

# How to Apply Handbook

Showcase the initiative/ project/ service as part of the case study which you are submitting for the awards. The case study should be able to demonstrate the objective of the initiative/ project/ service and measurable impact to the jury members. Impact should be supported with evidence and reports.

Detailed below are illustrations of initiative/ project/ service for the categories and probable impact they may have. These are to be used for reference purpose only. Institutions can participate with initiative/ project/ service beyond the ones mentioned below

## **1) Excellence in faculty**

### **Illustrations of initiative/ project/ service**

#### **Teacher quality**

Indicate how the institution has been able to maintain following aspects of faculty:

- Qualification level of the faculty
- Professional development provided for faculty growth
- Recognition of teaching abilities
- Training programs for faculty
- Faculty exchange program with other institutions in India and on international locations
- Adaptability and flexibility of the faculty to adapt to the changes
- Faculty development programs

#### **Curriculum and pedagogy**

- Is your institute providing new and emerging coursework which is more industry specific? How is the faculty responding to those changes?
- Does your institute design the coursework in collaboration with the industry and faculty member?
- Innovative approaches in pedagogy or research developed by your faculty

#### **Infrastructure**

- Detail out the infrastructure and facilities made available to the faculty to support their growth and development

#### **Partnership**

- Detail out how your institute partners with other faculty and institutes to constantly upgrade the knowledge of existing faculty members
- If the faculty and institution is open for collaboration with industry and other institution
- If institution provides industry exposure to faculty through regular interactions, workshops, training programs etc.

#### **Technology**

- Detail out how the faculty has adopted and adapted to change by incorporating innovative technology led methods for training and teaching

### **Illustrations of impact and its outcome**

The impact should be measurable and generic statements should be avoided. Supporting evidence should be provided in the form of measureable reports and metrics to assist jury members in evaluation.

#### **Students:**

- Providing quality faculty to the students who help them develop interest in their subject
- Institution provides the students an opportunity to give feedback on faculty or institution
- Industry pioneers acting as visiting faculties imparting updated knowledge/expertise available in the industry
- Faculty to student ratio above industry benchmarks that help in providing personal attention to the students

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## **Partnerships:**

- Institution has good relationships with the teachers association due to the fair recruitment process followed

## **Research:**

- Interdisciplinary and inter department resource sharing is observed due to the healthy environment within the institution

## **Brand image:**

- Due to availability of subject matter experts who are conducting lectures within the premises; college reputation and image has increased in the market

## **Awards and recognition**

- Awards / recognitions received for excellence in teaching at the state, national and international level during the last five years

## **Illustrations to sustain your initiative/ project/ service**

What are the steps you will take to sustain the above mentioned initiative/ project/ service:

- Invite more subject matter experts to impart knowledge to the students
- Conduct team building activities to maintain a harmonic environment within the institution
- Invite experts from across the globe to train the faculty
- Impact of technology to scale up the initiative/ project/ service

## **2) Excellence in internationalization of education**

### **Illustrations of initiative/ project/ service**

#### **Finalisation of the association**

- How did the institute select the particular program/degree/partnership?
- Illustrate the process of how your institute identified the partnership opportunity and selected the same out of the many other options that were available
- How was the need identified, and how did you cover the journey from identifying the need to addressing the requirements?

#### **Internationalization of education**

- What approach does your institute have to meet global standards in education?
- Does your institute elicit feedback on the curriculum from national and international faculty to achieve global standards? If yes, specify the process
- What is your approach / policy / strategy for attracting international students and faculty for exchange programs?
- Has the institute developed courses targeting international students? If so, how successful have they been? If no, explain the impediments
- Do you engage international partners in designing curriculum or in upgradation of curriculum?
- Do you include international best practices in your curriculum development process?
- Details of foreign exchange program or internship in international locations for students and faculty

#### **Promotion and marketing**

- How did you reach out and promote the programme to the existing and new students (e.g.: frequency of participation in international education exhibitions and programmes)
- How does the institute support the partnership for the international counter-part, students visiting?

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## **Infrastructure**

- Is your faculty trained to teach the international curriculum?
- Does your institute have the infrastructure to support the coursework for international education delivery?

## **Illustrations of impact and its outcome**

The impact should be measurable and generic statements should be avoided. Supporting evidence should be provided in form of measureable reports and metrics to assist jury members in evaluation

- Curriculum & Pedagogy (Global standard in education imparted, coursework changes, benefit of partnership etc.)
- Students (Development of students, increased exposure to the world, increased knowledge etc.)
- Faculty (Ability to adapt to change, professional development, job satisfaction, attrition rate etc.)
- Partnerships (Increased revenue, enhanced brand image etc.)
- Improvement in the quality of education standards
- Achieving edge over the competition in education delivery
- Improvement of perception of the institute amongst employers
- Any other

## **Illustrations to sustain initiative/ project/ service**

What are the initiative/ project/ service taken to sustain the following:

- Steps you take to sustain the above mentioned initiative/ project/ service
- Funding required to sustain initiative/ project/ service
- Impact of technology to scale up the initiative/ project/ service
- Any other

## **3) Excellence in enabling research environment**

### **Illustrations of initiative/ project/ service**

The initiative/ project/ service could be in the following areas:

Institutions should be able to demonstrate the following through their entries

#### **Enabling research**

- How is your institute promoting quality related research programs?
- Does your institute collaborate with stakeholders for promotion and sustenance of research studies?
- What innovative research has your institute done and how has it impacted the field?
- What significant economic, social, cultural or other public benefits have the research provided in the field?
- Does your institute promote research study practices amongst students through faculty knowledge, availability of skills and resources and funding options etc.?
- Does your institute partner with organizations to help enhance the research projects?
- Details of the patents filed or granted
- Do you have any Centre of Excellence/ incubation centre with industry or other stakeholders for research?

#### **Resource mobilisation**

- Does your institute provide support in terms of financial, academic and human resources required?

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- How is your institution flexible in administrative matters for the faculty to be able to perform and submit research papers?
- How do you encourage interdisciplinary and interdepartmental research activities and resource sharing?
- Do you receive any sponsorship or aid from the government, industry or any other sources?

## Infrastructure

- Describe your policies regarding faculty performing research using the existing facilities of the institute
- Does your institute collaborate with other agencies / institutions / research bodies for sharing research facilities and undertake collaborative research?

## **Illustrations of impact and its outcome**

The impact should be measurable and generic statements should be avoided. Supporting evidence should be provided in form of measureable reports and metrics to assist jury members in evaluation

- **Curriculum & Pedagogy** (Research published in different sources, coursework changes, benefit of partnerships etc.)
- **Students** (Development of students, increased knowledge etc.)
- **Faculty** (Training to conduct research, professional development, job satisfaction, attrition rate etc.)
- **Infrastructure** (Improved infrastructure to support research, others)
- **Partnerships** (Increased revenue from research studies, enhanced brand image etc.)
- **Commercialization of research** (research work which has been implemented/developed as a product or service)
- **Research publication and awards:** Detail the publications and any awards or recognition received for the same
- **Economic impact and growth of the country** – How has the research conducted at your institution created the foundation for major advances in areas such as health and medicine, communications, food, economics, energy, national security etc. How has it helped educate students to be scientific leaders and innovators? How has university research fuelled economic growth and prosperity?
- Any other

## **Illustrations to sustain your initiative/ project/ service**

Steps taken by your institute to conduct research studies

- Steps taken by you to sustain the above mentioned initiative/ project/ service
- Funding provided to sustain the initiative/ project/ service
- **Academic support to conduct the research:** New subjects/ study material added as an outcome of the research conducted
- **Infrastructure growth:** Infrastructure provided to conduct and sustain the initiative/ project/ service
- Impact of technology to scale up the initiative/ project/ service
- Any other

## **4) Excellence in employability through industry engagement**

### **Illustrations of initiative/ project/ service**

The initiative/ project/ service could be in the following areas:

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- **Workshops** : This will include resume building workshops, mock interviews to prepare students, Industry speakers sharing knowledge on different fields
- **Student counselling** : Counselling provided to students by teachers in terms of which electives to choose which can assist them in achieving their career goals
- **Industry tie-up for trainings**: This will involve training the students in the particular industry by an external/ third party organisation
- **Industry engagement** : How does your industry interaction influencing your curriculum, pedagogy and research
- **Student entrepreneurship**: Describe the systems which your institution has in place to encourage student entrepreneurship. How do you encourage faculty and industry to promote this in your institution? Have you developed any incubator network or ecosystem to encourage entrepreneurship amongst the students and faculty?
- **Alumni support**: Alumni inspire and impart knowledge to the students as to how they went about applying to that organisation, experience garnered, work culture, sharing experiences etc. How do you leverage alumni network in placements, internship, funds, collaboration with industry, curriculum, etc.
- **Campus recruitments** : Tie – up/ contract with organisations to come and hire a particular number of students from the institution
- **Curriculum & Pedagogy**: Framework to periodically seek inputs from the industry and incorporating the requirements as part of the curriculum
- **Faculty training** : Train faculty to better understand the subject so they in turn can impart knowledge to students, this could include international exchanges
- **Infrastructure** : Improvement of infrastructure both physical and digital in order to support employability
- **Any other** : Any other initiative/ project/ service the institution has taken in regards to career guidance and employability

## **Illustrations of impact and its outcome**

The impact should be measurable and generic statements should be avoided. Supporting evidence should be provided in form of measureable reports and metrics to assist jury members to evaluate

### **Recruitment statistics:**

- Ratio of number of students being recruited through on campus placements vs students placed off campus. Trends for previous 3 years
- Number of organisations coming to campus for recruitment. Trends for previous 3 years
- Average starting salary of students. Minimum and maximum salary offered for placement
- Participation of enterprises in providing recruitments

**Brand perception:** How has the initiative/ project/ service improved brand visibility amongst the potential employers

### **Any other measurable impact**

## **Illustrations to sustain your initiative/ project/ service**

What are the steps you will take to sustain the above mentioned initiative/ project/ service:

- **Funding**: The funding required in order to sustain initiative/ project/ service
- **Academic support to train students** : Any new subjects/ classes needed to be added which will in turn help students get better trained for recruitments
- **New and innovative ways for engaging potential employers** : New initiative/ project/ service for reaching out to potential employers
- Impact of technology to scale up the initiative/ project/ service
- Any other

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## 5) Excellence in institutional social responsibility

### Illustrations of initiative/ project/ service

- Describe the brief ISR initiative/ project/ service implemented by your organization (it could include the following: scholarships to under privileged student, providing education to the youth residing in the backward areas of the country, adopting a village, creating social infrastructure, women empowerment programs, health and sanitation initiatives, child health etc.)
- Tie-up of the university with various NGO's –
  - E.g.1- With the support of the gram panchayat of a few villages, a 10-12 day trip is organised, where the students and teachers visit and interact with children and the youth residing there.
  - E.g. 2: Collect donations to distribute notebooks, textbooks, pencils amongst the under privileged

### Illustrations of impact and its outcome

The impact should be measurable and generic statements should be avoided. Supporting evidence should be provided in the form of measureable reports and metrics to assist jury members to evaluate

#### Faculty/Student:

- Students - teacher bonding was strengthened and teamwork was observed during the tour to villages.
- An inclusive atmosphere was witnessed

#### Partnerships:

- Received support from various NGOs/ Government bodies which benefitted both the parties in getting recognition & extensive coverage

#### National development:

- Underprivileged are given a fair opportunity to grow in field of their choice.
- Equality is witnessed within the education environment between people with varied backgrounds

### Illustrations to sustain your initiative/ project/ service

What are the steps you will take to sustain the above mentioned initiative/ project/ service:

- Steps you take to sustain the above mentioned initiative/ project/ service
- Funding provided to sustain the initiative/ project/ service
- Partnering with more number of NGOs or institutes having a similar objective or vision of imparting education to the underprivileged
- Extending coverage to increase number of beneficiaries
- Developing a separate ISR wing which includes students & teachers which connects with NGOs, village authorities and other relevant people ensure a continual sustainable action plan
- Impact of technology to sustain the initiative/ project/ service
- Any other

## 6) University of the year

- In existence for less than 10 years (incorporation date on or after April 1, 2008)
- In existence for 10 – 30 years (incorporation date between April 1, 1978 and March 31, 2008)
- In existence for more the 30 years (incorporation date on or before March 31, 1978)

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## **Illustrations of initiative/ project/ service**

Institutions should be able to demonstrate initiative/ project/ service taken by them across following levers of the higher education system

- How did the institute come into existence? What coursework are you teaching?
- What assessment and accreditation does your institute have for the academic programs and project you teach
- How does your institute stimulate the academic environment for promotion of quality in teaching-learning
- Does your institute encourage self-evaluation, accountability, autonomy and innovations in higher education
- Does your institute have the facilities to undertake quality-related research studies, consultancy and training programmes
- What does your institute do to collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance?
- What is the growth plan of the institution for the next 5 years?

## **Curriculum/ Pedagogy/ Faculty**

- Is your institute providing new and emerging coursework which is more industry specific?
- How does your institute design the coursework? Is your institute designing this coursework with a collaboration from industry source and faculty member?
- Indicate how institution has been able to maintain following aspects of faculty : Qualification of the faculty, availability, professional development and recognition of teaching abilities
- Mention the different faculty development programmes and if there is any collaboration with the industry or any other institution
- Describe any initiative in pedagogy developed by faculty?
- Mention the fund generated by faculty
- Any other

## **Infrastructure**

- Detail out the infrastructure and facilities made available to the faculty and student to support their growth and development
- Green initiatives taken for environmental friendly campus, if any
- Any other

## **Internationalization of education**

- Details of the student and faculty sent abroad or foreign students coming to India for foreign exchange program, joint research program, industrial visit, internship, others
- Do you include international best practices in your curriculum development process
- Describe the methods your institution is using to partner with international institutions or organizations
- Any other

## **Research publications**

- Detail the research project or publications your institution has worked on
- Details on patents filed or acquired
- Does your institution have any Centre of Excellence/ Incubation Centre with industry /other stakeholders for research? Describe the details of the same
- What is the percentage of funds allocated to for research? Any grant received from government or other stakeholders
- Any other

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## **Governance**

- Detail out how your institute partners with other faculty, corporations and institutes to constantly upgrade the knowledge
- Individuals from the statutory bodies/apex bodies of governance are included in the institutions governing body
- How does the institution promote participative decision making?
- Innovative governing practices are developed with the help of inputs received from the students & faculty ensuring continuous interest
- Any other

## **Industry engagement for employability**

- Details as how industry engagement helps you in keeping your curriculum updated
- Describe the details as how your institution engaged with industry to understand their requirement of potential jobs in the industry
- How do you leverage your alumni network in getting placements, internship, funds and other collaborations with industry
- Alumni engagement for consultation to budding entrepreneurs
- Any other

## **Technology**

- Existing ICT infrastructure
  - Hardware
  - Software
  - LAN
  - Others
- Growth plans for ICT infrastructure in your institution
- Any other

## **Illustrations of impact and its outcome**

The impact should be measurable and generic statements should be avoided. Supporting evidence should be provided in form of measureable reports and metrics to assist jury members to evaluate

- University showcasing exceptional performance against the following indicators, but not limited too, that has helped the institution grow and flourish, such as:
  - Curriculum/ Pedagogy/ Faculty (changes in coursework to accommodate trends, Global standard in education imparted, benefit of associations with different programs, impact of faculty exchange programs on the overall development of faculty and students, etc.)
  - Infrastructure (impact of infrastructural development on student's growth and development)
  - Internationalization of education (impact of the student and faculty exchange programs)
  - Enabling research (what were the results of the research funded by the organization etc.)
  - Governance (outcomes of the initiatives rolled out by the institution, local community support, etc.)
  - Industry engagement for employability (new associations with corporation to help students start a career, positive growth of relation with existing employer of student, student placement ratios, impact of alumni network on student internship/ placement/ budding entrepreneur, etc.)
  - Technology (effective use of leading-edge technologies, how it embraces positive changes, etc.)
  - Achieving edge over the peers in education delivery
  - Any other



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## **Illustrations to sustain initiative/ project/ service**

What are the initiative/ project/ service taken to sustain the following:

- Steps to sustain the above mentioned initiative/ project/ service:
- Funding required to sustain initiative/ project/ service
- Impact of technology to scale up the initiative/ project/ service
- Any other