



<b>Event Name</b>	<b>Three day Orientation workshop on NAAC</b>
<b>Theme</b>	Importing knowledge of NAAC accreditation
<b>Date</b>	31-01-2019 to 02-02-2019
<b>Venue</b>	Seminar Hall, 4th Floor, A- Block.

### Objectives of the Program/ Event

- A brief orientation about Pre-Requisites & documentation of NAAC SSR
- Purpose of Accreditation & NAAC core values
- Awareness about the role of Teaching & Administrative staff in NAAC assessment
- Changes in NAAC RAF compared with previous methodology & challenges

### Purpose:

To give a A brief orientation about Pre-Requisites & documentation of NAAC SSR

### About the Topic:

This is three day orientation program of NAAC assessment and accreditation for the faculty members of DSATM. This workshop enable the Faculty to realize the:

- NAAC and its value of Assessment and Accreditation
- Establishing IQAC and its functions
- Role of faculty and administrative staff in A/A
- NAAC RAF – Principle and changes from the earlier methodology
- Initiation of preparation for NAAC accreditation – Registration
- IIA: Steps for seeking Institutional Information for Quality Assessment
- Preparation of Institutional SSR
- Identifying the gaps in the NAAC Seven Criteria
- Understanding the need for working out an institutional perspective strategic plan (PSP) and SWOC analysis
- Hands on group activity for working on an institutional perspective strategic plan and SWOC analysis
- Knowledge of criterion-wise institutional Best practices





# DAYANANDA SAGAR ACADEMY OF TECHNOLOGY & MANAGEMENT

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Opp. Art of Living, Udayapura, Kanakapura Road, Bangalore- 560082



## Resource person/ participants:

Dr. S. Ravichandra Reddy,  
Former Registrar Evaluation,  
Bangalore University  
Former Acting Director, NAAC.

Dr. KatreShakuntala,  
Former Professor UVCE,  
Member Coordinator of the NAAC,

## Workshop Schedule

### Day 1: Thursday the 31st January 2019

10.00 to 10.30 hrs.: Interaction with the HoI and IQAC Coordinator  
10.30 to 12.00 hrs.: NAAC, Purpose of Accreditation and NAAC core Values  
12.00 to 12.15 hrs.: Tea  
12.15 to 13.15 hrs.: NAAC RAF – Changes from the previous methodology  
13.15 to 14.00 hrs.: Lunch  
14.00 to 15.00 hrs.: Role of Teaching and Administrative Staff in NAAC Assessment and Accreditation (SRR)  
15.00 to 15.15hrs.: Tea  
15. 15 to 16.15 hrs.: IQAC and its role in Institutional Quality enhancement  
16.15 to 16.30 hrs.: Interaction with resource persons – Clearance of doubts

### Day 2: Friday the 1<sup>st</sup> February 2019

10.00 to 11.00 hrs.: Challenges of NAAC RAF  
11.00 to 11.15 hrs.: Tea  
11.15 to 12.15 hrs.: Preparation of the institutional  
12.15 to 13.15 hrs.: Institutional Quality Gap Analysis (7 groups x 2 units)  
13.15 to 14.00 hrs.: Lunch  
14.00 to 15.00 hrs.: Presentation by the faculty

### Day 3: Saturday the 2<sup>nd</sup> February 2019

10.00 to 11.00 hrs.: Institutional PSP and SWOC Analysis  
11.00 to 11.15 hrs.: Tea  
11.15 to 12.15 hrs.: Group work No. 2:  
Institutional PSP (7 groups x 2units)  
12.15 to 13.15 hrs.: Institutional Best Practices  
13.15 to 14.00hrs.: Lunch  
14.00 to 15.30 hrs.: Group work No. 3 SWOC Analysis (7 groups x 2 units)  
15.30 to 16.30 hrs.: Interaction with resource persons

**Vision:** Analyse the Institutional SWOC, Best practices & Gap Identification for NAAC accreditation process as per updated SSR.



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## Brief About the Sessions:

DAY:01- THURSDAY

DATE: JANUARY 31, 2019

SESSION –I:

TIME:10.00a.m.:

**INAUGURATION:** Quoting the Mission of DSATM to consistently be achieving quality policy in academic delivery, the workshop was given an opening by Dr.K.N.Vishwanath Prof. & head Dept. of Civil one of IQAC member at institutional level. He gave a brief overview about the importance and purpose of an Educational institution having NAAC accreditation, and having a training workshop in the direction to inculcate the nuances about Pre-Requisites & process to follow in academics, Research, consultancy.He welcomed the Resource persons Dr.Ravichandra Reddy & Dr.ShakuntalaKatre to the workshop. Guest joined in lighting the lamp as customary mark to declare the workshop open.

Resource person were introduced to the audience by Dr.Sumithra Devi Dean Academics and Dr.K.N.Vishwanath Prof. & head Dept. of Civil.

Dr.B.R.Lakshmikantha Principal, DSATM gave a piece of advice & word of caution And instructed all the faculty to be alert, Learn the concepts for better preparation of SSR[Self Study Report].



SESSION –II:

TIME:11.15a.m.:

SPEAKER:Dr. S. Ravichandra Reddy

TOPIC:NAAC, Purpose of Accreditation And NAAC core values.

CONTENT:

- Brief history & set up for initiating NAAC, like maintaining Uniformity & quality in academic delivery
- Providing qualified graduates, Scaling up Higher Education[HE], providing qualified Employers.
- Concerns of HE-
  - Keep pace with Knowledge development
  - Pooling of Resources
  - State centric & satisfying central initiatives
- Quality for-
  - Capability: Institutional credibility; Prestige; Stability



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- Stake Holders: Image; Visibility of institution;
- Employee morale & motivation
- Key Operations of NAAC-
  - Quality policy
  - Quality protection      Quality Evaluation
  - Quality Sustenance

## SESSION –III:

TIME:2.00p.m.:

SPEAKER:Dr. KatreShakunthala

TOPIC:RAF of NAAC& IQAC

CONTENT:

- Overview about the Revised Accreditation frame work
- IIQA- meaning, need, application process,
- Submitting LOI / IIQA
- Detailed discussion about each criterion, its weightage,
- Sub topics in each criterion & their weightage
- Key Indicators for Assessment guidelines
- Cycles of Accreditation
- Post Accreditation Process
- IQAC-
  - Aims & Objectives
  - Quality- Marching towards excellence
  - Evaluation of Quality management
  - Mandatory for all HE Institutions
  - Composition &Responsibility
  - Team, Unit OR Cell
  - Levels-
    - Inspection
    - Quality Assurance
    - Progress
    - Progress

## SESSION –IV:

TIME: 3.15p.m.:

SPEAKER:Dr. S. Ravichandra Reddy

TOPIC:Role of Teaching & Administrative staff in NAAC Assessment& Accreditation

CONTENT:

- Process to determine whether the institution meets the set standards
- Self Study reports for
  - Fulfilling the vision, mission
  - Faculty committee governance,
  - Attend workshops, seminars related to NAAC
- Management shall make faculty feel at home
- Role of administrative staff
  - Admissions



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- Accounts
- Examination
- Library



DAY:02- FRIDAY

DATE: FEBRUARY 01, 2019

SESSION –I:

TIME:10.00 a.m.:

SPEAKER:Dr. S. Ravichandra Reddy

TOPIC:“PREPARATION OF INSTITUTIONAL SSR”

CONTENT:

- Steering Committee
- AISHE compulsory uploading
- SSR Includes
  - Criterion wise draft
  - Analysis
  - Discussion with faculty & administration to obtain their comments & dial review
  - Collecting their feed back
  - Executive summary of all criterion
  - Quality indicator frame work
- SSR must be based on :
  - Evidence of contributing to the core values
  - Strengths identified
  - Substantiate effort by the institution for the quality improvement
  - Specific future plans of the institution for the Quality assurance
  - Action taken by the institution for quality improvement
- SSR shall have:
  - Executive summary
  - Profile of the Instn.
  - Qulaity Indicator Frame work[QIF]



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## SESSION –II:

TIME:11.30 a.m.:

SPEAKER:Dr. KatreShakunthala

TOPIC:“challenges of NAAC RAF”

### CONTENT:

- Responsibility of Institution & team formed
- DVV process & validation
- RAF- Revised Assessment frame work
- Following A/A manual
- Identifying the Institutional Quality gaps
- Institutional PSP & SWOC
- Suggested steps for the preparation of RAF

## SESSION –III:

TIME:12.30p.m.:

SPEAKER:Dr. S. Ravichandra Reddy

TOPIC:“Quality Gap Analysis”

### CONTENT:

- Gap is the space between Where we are & where we should be
- Internal exercise for
  - QAA
  - IAAA
- Template:
  - State Description
    - Current state
    - Future state
  - Bridging the gap
    - Gap identification
    - Gap Description
  - Factors & Remedies
    - Factors responsible
    - Remedies, Actions & Proposal

## SESSION –IV:

TIME:2.30 p.m.:

SPEAKER:Dr. S. Ravichandra Reddy

TOPIC:“Quality Gap Analysis- GROUP WORK”

### CONTENT:

- All the faculty were divided into groups based on the criterion and were asked to identify the Gap in fields that were identified by the Resource persons. They were handed out a reference leaflet to carry on with the gaps identified in various fields at the institutional level.
- At the end of the session each group presented their analysis in the form of marks obtained / allotted by them.



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- Resource persons complimented the work of faculty, as the out come by each individual group was almost the same.



DAY:03- SATURDAY

DATE: FEBRUARY 02, 2019

SESSION –I:

TIME:10.00 a.m.:

SPEAKER:Dr. KatreShakunthala

TOPIC:“Perspective Strategic planning-PSP”

CONTENT:

- Definition & Concept of Perspective Strategic planning
- Essential elements in PSP
- Assessment of changes in Environment
- Assessment of stake holders
- Formulations of Long range, Mid rangestargeteties
- Difference between Strategic & Conventional Planning
- Strategic planning process & Management
- SMART Strategies
  - S-Specific
  - M-Measurable
  - A-Action oriented
  - R-Realistic
  - T-Time bound



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## SESSION –II:

TIME:11.30 a.m.:

SPEAKER:Dr. KatreShakunthala

TOPIC:“Institutional SWOC Analysis”

CONTENT:

- Introduction to SWOC Analysis
- Factors influencing
  - Internal & External Environment
  - Interdependency between Strength & Challenges And Weakness & Opportunities
- Steps / process of conduction of SWOC analysis

## SESSION –III:

TIME:12.30p.m.:

SPEAKER:Dr. KatreShakunthala

TOPIC:“Institutional SWOC Analysis-GROUP WORK”

CONTENT:

Faculty were made to prepare SWOC analysis for the institution in fields of

- Academics
- Co curricular activities
- Infrastructure
- Teaching learning Methods

Each group was made to present their assessment& the Same was assessed by the Resource persons, with critical comments along with guidance.

## SESSION –V:

TIME:2.30 p.m.:

SPEAKER:Dr. S. Ravichandra Reddy

TOPIC:“Institutional Best Practices”

CONTENT:

- Meaning & Reason for having one
- Purpose of Best Practice
  - Development of fundamentals to lead success
  - Focus on Continues improvement
  - Management of overall changes
- Characteristics of Best Practice
- Themes identified by NAAC to be adopted by as Best Practice
- Quality manual



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## Identification and addressing the GAP:

The knowledge and understanding of updated NAAC SSR report.

## Measurable outcomes:

Continuous internal review and audit on NAAC in criteria wise.



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