

## Self-Preparatory Report (SPR)

### A. Profile of the institution

<b>Name</b>	
<b>Location</b>	
<b>Type of Institution</b> <i>(Constituent/affiliated/ others)</i>	
<b>Affiliated to, if relevant</b>	
<b>Source of funding</b>	
<b>Total area</b> <i>(in acres)</i>	
<b>Head of the institution</b>	
<b>Website</b>	
<b>Telephone number</b>	
<b>Fax number</b>	
<b>Plans in place for:</b>	
<b>No. of Departments</b>	
<b>No. of Programmes</b>	UG: ___ PG: ___ M. Phil: ___
	Ph. D: ___ Any other: ___ Total: ___
<b>No. of programmes with electives</b> <i>(specify electives)</i>	
<b>Estimated Cost of education per student as per the programmes offered</b> <i>(Tuition fees and living cost)</i>	
<b>No. of faculty</b>	<b>Male: ___ Female: ___ Total: ___</b>
Regular	Male: ___ Female: ___ Total: ___
Contract	Male: ___ Female: ___ Total: ___
Visiting/adjunct faculties	Male: ___ Female: ___ Total: ___
<b>Total no. of faculty with PhD</b>	
<b>Total no. of faculty with Masters</b>	

<b>Total no. of faculty with Bachelors</b>	
<b>No. of Non-teaching staff</b>	Male: __ Female: __ Total: ____
Technical	Male: __ Female: __ Total: ____
Administrative	Male: __ Female: __ Total: ____
Support	Male: __ Female: __ Total: ____
<b>No. of programme that will be offered through mixed-mode (<i>Specify</i>)</b>	
<b>Level of autonomy the institution has from the affiliating University:</b>	
<b>Date of submission</b>	

## **B. Plan Report**

The following questions will give an insight into all the indicators under each Standard and Key Aspects and accordingly prepare the HEI for actual accreditation. The evidence, wherever required, must be compiled for the assessment of prerequisites for accreditation.

### **Standard 1: Governance, Leadership, and Management**

- 1.1 State the Mission, Vision, and Objectives of the HEI and how it will work towards achieving them.
- 1.2 Explain the organizational and management structure of the HEI.
- 1.3 Explain the details of the financial management plan including how the HEI will ensure transparency.
- 1.4 Provide the profiles of the identified leadership position holders of the HEI (*head of HEI, Deans, Heads of Department, Programme Leaders, others*).
- 1.5 State the extent of autonomy that the HEI will have in both management and academic matters.
- 1.6 Mention any other plans not covered by the above questions, if any.

### **Standard 2: Curriculum Design and Review**

- 2.1 What are the programmes that will be offered in the HEI?
- 2.2 How will the HEI ensure that the curriculum is relevant to the job market and aligned to national priorities?
- 2.3 How will the HEI facilitate flexibility in letting the students choose courses and modules of their choices? Also, describe the initiatives that the college will adopt to facilitate credit transfer.
- 2.4 Mention any other plans not covered by the above questions, if any.

### **Standard 3: Teaching, Learning, and Assessment**

- 3.1 Describe the teaching-learning methodologies and assessment techniques that the HEI will adopt to ensure effective delivery.
- 3.2 How will the HEI integrate the use of ICT in the teaching-learning?
- 3.3 How will the HEI engage students in meaningful learning through innovative approaches?
- 3.4 Mention any other plans not covered by the above questions, if any.

### **Standard 4: Human Resources and Services**

- 1.1 Provide the details on plans of HR policies including recruitment, professional development, promotion or recognition and retention of both teaching and non-teaching staff.
- 1.2 How will the HEI attract experienced HR to work for the HEI?
- 1.3 What professional development services will be provided to the staff?
- 1.4 What mechanisms will be adopted to effectively monitor, evaluate and reward the performance of your employees?
- 1.5 Mention any other plans not covered by the above questions, if any.

### **Standard 5: Research, Publications and Linkages**

- 5.1 Explain the initiatives the HEI will undertake to build the research capacity of faculty members and students (*e.g. mentoring, training, research-related courses, research project, etc.*).
- 5.2 How does the HEI plan to encourage more research activities?
- 5.3 How will the HEI ensure that research activities carried out are relevant and contribute to the national policy?
- 5.4 Provide details of all the formal collaborations, partnership/ linkages and their potential benefits (*e.g. MoU, MoA, MoC, other documentary evidence, etc.*).
- 5.5 Mention any other plans not covered by the above questions, if any.

### **Standard 6: Infrastructure & Learning Resources**

- 6.1 Provide detail on the infrastructure of the college:
  - a. No. of class rooms
  - b. Library
  - c. Research center
  - d. Entrepreneur Incubation center
  - e. Recreational centers
  - f. Hostel rooms (*if applicable*)
  - g. Staff quarter
  - h. Academic block
  - i. Canteen and guesthouse facilities
  - j. Toilet
  - k. IT rooms
  - l. Banking, gymnasium service centers

m. Others

- 6.2 Provide details on how the HEI will maintain and ensure the safety of these infrastructures.
- 6.3 What are the plans in place to accommodate students with special needs?
- 6.4 Explain the disaster contingency plan.
- 6.5 Mention any other plans not covered by the above questions, if any.

**Standard 7: Student Services**

- 7.1 What are the plans in place for making the life on campus enriching and conducive? Include both physical and mental services that will be rendered.
- 7.2 Describe how the HEI will carry out the admission process and monitor student progression.
- 7.3 What services will be provided to the students with special needs?
- 7.4 What steps will be initiated to engage the alumni for institutional activities and development?
- 7.5 Mention any other plans not covered by the above questions, if any.

**Standard 8: Internal Quality Assurance and Enhancement System**

- 8.1 Explain the plan to ensure that there is an effective mechanism for Internal Quality Assurance.
- 8.1 Explain the QA mechanism in place to address all the standards.
- 8.2 Mention any other plans not covered by the above questions, if any.

**C. Overall plan**

- 1. Provide a five year plan with timeline to address each of the eight standards.
- 2. What are the plans and strategies in place in case the HEI fails to get accreditation status?