

Executive summary of COL RIM and short and long term improvement plan for Institutional development

The COL RIM process started in August 2013 with training of self and verification team by external verifier Prof. Uma Coomaraswamy during the preparatory visit. The self review team made considerable efforts at conducting a review despite self-identified limitations and constraints. The team had directed their efforts towards areas of concern and potential leverage of change where the indicators in the key performance area had been consistently rated less than one as well as having large number of respondents denoting “I don’t know” and large number respondents skipping considerable number of indicators under the theme of Communication, Needs Orientation, Innovation & Creativity, Capacity Building, and Quality Management. Self review facilitated the organizational learning by providing a structured approach to facing hard truths, using institutional knowledge effectively and empowering staff. The self review report is an account of the university’s performance which is used as the starting point.

Verification process is to assure that the self review is a true reflection of the ‘current reality’ of the university. Verification focuses on authenticity of the self review, the extent to which verifiable facts and data are used rather than supposition, degree of change it has elicited and the impact of that change. The verifiers performed the verification process with openness, transparency and honest reflection on the statements/conclusion provided by the self reviewers. Col RIM process provides exposure, leadership, skill development through hands on exercise, collective team spirit, and knowledge enhancement in HEI management specially to the members participated in the process. The report is a roadmap that would derive the University forward.

The short and long term expected improvement plan for Institutional development as follows:

1. Communication

- a. Specifying detailed evaluation schemes for each course unit in the curriculum
- b. Make it mandatory for all staff and students to have official/University email address.
- c. Refreshing the IT Committee and delineate clear policies on IT matters
- d. Granting editing access of web pages to Heads, Deans and Librarians to modify and upload their respective pages
- e. Make it mandatory for University administration to deliver all common circulars and notices via e-communication
- f. Removing all unnecessary hierarchical protocols in the communication line, so that direct communication with the beneficiaries is encouraged
- g. Developing a policy to share the facilities among the Units, Departments and Faculties by

signing MOUs between the parties

- h. Enhancing combined learning facilities
- i. Creating and maintaining an archive of policies and circulars as the hard copies in the office of the Deans.
- j. Organizing regular career fair for the benefit of internal and external stakeholders
- k. Recommending to the UGC to enrich the schemes of recruitment and promotions by giving due prominence to academic and research achievements

2. Need Orientation

- a. Ensuring that there are no abuses of the system or opportunities for individuals to profit at the expense of the institution
- b. Designing and deploying policies and procedures that effectively prevent practices that are illegal and/or ethical and/or not coherent with the intent and purpose of the institution
- c. Centralizing data on learners satisfaction and experience
- d. Setting institutional targets for quantity and quality of research
- e. Encouraging the academic staff to maintain a profile page linking to the Departmental website
- f. Regularly updating the e-repository with research publications
- g. Extra-mural studies unit be upgraded as a centre for continued learning to meet the needs of wide range of life long learners
- h. Obtaining feedback to measure the satisfaction of the stakeholders with services meeting their needs
- i. Offering diversified external/on-line degree programmes catering the needs of the society
- j. Regular induction programmes are arranged for staff to update matters on policies, procedures, by laws and rules and regulations

3. Capacity Building

- a. Introducing a rewarding scheme for excellence in teaching: Faculty wise, annual recognition, monetary rewards too
- b. Encouraging staff to earn PhDs from foreign universities

- c. Enabling staff members to assimilate knowledge in non specialized areas (e.g. Science staff gathering knowledge in Management) to offer courses of multidisciplinary nature
- d. Establishing adequate physical infrastructure facilities such as lecture theaters, IT center, sophisticated laboratories, staff leisure facilities, parking facilities, food outlets, open theater with media access
- e. Establishing electronic and mechanical workshops to trouble shooting and repairing
- f. Establishing a University wise mechanism to identify excellence in research
 - A senate approved evaluation scheme
 - Recognition to staff members who bring fame to the University through outside standard organizations / Conferences / Research body / Journals.
 - Allocation of more funds to encourage research activities among staff
- g. Allocating sufficient funds to Staff Development Center to conduct continuous development programmes and Motivating the staff to attend SDPs by making it compulsory to attend appropriate programs for each category of staff.
- h. Providing accesses to research databases (Scopus/Science direct etc.,) so that staff promptly update on research frontiers
- i. Empowering staff in proposal writing, implementation and carrying out of projects funded by various quality enhancement bodies
- j. Encouraging initiatives in designing and hosting events that enhances a vibrant organizational culture.

4. Quality Management

- a. Involve internal and external stakeholders in planning and decision making with high levels of responsiveness to stakeholders
- b. Demonstrating responsiveness to stakeholders concerns and meets accountability requirements
- c. Appraising the performance of the individuals with regard to the development of their skills and knowledge towards meeting the institutional goals
- d. Establishing language clinics to facilitate staff and students to enhance bilingual/trilingual competency

- e. Ensuring the efficient utilization of allocated funds within the stipulated time
- f. Implementing information management and communication system in well defined pathway
- g. Providing centralized electronic database to all part of the university

5. Innovation and Creativity

- a. Facilitating the staff and students to publish research findings by organizing conferences, talent shows, exhibitions, competitions, workshops, etc at the faculty level and institutional level
- b. Issuing appreciation certificates to those who participating in national and international innovation and creative activities
- c. Facilitating collaborative research at intra/inter faculty and university level with the assistance from local and international research institutions
- d. Introducing meritorious research awards at faculty and university levels
- e. Creating awareness among staff and students on commercialization of products and services
- f. Establishing the research park to facilitate collaboration between industries and different departments of the institution
- g. Providing adequate training for lecturers and students to use new techniques and tools in their teaching, learning and assessment methodologies.
- h. Supporting the lecturers who use innovative and creative ideas in their teaching methodologies via providing awards for the best teacher in each discipline individually.