Mentoring & Performance Auditing Manual

June 2018
**Introduction**

Mentors provide professional support and advice on a regular basis, or as needed by the institution, on progress or difficulties in meeting the goals and targets set out in the Institutional Development Proposals and any institution strategic plan.

Performance Auditors provide stakeholders with periodic evaluations of institutional performance against the goals and targets set out in the Institutional Development Proposals and any institution strategic plans in the context of the TEQIP project’s key performance indicators, as defined in the TEQIP-III Project Implementation Plan, which is available on the National Project Implementation Unit (NPIU) website.

**Procedure to submit the online grading**

Please follow the below mentioned steps:

1) Go to teqipaudit.in.
2) Login by using your registered email id and click proceed.

3) The auditor/mentor will get an OTP on the registered mobile number. He can get the hint of the number by seeing first two and last two digits.
4) Enter the OTP and click on sign in. Note: The OTP will be valid for 15 minutes.

5) The below dashboard will be opened and the auditor/mentor can see the details submitted by him/her. The Email Id and Mobile number are not editable but the auditor/mentor can edit the Address.
6) The auditor/mentor need to upload the signature on the first time sign-in. Click on “Choose Image” under Upload signature. The size of the scanned signature should not exceed 20 KB.

7) The auditor/mentor can see the uploaded signature by clicking on view signature.
8) Click on Update data.
9) Click on “Ok”.

10) For grading, click on “Add Grade & Evidence”.
11) The auditor/mentor will see the page consisting of the names of the colleges assigned to him/her.

12) Click on the icon under the grading details for the institute for which the auditor/mentor wants to do grading.
13) The page containing the questions for grading will be opened.

14) The auditor/mentor will choose the grading point among 1, 2 and 3. It is mandate to upload the evidences in grading of 1 and 2, the size of the evidence should not exceed 300 KB, no evidence require in grade 3.

The grading points have the following meaning:

1) Substantial evidence of good practice in the quality and standards achieved against the institutional goals and targets (Assessment identifies clear supporting evidence that at least 75% of the relevant practices are of good quality and there is no malpractice related to the remainder of the provision.)

2) Some evidence of good practice in the quality and standards achieved (Assessment identifies clear supporting evidence for at least 50% of the relevant practices – there may be still some way to go for the institution to achieve its full objectives but there should be no malpractice related to the remainder of the provision.)

3) Not in place (there may be one of the three primary reasons for this: a) no evidence can be found, b) there is evidence, but it is not of acceptable quality, or c) that there are plans for development but these have not yet taken place – in which case the auditor can indicate the expected date of completion/ implementation but the grade should remain 3.)
The auditor/mentor needs to fill the grades in all the questions.

15) While submitting the grades, the following points need to be remember:

1) In case if no grade is selected and clicked on submit button, an error will be shown.
2) In case of selection of grade 1 or 2, if no evidence is uploaded, an error will be shown.
16) For grading of 1 and 2, click on upload document to upload the evidence.
17) Click on submit button to submit the grading report.

18) The auditor/mentor can see the summary of the grading done and the average values.
19) The auditor/mentor will tick the Disclaimer and click on Lock button. Note: Once click on lock, the grading of the institute cannot be changed afterwards.

1) A pop-up will come to confirm your report submission, click ok.
2) The auditor/mentor can download the report in pdf format.

Conclusion: The auditor/mentor has successfully submitted the report with proper evidences wherever required.