PLAN DOCUMENT
PARAMARSH
FRAMEWORK FOR PROPOSED ACCREDITATION MENTORSHIPS
NEHRU ARTS AND SCIENCE COLLEGE KANHANGAD
Padnekat, Kasaragod, Pin 671314, Kerala.

A. **Title of the Scheme**: UGC Scheme for Mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education

B. **Objective**: Mentoring the Non-accredited institutions (Mentees) in the Kasaragod-Kannur Districts to enhance the overall quality of the mentee institutions to enable them to get accredited by NAAC.

C. **Hub & Spoke (H & S) Model:** Hub is centralized and has the responsibility of guiding the Mentee institutions. Spokes are secondary branches of Hub through which additional services are provided to the mentee institutions for self improvement.

  Mentor: – Nehru Arts and Science College Kanhangad (NAAC accredited by A-grade with CGPA of 3.35 and recognized under 2 (f) and 12 (B) of UGC Act 1956)

  Mentees- Seven Colleges in Kasargod and Kannur District of Kerala

D. **Duration:** Two years -1st Jan-2020 to 31st Dec 2021

E. **Potential areas of improvement in assessment criteria for accreditation in individual mentee institutions:**

  1. Curricular Aspects
  2. Teaching-Learning and Evaluation
  3. Research, Innovations and Extension
  4. Infrastructure and Learning Resources
  5. Student Support and Progression
  6. Governance, Leadership and Management
  7. Institutional Values and Best Practices

F. **Mentoring will facilitate the following**:

  - Training of Faculty and Staff for proper processes, documentation, presentation
  - Sharing of knowledge, information and resources,
  - Opportunities for research collaboration and faculty development
  - Guidance and encouragement to institutions to adopt best practices.

G. **Mentee Benefits**

  - Brings about enhancement in the overall Quality of the Mentee Institution
  - Enhances the profile of institutions as a result of improved quality of research, teaching and learning methodologies.
  - Receives support in the Professional Development of Academics
  - Increased exposure and speedier adaptation to best practices
  - Advantage point in NIRF ranking and NAAC Accreditation.

H. Mentor Benefits

- Additional learning acquired from experience
- Intellectual challenge of working in different environment
- Opportunities for increased collaboration
- Satisfaction of helping other and see them succeed

The framework is divided into five main sections:

1. Planning of the Scheme
2. Preparation of mentors and mentees
3. Mentoring in action
4. Monitoring, evaluation and remedial measures
5. Project Report

FRAMEWORK WITH TARGETS AND TIMELINES

1. **Planning of the Scheme:** Finalised
2. **Preparation of mentors and mentees:** Finalised
3. **Mentoring in action**:

Sl. No	Target	Strategy	Timeline
	GROUP A **INTRODUCTION & FAMILIARIZATION**		
1.	➢ Vision, Mission of NAAC & Core values ➢ Assessment and Accreditation Framework ➢ Quality Indicator Framework (QIF) ➢ Seven criteria with key indicators ➢ Distribution of Matrices across criteria ➢ Quantitative metrics (QnM) and Qualitative metrics ➢ Distribution of weightage across Key Indicators (KIs)	Seminar/Workshop /Conference/Guest lecture/Group Discussion	January 2020 -April 2020
2.	Assessment Process ➢ Self Study Report (SSR) ➢ Data Validation and Verification (DVV) ➢ Peer Team Report		
3.	Procedural Details ➢ Institutional Information for Quality Assessment (IIQA) ➢ Optional Metrics ➢ Pre-Qualifier ➢ Student Satisfaction Survey (SSS) ➢ SSR Guidelines ➢ Calculation of Institutional CGPA		
4.	Post Accreditation Procedures ➢ Institutional Grades and Accreditation Status ➢ Mechanism for institutional appeals ➢ Re-assessment ➢ Subsequent cycles of accreditation ➢ Fee structure and other financial implications		

	CAPACITY BUILDING GROUP-B		
5	Documentation, filing and record keeping	Seminar/Workshop /Conference/Guest lecture/Group Discussion/ Hands-on training	May 2020 – April 2021
6	Professional Development of Academics- teaching and learning		
7	Research, Collaboration and Consultancy		
8	Curriculum enrichment		
9	Competitive Examinations and Career Development		
10	Institutional Social responsibility and Extension activity		
11	Feedback- Stakeholders		
12	Faculty development		
13	Website development		
14	Soft Skill development		
15	Library		
16	Sports		
17	Infrastructure		
	BEST PRACTICES GROUP-C		
18	Guidance and Encouragement	Seminar/Workshop /Conference/Guest lecture/Group Discussion/ Hands-on training	May 2020 – April 2021
19	AUDIT- Academic, Administrative		
20	AUDIT- Energy, Green, Water		
21	Digital Empowerment, e-Governance		
22	Disaster Management		
23	Renewable energy		
24	Afforestation		
25	Innovations		
26	No against – Narcotics, Pollution, Human trafficking		

4.MONITORING, EVALUATION AND REMEDIES

1	Monitoring and Evaluation	Online feedback	May 2020 to 31st December 2021
2		Institutional Visits	
3		Reporting by mentee institution- (Quarterly)	
5	Remedial measures	Statistical analysis of data Necessary training	

5. PROJECT REPORT

Project report will be prepared immediately after completing the scheme.