

“Paramarsh”

UGC Scheme for Mentoring NAAC Accreditation
Aspirant Institutions to promote Quality Assurance in
Higher Education



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION

Bahadur Shah Zafar Marg

New Delhi-110002

Website: www.ugc.ac.in

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GUIDELINES



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FOREWORD

One of the greatest challenges to India's growth trajectory for the next century is the quality of education imparted to the next generation by our Higher Education Institutions. University Grants Commission has dedicated itself to the pursuit of excellence with a specific focus on quality as enshrined in the UGC "Quality Mandate". After due deliberation and consultation, the UGC has approved the objectives set for improving the overall quality of Higher Education Institutions.

Striving to fulfil this objective UGC has developed the scheme of "**Paramarsh**" a new initiative for mentoring the non-accredited institutions to enable them get accredited by 2022. The scheme intends to promote well performing accredited institutions to mentor the NAAC accreditation aspiring institutions to upgrade their academic performance and get accredited. A well designed scheme of Mentor-Mentee relationship will not only benefit both the institutions but also lead to quality education to the 3.6 crore students who are enrolling to Indian Higher Education system at present.

With a matter of great pride and privilege I am sharing "**Paramarsh**"- a guideline for Mentoring of NAAC accreditation aspirant institutions to promote Quality Assurance in Higher Education. I also call upon the well performing HEIs to come forward to mentor the aspiring institutions. I take this opportunity to acknowledge the contributions of Prof. Bhushan Patwardhan, Vice-Chairman, Prof Rajnish Jain, Secretary, Dr. Manju Singh, Joint Secretary and external experts in framing the guidelines.

I hope this scheme inspires our institution to move towards excellence in higher education. Let us all resolve to make "**Paramarsh**" a grand success.

(Prof. D.P Singh)
Chairman
University Grants Commission

11th July, 2019

TITLE OF THE SCHEME: **Mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education under the UGC scheme 'Paramarsh'**

BACKGROUND The Commission, in its 532nd meeting held on 24-05-2018, approved the objectives set for improving the quality in Higher Education Institutions (HEIs). It is expected that all HEIs shall strive to achieve these objectives of which one of them is as follows:

- Every institution shall get National Accreditation and Assessment Council (NAAC) accreditation with a minimum score of 2.5 by 2022.

In order to achieve this objective, UGC has decided to introduce a new initiative for Mentoring the Non-Accredited Institutions, so that every institution can get accreditation by 2022. In view of above a scheme has been designed which provides for Mentoring of Higher Education Institutions by a well performing accredited institution so as to enable them to upgrade their academic performance and get accredited.

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.

Mentee Benefits

1. Brings about enhancement in the overall Quality of the Mentee Institution
2. Enhances the profile of institutions as a result of improved quality of research, teaching and learning methodologies.
3. Receives support in the Professional Development of Academics
4. Increased exposure and speedier adaptation to best practices

Mentor Benefits

1. Additional learning acquired from experience
2. Intellectual challenge of working in different environment
3. Opportunities for increased collaboration
4. Satisfaction of helping other and see them succeed
5. Advantage point in NIRF ranking and NAAC Accreditation.

OBJECTIVES: The main objective of the scheme is to enhance the overall quality of the mentee institutions and Mentoring the Non-Accredited Higher Education Institutions to enable them to get accredited.

The Scheme will be operationalized through a “*Hub & Spoke*” (H&S Model) where in the Mentor Institution, called the “*hub*” is centralized and will have the responsibility of guiding the Mentee institution through the secondary branches, the “*spoke*” which are the additional services provided to the mentee for self improvement. This allows a centralized control over operational efficiency, resource utilization to attain overall development of the mentee institution.

Hub can also be conceived as a pool of experts from multiple resources. External members can also be solicited from the industry and can be used as a resource pool. They can make a ground assessment and can have a clear action plan for mentoring.

ELIGIBILITY The mentor & mentee can be a government/aided/private/self-financing Institution. The mentor institution should be NAAC accredited with an A grade having an overall score of 3.26 and above. Any such institution recognized under 2 (f) & 12 (B) of UGC Act 1956 will be eligible to receive grants for the purpose from UGC. Since these grants will be utilized for mentoring the institution and not for creation of any infrastructure, the private institution can also receive the funding as they do so for student and teacher centric schemes.

DURATION

Duration of the project shall be of one year which can be extended up to two years.

**SCHEME
GUIDELINES**

The Mentor Institution shall identify at least five mentee institutions and a MoU should be signed among the Institutions to conduct the program for implementation of the scheme. The mentor institution should identify the potential areas of improvement in assessment criteria for accreditation in individual mentee institutions *eg.* Curricular Aspects, Teaching-learning & Evaluation, Research, Innovations & Extension, Institutional Values & Best Practices *etc.* Further, the mentor institution can guide the mentee institution to focus and guide their application procedure at different stages.

Mentoring shall be imparted through the Internal Quality Assurance Cell (IQAC) of the Mentor Institutions, which shall be primarily responsible for the implementation of the program. The IQAC creates a Standing Committee where expertise can be pooled from multiple sources. The Committee shall work under the stewardship of an Accreditation Ambassador (AA) who could be provided a fellowship on the lines of Emeritus Fellowship. Accreditation Ambassador should be an eminent academician with insight in the Accreditation process. The expert/resource person can be drawn not only from the full time faculty of the mentor institution but also from industry experts from other institutions/retired persons *etc.*

The IQAC is expected to identify the participating institutions (Mentee) for mentoring them to get accreditation. The participating institutions are required to nominate fulltime faculty members (one from each participating institutions) as the Coordinator of the project. A detailed framework for the proposed accreditation mentorship along with targets and timelines shall be prepared. The mentee institutions shall be consulted first to obtain their readiness to take up the mentorship of other University/college and mentor-

mentee pairings shall be created by mapping.

Mentor institutions shall study the present status of mentee institutions and make a ground assessment to design a program with well-established key indicators. An implementation plan should be developed with clear timeline and schedule for monitoring of progress. Execution of the implementation Plan may include various activities like mentor-mentee meetings, developing strategies, defining goals and deliverables.

A manual to guide the institution to prepare for accreditation may be developed. The mentee Institutions may undergo the complete Accreditation process with the help of Mentor institution in order to prepare them for the actual NAAC assessment process.

**NATURE OF
FINANCIAL
ASSISTANCE**

The mentor institution shall be provided with financial assistance up to Rs. 30 lakhs.

This financial assistance can be used for the following:

- Fellowship for Accreditation Ambassador @ Rs. 31,000/- p.m.
- Guest Lectures
- Organizing workshops/ trainings
- TA-DA(as per extant rules)
- Honorarium; to experts/resource persons/mentors/ /participants/ institutional representative/ coordinators from mentee institutions
- Honorarium to Director of IQAC @ Rs.8000/- p.m.
- Engagement of project staff
- Contingencies
- Any other expenditure

In case mentoring of any institution in the North Eastern Region is taken up by a Mentor institution located in any other State an additional amount of Rs. 2.00 lakhs shall be provided under the head TA (travelling allowance).

RELEASE OF GRANTS 50% of the Grant will be released as first instalment and the balance shall be released on receipt of Utilization Certificate (UC) and other related documents.

SUBMISSION OF PROPOSALS Proposals from aspiring mentor institutions should be submitted to the UGC in the prescribed format. The proposals shall be assessed by a duly constituted expert committee. The Commission shall grant approval on the basis of the recommendation of the expert committee.

MONITORING The UGC will consider the performance outcomes of the Mentoring Cells on the basis of:

- 1) Innovative steps initiated by them to motivate the non accredited institutions.
- 2) Performance levels of the Mentor institutions on Key Indicators vis-a-vis the expected levels of performance.
- 3) Number of Mentee institutions accredited and their score.

INCENTIVES FOR MENTORING INSTITUTIONS Since a well performing institution is rendering high order service to promote Quality Assurance in Higher Education by Mentoring the un-accredited NAAC accreditation aspiring institutions, they deserve the due recognition. Their services to the cause of higher education can be rewarded by giving due weightage in the NIRF Ranking and NAAC Accreditation as mentors. The Colleges shall also be respectfully referred to as Mentor Institutions