

Institute for Excellence in Higher Education, Bhopal

(Action Plan on the NAAC recommendation for Quality Enhancement of the Institution)

Recommendation No-1: *Incentivization to attract external funds for research and publication in high-impact journals.*

S.N.	Action Plan	Period of Implementation	Remark
1.1	<p>Although obtaining research funding might be a challenging process, there are several following to improve our chances:</p> <ul style="list-style-type: none">➤ Identify Funding Sources: Look for organizations, government agencies, foundations, or companies that fund research in your field. Many governments have specific funding programs for scientific research.➤ Understand the Requirements: Each funding source will have its own criteria, application process, and deadlines. Make sure you thoroughly understand what is required before applying.➤ Develop a Research Proposal: Craft a compelling research proposal that clearly outlines your research question, objectives, methodology, timeline, and expected outcomes. Tailor your proposal to fit the priorities and interests of the funding organization.➤ Budget Planning: Create a detailed budget that covers all aspects of your research, including personnel, equipment, supplies, travel, and overhead costs. Make sure your budget is realistic and justifiable.➤ Networking and Collaboration: Building relationships with colleagues and collaborators in your field can open up opportunities for joint research projects and funding applications. Collaborative proposals are often more competitive and can attract larger grants.➤ Seek Feedback: Before submitting your proposal, seek feedback from mentors, colleagues, or grant-writing experts. They can provide valuable insights and help you strengthen your application.➤ Submit Your Application: Follow the application guidelines carefully and submit your proposal before the deadline. Double-check that you have included all required documents and information.➤ Follow-Up: After submitting your application, be proactive in following up with the funding organization if necessary. Keep track of any correspondence and be prepared to provide additional information if requested.➤ Prepare for Review: If your proposal is selected for review, be prepared to answer questions and address any concerns raised by the reviewers. Highlight the significance and potential impact of your research.➤ Stay Persistent: Research funding can be competitive, and rejection is common. Don't be discouraged by setbacks; learn from the experience and continue refining your proposals for future opportunities.	2024-2025	
1.2	To increase research activities, various initiatives and strategies are planned:	2025-2026 & onwards	

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S.N.	Action Plan	Period of Implementation	Remark
	<ul style="list-style-type: none">➤ Funding Support: Providing ample funding opportunities for research projects across different disciplines.➤ Infrastructure Development: Investing in state-of-the-art research facilities and laboratories to facilitate groundbreaking discoveries.➤ Collaborative Research: Encouraging collaboration between academia, industry, and government institutions to leverage diverse expertise and resources.➤ Incentives for Researchers: Offering incentives such as grants, awards, and fellowships to recognize and motivate researchers for their contributions.➤ Training and Capacity Building: Organizing workshops, seminars, and training programs to enhance research skills and knowledge dissemination.➤ Promotion of Interdisciplinary Research: Encouraging interdisciplinary research approaches to address complex real-world problems from multiple perspectives.➤ Open Access Publishing: Supporting open access publishing models to ensure broader dissemination of research findings and increased accessibility.		
	<ul style="list-style-type: none">➤ Encouraging Innovation and Entrepreneurship: Providing support for translating research outcomes into practical applications and fostering a culture of innovation and entrepreneurship.➤ International Collaboration: Facilitating collaborations with international research institutions to foster knowledge exchange and access to global resources.➤ Promotion of Research Culture: Cultivating a research-friendly environment within academic institutions through supportive policies, mentorship programs, and a strong emphasis on academic freedom and integrity.		
1.3	<p>To foster a conducive atmosphere for research and encourage its growth, consider implementing the following activities:</p> <ul style="list-style-type: none">➤ Research Seminars and Conferences: Organize regular seminars, symposiums, and conferences to facilitate knowledge exchange, networking, and collaboration among researchers.➤ Research Grants and Funding: Establish funding programs to support research projects, equipment purchases, and travel grants for conferences.➤ Research Workshops and Training Programs: Offer workshops and training sessions on research methodologies, data analysis techniques, and academic writing to enhance researchers' skills.➤ Research Mentorship Programs: Pair experienced researchers with early-career scholars to provide guidance, support, and advice throughout the research process.➤ Research Facilities and Infrastructure: Invest in state-of-the-art research facilities, laboratories, and technology platforms to enable cutting-edge research across disciplines.➤ Interdisciplinary Research Initiatives: Encourage interdisciplinary collaboration by funding joint research	2024-2025 & onwards	

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S.N.	Action Plan	Period of Implementation	Remark
	<p>projects and creating interdisciplinary research centers or institutes.</p> <ul style="list-style-type: none"> ➤ Research Ethics and Integrity Programs: Provide training and resources on research ethics, plagiarism prevention, and responsible conduct of research to uphold integrity in research practices. ➤ Publication Support: Offer assistance with manuscript preparation, editing, and submission to high-impact journals to increase researchers' chances of publication. ➤ Research Recognition and Awards: Recognize outstanding research contributions through awards, honors, and fellowships to incentivize excellence and innovation. ➤ Community Engagement and Outreach: Engage with the broader community through public lectures, science fairs, and outreach programs to increase awareness of research activities and their societal impact. 		
1.4	<p>Attracting students to research by following measures:</p> <ul style="list-style-type: none"> ➤ Engaging Topics: Offer research opportunities on topics that resonate with students' interests or align with current trends. ➤ Clear Benefits: Highlight the benefits of research, such as skill development, resume building, and potential for publication or presentation. ➤ Mentorship: Provide mentorship from faculty or experienced researchers to guide students through the research process and offer support. ➤ Hands-on Experience: Offer hands-on experience and involvement in all stages of the research process, from literature review to data analysis. ➤ Funding Opportunities: Provide information on funding opportunities, scholarships, or grants available for research projects. ➤ Networking: Emphasize the networking opportunities that come with research, including collaboration with other students, faculty, and professionals in the field. ➤ Recognition: Recognize and celebrate students' contributions to research through awards, presentations, or publications. ➤ Flexibility: Be flexible with scheduling and project requirements to accommodate students' academic and personal commitments. ➤ Promotion: Promote research opportunities through various channels, including university websites, social media, posters, and classroom announcements. ➤ Feedback: Provide constructive feedback to students throughout the research process to help them grow and improve their skills. 	2024-2025 & onwards	
1.5	<p>Motivating teachers for excellence in research involves several strategies:</p> <ul style="list-style-type: none"> ➤ Recognition and appreciation: Acknowledge their research efforts publicly and privately. Highlight their achievements in newsletters, staff meetings, or through awards. 	2024-2025 & onwards	

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S.N.	Action Plan	Period of Implementation	Remark
	<ul style="list-style-type: none"> ➤ Professional development: Offer opportunities for further education, workshops, and conferences related to research methodologies, teaching techniques, and subject matter expertise. ➤ Resources: Provide access to research databases, journals, and funding opportunities to facilitate their research endeavors. ➤ Collaboration: Encourage collaboration among teachers for joint research projects. Collaboration fosters creativity, shared knowledge, and peer support. ➤ Clear goals and expectations: Set clear expectations for research output and provide guidance on how to achieve them. This clarity helps teachers understand what is expected of them and motivates them to excel. ➤ Flexibility and support: Offer flexibility in workload and support teachers with administrative tasks to free up time for research activities. ➤ Feedback and mentoring: Provide constructive feedback and mentorship to help teachers improve their research skills and navigate challenges. ➤ Incentives: Offer incentives such as additional compensation, extra time off, or opportunities for career advancement based on research achievements. <p>By implementing these strategies, we can create a supportive environment that motivates teachers to excel in their research endeavors.</p>		
1.6	<p>Connecting with international and national researchers for collaboration involves several steps:</p> <ul style="list-style-type: none"> ➤ Identify Potential Collaborators: Look for researchers working in your field through academic journals, conferences, and online databases. ➤ Reach Out: Introduce yourself via email or professional networking platforms like LinkedIn. Be concise, explaining your research interests and proposing potential collaboration ideas. ➤ Attend Conferences and Workshops: Participate in relevant events to network with researchers face-to-face and discuss potential collaborations. ➤ Utilize Social Media and Research Networks: Join online communities, forums, and groups related to your field to connect with researchers globally. ➤ Collaborative Platforms: Explore platforms like ResearchGate, Academia.edu, Google Scholar, Scopus, Web of Sci., and collaborative tools like GitHub for finding and initiating collaborations. ➤ Be Open to Opportunities: Be proactive and receptive to collaboration proposals from other researchers. Collaboration often arises from unexpected opportunities. ➤ Cultivate Relationships: Foster ongoing communication and build trust with potential collaborators to establish strong partnerships. 	2025-2026 & onwards	

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Recommendation No 2: *Intensifying the innovation (I), Incubation (I) and Entrepreneurship (E) activities on campus by registering the Society of IEHE.*

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S.N.	Action Plan	Period of Implementation	Remark
2.1	Name Approval: Choose a unique name for the incubation center and get it approved by the Registrar of Companies (RoC).	2024-2025	
2.2	Drafting Memorandum and Articles of Association: Prepare the Memorandum and Articles of Association (MAA) outlining the objectives, rules, and regulations of the incubation center.	2024-2025	
2.3	Board Meeting: Conduct a board meeting to approve the MAA and authorize a director or company secretary to file necessary documents with the RoC.	2024-2025	
2.4	Application Submission: File the application for incorporation along with the required documents, such as the MAA, with the RoC.	2024-2025	
2.5	RoC Approval: After reviewing the application, the RoC will issue a Certificate of Incorporation.	2024-2025	
2.6	License under Section 8: Apply for a license under Section 8 of the Companies Act by submitting Form INC-12 along with the required documents.	2025-2026	
2.7	Approval: Once the application is approved, the incubation center will receive a license under Section 8, allowing it to operate as a non-profit organization.	2025-2026	
2.8	Registration with Societies/Trusts: If required, register the incubation center as a society or trust according to the relevant laws	2025-2026	
2.9	Tax Registration: Obtain necessary tax registrations like PAN and TAN for the incubation center.	2025-2026	
2.10	Compliance: Ensure ongoing compliance with regulations, including filing of annual returns, maintaining proper accounts, and adhering to any other legal requirements.	2026-2027 & onwards	
2.11	It's advisable to seek professional legal advice to ensure compliance with all applicable laws and regulations	2025 to 2027	

Recommendation No 3: *Inter-Institutional and inter-departmental multi-disciplinary Teaching-Learning, Research and Resource sharing are to be initiated specially with the nearby government institutes (Like ICAR institutes).*

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S.N.	Action Plan	Period of Implementation	Remark
3.1	संस्थान स्तर पर Multi-disciplinary course content को Identify करना और उसे पोर्टल पर अपलोड करवाना	2024-2025	
3.2	संस्थान स्तर पर Multi-disciplinary course content को पढ़ाने के लिए Inter Departmental Teaching Learning की व्यवस्था करना।	2024 to 2026	
3.3	विभागीय स्तर पर MOOCs develop करना	2024 to 2028	
3.4	हर पाठ्यक्रम में एक ऐसा Module develop किया जाए जो other than IEHE faculty द्वारा ही पढ़ाया जाए	2025-2026	
3.5	संस्थान में उपलब्ध रिसर्च रिसोर्सेज की जानकारी विभिन्न संस्थानों/महाविद्यालयों को पोर्टल द्वारा उपलब्ध कराना	2024-2025	
3.6	संस्थान के शोध केन्द्र द्वारा उनके विषय विशेषज्ञ/शोध विशेषज्ञता के क्षेत्रों को पहचानना एवं संस्थान/अंतर संस्थान स्तर पर प्रसारित करना।	2025-2026	
3.7	शोध कार्यो को प्रोत्साहित करने के लिए राष्ट्रीय स्तर के संस्थानों द्वारा MoU करना।	2024 to 2028	
3.8	भोपाल एवं इसके निकट क्षेत्रों में राष्ट्रीय स्तर के संस्थानों में उपस्थित विषय विशेषज्ञों एवं उनकी विषय विशेषज्ञता को पहचानना एवं पोर्टल पर उपलब्ध कराना।	2024-2025	
3.9	राष्ट्रीय स्तर के संस्थानों के साथ Internship, Dissertation एवं PhD work के लिए सहयोग कार्य करना	2024-2025	
3.10	Summer Internship को संस्थान में उपलब्ध कराना।	2024-2025	

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Recommendation No 4: Faculty enrichment through International Fellowship Programmes and participation in conferences & training are to be encouraged.

S.No	Action Plan	Period of Implementation	Remark
4.1	Conduct a thorough evaluation of faculty skills, interests, and needs.	2024-2025	Funding to faculty members for Micro level projects at Higher education departmental level needs to be provided.
4.2	Review past participation in international fellowships, conferences, and training programs.	2024-2025	
4.3	Identify available resources and potential funding sources.	2025-2026	
4.4	Setting up of E-Gyanmegh cell for fulfilment of training needs based on ICT in Teaching, Learning & Evaluation.	2024-2025	
4.5	Exploring international fellowship programs and funding opportunities available to the faculties	2025-2026	
4.6	Establish partnerships and MOUs with organizations	2024 to 2028	
4.7	Institutional funding for micro projects.	2025 & onwards	
4.8	Workshop / Guidance on how to apply for international fellowship	2024 to 2026	
4.9	Highlight exemplary faculty achievements through newsletters, website features, or institutional events.	2024-2025 & onwards	

Submitted by *Meenakshi*
8/5/24.
Dr. Meenakshi Rathni

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Recommendation No 5: Office automation need to be introduced in all the sections of administrations.

S.N.	Action Plan	Period of Implementation	Remark
5.1	Use of RFID technology for Library to be later implemented in other areas of administration <ul style="list-style-type: none">RFID based identity cards for students	Session 2024-2026 & onwards	
5.2	Admission process to be made more hassle-free for quick and easy admissions, fee payments, dues, etc.	Session 2026-2027 & onwards	
5.3	MIS for record keeping of curricular and co-curricular activities	Session 2024-2025 & onwards	
5.4	Student Scholar data with unique scholar number for keeping a record of students vis-à-vis certificates, fee details, achievements, grades, attendance, etc.	Session 2025-2026 & onwards	
5.5	Digital documentation and work flow automation for leaves/permissions/ approvals	Session 2024-2025 & onwards	
5.6	Security and control through access cards for entry to Institute as well as restricted areas for visitors	Session 2026-2027 & onwards	
5.7	Inventory software to manage stationery, lab supplies and other items digitally	Session 2025-2026 & onwards	

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Recommendation No 6: In view of existing student’s participation in NCC in IEHE, certain UNIFORM courses (security, armed forces etc) with career opportunities are to be initiated.

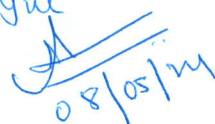
S.N.	Action Plan	Period of Implementation	Remark
During the period 2024-2028, the Institute have plans to introduce various certificates/short term/diploma course (uniform related) in the following areas:			
6.1	Security Services	2024-2025	
6.4	Basic First Aid and CPR Certification Course	2024-2025	
6.2	Tactical Training for Law Enforcement	2025-2026	
6.3	Crisis management/Intervention	2025-2026	
6.4	Others (traffic, cabin crew, paramilitary etc.)	2025-2028	
<i>We plan to introduce new uniform courses in the following manner:</i>			
1	Course Development and Approval: <ul style="list-style-type: none"> development of syllabus get approval 		
2	Communication and Coordination: <ul style="list-style-type: none"> Intimate all relevant stakeholders, including faculty members, administrative staff, and students, about the new courses. 		
3	Resource Integration: <ul style="list-style-type: none"> To attain sufficient resources and guidelines for proper implementation. 		
4	Portal Integration: <ul style="list-style-type: none"> Coordinate with the IT department to update the institute portal with information about the new courses. Ensure that the courses are visible and accessible during the admission process so that students can opt for them. 		
5	Marketing and Promotion: <ul style="list-style-type: none"> Develop promotional materials, such as brochures and posters, highlighting the benefits of the new courses. Utilize social media platforms and university newsletters to spread awareness about the courses among prospective students. 		
6	Training and Capacity Building: <ul style="list-style-type: none"> Conduct orientation sessions for faculty members involved in teaching the new courses to familiarize them with the syllabus and teaching methodologies. Provide training to administrative staff on handling inquiries related to the new courses and the admission process. 		
7	Feedback Mechanism: <ul style="list-style-type: none"> Establish a feedback mechanism to gather input from students and faculty about the new courses' effectiveness and areas for improvement. Use the feedback to make necessary adjustments and enhancements to the courses. 		

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S.N.	Action Plan	Period of Implementation	Remark
8	Monitoring and Evaluation: <ul style="list-style-type: none"> Regularly monitor the progress of the courses' implementation and enrollment numbers. Evaluate the impact of the courses on student satisfaction and academic performance. 		
9	Continuous Improvement: <ul style="list-style-type: none"> Continuously review and update the syllabus and teaching materials to ensure relevance and alignment with industry standards. Seek feedback from industry/institute experts and alumni to enhance the quality and employability of graduates from the courses. 		

By following this action plan, the Institute can effectively implement the NAAC peer team's suggestions and successfully launch the new uniform courses on the portal during the admission process in the years to come.

1. Dr. Sadhan Pandey 
08/05/24

2. Mrs. Anamika Kujur 
08/05/24



Recommendation No 7: Alumni involvement in the development of infrastructure, mentoring and research support has to be encouraged. CSR funds from the recruiters/ nearby industries should be tapped.

S.No	Action Plan	Period of Implementation	Remark
7.1	Active Alumni Cell, Preparation of Alumni Calendar.	2024 to 2028	
7.2	Establish communication channels to reach out to alumni, including social media, newsletters, and alumni events.	2024 to 2028	
7.3	Organize alumni networking events and reunions to foster connections and solicit their involvement in various initiatives.	2024 to 2028	
7.4	Encouragement at departmental level for increasing the Strength of Alumni (for Final Year Batch)	2024 to 2028	
7.5	Engage alumni donors through targeted fundraising campaigns and donor recognition programs.	2024 to 2028	
7.6	Establish a dedicated fund for infrastructure development, with transparent reporting mechanisms to track contributions and progress.	2026 to 2028	
7.7	Industry-academia meet to be organized at every semester.	2024 to 2028	
7.8	Reach out to recruiters and nearby industries to explore collaboration opportunities for utilizing CSR funds.	2024-2025 & onwards	
7.9	Foster a culture of lifelong learning, giving back, and community involvement among alumni, Industry, faculty, and students.	2024-2025 & onwards	

Submitted by. *Meenakshi*
8/5/24.

Dr. Meenakshi Ratni



Institute for Excellence in Higher Education, Bhopal

(Action Plan on the NAAC recommendation for Quality Enhancement of the Institution)

Recommendation No 8: *Improvising the security by installing more CCTV cameras at strategic locations in hostels and deployment of female guards.*

S.No	Action Plan	Period of Implementation	Remark
8.1	अतिरिक्त कैमरे विभिन्न लोकेशन्स पर लगाए जायेंगे।	2024-2025 & 2026-2027	
8.2	महिला सुरक्षाकर्मियों की नियुक्ती की जावेगी।	2024-2025 & onwards	

Recommendation No 9: *Auditorium with at least 500 capacity should be constructed for various activities.*

S.No	Action Plan	Period of Implementation	Remark
9.1	500 छात्र संख्या वाले आडियोटोरियम का निर्माण किया जावेगा।	2024-2028	

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S.N	Action Plan	Remark
<p>Objective: Enhance and fortify healthcare provisions on campus in adherence to NAAC recommendations, fostering optimal physical and mental well-being among students.</p>		
10.1	<p>Expansion and Enhancement of Arogyam Health Centre:</p> <ul style="list-style-type: none"> • Evaluate the effectiveness of Arogyam since its establishment in 2023. • Increase the capacity of Arogyam by adding more patient beds and upgrading facilities as per demand. • Appoint a dedicated full-time Doctor and professional nurse/caretaker at Arogyam by the end of 2024. • Regularly review and update the healthcare committee's composition and management for efficient functioning. 	
10.2	<p>Training and Capacity Building:</p> <ul style="list-style-type: none"> • Organize regular first aid training sessions for both staff and students, aimed at certifying master trainers within each class. • Collaborate with the Chief Medical and Health Officer (CHMO) to conduct specialized training programs on handling medical emergencies. • Ensure all professors, staff, and NSS volunteers are proficient in administering first aid assistance. 	
10.3	<p>Awareness and Preventive Measures:</p> <ul style="list-style-type: none"> • Conduct informative lectures and workshops on relevant topics such as preventive healthcare, disease awareness, and mental health support. • Promote government health applications and disseminate health advisories through various platforms, including poster competitions, street plays, and WhatsApp messages. • Integrate preventive healthcare measures into the curriculum, emphasizing the importance of regular health check-ups and healthy lifestyle choices. 	
10.4	<p>Student Engagement and Initiatives:</p> <ul style="list-style-type: none"> • Encourage active student participation in organizing health-related events and initiatives, including blood donation drives, health camps, and commemorative events. • Establish student-led health committees to facilitate ongoing engagement and implementation of health-promoting activities on campus. 	
10.4	<p>Hygiene and Safety Standards:</p> <ul style="list-style-type: none"> • Conduct routine inspections of canteen and mess facilities to uphold hygiene standards and ensure the safety of student health. • Display prominent notice boards with lists of nearby hospitals, ambulance contact details, and on-call doctor services for immediate assistance. 	

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S.N	Action Plan	Remark
10.5	Comprehensive Health Monitoring: <ul style="list-style-type: none">• Continue soliciting mandatory health parameters in student admission forms to facilitate personalized healthcare provisions.• Organize comprehensive health check-up camps at regular intervals, offering blood profiles, lipid profiles, eye examinations, and other essential tests.	
10.6	Collaboration and Partnerships: <ul style="list-style-type: none">• Foster collaborations with external healthcare organizations, NGOs, and governmental agencies to expand healthcare services and resources available to students.• Strengthen partnerships with local hospitals and healthcare providers for referrals and emergency medical assistance.	
10.7	Continuous Evaluation and Improvement: <ul style="list-style-type: none">• Implement feedback mechanisms to assess the effectiveness and satisfaction levels of healthcare services provided.• Conduct regular evaluations and audits of healthcare facilities, programs, and initiatives to identify areas for improvement and implementation of best practices.	
10.8	Promotion of Health Insurance: <ul style="list-style-type: none">• Ensure all students are enrolled in health/accidental insurance plans annually to provide financial protection in case of medical emergencies.• By executing this action plan, the institute aims to create a robust healthcare ecosystem that prioritizes the physical and mental well-being of its students, aligning with its vision and mission while meeting NAAC recommendations.	

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Institute for Excellence in Higher Education, Bhopal

(Action Plan on the NAAC recommendation for Quality Enhancement of the Institution)

Recommendation No 11: Residential quarters for wardens, nursing staff etc in campus

S.No	Action Plan	Period of Implementation	Remark
11.1	बालक छात्रावास के अधीक्षक के लिए आवास निर्मित किया जावेगा।	2025-2028	
11.2	नर्सिंग स्टाफ के लिए आवास निर्मित किया जावेगा।	2026-2028	

Recommendation No 12: Establishment of RFID with file tracking facility in library

S.No	Action Plan	Period of Implementation	Remark
12.1	पुस्तकालय में RFID निर्मित की जावेगी।	2024-2025 & onwards	

Recommendation No 13: Reading rooms at central library has to be air conditioned

S.No	Action Plan	Period of Implementation	Remark
13.1	पुस्तकालय में केन्द्रीय प्रशीतक लगवाया जावेगा।	2025-2028	

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