



GUJARAT TECHNOLOGICAL UNIVERSITY



“विशेषज्ञ-VISHESHAGYA”

A Mentor for Accreditation



Gujarat Technological University

Policy Document

On

“विशेषज्ञ-VISHESHAGYA”

A Mentor for Accreditation

(Effective from Financial Year 2021-22)



Background

Gujarat Technological University (GTU) is established in 2007 as a technological university with the objectives of developing knowledge of science, engineering, technology, management for the advancement of the quality of life of the mankind by creating centers and institutions of excellence in the above mentioned academic domains.

GTU is a State University with More than 420 affiliated colleges in its fold operating across the state of Gujarat through its FIVE zones at Ahmedabad, Gandhinagar, Vallabh Vidyanagar, Rajkot and Surat. The University caters to the fields of Engineering, Architecture, Management, Pharmacy and Computer Science. The University has about 4,00,000 students enrolled in a large number of Diploma, Under Graduate, Post Graduate programs along with the robust Doctoral program. GTU has successfully started its post Graduate Schools in the area of Engineering, Management, Pharmacy and Biotechnology and offering very unique AICTE/PCI approved programs. GTU believes that...

“The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves.”

Vision

To be a global university for the creation and dissemination of knowledge and Innovation in Science & Technology, Humanities and Multidisciplinary domains for sustainable development and enrichment of human life.

Mission

1. To develop centres of academic excellence at university premises and at affiliated colleges in domains of science, engineering, technology, management, and environment for imparting comprehensive education, training, and research infrastructure as per the nation's requirements.
2. To build resources, facilities, proficiencies and other related infrastructure of global standard for the development of knowledge, skills, and competencies in the various educational domains.
3. To develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs and professionals of tomorrow.
4. To build and enhance collaborations with other academic, research, industry, and government organizations as well as NGOs across the globe so that education, training and research at university and its affiliated colleges become aligned with national and global level requirements.
5. To encourage multidisciplinary research and develop flexible learning ecosystem.

Core Values

1. Excellence with value-based education.
2. Responsiveness to society.
3. Integrity and transparency.
4. Mutual Respect.
5. Sustainable development.

“विशेषज्ञ -VISHESHAGYA” – A Mentor for Accreditation

1. Objective of the Scheme:

- To provide Mentoring support to affiliated institutes by Empanelling Senior Academician i.e. Visheshagya (Mentor) who will help the institute to apply for NBA/NAAC Accreditation process.
- To make maximum programmes of affiliated technical institutes accredited in the next few years.

2. Eligibility Criteria for Institute to participate in this scheme

- The Institute must run AICTE Approved Program for more than 5 years in continuous.
- The Institute must be affiliated with GTU for more than 5 years in continuous.
- The Institute must have successfully fulfilled the basic prequalification for NAAC/NBA accreditation
- At least three batch of the programme must be passed out from the institute.
- Institute must have Faculty members as per AICTE & GTU norms and has full time Director/Principal endorsed by GTU for last three years.
- Institute should have a student enrolment of 50% or more in the latest Academic Year compare to AICTE approved intake.
- The admission will be considered for the program for which institute want to go for the accreditation in the near future.
- At least one program of the Institution is eligible to apply for the NBA/NAAC as per guidelines of respective accreditation agencies.

3. Role of GTU

- Gujarat Technological University will provide all kind of Intellectual support to the Mentee Institute and Mentor (Visheshagya).
- GTU will empanel/allocate senior academician as a Mentor and allocate the institute so jointly institute and mentor may work in coordination for getting the institute Accreditation.
- GTU will provide a letter to Mentee Institute regarding empanelled Mentor and Connect the Institute with the Mentor.
- The allocated Mentor will continue by the GTU after the recommendations of Mentor by filling up the **(Annexure IV)**
- University will pay an honorarium of Rs. 3,000/- per visit/interaction to Mentor appointed from institute of National level and Rs. 2,000/ per visit/interaction to Mentor appointed from other Institutes/Universities. The TA/DA will be also paid on the physical visit of the mentor to institute. The University will provide honorarium and TA/DA for visit/interaction once in the Quarter i.e. maximum 4 times per year.

4. Responsibility of Mentee Institute

- Gujarat Technological University will provide all kind of Intellectual support to the Mentee Institute and Mentor (Visheshagya).
- GTU will empanel/allocate senior academicians as a Mentor and allocate the institute so jointly institute and mentor may work in coordination for getting the institute Accreditation.
- GTU will provide a letter to Mentee Institute regarding empanelled Mentor and Connect the Institute with the Mentor.
- University will pay an honorarium of Rs. 3,000/- per visit/interaction to Mentor appointed from institute of National level and Rs. 2,000/ per visit/interaction to Mentor appointed from other Institutes/Universities. The TA/DA will be also paid on the physical visit of the mentor to institute. The University will provide honorarium and TA/DA for visit/interaction once in the Quarter i.e. maximum 4 times per year.

5. Role of Mentor (Visheshagya)

- Under this scheme Mentors are identified and empanelled by University based on the various criteria.
- These Mentors can be serving or superannuated, willing and motivated teachers having good knowledge of the process of accreditation and can devote adequate time to make required visits to guide the Institutions.
- The mentors are thus expected to work closely with the institute and its management such that they are able to achieve the accreditation within next 12-18 months of the institute being mapped.
- Mentor (Visheshagya) should have time to visit institute. The maximum number of visit per Mentor per year can be four. They will be paid honorarium as per point no.3 of this documents. For extra visit/interaction the institute will pay the honorarium and TA/DA.

6. Eligibility Criteria to be a Mentor.

- Must be a Ph. D.
- Total Experience of 15 years out of which minimum 5 years in Academics.
- Worked as a program coordinator/Institute NBA/NAAC Coordinator and program received accreditation.
- Successfully received accreditation of at least one program during the tenure of his/her period while serving as a principal/Director of the Institute.
- Designation should be professor or not less than associate professor.
- Persons from the industry with a passion for education and who are NBA/NAAC team members.

Annexure I

Application Form to become Mentor/Mentee Institute under Visheshagya Scheme - GTU

Application Form to become Mentor

Full Name	
Designation	
Discipline	
Specialization/Core-Domain	
Institute Code	
Institute Name	
Email ID	
Contact No	
The year in which your Ph.D. is completed?	
Please attach your Doctorate Degree Certificate.	

Total Academic Experience in Year.	
Please attach Experience Certificate.	
Does your Institute NAAC/ NBA Accredited.	Yes _____ No _____
If yes, Provide the details like Accredited Program, year in which Accreditation received and validity of Accreditation.	
Your Role and Contribution to get Accreditation of your Institute.	
Are you associated with any other institute for providing guidance on Accreditation?	Yes _____ No _____
If yes, Provide the details of same.	
Other details related to expertise on Accreditation.	
Attach related document for same.	
I have read all the instruction carefully Mentioned in the Scheme Document, and agree to follow all terms and conditions of Scheme.	Yes _____ No _____

Annexure II

Application Form to become Mentee Institute

Institute Name	
Institute Code	
Institute falls under which zone?	
For which Discipline Institute wants to go for Accreditation.	
Program level for which Institute wants to go for Accreditation.	
Name of the Program for which Institute wants to go for Accreditation. (Ex: BE-Civil, MBA, MCA, B-Pharm-Pharmaceutics, ME- Computer Science. Institute may go for more than one program for accreditation so provide Answer accordingly)	
Does any program of the Institute has accredited Earlier?	Yes _____ NO _____
If yes provide the details of the accreditation like Year of Accreditation, Name of Program and validity.	
Does institute runs AICTE Approved Program for more than 5 years in continuous?	Yes _____ NO _____
Does Institute affiliated with GTU for more than 5 years in continuous?	Yes _____ NO _____
At least three batch of the programme must be passed out from the institute.	Yes _____ NO _____
Does Institute has full time Director/ Principal endorsed by GTU for last three years?	Yes _____ NO _____
Which kind of accreditation Institute wants to go for?	NAAC _____ NBA _____
Which kind of steps were taken by the institute for Accreditation at institute Level (300 words)	

Name of Principal/ Director of the Institute.	
E-mail ID of Principal/ Director of the Institute.	
Contact No of Principal/ Director of the Institute.	
Name of the IQAC Coordinator.	
E- Mail ID of IQAC Coordinator.	
Contact No of IQAC Coordinator.	
I agree with the all terms and conditions mentioned in the Visheshagya Scheme Document.	Yes_____No_____

Annexure III

Institute Visit/Interaction Form for Mentors under Visheshagya Scheme – GTU

Name of the Institute with Institute Code	
Name of the Principal/ Director	
Contact No:	
Email ID :	
Name of the Mentor:	
Contact No:	
Email ID :	
Accreditation Type:	
Date and Time of Meeting/Visit	
Mode of Meeting/Visit	
Present member List in the Meeting	
Absent member List in the Meeting	

Short Briefing of the Visit/ Interaction:

Comments or suggestions from the Mentor:

Please attach two photos of the Visit

Photo-1

Photo-2

Sign of Principal/Director:

Sign of Mentor:

Note: Along with visiting form kindly attach TA/DA/Honorarium Bill of the Mentor with all required proofs like. RC Book Copy, Bank Detail, etc....

Annexure IV

Mentor Feedback Form towards Mentee Institute after the 1st Visit of allotted Institute

(Please submit feedback form institute wise)

Full Name of Mentor	
Designation (Please Tick Mark)	Principal/Director:
	Professor:
	Associate Professor:
	Other:
Discipline (Please Tick Mark)	Engineering:
	Pharmacy:
	Management:
	Computer Application:
	Architecture:
	Other:
Specialization/Core-Domain	
Institute Code	
Institute Name	
Email ID	
Contact No	
Name and code of Mentee Institute allocated for NAAC/NBA Accreditation.	
Date of the Visit/Interaction with allocated Mentee Institute.	
Does the Mentee Institute fulfil the Prequalified Stage for getting NAAC/NBA Accreditation?	Yes_____ No_____ (Please Tick Mark)
Your overall experience towards mentee Institute efforts regarding accreditation.	
Does institute is required the assistance of Mentor for accreditation?	Yes_____ No_____ (Please Tick Mark)
Name and Signature of Mentor	

Annexure V

Mentor Feedback Form towards Mentee Institute

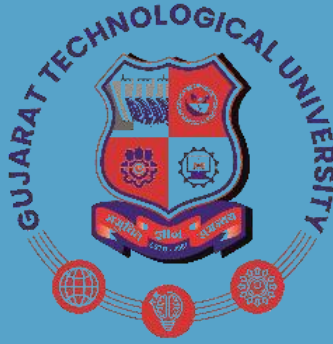
(Please submit feedback form institute wise)

Full Name of Mentor	
Designation (Please Tick Mark)	Principal/Director:
	Professor:
	Associate Professor:
	Other:
Discipline (Please Tick Mark)	Engineering:
	Pharmacy:
	Management:
	Compute Application:
	Architecture:
	Other:
Specialization/Core-Domain	
Institute Code	
Institute Name	
Email ID	
Contact No	
Name of Mentee Institute allocated for NAAC/NBA Accreditation.	
No of Visits/ Interaction with allocated Mentee Institute.	
Please specify the summary of dates were the Visit/Interaction took place.	
Does the Mentee Institute fulfil the Prequalified Stage for getting NAAC/NBA Accreditation?	Yes_____ No_____ (Please Tick Mark)
Mentee institute Perception/Willingness/Readiness towards you as a mentor as well as for Accreditation.	
Your overall experience towards mentee Institute efforts regarding accreditation.	
Does Mentee Institute needs your assistance for one more term?	Yes_____ No_____ (Please Tick Mark)
Do you want same Institute as a Mentee for one more term?	Yes_____ No_____ (Please Tick Mark)

Annexure VI

Mentee Institute Feedback Form towards Mentor

Institute Name			
Institute Code			
Institute falls under which zone? (Please Tick Mark)	Zone 1	Zone 2	Zone 3
	Zone 4	Zone 5	
	Other		
Name of the Mentor Allocated to Institute.			
No of Visits/Interaction of Mentor at Institute.			
Mentor perception towards the institute regarding Accreditation.			
Feedback from the Institute regarding Mentor.			
Does any program of the Institute has accredited under the mentorship of allocated Mentor?	Yes _____ No _____ (Please Tick Mark)		
If yes, Than Name of the Accredited program.			
Do you fill the requirement of help of allocated Mentor for one more term?	Yes _____ No _____ (Please Tick Mark)		



GUJARAT TECHNOLOGICAL UNIVERSITY

Internal Quality Assurance Cell

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