Proceeding of the meeting held on 2/09/2013 regarding establishment of IQAC at the Directorate level under the Chairmanship of Sh. S. B. Sekhri, Additional Director of Higher Education,Himachal Pradesh.

The following members were present:-

1. Dr.Amar Dev, Joint Director of Higher Education(C-I),H.P.Shimla-1.
2. Dr.M.S.Negi, Joint Director of Higher Education(C-II),H.P.Shimla-1
3. Smt.Manjusha Pathania,O.S.D.(C),Directorate of Hr. Education,H.P.Shimla-1
4. Sh.Krishan Vaidya, Principal, Govt.College Drang at Narla,Distt. Mandi.
5. Dr. Kamal Kant,Principal, Govt. College Gohar Bassa, Distt. Mandi.

At the outset, Sh. S.B.Sekhri, Additional Director of Higher Education,H.P. welcomed all the members of the Committee regarding establishment of Internal Quality Assurance Cell(IQAC) at the Directorate level in his chamber. He explained the purpose of this meeting to all the members of the Committee and motivated them to pursue the targets set out in the meeting. The following points were discussed:-
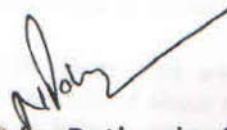
1. Every Institution/College shall have proper functional Internal Quality Assurance Cell(IQAC).

2. The IQAC shall have the following composition as per UGC guidelines:-
   a) Head of the Institution---------Chairperson
   b) Five Senior teachers and one Senior Administrative official----Members
   c) Two Members (external experts on Quality Management/ Industry/ Local Community-----Members
   d) Coordinator of IQAC-----Member Secretary

3. The members of the IQAC will prepare its **Annual as well as five year Perspective Plan** as per the guidelines of Rashtriya Uchhatter Shiksha Abhiyan(RUSA) readily available on UGC Website. The proforma is attached here for ready reference.

4. The IQAC at the Directorate level will monitor the proper functioning of the IQAC established in every college and also for preparing the State Perspective Plan on the basis of the Institutional plans.

5. All activities and initiatives related to quality enhancement including Inter and Intra Institutional workshops, seminars on quality related themes and promotion of quality circles including maintaining of record related to API, Annual calendar for academic, sports & curricular activities etc. will be the entire responsibility of the IQAC established.

6. The Plan under RUSA will be prepared by the IQAC of the institution on the basis of SWOT(strength, weakness, opportunity and threats) analysis as described under the guidelines of the RUSA(readily available on UGC Website) document which should be feasible, achievable, realistic, need based and futuristic. However, it will be mandatory for every Institution to undertake SWOT analysis, the result of which will provide actual basis for the plan(Annual as well as Five Years Perspective Plan).

7. Quarterly monitoring of IQAC should be ensured by the Head of the Institution and report in this regard may be submitted to this Directorate.

8. The Plan prepared should not be utopian but actual and measurable.

9. The Annual as well as the Five Year Plan prepared by the Colleges under RUSA must reach the Directorate by 31st October 2013 so that the State Plan could be prepared by consolidating the same. However for this purpose, the IQAC at the Institution level might be required to meet frequently

before finalizing and submitting the plan to the Directorate as per the timeline given above.

For any guidelines/queries regarding RUSA ,please visit UGC Website.

Encl: As above.

Manjusha Pathania, O.S.D.(C)
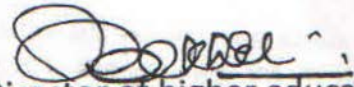-cum-Member Secretary
H.P.Shimla-1

Approved by

Addl. Director of Higher Education
Himachal Pradesh.

Endst.No. EDN-H(8)B(1)2/2013-RUSA/IQAC dt. Shimla-171001 the 04th Sept. 2013.
Copy to:-
1. All the Principals, Govt. Degree Colleges/Sanskrit Colleges in H.P. for information and necessary action please.

Addl. Director of higher education
Himachal Pradesh.

Annexure IV: Institutional Plan Template

Sample Template for Institutional
Plan Institution Mission

A mission statement is fundamental to strategic planning. It is an assertion of an institution raison d'être, or purpose, and should clearly define its ideals as well as the services it offers to various stakeholders. It informs an institution's financial planning, budgeting, staffing and academic programming. One aspect of a mission statement relates to students, in terms of both institutional commitments and expectations.

The mission statement should be a general statement of values, aims and goals of the state. An effective mission statement will be clear, precise and transparent about commitments, long-term goals and values. It usually includes a commitment to high standards and levels of performance, discussion of the context of the institution environment, recognition of institution obligations to the community, the nation and the world, and commitment to its students. A mission statement ordinarily consists of two parts:

- A high-level preamble that encapsulates the gist of the institution mission; and
- A narrative portion that lists the particularities and elaborates on the implications of the mission statement in practical terms.

Vision

An effective vision statement is vital to a strategic planning process. A vision statement describes what an institution aspires to become in the future and the values it enshrines. It captures in detail what things could be like at the institution level if it were functioning effectively and focuses on the contribution the institution will make to society. In the long run, a successful strategic plan must be premised on institution values, such as:

- Academic freedom;
- Institutional autonomy;
- High quality;
- Equal access; and
- Non-discrimination (by race, ethnic affiliation, religion and gender)

Goals

Institutions goals help translate the institution vision and mission into action. Goals should institution clearly the conditions for institutional effectiveness, and the norms and expectations of students and staff. They should present a broad statement of the aims of the institution. The goals must consist of clear statements based on objective criteria and capture the main targets that the institution has set for itself.

1. INSTITUTIONAL BASIC INFORMATION

1.1   Institutional Identity:

- Name of the Institution   : _____

- Is the Institution approved by regulatory body?   : Yes/No

- Furnish approval no.   :

- Type of Institution   :   Govt. funded/Govt. aided/Private unaided/Autonomous/Other

- Status of Institution   :   Autonomous Institute as declared by University / Non-autonomous / Deemed University / Constituent Institution

* Name of Head of Institution and Project Nodal Officers

Head and Nodal Officer	Name	Phone Number	Mobile Number	Fax Number	E - mail Address
Head of the Institution (Full time appointee)					
RUSA Institutional coordinator					
Nodal Officers for:					
Academic Activities					
Civil Works including Environment Management					
Procurement					
Financial aspects					
Equity Assurance Plan Implementation					

1.2 Academic Information.

* UG/PG/PhD programs offered in Academic year 200X - XX

S. No	Title of programs	Level (UG, PG, PhD)	Duration (Years)	Year of starting	sanctioned annual Intake	Total student strength

* Whether Institution is Accredited?
* Grade......
* When.......

* **Accreditation Status of UG programs:**

Title of UG programs being offered	Whether eligible for accreditation or not?	Whether accredited as on 31st March 20XX?	Whether "Applied for" as on 31st March

* **Accreditation Status of PG programs:**

Title of PG programs being offered	Whether eligible for accreditation or not?	Whether accredited as on 31st March 20xX?	Whether "Applied for" as on 31st March

1.3 Faculty Status (Regular/On - Contract Faculty as on March 31st, 20XX)

Rank Faculty	No. of Sanctioned Regular	Present Status : Number in Position by Highest Qualification											regular faculty in	Vacancies Total Number	contract faculty in
		Doctoral				Masters				Bachelor					
		Engineering	Discipli	Other		Engineering	Discipli	Other		Engineering	Discipli	Other			
1	4						0	1	2	3	4		1 5= (3+5+7+9+1	1 6= (2	1 7= (4+6
Prof															
Asso Prof															
Asst Prof															
To															

Prof = Professor, Asso Prof = Associate Professor, Asst Prof = Assistant Professor, R=Regular, C=Contract

1.4 Baseline Data (*all data given for the following parameters to ALL disciplines*)

S. No	Parameters	
1	Total strength of students in all programs and all years of study in the year 20XX-1X	
2	Total women students in all programs and all years of study in the year 20XX-1X	
3	Total SC students in all programs and all years of study in the year 20XX-1X	
4	Total ST students in all programs and all years of study in the year 20XX-1X	
5	Total OBC students in all programs and all years of study in the year 20XX-1X	
6	Number of fully functional P-4 and above level computers available for students in the year 20XX-1X	
7	Total number of text books and reference books available in library for UG and PG	
	Student-teacher ratio	
8	% of UG students placed through campus interviews in the year 20XX-1X	
9	% of PG students placed through campus interviews in the year 20XX-1X	
1	% of high quality undergraduates (>75% marks) passed out in the year 20XX-1X	
1	% of high quality postgraduates (>75% marks) passed out in the year 20XX-1X	
1	Number of research publications in Indian refereed journals in the year 20XX-1X	
1	Number of research publications in International refereed journals in the year	
1	Number of patents obtained in the year 20XX-1X	
1	Number of patents filed in the year 20XX-1X	
1	Number of sponsored research projects completed in the year 20XX-1X	
7	The transition rate of students in percentage from 1st year to 2nd year in the year 20XX-1X for : (i) all students (ii) SC (iii)	
1	IRG from students' fee and other charges in the year 20XX-1X (Rs. In lakh)	
9	IRG from externally funded R&D projects, consultancies in the year 20XX-1X (Rs. in lakh)	
2	Total IRG in the year 20XX-1X (Rs. in lakh)	
2 1	Total annual recurring expenditure of the institution in the year 20XX-1X (Rs. in lakh)	

2. Institutional Development Proposal (IDP)

2.1   Give the Executive Summary of the IDP.

2.2   Provide the details of SWOT analysis carried out (in terms of methodology used, analysis and information and data as collected and inferences derived with respect to strengths, weaknesses, opportunities and threats).

- Based on SWOT analysis, provide the "strategic plan" developed for institutional development.
- How the key activities proposed in the Institutional Development Proposal are - linked with the results of SWOT Analysis.

2.3   State the specific objectives and expected results of your proposal (in terms of, "Institutional strengthening and improvements in employability and learning outcomes of graduates". These objective and results should be linked to the SWOT analysis.

2.4   Provide an action plan for: (max 1 page each)

a)   Improving employability of graduates

b)   Increased learning outcomes of the students

c)   Obtaining autonomous institution status within 2 years

d)   Achieving the targets of 60% of the eligible UG and PG programs accredited within two years of joining the Project and 100% accreditation obtained and applied for by the end of the Project of the eligible UG and PG programs

e)   Implementation of academic and non- academic reforms (details given in R U S A D o c u m e n t)

f)   Improving interaction with industry

g)   Enhancement of research and consultancy activities

2.5   Provide an action plan for organizing a Finishing School and for improving the academic performance of SC/ST/OBC/academically weak students through innovative methods, such as remedial and skill development classes for increasing the transition rate and pass rate with the objective of improving their employability.

2.6 Provide an action plan for strengthening of PG programs and starting of new PG programs.

2.7   Attach a summary of Training Needs Analysis carried out. Also, provide Faculty Development Plan for the first 18 months for improving their teaching, subject area and research competence based on Training Needs Analysis in the following areas.

- Basic and advanced pedagogy
- Subject / domain knowledge enhancement
- Attendance in activities such as workshops, seminars
- Improvement in faculty qualifications
- Improving research capabilities

2.8 Provide an action plan for training technical and other staff in functional areas.

2.9   Describe the relevance and coherence of Institutional Development Proposal with State's/National (in case of CFIs) Industrial/Economic Development Plan.

2.10 Describe briefly the participation of departments/faculty in the IDP preparation.

2.11 Describe the Institutional project implementation arrangements with participation of faculty and staff.

2.12 Provide an Institutional project budget as per table below:

Institutional Project Budget (this is meant for existing institutions)

(Rs. in Crore)

S. No	Activities	Project	Financial year				
			2011-2012	2012-2013	2014-2015	2015	2016-2017
	Infrastructure						
1.	Modernization and strengthening of laboratories						
	PG programs and for new PG programs						
3.	Modernization of classrooms*						
4.	Updation of Learning Resources						
5.	Procurement of furniture						
6.	Establishment/Upgradation of Central and Departmental Computer Centers*						
7.	Modernization/improvements of supporting departments*						
8.	Modernization and strengthening of libraries and increasing access to knowledge resources						
9.	Refurbishment (Minor Civil Works)*						
	Research and development support						
	Providing Teaching and Research Assistantships to increase enrolment in existing and new PG programmes in Engineering disciplines						
	Provision of resources for research support						
	Enhancement of R&D and institutional consultancy activities						
	Faculty Development Support						
	Faculty and Staff Development (including faculty qualification upgradation, pedagogical training, and organising/participation of faculty in workshops, seminars and conferences) for improved competence based						
	Institutional reforms						
	Technical assistance for procurement and						
	Institutional management capacity enhancement						
	Academic support						
	Creation of new departments/courses						
	Enhanced Interaction with Industry						
	Student support activities						
	Others						
	TOTAL						

2.13 Provide the targets against the deliverables as listed below

Indicator	Weightage	Present Rating	Present Score	Target Rating	Target Score
GOVERNANCE QUALITY INDEX - 16%					
% of Faculty Positions vacant	2.0%	1	2.0		
% of Non-permanent faculty	4.0%	1	4.0		
% of Non-teaching staff to teaching Staff	3.0%	2	6.0		
Total no of under graduation programs	1.0%	1	1.0		
Total no of post graduate programs	1.0%	3	3.0		
Total no of doctoral programs	1.0%	1	1.0		
Faculty appointment - turn around/cycle time in months	2.0%	2	4.0		
Delay in payment of monthly salary payment of faculty	2.0%	1	2.0		
ACADEMIC EXCELLENCE INDEX - 21.5%					
Delay in exam conduction and declaration of results	3.5%	1	3.5		
Plagiarism Check	1.0%	1	1.0		
Accreditation	4.0%	2	8.0		
Teacher Student ratio	4.0%	2	8.0		
% of Visiting professors	1.0%	1	1.0		
% of graduates employed by convocation	0.5%	2	1.0		
% Number of students receiving awards at National and International level	0.5%	3	1.5		
% of expenditure on Library, cyber library and laboratories per year	1.0%	3	3.0		
Ratio of expenditure on teaching staff salaries to non-teaching staff salaries	1.0%	2	2.0		
% of faculty covered under pedagogical training	1.0%	1	1.0		
% of faculty involved in "further education"	0.5%	2	1.0		
Dropout rate	1.5%	3	4.5		
No of foreign collaborations	1.5%	2	3.0		
Subscription to INFLIBNET	0.5%	3	1.5		
EQUITY INITIATIVE INDEX - 12.5%					
SC Student%	3.0%	1	3.0		
ST Student%	3.0%	1	3.0		
Gender Parity	3.0%	1	3.0		
Urban to Rural Student population	2.0%	2	4.0		
Existence of CASH	0.5%	2	1.0		
Existence of Social Protection Cell	0.5%	2	1.0		
Language assistance programs for weak students	0.5%	2	1.0		
REASERCH AND INNOVATION INDEX - 24%					
Per-faculty publications	2.0%	1	2.0		
Cumulative Impact Factor of publication	3.0%	2	6.0		
H Index of scholars	2.0%	2	4.0		

% of staff involved as principal researcher	1.0%	3	3.0
% of research projects fully or more than 50% funded by external agencies, industries etc	2.0%	4	8.0
Total no of patents granted	1.0%	4	4.0
% of faculty receiving national/ international awards	1.0%	2	2.0
% of research income	1.0%	3	3.0
Doctoral degrees awarded per academic staff	1.0%	4	4.0
% doctoral degrees in total number of degrees awarded	3.0%	3	9.0
% expenditure on research and related facilities	1.0%	4	4.0
Digitization of Masters and Doctoral thesis	0.5%	1	0.5
UPE/CPE	3.5%	1	3.5
% of Income generated from non-grant sources	2.0%	1	2.0
STUDENT FACILITIES - 15%			
No of new professional development programs	1.0%	3	3.0
Existence of Placement Cells and Placement Policy	1.0%	2	2.0
% of expenditure on infrastructure maintenance and addition	3.0%	2	6.0
Availability of hostel per out-station female student	3.0%	1	3.0
Availability of hostel per out-station male student	3.0%	1	3.0
% of students on scholarship	3.0%	1	3.0
Average scholarship amount per student	1.0%	2	2.0
Infrastructure and Others - 11%			
%Income generated from training courses	1.0%	5	5.0
% Income generated from consulting	1.0%	1	1.0
Infrastructural sufficiency	3.0%	1	3.0
Computer coverage	3.0%	1	3.0
Internet connectivity of Campus	3.0%	1	3.0
	100.0%		171

*Explanatory Note: The numerical under present rating and present score are only illustrative. The actual ratings for each indicator mentioned above will be done on the basis of a scale to be detailed.

Project Targets for Institutions

2.14 Give an action plan for ensuring that the project activities would be sustained after the end of the Project.

Evaluation of Institutional Development Proposals (IDP) (a similar template may be created for State Plan Proposal)

S.No	Evaluation Parameters	Marks
	Institutional Preparedness and Implementation Feasibility	
	Clarity of institutional basic information including baseline data	5
	Overall proposal implementation feasibility	
	Clarity in the identification of general development objectives, related specific objectives, their expected results, and its coherence with SWOT analysis	5
	Have the key activities been identified clearly and adequately for each specific-objective	5
	Adequacy of the Institutional Project Implementation arrangements	5
	Quality of SWOT analysis	
	Appropriateness for the procedure adopted for the conduct of SWOT	5
	Clarity in the identification of strengths, weaknesses, opportunities and	5
	Coherence of proposal with State's/regional development plan	5
	Reasonability of proposed budget	5
	Sub - total (I)	4
	Clarity and Quality of the Action Plans for :	
I	Scaling-up research and innovation	
	quality of action plan for quantitatively increasing and qualitatively	5
	quality of action plan to transfer technology and for commercialization of	5
	Scaling-up PhD enrolment through existing and new programmes	1
	Scaling-up enrolment into UG/Masters programmes in existing and new	1
	research collaborative activities with Institution at National and International level	
	identification of options to improve and increase research collaborations at	5
	clarity in identification of expected quality enhancement in Masters and	5
	Potential impact and depth of proposed Industry collaboration	5
	Faculty development including pedagogical training to:	
	Develop faculty/technical staff in subject domain	5
	Improve pedagogical skills of faculty for better student learning	5
	Identification of weak students and for improvement in their learning	5
	Sub - total (II)	6
	TOTAL (I+II)	100