No. RGU/AUTH/142-SYN/38/2019-20   Date: 06.08.2019

NOTIFICATION

Sub: Guidelines for granting Centre of Excellence to affiliated colleges of RGUHS

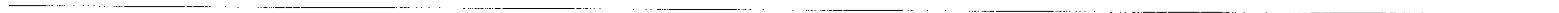Ref: Minutes of 142nd meeting of Syndicate held on 29.06.2019

* * *

In pursuance to the decision of the Syndicate in its 142nd meeting held on 29.06.2019 and in exercise of the powers conferred under section 35 (1) of RGUHS Act, 1994, the guidelines and proforma for designating affiliated colleges of RGUHS as Institutions with Potential for Excellence is notified as per Annexure to this notification.

REGISTRAR

To
The Principals of all Colleges affiliated to RGUHS

Copy to : -

1. The Secretary to Governor, Raj Bhavan, Bengaluru -560 001
2. The Secretary to Medical Education, Dept. of Health & Family Welfare Department, Government of Karnataka, Vikasa Soudha, Bengaluru- 560 001
3. PA to Vice-Chancellor, Registrar, Registrar (Evaluation) and Finance Officer, RGUHS
4. The Director, Curriculum Development Cell, RGUHS
5. Guard File/Office Copy

Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

Scheme for

Designating Affiliated Colleges of RGUHS

as

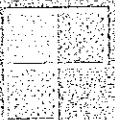Institutions with Potential for Excellence

InsPiRE

Guidelines and Proforma

Parts I, II, III & IV

$I_{NS}P_IRE$

An initiative of RGUHS towards Quality Enhancement

RGUHS, Jayanagar, 4th T Block, Bangalore - 560041

Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

Guidelines and Proforma for
Designating RGUHS Affiliated Colleges as
Institution with Potential for Excellence

Preamble

Why this scheme

Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore (RGUHS) is one of the largest health sciences university in India. When the University was established in 1996 there were about 160 health sciences colleges affiliated to it. In 2016, more than 650 colleges were affiliated. In many of these colleges teaching and research are of good quality. They have achieved high standards of teaching and research by harnessing human and physical resources in innovative ways and have potential for academic excellence. Recognizing such colleges that fulfil pre-determined criteria as "Institution with Potential for Excellence" (InsPiRE) will encourage them to reach still higher standards. The goal of this scheme is not only to recognize institutions with such potential but also nurture for realization of their full potential[2].

What is Excellence

Excellence refers to a state of exceptional or outstanding achievement in one's field of activity. Excellence of an academic institution involves reaching outstanding levels of performance in teaching, research and related academic pursuits, and attaining peerless position in the areas offered for study and research. Excellence is achieved in stages through a process of continuous improvement in content and quality. Committed academic community and adequate infrastructural facilities are essential ingredients of excellence[2&3].

What are likely benefits

The following benefits accrue to affiliated colleges, stake holders and RGUHS by designation as InsPiRE:

- Pre-qualification for permanent affiliation
- Pre-qualification for providing autonomy to colleges
- Preferential treatment for funding by the University (if any)
- Preferential treatment for National and International collaboration for academic, research and exchange programs for faculty members and students
- To encourage Networking of institutions
- To promote inter-professional education
- To serve as a Nodal Centre for motivating/mentoring other institutions
- To assure quality of education imparted by college to students, parents and other stake holders

Eligibility Criteria

Colleges desirous of applying for designation as "Institutions with Potential for Excellence(I$_{NS}$P$_I$RE)" shall be:

1. Affiliated to RGUHS.
2. Of at least 15 years standing.
3. Conducting both Undergraduate and Postgraduate courses, the latter for at least 10 years
4. Recognized by respective Councils (AYUSH, DCI, INC, MCI, PCI)
5. Fulfil any other requirements prescribed by RGUHS from time to time.

Process of designating Colleges as I$_{NS}$P$_I$RE

1. Inviting application by RGUHS from intending colleges
2. Preparation of Self Assessment Report (SAR) based on prescribed guidelines and proforma by intending college and submitting the report to RGUHS
3. Scrutiny and administrative verification by I$_{NS}$P$_I$RE Section.
4. Site visit by an **independent Peer Team** appointed by RGUHS for validation of SAR
5. Peer Team Assessment and award of Grades (As per Schedules)
6. Study of Peer Team Report by Committee of Academic Council (CAC) and placing the report before the Syndicate along with the observations of CAC.
7. Syndicate decides based on the Peer Team assessment report and CAC observations, whether or not to designate college as **Institution with Potential for Excellence** (I$_{NS}$P$_I$RE)

Guidelines

Desirous Colleges are required to apply and submit a Self Assessment Report (SAR) in the prescribed proforma to the University. The proforma has following four parts

Part I – General Information of college including Infrastructure and other facilities

Part II –*SPEAR* - Specific Norms related to:

- Social Responsibility & Accountability
- Policy & Practice
- Education
- Academic Enhancement and
- Research

Part III – Self Justification highlighting uniqueness of the college

Part IV – Peer Assessment Schedules

University is aware that colleges will be following Regulations and the Curriculum recommended by the respective Councils. However, the regulations prescribed by the Councils are for maintenance of minimum standards even if some are mandatory. The challenge lies in bringing about learner centric, learning outcome based curricular innovations and socially accountable changes within the broad framework of Council's regulations. Education and training should be in consonance with health needs of the community. It is for the college seeking to be designated as I$_{NS}$P$_I$RE to demonstrate

how it has converted the challenge into an opportunity to make a mark in the field of Health Professional Education. The proforma may please be filled with this goal.

Design of Proforma & Tips for filling Proforma
Design: Systems approach has been followed in designing the proforma with a view to help to provide evidence of your achievements. Please go through the entire proforma before filling. You may notice that few questions or items calling for information are repetitive. It is because they are contextual and follows a systematic sequence as under:

Box 1

Vision and Mission translated to policies → plans → process of implementation in Education and Health care → outcome (assessment of extent of achievement) → impact.

In the light of the scheme shown in the Box 1, the proforma seeks information on the following:
- Has the college formulated Vision and Mission statements?
- Have the Vision and Mission been translated into Policies and policies to plan of action in relation to SPEAR?
- How are the plans put into practice or implemented? SPEAR is a means for the college to provide evidence of translating policies into practice, i.e., 'inputs'.
- How does the college support autonomy, encourage innovations in its Academia, Educational process and Research.
- What are the 'outcomes'?
- What impact has been made not only on the quality of education but also on the health and well being of community, i.e., Social accountability and responsibility?

What does SPEAR signify here? The spear is an embodiment of jñāna (wisdom). Spear is sharp, broad and long. The length is symbolic of many years of sustained hard work by the college and its departments. The breadth is symbolic of its reach within and beyond its boundaries. The sharpness for destroying ignorance It also symbolises clarify of thought, analysis and will to explore newer dimensions

Tips for filling proforma:
Following sequence is suggested for completing Part – II proforma. Please go through the entire Part-II of the proforma before filling.
- First initiate filling the Policy component in Part II of the proforma. Bunch such of those related questions asked for in other components of Part-II. Provide the combined information as a narrative with facts, figures and anecdotes and quotes as applicable with reference to that question as Annexure. Please number the Annexure. Structure the narrative as shown in the Box 3. Please do not exceed 200 words.

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Box 3
Example of Structured Narrative

```
                  Annexure No.
Policy:
Back ground or Objectives
Method of implementation
Results
Conclusion
Impact
```

- After filling of Policy component, other components i.e., Education, Academic enhancement and Research may be filled in that order.
- Social Accountability and Responsibility component may be filled last as it reflects the outcome of unique and innovative efforts of the college and their impact on health and well being of the community.

References:

1. RGUHS Notification No. RGU/AUTH/CoE/125/2015-16 dated 19.02.2016
2. University Grants Commission, New Delhi, Revised Guidelines for Centres with potential for Excellence in particular areas, XII Plan (2012-1017)
3. Kamath MV, The pursuit of excellence, 1984, Bombay.

> *No human endeavour is perfect.*
> *Yet man strives to achieve perfection*
> *and in pursuit of perfection attains excellence*

ooOoo

Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

INSTITUTIONS WITH POTENTIAL FOR EXCELLENCE (InsPiRE)

Proforma for Preparation of Self Assessment Report by Colleges

Part –I General Information of College including Infrastructure and other facilities

SI no	Profile/Parameters	Particulars
1.1.	Name of the College	
1.2	Full address of the College: Tel nos. /Fax Nos. and e-mail ID	
1.3	Name of Head of College Designation Tel. Nos: Land & Cell Office & Residence /Fax Nos. and e-mail ID)	
1.4	Name & address of Chairman of College* (including Tel./Fax Nos. and e-mail ID * Not applicable to State & Central Government colleges/institutes	
1.5	Type of College (s): Please mention: [Ayurveda, Dentistry, Homoeopathy, Medical, Nursing, Pharmacy, Physiotherapy, Siddha, Unani, Yoga & Naturopathy and Allied Health Sciences (for AHS specify the courses)]	
1.6	Year of establishment of the College :	
	No. of years since establishment:	
1.7	Nature of the Management of the Institution	Central Government / State Government/ Aided/ Trust /Private/ Minority/Others (specify)
1.8	Affiliation to University	Year of first affiliation: Year of latest affiliation:

SI no	Profile/Parameters	Particulars
1.9.1	Is your college recognized by statutory regulatory body? If so please mention Name of the Regulatory body (MCI, DCI, PCI, RGI, AYUSH, AICTE, etc.) Name of the Council*:	

Name of the Course	Date/year of first recognition: dd/mm/yyyy	Duration of validity	Date/year of latest recognition: dd/mm/yyyy	Duration of validity
UG				
PG**				

*If there is no regulatory council, mention who has approved the course.

** Use additional sheets, if necessary.

SI no	Profile/Parameters	Particulars
1.9.2	Enclose the Certificate of recognition / approval)	
	Has at any time Regulatory body stopped admission or served notice for de-recognition	Yes/No. If yes give details

1.10 Location of the campus and area

Main campus area	Location *	Campus area in acres	Built up area in sq. mts.
i. College			
ii. Hospital			

(* Urban, Semi – Urban, Rural)

1.11 Academic Courses offered and student enrolment: (Enclose list of academic courses which have been recognized with details issued by statutory body governing the programs)

Courses	Name of course	No of students enrolled in current academic year
Undergraduate		
Postgraduate degree		
DNB		
PG Diploma		
D.M. /M.Ch		
Pharm D		
M Phil		
Ph. D		
Certificate		
Diploma		
Fellowship		
Any other (Specify)		
Total		

1.12. Facilities

Provide information on the following general facilities

Sl.No.	Facilities	Yes/No
1	Auditorium/seminar complex with Infrastructural facilities	
2	Sports facilities	
	* Outdoor	
	* Indoor	
3	Residential facilities for faculty and non-teaching staff	
4	Cafeteria	
5	Health centre	
	➢ First aid facility	
	➢ Outpatient facility	
	➢ Inpatient facility	

	➤ Ambulance facility	
	➤ Emergency care facility	
	➤ Health centre staff	

1.13. Number of positions in the institution

Mark NA where not applicable

Position	Teaching faculty						Non-teaching staff	Technical staff
	Professor	Associate Professor/ Reader	Assistant Professor	Lecturer	Tutor/ Clinical Instructor	Senior Resident		
Stipulated by Council/Regulatory body								
Recruited								
Yet to recruit								
Private colleges Sanctioned by Management/Society or other authorized bodies								
Recruited								
Yet to recruit								
Govt. Colleges Sanctioned by Govt								
Appointed								
Vacant								
Number of persons working on contract basis								

1.14. Qualifications of the teaching staff:

Mark NA where not applicable

Highest Qualification	Professor		Associate Professor/ Reader		Associate Professor		Lecturer		Tutor / Clinical Instructor		Senior Resident	
	M	F	M	F	M	F	M	F	M	F	M	F
Permanent teachers												
Medical Colleges												
D.M. / M. Ch.												
PhD												
MD/ MS/DNB, M.Sc., MPH, MHA												
AB/FRCS/FRCP/ MRCP/MRCS/												
M. Phil.												
MBBS												
Others (Specify)												
Dental Colleges												
PhD												
MDS												
BDS												
• With Medical qualification • With non-medical qualification like M.Sc etc.												
Others (Specify)												
AYUSH Colleges												
PhD												
MD/MS												
BAMS												
Others (Specify)												
Nursing Colleges												
PhD												
MSc (N)												
BSc (N)/ PCBS												
Others (Specify)												
Pharmacy colleges												
PhD												
MSc												
D Pharm												
B Pharm												
Others (Specify)												
Physiotherapy Colleges												

Highest Qualification	Professor		Associate Professor/ Reader		Associate Professor		Lecturer		Tutor / Clinical Instructor		Senior Resident	
	M	F	M	F	M	F	M	F	M	F	M	F
PhD												
MPT												
BPT												
Others (Specify)												
Allied Health Sciences Courses (Specify the course)												
PhD/ MSc/MHA												
BSc/BHA												
Others (Specify)												
Any other course or Special qualification left out												
Mention faculty												

M = Male. F=Female

1.15. Distinguished Chairs instituted:

Department & Year	Chairs

1.16. Hostel

1.16.1. Mens' hostel

a) Number of hostels
b) Number of inmates
c) Facilities

1.16.2. Ladies hostel

a) Number of hostels
b) Number of inmates
c) Facilities

1.16.3. Overseas students' hostel

a) Number of hostels
b) Number of inmates
c) Facilities

1.16.4. Hostel for interns

a) Number of hostels

b) Number of inmates

c) Facilities

1.16.5. PG Hostel

a) Number of hostels

b) Number of inmates

c) Facilities

1.17. Students enrollment

No. of seats sanctioned and no. of students admitted in the last three academic years with the following details:

Students	UG		PG						Integrated Masters		M. Phil		Ph. D		Integrated Ph. D	
			PG		DM		MCH									
	*M	*F	M	F	M	F	M	F	M	F	M	*F	M	F	M	F
From Domicile Karnataka																
From other states																
NRI students																
Foreign students																
Total																

* M- Male   * F-Female

1.18. Continuing Professional Development Programme.

1.18.1	Medical/Health Professional Education Unit / Cell / Department	Yes/No If yes, Year of Establishment
1.18.2	Number & Type of Programs conducted (with duration) and number of teaching staff who have undergone CPDs in the last three years	a) Induction : b) Orientation : c) Refresher :

1.19. Fellowship Program: If your college is conducting under aegis of RGUHS or any other agency, please give details:

a) Name (s) of Program (s)

b) Year of starting of (each, if more than one) program

c) Number of admissions per batch/annually for each program

d) Number qualified year –wise

e) Have you followed up their placement? Provide details

f) Has it served intended purpose? What has been the impact? Please describe briefly.

1.20. Accreditation:

a) Is your college/teaching hospital accredited by any of the council or board

Name of the council / Board	Yes/No	If Yes, Date of accreditation	Grade
NAAC			
NABH			
NABL			
Any other			

NAAC = National Assessment and Accreditation Council
NABH = National Accreditation Board for Hospital and Healthcare Providers
NABL = National Accreditation Board for Testing and Calibration Laboratories

- Enclose copy of accreditation certificate(s) and peer team reports(s)

1.21. Internal Quality Assurance: Do you have an Internal Quality Assurance Cell (IQAC)?

- Yes/No. If yes, date of establishment of Internal Quality Assurance Cell?

- Please attach a report and action taken

1.22. Hospitals & Clinical Facilities

a) Name of Hospital and full address:

b) Sanctioned bed strength

c) Whether the hospital is owned by the Applicant or has a tie-up. Please furnish details and supportive document.

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d) Daily average and range outdoor patients:

e) Daily average and range indoor patients & Hospital bed occupancy ratio:

f) Distance between Hospital and College in KMs:

g) Do you have super specialty departments in your teaching hospital, if so please provide particulars.

h) Do you have any tie up with super specialty departments of other hospitals, if so please provide particulars.

i) Do you have a Hospital Contingency Plan for mass casualties? if so please provide particulars.

j) Any other special services offered and special clinics conducted:

k) Has your hospital taken measures for

	Yes/No
(i) Infection control	
(ii) Antibiotic Resistance	
(iii) Radiation safety	
(iv) Use of essential dugs	
(v) Rational use of drugs/appliances	
(vi) Sale of prescribed medicine at low cost	
(vii) Hospital drug formulary	
(viii) Monitoring of Adverse drug reaction	
(ix) Monitoring of Poison cases and reporting	

* Please attach supporting documents.

l) Proposed plan for future development, if any please specify.

1.23. Laboratory Facilities

Please provide details of facilities available at:

1.23.1 College –in different departments

1.23.2 Teaching Hospital

1.24. Learning Resource Facilities

1.24.1. Central Library

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Please give details related:

a) Building,
b) Seating capacity for students and staff
c) Working hours
d) Number of text books
e) Number of reference books
f) Number of Journals current & back issues
g) Photocopying facilities
h) IT and e- learning Facilities – Number of computer terminals, Wi fi, etc
i) Helinet, Delnet, Infilicnet and similar facilities for online literature search and international databases
j) Library security system
k) Facilities for differently-abled
l) Any other special features

1.24.2. Skills Lab: Please give details related:

a) Dry skills lab
b) Wet skills lab
c) Any other special feature

1.24.3. Museum: Please provide details if available

1.25. Facilities for Sports, Extracurricular & Recreational activities

Please give details

1.26. Central Workshop for maintenance & Machine Room

Please provide details if available

1.27 For AYUSH and Pharmacy colleges

- Do you have medicinal/herbal garden? Provide details such as size, brief description of plants

- Do you have Life Science Museum? Provide details.

1.29. Any other relevant information. Please include any other information you would like to furnish not exceeding one page.

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PART - II
SPEAR

Social Responsibility & Accountability,
Policy & Practice,
Education
Autonomy and Academic Enhancement
Research

What does SPEAR signify here?

The spear is an embodiment of jñāna (wisdom).
Spear is sharp, broad and long.
The length is symbolic of many years of sustained hard
work by the college and its departments.
The breadth is symbolic of its reach
within and beyond its boundaries.
The sharpness for destroying ignorance
• It also symbolises clarity of thought, analysis and will
to explore newer dimensions

Part -II

2. Social Responsibility & Accountability

> This Section reflects service activities towards addressing priority health concerns and efforts made my college for wellbeing of society and their impact

2.1 Institutional Social Responsibility

How does the institution sensitize its faculty and students on its Social Responsibilities?

2.2. Health Promotion & Wellbeing Activities

Does your College and Faculty initiate or take active role in programs related to Wellness, Life Style Changes and Reduction of risk factors among:

(a) Your students and their family,

(b) Neighbouring community

This could be through specific programs other than curricular requirements. If yes, please provide details.

2.3. Community Engagement

Do you organize meetings with community representatives to find their health needs and demands?

a) If yes, how many meetings held in last two years?

b) What is the outcome?

2.4 Feedback: Do you have a system of collecting feedback about strengths and areas which require attention/improvement regarding

2.4.1. Feedback about Hospital Services obtained from

(a) Students of your college

(b) Teaching staff

(c) Patients

(d) Family members/Relatives

(e) Doctors, Nurses & support staff

2.4.2. If yes, please indicate how the feedback is collected?

(a) Orally

(b) By written method

(c) Any other

2.4.3. What were the suggestions offered and when?

– List at least 5 most important or frequently mentioned suggesions

2.4.4. List the action taken

2.4.5. Feedback about education and training provided by the College obtained from

(a) Students

(b) Teaching staff

(c) Parents

2.4.6. If yes, please indicate how the feedback is collected?

(a) Orally

(b) By written method

(c) Any other

2.4.7. What were the suggestions offered and when?
    – List at least 5 most important or frequently mentioned suggesions

2.4.8. List the action taken

2.5. Parent –Teacher Association (PTA): Do you have PTA? Yes/No. If yes

Do you hold Parent –Teacher Meetings? If yes,
    a) How many meetings held in last three years?
    b) What is the outcome?

2.6. Training of School Teachers & Students: Does your College and Faculty conduct in nearby schools for teachers and students:
    a) Training in First Aid
    b) Education regarding prevention of Diabetes mellitus, Obesity, Anemia and Malnutrition
    c) Use of safe water, sanitation, Swatch Bharat etc.

2.7 Facilities for Differently-Abled

2.7.1. **Audit**: Has any audit made on the facilities for differently-abled by your college or by any other agency?

Facilities: What facilities are made available for differently-abled in

2.7.2 Hospital
    a) Outpatient services
    b) Inpatient services
    c) Toilets
    d) Staircases
    e) Parking
    f) Signages

2.7.3. College

For students & Staff
    a) Class rooms & labs
    b) Library
    c) Toilets
    d) Staircases
    e) Parking

2.8. Facilities for the sick, illiterate, elderly and physically challenged patients and accompanying family members in Hospital:
    a) Reception
    b) Signages
    c) Guides/ May I help you desks

2.9. Extension Activities & Outreach Programs:

2.9.1. **Extension Activities**: How does the institution promote participation of students and faculty in extension activities including in National Service Scheme (NSS), National Cadet Corps (NCC), Youth Red Cross (YRC) and other National / International programs?

2.9.2. **Outreach Programs**: Does the institution serve the community where it is located? If so how? Provide details.
    a) Health care, Clinics
    b) Village/ Schools adopted
    c) No of awareness/ treatment camps
    d) No. of public lectures/ writings/ participation in Television or Radio programs, or Newspaper articles by faculty and or students for educating or creating awareness.

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2.10. Welfare Programs & Social Justice

2.10.1 What are the various welfare programmes of the college? Give details.

2.10.2 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/ tribal backgrounds?

2.10.3 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

2.11. Safety, Security & Environment
2.11.1 Safety
Please indicate measures adopted towards:
2.11.2 Fire safety:
      a) Hospital
      b) College
      c) Hostels
      d) Campus
- Are fire safety inspections made?
- Are fire safety mock exercises conducted? If yes how frequently?

2.11.3. Student & Staff Security
Please indicate measures adopted towards Student and staff safety in:
      a) Hospital
      b) College
      c) Hostels
      d) Campus

2.11.4. First aid & Emergency:
What facilities have been in place for First aid and medical emergency:
      a) In the college
      b) In the campus

3.11.5. Environment Safety, Conservation & Preservation
Measures taken for:
      a) Bio-medical/hazardous waste disposable
      b) Waste water & Sewage treatment measures
      c) Rain water harvesting
      d) Potable drinking water
      e) Conservation of energy by use of Solar or Alternate energy
      f) Green audit of campus
      g) e-waste management
      h) Any other

2.12. Women Empowerment, Gender Sensitivity & Safety
2.12.1. What is the policy towards women empowerment, gender equality, gender safety and gender sensitivity?
Are there committees for monitoring the above?

2.12.2. **Women Empowerment:** Has the college conducted any women empowerment activities? If yes please provide details for the last three years.

ooOoo

3. Policy & Practice

> This section is about Policies, Development Plans, Governance and Human Resource Management

3.1. Vision & Mission

What is the vision and Mission of your college? Please attach a copy.

3.1.1   Briefly indicate how were they developed?

3.1.2   How are they made known to teaching staff, students, technical and support staff

3.1.3   Do you have any program to inculcate the values of vision and the mission amongst staff both teaching, non teaching and students? Please indicate.

3.2. Development Plans

Does the institution have Long term, Mid-term and Short term plan for development?
If yes, please provide a copy.

3.2.1. How were these plans developed? Please describe briefly the process indicating to what extent various stake holders were involved or their views taken?

3.2.2. What are the broad areas? Is it structured like for instance, Infrastructure, Administrative, Academic, Research, Extension and Social Responsibility?

3.2.3. What is the extent of implementation of Long term, Midterm and Short term plans? Please give at least two examples for each of the terms.

3.2.4. Is there any mechanism for their review? How often review is done? What changes were incorporated?

3.3. Leadership

3.3.1. Do you have any policy and program to groom leaders for progressive development of your college?

3.3.2. Do those who are groomed or recruited for administrative positions (eg. CEO, Dean, Principal, Medical Superintendent) given any prior training or orientation formally?

3.4. Governance

3.4.1. How is the college governed?

3.4.2. Who are the top decision makers regarding:
a)   Strategic development
b)   Budget and budgetary allocation
c)   Admission policy
d)   Academic autonomy

e) Delegation of powers to the head of the college and teaching hospital (Principal/Dean/Medical Superintendent

Is there any mechanism for interaction with various stake holders on the points (a) to (e) mentioned above?

3.5. Management

3.5.1. Are there different Committees appointed for smooth running of college. If yes, provide a list and the responsibilities delegated. How are the decisions implemented?

3.5.2. Has the college constituted committees to oversee Academic, Research, Welfare, Anti Ragging, Prevention of Sexual harassment, Human Rights, Co-curricular activities and any other mandated by RGUHS, University Grants Commission, State and Central Government. If so, furnish details?

3.6. Human Resource Management

3.6.1. Recruitment
3.6.1.1. Has the College any specific policy for recruitment of
   a) Teachers
   b) Technical staff
   c) Administrative staff

Please describe the recruitment process followed for above mentioned three categories.

3.6.1.2. Are special consideration given to:
(a) women,
(b) differently-abled and
(c) under-represented groups.

3.6.2. Promotion, Retention, Welfare and Recognition

3.6.2.1. What is the promotion policy followed for Teachers, Hospital support and Administrative staff?
Please describe the appraisal and promotion process.

3.6.2.2. How are grievances met with in this regard?

3.6.2.3. What has been the turn over and attrition rate in last three years?

3.6.2.4. Is there any policy to retain the teaching and other staff so as to limit frequent turnover or attrition? If yes, how is it implemented?

3.6.2..5. Are there any welfare programs for teaching and nonteaching staff?

3.6.2.6. How is additional contribution or outstanding work recognised?

3.6. 3. Professional Development of teachers

3.6.3.1. **Policy:** Is there any Faculty Development policy? If so, please state the policy.

3.6.3.2. **Practice:** How is Professional Development of teachers implemented with reference to:

   a) Short Study tours for teachers

   b) Nomination to National Conferences (how often & nature of assistance)

   c) Nomination to International Conferences(how often & nature of assistance)

   d) Conduct of Regional or National conferences

   e) Conduct of International conferences

   f) Teacher Training courses

   g) Advanced Skill development

   h) Study leave

   i) Sabbatical

   j) Research grants

   k) As External Consultants to other colleges or organizations

   l) Any other

Please provide details of names and position of beneficiaries and how it has benefitted the college by specific examples for items (a) to (l) mentioned above.

3.6.4.1. **Induction & In-service Training:** Is there any policy for induction or in-service orientation/training of:
   a) Newly recruited teachers
   b) When teachers are appointed as 'Guides' for Masters or Doctoral programs
   c) When teachers are appointed or promoted as head of department
   d) When appointed or promoted as Principal/ Dean/Vice Principal or similar administrative responsibilities

If yes, please provide number and type of orientation/training programs conducted in last three years.

3.6.5.1. **Faculty Development & Teacher Education programs:**
   a) Is here any policy regarding Teacher Education programs?
   b) Does your College conduct Teacher Education programs for your teachers regularly on Curriculum development, Teaching/Learning strategies, Assessment of learning outcome by newer methods of assessment?

If so, please provide details of number of courses conducted, number of teachers trained and the impact.

3.7. Financial Resources & Management
   3.7.1. **Annual Budget:** What is the total annual budget in the last three years in respect of: (a) College
     (b)Teaching Hospital

3.7.2. **Sources of Income**: What are the sources of income in the last three years?
   a) Internal sources
   b) External sources

3.7.3. **Budgetary allocation**: What proportion of total budget is allocated in the last three years for the following activities:
   (a) Academic,
   (b) Administrative and
   (c) Research activities?

3.7.4. **Audit**: Are accounts of the college (including teaching hospital) audited internally and externally? Please give details for last three years.
Have there been any audit objections, if so, how were they addressed?

3.8. IPR & Patents
   a) Does the college have Intellectual Property Rights (IPR) Cell or Unit? If yes, provide details.

   b) Does the college encourage or support filing of patents? If so, provide details.

   c) Has there been any patents granted in the last three years. Please provide details.

3.9. Quality Maintenance

3.9.1. Does the institution have a formal policy to ensure quality in:
   a) Hospital Services
   b) Teaching facilities
   c) Teachers
   d) Research
   e) Extension services

3.9.2. How is it planned, implemented and reviewed?

ooOoo

4. Education

This section includes about implementation, Innovation, and Feedback mechanism of Curriculum, Teaching Learning Process and Assessment of Student Learning Outcome

Some data requested may overlap with the section of Academic Enhancement. If the reply is common reference may be quoted to the question or item and replied together.
It is also known that colleges have to follow the regulations of apex bodies, but within the broad frame work given by the regulatory body and /or University please reflect what efforts have been made to innovate and implement in an unique or outstanding way that you are proud to project them.

4.1. Curriculum

4.1.1. Institutional Objectives for the course

- Has your college developed institutional level goals and objectives for the educational programs conducted?
    - How was it developed? Were stake holders consulted?
    - Is it circulated to faculty members and students? Any feedback taken how has it been incorporated?
    - Do the objectives reflect concerns for the social issues of the community?

4.1.2. Type of Curriculum:

4.1.2.1. Which type of curriculum is predominantly followed:

	Tick
a. Subject/Discipline Based	
b. Competency Based	
c. Problem Based Learning (PBL)	
d. Hybrid	

4.1.2.2. Is any proportion of curriculum time devoted to b or c or d. If so, please specify.

4.1.3 Professional Competencies: Has a list of essential professional competencies prepared by your college? Yes/ No

If yes, are they classified as those related to:
- a) Knowledge
- b) Communication
- c) Practical/clinical/procedural skills
- d) Human values
- e) Practice of Bioethics
- f) Safety

g) Reflection

- Please give examples of competencies and describe how they are being taught and the feedback from students and teachers. Is formative assessment aligned to this?
- What proportion of curricular time is earmarked for development of professional competencies.

4.2. Teaching and Learning

a) *Basis of Weightage & Priority to topics:* What would be the basis of allotting chapters and time for the teaching sessions in Undergraduate (UG) courses? Is any formal or informal study or consultations done with sister departments before allocating time or weightage? How does it synchronize with National Health Policy?

b) *Lesson plan:* Does the college encourage teachers to make lesson plan? If yes, when and how is it made? Enclose few samples. Has any feedback obtained from teachers and students on it?

c) *Learner Centred Teaching Methods:* How does the college supplement the lecture method of teaching with other learner centred teaching methods for UG students?

d) *SDL:* Are students encouraged to do Self Directed Learning (SDL). What proportion of time is allocated? List topics that have been taken up for SDL in the last ONE year. What is the student feedback?

e) *Seminars/ Symposia:* How many seminars / symposia were conducted in the last ONE year by the students / by the staff? Give separately for UG & Post Graduate (PG) courses.

f) **Journal Club:** How many Journal Clubs were conducted in the last ONE year by the students / by the staff? Give separately for PG courses.

g) *Bridge / Remedial course:* Does the college provide bridge/remedial courses to the educationally disadvantaged students? If yes, cite examples.

h) *Advanced Learners:* How are advanced learners challenged to work ahead of the rest?

i) *Innovations:*
   (a) List the innovative teaching methodologies and topics included in the last three years.
   (b) What has been the reaction of students and teachers?

j) *Feedback:* Are the students encouraged to give feedback of teaching program? Please give some examples and how the feedback has been in last three years.

4.3 EVALUATION

4.3.1 Educational Programs/courses: Has your college internally evaluated organization and implementation of Courses in respect of stated objectives, teaching/learning experiences provided at the college, hospital and the community and methods used for learning outcome? If so how was it done and give briefly findings.

4.3.2 Assessment of Student Learning Outcome
Pre-test: Is there a system of routinely conducting pretest? If yes, how is it utilized?

4.3.3. Internal Assessment (IA):

a) Are Internal Assessment methods communicated to students at the beginning of the year? Yes/No. If yes, how?

b) What is the frequency IA in a year?

c) What methods are used?

d) How are transparency, objectivity and reliability maintained?

e) Do you use Objective Structured Practical Examination (OSPE) and Objective Structured Clinical Examination (OSCE) for IA?
- When were they started?
- How are validity and reliability of OSPE and OSCE tests ensured?
- Any feedback from students and staff collected?
- Please furnish details along with a sample of questions used in Performance and Response stations.

f) Are the students informed of their performance? If yes, how?

g) Are the parents informed performance of their wards? If yes, how?

h) If there are any grievances, how are they addressed?

i) Has the college introduced any innovative method of IA? Please provide details.

4.3.4. Formative Assessment

UG Courses: Is there a system of formative assessment and feedback followed in your college? If yes, please cite few examples.

PG Courses:

a) Is there a system of formative assessment and feedback followed in your college? If yes, please cite few examples.

b) Describe if any attempt made to assess attitudes, communication and practical/clinical skills.

c) RGUHS in the Regulations and Curriculum has prescribed in the Section 'Monitoring Learning Progress' checklists to assess students' performance in Journal Clubs, Seminars, clinical presentations etc. Describe, if used, how they have been used to assess and give feedback.

d) Are 'Work Place Based Performance Assessment' methods listed below used for formative assessment? Yes/No. If yes:

	Yes/No
a) Mini Case Evaluation Exercise (mini-CEX)	
b) Directly Observed Procedural Skills (DOPs)	
c) Case Based Discussion (CBD)	
d) Multisource assessment (360 degree)	
e) Portfolio	
f) Any other (specify)	

If yes:
- a) Which methods are used?
- b) How are they used?
- c) Were teachers and students trained before using these methods?

d) Has any feedback collected from teachers and students? If so what are the findings?

4.3.5. Question bank:
a) Does the college encourage preparation of blue print of question papers? Yes /No.
If yes, how many departments have developed blue prints for UG courses? Please attach few sample copies.
b) Does the college have Question bank of Essay questions and MCQs for UG and PG courses?
    i.   If yes, what was the process adopted for the development of question bank.
    ii.   Are they peer-reviewed and also post validated?
    iii.   Are key answers available for the questions prepared?

4.3.6. Assessment of Teachers
4.3.6.1. Is there system of assessment of performance of teachers by:
a) Self assessment
b) Peer assessment
c) Students assessment

Please describe the process and findings. How have the findings been utilised?
4.3.6.2. Are the teachers informed about the findings?
4.3.6.3. In case of adverse findings is there a mechanism for remedial purpose?

4.3.7. Malpractice in Examination
4.3.7.1. Does the college have any policy to check malpractice:
a) By students in examination
b) By teaching staff
c) By other staff
Please mention the number of cases reported and how are they dealt with?
4.3.7.2. What action has been proposed to prevent in future

ooOoo

5. ACADEMIC ENHANCEMENT

> This section is to express efforts of the college towards not only academic autonomy, enrichment and support provided for staff and students but also about collaborative attempts and recognition received

A. General applicable to all faculties (i.e., Medical, Dental, AYUSH, Nursing, Pharmacy, Physiotherapy, etc.)

5.1. Encouraging Autonomy

5.1.1. Department: Does the institution encourage its academic departments to function independently and autonomously and how does it ensure accountability?

5.1.2 Teachers: Are the teaching staff members provided opportunities to exhibit autonomy in decision making – teaching learning and assessment activities towards:

a) contributing effectively in clinical setting and working in collaboration with doctors, nutritionists, physiotherapists, social workers, etc.

b) taking part in collaborative research activities within the institution and with others within dedicated time permitted by the institution head

c) being a resource person for training or continuing education programs conducted by another institution

Please provide details for each of the above areas.

5.1.3. Academic flexibility

5.1.3.1. Integration of different systems of medicine: Has any effort been made to integrate different systems of medicine and health care with one another:

   a) Teaching medical students with AYUSH and vice-versa

   b) Hospital for patient care – for instance having AYUSH clinics in teaching hospitals

5.1.3.2. In Teaching program for Undergraduate and Postgraduate courses

   a) Bridge courses

   b) Elective options

   c) Enrichment courses

   d) Twinning programs

   e) Double degree programs such as: MD & PhD, or MS & PhD, MS & MCh, MPhil & PhD, D. Pharm. etc

   f) Integrated Masters program

5.1.3.3. Do you conduct courses to enhance knowledge and skills of practicing health professionals? If so please provide details

5.2. Academic enhancement

5.2.1. Does your college utilize or has utilized the following for academic enhancement? If so please provide details in respect of UG and PG teaching/learning activities.

    a) Simulations

    b) Evidence based medicine.

    c) Problem based learning (PBL)

5.2.2 Feedback

Does the college have a formal mechanism to obtain feedback from various stake holders such as:

    a) Students

    b) Teachers

    c) Staff

    d) Parents of students

    e) Alumni

    f) Hospital services

    g) Community

If yes, how is it made use of?

5.2.3. Starting of Courses

    a) Does the college run courses in allied fields/faculty (for example, medical college conducting courses in Physiotherapy or allied health sciences like Medical Lab Technology etc)?

    b) If so, on what basis these courses were started?

    c) Was any need/demand study done? Are the faculty of mother or main course utilised? If so what steps have been taken so as not affect the quality of main course?

5.2.4. Postgraduate Courses

    a) Has any needs analysis done before starting courses in various branches of post graduate courses?

    b) Has any study been done to find out trends in increase/ decrease of demand?

    c) Were any courses discontinued/ staggered by the institution in the last three years? If yes, specify the reasons.

    d) Do you conduct M Phil and Ph D courses? If so please specify branches, year of staring, number of annual admissions, number pursuing and number completed in last three years.

5.2.5. Pluralism: Has the college any policy to encourage pluralism? If so provide details

5.2.6. Geriatric and Palliative care

Does the college conduct education/orientation programs for student and faculty on:

a) Geriatric health and care

b) Palliative care

c) End of life care

d) Euthanasia

5.2.6 Organ Donation

Does the college conduct education/orientation programs for student and faculty on:

a) Live and Cadaver organ donation programs

b) Is any list of donors maintained?

5.3. Teacher Quality

5.3.1. **Academic Enrichment:** Does the college have any policy for academic enrichment?

5.3.2. **Additional Qualifications:** How many teachers have additional qualification (more than essential prescribed by Regulatory Authorities?)

5.3.3. **Fellowship Training:** Have any teachers done Fellowship training conducted by RGUHS or similar agencies? Please give details

5.3.4. Emeritus, Adjunct, Visiting Professors

5.3.4.1. Are Emeritus or Adjunct faculty appointments made?

5.3.4.2. Are Visiting Professors invited?

If yes provide details as under of Emeritus or Adjunct faculty appointed and Visiting Professors invited in the last three years:

a) Name of departments

b) Responsibilities

c) Remuneration

d) Benefit/impact

5.3.5. Awards & Recognition

a) How many members of faculty have received teaching awards in the last three years?

b) List the names of teachers, year and nature of award.

5.4. Student Support

5.4.1. Access: Has the college any policy to improve access to students belonging to:

a) Scheduled caste/ Scheduled tribe   Yes/No

b) OBC   Yes/No

c) Differently-abled persons   Yes/No

d) Economically weaker sections   Yes/No

e) Outstanding achievers in sports   Yes/No

f) Other extracurricular activities   Yes/No

If yes, please provide number of male and female students admitted in each category and percentage to total admissions for the last three years.

5.4.2. *Assistance*: Is there policy to provide assistance in the form of:
   a) Fee concession
   b) Scholarship
   c) Book allowance
   d) Hostel concessional accommodation
   e) Any other

If yes, please provide number of male and female students receiving the benefits in the last three years.

5.4.3. *Counselling:* Is the services of Counsellor available for students whenever needed? If so please provide details for the last three years regarding:

   a) Counsellor
   b) Number of students counselled (male students & lady students)
   c) Teaching & non teaching staff (Male & Female)
   d) Nature of problem faced (example: academic, personal, language, financial, etc and the effect

5.4.4. *Mentoring:* Is there a mentoring program for students.
   Please describe how it is done.
   * Have the mentors undergone any training? Please describe.

5.4.5. *Placement of Students:* Is placement encouraged? Give some instances of placement

5.5 Alumni

5.5.1. Has the college encouraged or supported formation of Alumni Association?

5.5.2. Has the college made any attempt to keep track of alumni regarding their:
   a) Placement (National & International)
   b) Achievement
   c) Contribution to the college
   d) Service to the community

5.6. Collaboration
5.6.1. What is the policy for collaborating with and how it is practised in respect of:
   a) Forming Consortium or Twinning or Networking for academic purposes
   - With the colleges of same faculty (for eg. Medical or dental or Pharmacy colleges with other medical or dental colleges etc., respectively.)
   - With colleges of other faculty (for eg., AYUSH with Pharmacy or Dental or Medical colleges etc)
   b) Student or Faculty exchange or visits
   c) Industrial collaboration
   d) NGOs (Non-Government Organizations)
   e) National and International agencies
   f) National or International centres of excellence

Has any memorandum of understanding (MoU) signed with? If so please give details.

5.6.2. Has the college collaborated with another college or institution in India or abroad in respect of:
  - a) Curriculum development
  - b) On-the-job training
  - c) Faculty exchange and development
  - d) Publication
  - e) Consultancy for Faculty development or Teacher Training
  - f) Student placement
  - g) Any other (specify)

Please provide details for each of the above in the last 3 years.

5. 7. R & D and Emerging areas

Has your college any policy towards encouraging/supporting/facilitating:

  - a) Nutrition
  - b) Non Communicable diseases
  - c) Biotechnology
  - d) Cellular and Molecular Biology
  - e) Genetic studies
  - f) Nanosciences
  - g) Any other

Please provide details of support given or facilitation done

B. Specific to Pharmacy & AYUSH colleges

5.8. PHARMACY & AYUSH
Institution-Industry Collaboration

Has the institution – Heath Care Industry collaboration resulted in establishment / creation of highly specialized laboratories / facilities?

Give details of the collaborative activities of the institution with the following:
  - a) Biomedical
  - b) Pharmaceutical, Herbal, Clinical Research
  - c) Any other (specify)

ooOoo

6. RESEARCH

This section deals with research policy and practices of the college and how it is promoting research among staff and students

6.1 Policy: Has the college enunciated research policy? If yes, please attach a copy.

6.2 Plan: Has the college developed short and long term plans for development and support of research?

6.3 Budget & Funds:

6.3.1. What proportion of the total college budget has been earmarked for research in the last 3 years?

6.3.2. What is the total amount of research grants received from external sources in the last 3 years? Please provide a list describing the source (University, National, International agency) name of beneficiary and department, name of projects and current status.

6.3.3. What are the total research grants received by the college for the last three years from

a) National funding agencies like Indian Council of Medical Research (ICMR), Department of Science and Technology (DST), Department of Bio-Technology (DBT), Council for Scientific and Industrial Research (CSIR) etc.

b) International funding Agencies

c) Name of the projects, principal investigator and amount of the grants received and current status.

6.4 Registration: Has the college registered with appropriate authorities for conduct of research on human and animals? Please attach copies of registration.

6.5 Committees:

6.5.1 Institutional Research Committee:

Has the College constituted Institutional Research Committee? If so, please provide details of

a) Year of establishment of committee,

b) Names and designation of internal and external members

c) Responsibilities assigned to the committee

d) Examples of few projects reviewed by the committee in last two years and their compliance

6.5.2 Research on humans - Institutional Ethics Committee (Institutional Review Board)

Has the College constituted Institutional Ethics Committee for Biomedical and Clinical trials on humans? Does it conform to the recommendations of Indian Council of Medical Research or similar body? If so, please provide details of

a) Year of establishment of committee and Registration with appropriate authority

b) Names and designation of internal and external members

c) Responsibilities assigned to the committee

d) Examples of few projects reviewed by the committee in last two years and their compliance

e) Give few examples of ethical dilemma faced and remedied

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6.5.3.Research on Animals

a) Does the college have animal house? If yes, does it follow CUPA and other guidelines? Please provide details

b) Has the College constituted Institutional Ethics Committee for Biomedical Research and Clinical trials on animals? If so, please provide details of

    I.   Year of establishment of committee Registration with appropriate authority

    II.   Names and designation of internal and external members

    III.   Responsibilities assigned to the committee

    IV.   Examples of few projects reviewed by the committee in last two years and their compliance

6.6. Clinical Trials

6.6.1   Are all clinical trials registered with Clinical Trial Research of India (CTRI)? If yes, please provide details

6.6.2   Are any clinical trials going on or conducted in the last 3 years. If so please provide details:

    a.   Name of project and Principal Investigator, year of commencement, expected duration

    b.   Nature of trial

    c.   Ethical issues and conflict of interest if any

    d.   Source of funding for each trial

6.6.3.   List a few major clinical trials conducted with their outcomes

6.7.Promotion of Research & Facilitation

How does the College promote research among staff and students? Please provide details regarding nature of support, name of beneficiary and department, title of project(s) and current status:

a) Seed money

b) Physical space

c) Central research Laboratory facility

d) Central Instrumentation Facility

e) Travel grant to visit other research centres

f) Postgraduate Fellowships

g) Research Associate position

h) Special leave

i) Sabbatical

j) Helinet and similar facilities for online literature search and international databases

k) Sponsoring/nominating for training in research methodology, bioethics and biostatistics

l) Conducting in-house training in research methodology, bioethics and biostatistics

m) Publication based incentives – Awards/ monetary increment or promotion

n) Any other

6.8.UG students

How are students encouraged to undertake research? List the research activities undertaken by the students of the institution in the last two years. Are they encouraged to publish papers in scientific journals? Is any fund earmarked? Any award given?

6.9.*Collaboration of Research Activities*

a) Does the college have any collaborative research projects with Industry or any other National or International agency?

b) Are there any Multi centric studies being conducted now or in the past? Please provide details.

c) Does the College have an industry institution partnership cell? If yes, what are the activities and achievements?

d) Are any formal MoU signed with funding agencies, industry etc.

6.10. Ongoing Research studies/Projects

Please attach a list of ongoing research by teaching staff, PhD scholars and students indicating

a) Name of study/project
b) Name (s) of Principal Investigator and Co investigators, name of department
c) Duration
d) Source of funding and the budget
e) Year of starting & Current status

6.11. Publications and Presentations

Please provide a list of:

a) **Papers** published in indexed, peer reviewed scientific National and International journals along with Citation index and impact factor in last 3 years by teaching staff, research fellows and students separately.
   (Please do not include publications in Souvenirs, College magazines and Annual reports)
b) Review articles
c) Books published by teaching staff with ISBN details
d) Contribution of Chapters in Books
e) Monographs
f) News papers to popularise science or enhance knowledge
g) Any other significant contribution

6.12.Presentations

6.12.1. Oral presentations made in National and International Conferences

6.12.2. In house Publication: Does the college publish peer reviewed journal? Please provide details.

6.12.3. Citations & Impact factor: Please give following particulars of research publications of your department:

a) Citation Index – range / average. Impact Factor – range / average

b) Source Normalized Impact per Paper (SNIP)

c) SCImago Jounal Rank (SJR)

d) h-index

6.12.4. Books: Are any of books, publications listed in International Database (for e.g. Web of Science, Scopus, Humanities International Complete, EBSCO host, Google scholar, etc.), If yes give details.

6.13. Malpractice & Plagiarism

6.13.1. Postgraduate Students

a) What steps have been taken to discourage Plagiarism or Malpractice by postgraduate students?

b) Are dissertations, thesis, and research proposals routinely checked? If so any software is used for checking?

c) Have there been any instances of plagiarism, if so what steps have been taken?

6.13.2. Research and Publications by Research Fellows and Teaching staff

a) What steps have been taken to discourage Plagiarism or Malpractice

b) If found what action has the college taken on those who indulged?

c) Retraction: Has any scientific paper been retracted in last 3 years?

6.14. Editorial Board or Committees

a) Are any of your teaching faculty members on editorial board of national or international journal? Please give details.

b) Are any of your teaching faculty members on Research or Steering committees of reputed National (example- ICMR or CSIR, DST, etc.,) and International (World Health Organisation etc.) agencies.
Please give details.

6.15.Recognition for Outstanding Research work or Award
Please give details of recognition for any outstanding research done or award received by teaching faculty members or research scholars or students of the College. *(Please do not include best paper award etc received in for posterior oral presentations in local or regional conferences)*

6.16. Consultancy Services
Does the college offer expertise of its faculty or laboratory as Consultancy services to other institutions or agencies? If yes,

a) How does the college publicize available expertise / research /laboratory facilities?

b) List the broad areas of consultancy services offered by the institution

c) Has any revenue been generated from offering expertise of your faulty or laboratory facilities in the last three years?

6.17. R & D and Emerging areas

Has your college any policy towards encouraging/supporting/facilitating:

a) Medical Informatics
b) Biotechnology
c) Cellular and Molecular Biology
d) Genetic studies
e) Nanosciences
f) Any other

If so provide details of support given or facilitation done

You are welcome to add not exceeding 200 words, any other significant achievement or contribution made.

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Part III

Self Justification Highlighting Uniqueness

Justify uniqueness of the college in not more than 1000 words

Declaration by Head of College/Institution

I certify that information given in Parts I, II and III are factual to the best of my knowledge. I am aware that Self Assessment Report (SAR) will be scrutinized and validated by a Peer Team constituted by Rajiv Gandhi University of Health Sciences (RGUHS) and the Peer Team will visit the college. The college will provide all facilities for and during the Peer Team visit.

Signature and Seal

of Head of College/Institution

Date:

Place:

Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

I_{NS}P_IRE

Guidelines and Proforma

Part IV

Peer Assessment Schedules

With a view to make entire process of I_{NS}P_IRE as objective and transparent possible, seven norms and key-factors with differential weightages will be used by the Peer Team for assessing the college and calculate grade point average, letter grade and the outcome status. The seven norms and differential weighatages used for the Key-factors are given in Tables 1, 2 and 4 for information of the college. In Table 3, an example of calculation of CGPA is also given.

Table 1: Norms for Assessment

	Norms	*Score*
1	Infrastructure and other facilities	150
2	Social Responsibility and accountability	100
3	Policy and Practice	100
4	Education	300
5	Academic enhancement	100
6	Research	200
7	Self justification on uniqueness of college	50
	TOTAL SCORE	1000

Table 2: Norms, Key-factors and Differential weightage for Key-Factors

	Norms and Key-factors	Weightage (W1)
	Norm 1: Infrastructure and other facilities (Refer Part 1)	
	Key-factors	
1	Physical Facilities	40
2	Library resources	30
3	Hospital /Lab facilities	40
4	IT Infrastructure	20
5	Campus and sports	20
	TOTAL	150
	Norm 2: Social Responsibility and accountability (Refer Part 2)	
	Key-factors	
1	Community engagement	30
2	Environment safety, conservation and preservation	20
3	Women empowerment and gender sensitivity and Safety	20
4	Social Responsibility and accountability	30
	TOTAL	100
	Norm 3: Policy and Practice (Refer Part 2 & 3)	
	Key-factors	
1	Policy planning and implementation	10
2	Leadership and Governance	10
3	Faculty empowerment	30
4	Financial management	20
5	Internal quality assurance and enhancement	30
	TOTAL	100

Norm 4: Education (Refer Part 2)			Weightage (W1)
		Key-factors	
1	Curricular planning, enrichment and implementation		30
2	Feedback mechanism		20
3	Student profile and catering to diversity		30
4	Teaching/Learning process		100
5	Assessment of learning outcome		60
6	Teacher quality		60
		TOTAL	300
Norm 5: Academic enhancement (Refer Part 2)			
		Key-factors	
1	Encouraging autonomy		20
2	Academic flexibility		20
3	Collaborations		20
4	Student support and alumni activities		20
5	Awards and recognitions		20
		TOTAL	100
Norm 6: Research (Refer Part 2)			
		Key-factors	
1	Promotion of research		30
2	Research facilities		40
3	Resource mobilisation for research		40
4	Research publications		60
5	Research awards and recognitions		30
		TOTAL	200
Norm 7: Self Justification Highlighting uniqueness of college (Refer Part 3)			50
		GRAND TOTAL	1000

Norms and Key-factors		Predetermined Weightage (W1)	Key Factor Grade Points (KFGP)1 4/3/2/1/0	Key Factor-wise Weighted Grade Points KFWGP1 = KFGP1 * W1
Table 3: Example for calculation of CGPA for assessment of Institution with Potential for Excellence				
Norm 1: Infrastructure and other facilities (Refer Part 1)				
	Key-factors			
1	Physical Facilities	40	3	120
2	Library resources	30	2	60
3	Hospital /Lab facilities	40	2	80
4	IT Infrastructure	20	1	20
5	Campus and sports	20	1	20
	TOTAL	150		300
	Calculated Cr GPA1 = (NrWGP)1/W1	=300/150	2	
Norm 2: Social Responsibility and accountability (Refer Part 2)				
	Key-factors			
1	Community engagement	30	2	60
2	Environment safety, conservation and preservation	20	1	20
3	Women empowerment and gender sensitivity and Safety	20	1	20
4	Social Responsibility and accountability	30	1	30
	TOTAL	100		130
	Calculated Cr GPA2 = (NrWGP)2/W2	=130/100	1.3	

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Norm 3: Policy and Practice (Refer Part 2 & 3)		Predetermined Weightage (W1)	Key Factor Grade Points (KFGP)1 4/3/2/1/0	Key Factor-wise Weighted Grade Points KFWGP1 = KFGP1 * W1
	Key-factors			
1	Policy planning and implementation	10	1	10
2	Leadership and Governance	10	1	10
3	Faculty empowerment	30	2	60
4	Financial management	20	1	20
5	Internal quality assurance and enhancement	30	1	30
	TOTAL	100		130
	Calculated Cr GPA3 = (NrWGP)3/W3	=130/100	1.3	
Norm 4: Education (Refer Part 2)				
	Key-factors			
1	Curricular planning, enrichment and implementation	30	2	60
2	Feedback mechanism	20	1	20
3	Student profile and catering to diversity	30	1	30
4	Teaching/Learning process	100	2	200
5	Assessment of learning outcome	60	1	60
6	Teacher quality	60	2	120
	TOTAL	300		490
	Calculated Cr GPA4 = (NrWGP)4/W4	=490/300	1.6	

Norm 5: Academic enhancement (Refer Part 2)		Predetermined Weightage (W1)	Key Factor Grade Points (KFGP)1 4/3/2/1/0	Key Factor-wise Weighted Grade Points KFWGP1 = KFGP1 * W1
	Key-factors			
1	Encouraging autonomy	20	1	20
2	Acadeic flexibility	20	1	20
3	Collaborations	20	1	20
4	Student support and alumni activities	20	2	40
5	Awards and recognitions	20	1	20
	TOTAL	100		120
	Calculated Cr GPA5 = (NrWGP)5/W5	=120/100	1.2	
Norm 6: Research (Refer Part 2)				
	Key-factors			
1	Promotion of research	30	2	60
2	Research facilities	40	1	40
3	Resource mobilisation for research	40	2	80
4	Research publications	60	2	120
5	Research awards and recognitions	30	1	30
	TOTAL	200		330
	Calculated Cr GPA6 = (NrWGP)6/W6	=330/200	1.7	
Norm 7: Self Justification Highlighting uniqueness of college (Refer Part 3)		50	2	100
	Calculated Cr GPA7 = (NrWGP)7/W7	=100/50	2.0	
	GRAND TOTAL	1000		1600
College CGPA (NrWGP)	Total	1600	= 1.6	
	Total W	1000		

Table 4: CGPA Range, Assignment of Grades, Description of Designation & Outcome Status based on Peer Review Assessment

Range of Cumulative Grade Point Average for Institution	Letter Grade	Description of Designation	Outcome Status
3.01 - 4.00	A	Good	Eligible for designation as 'College with Potential for Excellence'
2.01 - 3.00	B	Fair	Needs improvement for designation as 'College with Potential for Excellence'
1.51 - 2.00	C	Average	Not yet ready for designation as 'College with Potential for Excellence'