

## Annexure 4: Institutional Plan Template

### Sample Template for Institutional Plan

#### 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 20XX?

- 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 20XX?

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

Faculty Rank	No. of Sanctioned Regular Posts	Present Status : Number in Position by Highest Qualification												Total Number of regular faculty in Position	Total Vacancies	Total Number of contract faculty in Position
		Doctoral Degree				Masters Degree				Bachelor Degree						
		Engineering Disciplines		Other Disciplines		Engineering Disciplines		Other Disciplines		Engineering Disciplines		Other Disciplines				
		R	C	R	C	R	C	R	C	R	C	R	C			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15= (3+5+7+9+11+13)	16= (2-15)	17= (4+6+8+10+12+14)
Prof																
Asso Prof																
Asst Prof																
<b>Total</b>																

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 students in the year 20XX-1X	
	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	
10	% of high quality undergraduates (>75% marks) passed out in the year 20XX-1X	
11	% of high quality postgraduates (>75% marks) passed out in the year 20XX-1X	
12	Number of research publications in Indian refereed journals in the year 20XX-1X	
13	Number of research publications in International refereed journals in the year 20XX-1X	
14	Number of patents obtained in the year 20XX-1X	
15	Number of patents filed in the year 20XX-1X	
16	Number of sponsored research projects completed in the year 20XX-1X	
17	The transition rate of students in percentage from 1 <sup>st</sup> year to 2 <sup>nd</sup> year in the year 20XX-1X for : (i) all students (ii) SC (iii) ST (iv) OBC	
18	IRG from students' fee and other charges in the year 20XX-1X (Rs. In lakh)	
19	IRG from externally funded R&D projects, consultancies in the year 20XX-1X (Rs. in lakh)	
20	Total IRG in the year 20XX-1X (Rs. in lakh)	
21	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 RUSA Document)
  - 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 Life Allocation	Financial year				
			2012-13	2013-14	2014-15	2015-16	2016-17
1	Infrastructure						
	1. Modernization and strengthening of laboratories						
	2. Establishment of new laboratories for existing UG and 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)							
2	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						

3	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 on TNA						
4	Institutional reforms						
	Technical assistance for procurement and academic activities						
	Institutional management capacity enhancement						
5	Academic support						
	Creation of new departments/courses						
	Enhanced Interaction with Industry						
	Student support activities						
6	Others						
<b>TOTAL</b>							

2.13 Provide the targets against the deliverables as listed below

Indicator	Weightage	Present Rating	Present Score	Target Rating	Target Score
<b>GOVERNANCE QUALITY INDEX - 16%</b>					
% of Faculty Positions vacant	2.0%				
% of Non-permanent faculty	4.0%				
% of Non-teaching staff to teaching Staff	3.0%				
Total no of under graduation programs	1.0%				
Total no of post graduate programs	1.0%				
Total no of doctoral programs	1.0%				
Faculty appointment - turn around/cycle time in months	2.0%				
Delay in payment of monthly salary payment of faculty	2.0%				
<b>ACADEMIC EXCELLENCE INDEX - 21.5%</b>					
Delay in exam conduction and declaration of results	3.5%				
Plagiarism Check	1.0%				
Accreditation	4.0%				
Teacher Student ratio	4.0%				
% of Visiting professors	1.0%				
% of graduates employed by convocation	0.5%				
% Number of students receiving awards at National and International level	0.5%				
% of expenditure on Library, cyber library and laboratories per year	1.0%				

Ratio of expenditure on teaching staff salaries to non-teaching staff salaries	1.0%				
% of faculty covered under pedagogical training	1.0%				
% of faculty involved in "further education"	0.5%				
Dropout rate	1.5%				
No of foreign collaborations	1.5%				
Subscription to INFLIBNET	0.5%				
<b>EQUITY INITIATIVE INDEX - 12.5%</b>					
SC Student%	3.0%				
ST Student%	3.0%				
Gender Parity	3.0%				
Urban to Rural Student population	2.0%				
Existence of CASH	0.5%				
Existence of Social Protection Cell	0.5%				
Language assistance programs for weak students	0.5%				
<b>REASERCH AND INNOVATION INDEX - 24%</b>					
Per-faculty publications	2.0%				
Cumulative Impact Factor of publication	3.0%				
H Index of scholars	2.0%				
% of staff involved as principal researcher	1.0%				
% of research projects fully or more than 50% funded by external agencies, industries etc	2.0%				
Total no of patents granted	1.0%				
% of faculty receiving national/international awards	1.0%				
% of research income	1.0%				
Doctoral degrees awarded per academic staff	1.0%				
% doctoral degrees in total number of degrees awarded	3.0%				
% expenditure on research and related facilities	1.0%				
Digitization of Masters and Doctoral thesis	0.5%				
UPE/CPE	3.5%				
% of Income generated from non-grant sources	2.0%				
<b>STUDENT FACILITIES - 15%</b>					
No of new professional development programs	1.0%				
Existence of Placement Cells and Placement Policy	1.0%				
% of expenditure on infrastructure maintenance and addition	3.0%				

Availability of hostel per out-station female student	3.0%				
Availability of hostel per out-station male student	2.0%				
% of students on scholarship	2.0%				
Average scholarship amount per student	1.0%				
Student Experience Surveys	1.0%				
Graduate Destination Surveys	1.0%				
<b>Infrastructure and Others - 11%</b>					
%Income generated from training courses	1.0%				
% Income generated from consulting	1.0%				
Infrastructural sufficiency	3.0%				
Computer coverage	3.0%				
Internet connectivity of Campus	3.0%				
	100.0%				

### 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)

S.No	Evaluation Parameters	Marks	
<b>I</b>	<b>Institutional Preparedness and Implementation Feasibility</b>		
	<b>A</b>	Clarity of institutional basic information including baseline data	5
	<b>B</b>	Overall proposal implementation feasibility	
	1	Clarity in the identification of general development objectives, related specific objectives, their expected results, and its coherence with SWOT analysis	5
	2	Have the key activities been identified clearly and adequately for each specific-objective	5
	3	Adequacy of the Institutional Project Implementation arrangements	5
	<b>C</b>	Quality of SWOT analysis	
	1	Appropriateness for the procedure adopted for the conduct of SWOT analysis and adequacy of participation of stakeholders	5
	2	Clarity in the identification of strengths, weaknesses, opportunities and threats	5
	<b>D</b>	Coherece of proposal with State's/regional development plan	5
	<b>E</b>	Reasonability of proposed budget	5
<b>Sub-total (I)</b>		<b>40</b>	



<b>II Clarity and Quality of the Action Plans for :</b>		
<b>F</b>	Scaling-up research and innovation	
1	quality of action plan for quantitatively increasing and qualitatively improving research activities	5
2	quality of action plan to transfer technology and for commercialization of R&D (the innovation agenda)	5
<b>G</b>	Scaling-up PhD enrolment through existing and new programmes	10
<b>H</b>	Scaling-up enrolment into UG/Masters programmes in existing and new programmes	10
<b>I</b>	research collaborative activities with Institution at National and International level	
1	identification of options to improve and increase research collaborations at National and International levels	5
2	clarity in identification of expected quality enhancement in Masters and doctoral programmes and faculty research	5
<b>J</b>	Potential impact and depth of proposed Industry collaboration	5
<b>K</b>	Faculty development including pedagogical training to:	
1	Develop faculty/technical staff in subject domain	5
2	Improve pedagogical skills of faculty for better student learning	5
<b>L</b>	Identification of weak students and for improvement in their learning outcomes through finishing school	5
<b>Sub-total (II)</b>		<b>60</b>
<b>TOTAL ( I+II)</b>		<b>100</b>

### Annexure 5: Entitlement Index for Higher Education

A formula based allocation of grants takes into consideration several parameters identified mainly on the basis of need and performance based criteria. The choice here is dictated by the availability of data. Three parameters are identified under the need-based criterion. These are population in the 18-23 age group, per capita income, and GER. Seven parameters are identified under the performance based criterion which include improvement in GER, state expenditure on higher education, college-population index, institution density, teacher-student ratio, quality, educational achievement in levels prior to higher education. In case of some of these parameters, more than one indicator is considered for assessing the performance. Hence, in total, there are 19 indicators (see Table 3.1)- Rationale for the inclusion of each of these indicators shall be elaborated. A small part of the allocation can be kept aside for special problems.