Government of the Peoples’ Republic of Bangladesh

Ministry of Education

Secondary and Higher Education Division

College Education Development Project (CEDP)

**Data Collection Format for Baseline Survey of IDG Recipient College**

1. Name of College :
2. District :
3. Division
4. NU Registration Number :
5. Type of Management : 1. Government 2. Non-government
6. Type of College (A) : 1.Co-Ed 2.Girls College. 3.Boys College
7. Type of College (B) : 1.Honors 2. Master’s
8. College Category (Code) : 1. A 2. B 3. C
9. Year of Establishment :
10. Total Number of Departments :

10. Total Number of Students : Male................. Female ....................

1. **Number of Students in Honors Courses by Subjects in 2019**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Subjects | Annual intake capacity | 1st | | 2nd | | 3rd | | 4th | | Total | |
|  |  |  | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
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| Total | |  |  |  |  |  |  |  |  |  |  |  |

1. **Number of Students in Master’s Courses by Subjects in 2019**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Subjects | Annual intake capacity | | No. of Student Enrollment in Preliminary | | No. of Student Enrollment in Masters Final Year | | Total | |
| Preliminary | Masters Final Year | Male | Female | Male | Female | Male | Female |
|  |  |  |  |  |  |  |  |  |  |
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1. **Information about Pass out Students in Honors Course in 2018**

| Sl. No. | Subject | No. of students attended in the final exam of the honors | | | No. of pass out students | | | Pass rate (%) of students | Total no. of dropout students | % dropout rate |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Male | Female | Total | Male | Female | Total |
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1. **Information about Pass out Students in Masters Course in 2018**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Subject | No. of students attended in the final exam of the masters | | | No. of pass out students | | | Pass rate (%) of students | Total no. of dropout students | % dropout rate |
| Male | Female | Total | Male | Female | Total |
|  |  |  |  |  |  |  |  |  |  |  |
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1. **Total Number of Teachers in the College in 2019**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Subject | Sanctioned posts | Regular | | Contractual | | Part-time | | Total | | Ph. D. Holder | |
|  |  |  | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total | |  |  |  |  |  |  |  |  |  |  |  |

1. **Total Number of Teachers in the College in 2019**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Subjects | Lecturers | | Assistant Professors | | Associate Professors | | Professors | | Demonstrators | |
| Sanctioned posts | Currently working | Sanctioned posts | Currently working | Sanctioned posts | Currently working | Sanctioned posts | Currently working | Sanctioned posts | Currently working |
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| Total | |  |  |  |  |  |  |  |  |  |  |

1. **Total number of Staff in the college in 2019**

| **Sl. No.** | **Staff** | No. |
| --- | --- | --- |
|  | Head Clerk/ Administrative Officer |  |
|  | Accountant |  |
|  | Cashier |  |
|  | Number of librarians |  |
|  | Number of lab technicians/assistants |  |
|  | Number of workshop engineers/technical staff |  |
|  | Number of computer technicians/operators |  |

1. **Information about teachers and staff who have received trainings during the last 3 years**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Subject | Teachers training | | | | | | Non-Teaching Staffs trained | | |
| In Country (no) | In abroad (outside Bangladesh)  no. | In house (no.) | Offered by (NU/NAEM/DSHE/Others.) | Total teacher trained | % teachers trained | Total staffs (no.) | Trained staffs  (no.) | % staffs trained |
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| Total | |  |  |  |  |  |  |  |  |  |

1. **Information about budget and financial status in last three years (2015-2018)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Non-development fund received | Development fund received | Source of budget allocation (Gov./Private Donation) | Revenue earned by the college  (Tuition fee/ rent/service) | Amount of annual expenditures | Amount of bank balance |
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1. **Information about physical facilities of the college**

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| --- | --- | --- |
| Sl. No. | Particulars | Number/ |
|  | The number of rooms devoted to administration, including Principal’s Office |  |
|  | The number of classrooms |  |
|  | The number of science laboratories |  |
|  | The number of language laboratories |  |
|  | The number of computer laboratories |  |
|  | The number of engineering workshops |  |
|  | The number of libraries |  |
|  | The number of hostel buildings for girls |  |
|  | Hostel capacity for girls |  |
|  | The number of hostel buildings for boys |  |
|  | Hostel capacity for boys |  |
|  | Number of washrooms/toilets in the college |  |
|  | The number of washrooms/toilets for girls |  |
|  | Condition of washrooms/toilets toilet [very good, good, somewhat poor, very poor] |  |
|  | Condition of electricity supply [very stable/ mostly stable/ somewhat unstable/ unstable/ very limited] |  |
|  | Whether own generator for power back up exists [Yes/No] |  |
|  | Number of functional Computers for students |  |
|  | Number of functional Computers for administrators and teachers |  |
|  | Number of Printers |  |
|  | Number of Photocopiers |  |
|  | Number of Multimedia Projectors |  |
|  | Approximate number of functional science laboratory equipment |  |

1. **Information about internet connectivity of the college**

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| --- | --- | --- |
| Sl. No. | Particulars |  |
|  | Availability of Internet access for teachers [Yes/No] |  |
|  | Availability of Internet access for students [Yes/No] |  |
|  | Capacity of Internet connectivity [in Mbps] |  |
|  | Coverage of Internet on campus [only in computer labs/ computer labs and classrooms/ wifi for anywhere in campus] |  |
|  | Name of of Internet service Provider |  |
|  | Monthly service charge for Internet |  |
|  | Source of funding for monthly Internet service charge |  |

1. **Information about institution’s facilities of the college**

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| --- | --- | --- |
| **Sl. No.** | **Organization** |  |
|  | Whether the college has job placement/employment cell [Yes/No] |  |
|  | Main activities of job placement/employment employment cell |  |
|  | Whether the college has industry partners [Yes/No] |  |
|  | Number of industry partners |  |
|  | Main areas of collaboration with industry partners [1.Teacher Professional Development; 2. Student Internship, 3. Industry Guest lecture; 4. Curriculum Development etc] |  |
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1. **Information about machinery & other equipment of the college**

| Sl. No. | Name of equipment/machinery purchased | Quantity | Currently functional (Yes/No) | Remarks |
| --- | --- | --- | --- | --- |
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1. **Information about furniture’s & fixtures of the college**

| Sl. No. | Name of furniture’s/ fixturespurchased | Quantity | Currently functional (Yes/No) | Remarks |
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1. **Information about laboratory equipment and instruments of the college**

| Sl. No. | Name of laboratory equipment and instruments | Quantity | Currently functional (Yes/No) | Remarks |
| --- | --- | --- | --- | --- |
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1. **Information about ICT Equipment of the college**

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| --- | --- | --- | --- |
|  | **Description of Equipment** | **No. of Equipment** | **Remarks** |
|  | Desktop Computers |  |  |
|  | Laptop Computers |  |  |
|  | Software |  |  |
|  | Server Computers |  |  |
|  | Multimedia Projectors |  |  |
|  | Interactive/White/Smart boards |  |  |
|  | Cameras (SLR/Video etc.) |  |  |
|  | LED/LCD Television |  |  |
|  | Video Player/Home Theater |  |  |
|  | Public Speaker System/Micrphone |  |  |
|  | Printers |  |  |
|  | Scanner |  |  |
|  | Photocopier |  |  |
|  | Specialized Computer Software |  |  |
|  | High speed broadband internet connection |  |  |
|  | Router/Wifi system |  |  |
|  | Others, specify: |  |  |
|  | **Library Materials** |  |  |
|  | 1. Books |  |  |
|  | 2. Journals |  |  |
|  | 3. Online journal subscription (Digital Library) |  |  |
|  | 4. Others, specify: |  |  |

1. **Publications made during last 3 years**

| **Publication** | **Number of Publication** | | **Remarks**  **(e.g., paper title, conference name, etc.)** |
| --- | --- | --- | --- |
| **In preparation** | **Completed / Published** |
| Master’s Thesis |  |  |  |
| Journal Publications |  |  |  |
| Other Articles |  |  |  |
| Academic Conference/Seminar/Workshop Proceedings |  |  |  |
| Academic Conference Presentations |  |  |  |
| Annual Report |  |  |  |
| Books |  |  |  |
| Other, *please specify:* |  |  |  |

1. **Information about collaborations of the college**

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| --- | --- | --- |
| **Description of Collaborations (types and forms of collaborations)** | **Name of Partners** | **Purposes and Achievements of the Collaboration** |
| **a) Collaboration with other Institutions, Organizations** | | |
|  |  |  |
|  |  |  |
| **b) Collaboration with Industry and Practitioners (if any)** | | |
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1. **Particulars of the Maintenance of required books of account and documents**

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| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Books of accounts and documents maintained | Books of accounts and documents (put **√** mark) | | | | Remarks |
| Maintained | Not maintained | Up-to-date | Not up-to-date |
| 1 | Cash book |  |  |  |  |  |
| 2 | Bank book |  |  |  |  |  |
| 3 | Contract Control Register |  |  |  |  |  |
| 4 | Bank reconciliation statements |  |  |  |  |  |
| 5 | Cash flow statements regularly updated |  |  |  |  |  |
| 6 | Budget control register |  |  |  |  |  |
| 7 | Fixed Asset register |  |  |  |  |  |
| 8 | Inventory Control Ledger |  |  |  |  |  |
| 9 | Serial payment order files along with all supporting documents |  |  |  |  |  |
| 10 | Serial budget monitoring voucher files |  |  |  |  |  |

1. **Information About Budget and Expenditure for last 3 years**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Particulars | FY 2015-2016 | | | FY 2016-2017 | | | FY 2017-2018 | | |
| Govt. Fund | Donors Fund | Others | Govt. Fund | Donors Fund | Others | Govt. Fund | Donors Fund | Others |
| Total Budget |  |  |  |  |  |  |  |  |  |
| Total Revenue Budget |  |  |  |  |  |  |  |  |  |
| Total Development Budget |  |  |  |  |  |  |  |  |  |
| Total Expenditure |  |  |  |  |  |  |  |  |  |
| Total Revenue Expenditure |  |  |  |  |  |  |  |  |  |
| Total Development Expenditure |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

1. **Information About Audit for last 3 years**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Period of Audit | Name of the Audit Firm | Date of submission of audit Report | Major findings/objections  (No.) | | Objections resolved  (No.) | | Remarks |
| Govt. Fund | Donors Fund | Govt. Fund | Donors Fund |  |
| FY 2015-2016 |  |  |  |  |  |  |  |
| FY 2016-2017 |  |  |  |  |  |  |  |
| FY 2017-2018 |  |  |  |  |  |  |  |

1. **Information about vulnerable, Disadvantage and indigenous group (Including teachers and students)**

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| --- | --- | --- | --- | --- | --- |
| Sl. No. | Subject | vulnerable\* | Disadvantage\*\* | indigenous/small ethnic community |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Vulnerable groups include women and children;\*\* \*\*Disadvantaged groups include people from economically disadvantaged backgrounds

1. How do you think the the IDG will benefit your college (Please describe )?

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|  |

Signature of the principals

Date: