Teacher Ratio, Placement Cell, Student –Teachers Interaction, Teaching hour etc.



(3) **Spot verification of Infrastructure by External members:** External Experts shall visit the Department running the DBT supported PG teaching program and assess the laboratories and class room facilities.

(4) **Presentation of Annual Progress Report by Program Coordinator:** Program coordinator will present the progress before the committee and highlighting the following:

- (a) Mode of admission and rank of students in national level entrance test, geographical representation of students, categories, gender etc.
- (b) Course curriculum
- (c) Faculty Profile
- (d) Placement Cell
- (e) Feedback Mechanism
- (f) Fee Structure for DBT supported PG Program
- (g) Placement of students in last three years
- (h) Grant in aid support received from different funding Agencies and international collaboration
- (i) Equipment facility set up in the Department
- (j) Major facility available in the university
- (k) Quality of in-house dissertation and publications
- (l) Publications/Patents/Technology generated by faculty of Department
- (m) Difficulty facing by University
- (n) Suggestion of committee members for improvement of program
- (o) Action taken report on minutes of last Advisory Committee Meeting
- (p) Grant in aid support received from DBT



(5) **Presentation of Students and faculty feedback by External Experts:** External Expert will brief the student and faculty feedback and comments about the facilities created for teaching program



(6) **Preparation of Advisory Committee Minutes/Report:** Program coordinator shall compile the minutes and submit to the Chairman for approval. Approved copy of minutes should be submitted to DBT and retain the copy in official record for necessary follow-up by Program coordinator.
