

# Operations Manual for IDG Grant for Colleges under OHEPEE

## Procedure for the IDG approval process

Sr. No.	Activity	Timeline
1.	Scrutiny & Publicizing list of eligible colleges on the basis of criteria given in section 2.1	November 2016
2.	Orientation to the colleges for preparation of IDG proposal	Jan. 2017
3.	IDG development training at each affiliating universities (will include social development plan & EM)	By 28 Feb. 17
4.	Last date for submission of IDG proposal	15 <sup>th</sup> March 17
5.	Formal feedback on IDG by the master trainers from Utkal Universities in consultation with affiliating universities, architect & outside Orissa educationist (EM, financial propriety, objective orientation, civil work regulation compliance)	By 10 <sup>th</sup> April 2017
6.	Revision and final submission deadline.	15 <sup>th</sup> April 2017
7.	Evaluation & selection of IDG proposal by the expert committee as per the rules mentioned in section 2.4	By 31 <sup>st</sup> May 2017
8.	Signing of agreement between colleges and DHE for IDG support	By 10 <sup>th</sup> June 2017

IDP: Institutional Development Plan

QEC: Quality Enhancement Committee

PRC: Peer Review Committee (for proposals of Centers of Excellence)

EC: Executive Committee

### 1. Fund disbursement modalities

1.1. For the funding purposes the eligible colleges will be classified in two categories as follow:

- Category A: Degree colleges from the 14 tribal dominated districts of Odisha.
- Category B: Degree colleges from non-tribal dominated districts of Odisha

1.2. The colleges will compete within their respective categories. At the end of evaluation process there will be two separate lists for each category based on their respective category score.

1.3. Activities and requested funding under the IDP can complement but not duplicate current or future funding being received under RUSA. If a participating college receives a specific grant amount from RUSA for the activities proposed/funded under OHEPEE IDP, equivalent amount will be deducted from the total proposed/accepted IDP.

- 1.4. Every selected college will receive mobilization grant of 15% of the total approved Institutional Development Grant (IDP) upon signing of the MOU for the IDP grant. Subsequent annual disbursements will be subject to achieving performance indicators proposed by the institution and utilization of 80% of grant received in earlier tranche. (mentioned in section 4)
- 1.5. Performance measurement will be done annually on the basis of indicators which will include the compulsory indicators mentioned in the section 5.
- 1.6. A college can spend a maximum of 60% of the total approved IDG towards civil works<sup>1</sup> & equipment.

## **2. IDG Grant approval procedure and specifications**

### **2.1. Preparation of IDG proposal**

- 2.1.1. OHEPEE will invite eligible colleges to submit their IDG proposal in the format earlier sent to the colleges for IDG support.
- 2.1.2. A college will be deemed eligible to apply for the IDG proposal submission if it is to satisfy following criteria –
  - College is NAAC accredited / has submitted the Self Study report to the NAAC
  - College is either government college or a government aided college or a block grant college
- 2.1.3. Eligible colleges will be provided guidance in the form of workshops by designated institutions (Utkal University) for preparation of the IDG proposal
- 2.1.4. The college will have to submit the completed proposal in the prescribed format within the last date of submission.
- 2.1.5. The IDG proposal should be signed by Chairman, Governing Body / Management Committee.
- 2.1.6. Formal feedback on IDG will be given by the master trainers from Utkal University in consultation with affiliating universities, architects and educationists outside Odisha. The feedback will be on the lines of Environmental Management, financial propriety, objective orientation and compliance with civil works regulation.

### **2.2. Evaluation of the IDG proposals**

- 2.2.1. Each proposal will be evaluated by three experts from the committee separately on the basis of criteria given in section 2.4 and the experts will provide their comments in the format provided by DHE.
- 2.2.2. The evaluation committee consisting of 10 members will be appointed by State Project Director (SPD), OHEPEE. The experts will be required to meet the following criteria:

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<sup>1</sup> Definition

- The experts will not have any formal ongoing collaboration or contractual relationship with higher education institutions in Odisha participating in the OHEPEE project
- The experts should not be involved in the preparation process of the IDP plans
- The experts will recuse themselves from the evaluation of IDPs from a institutions from which they have received a higher degree (graduation, post-graduation, M. Phil and Ph.D degrees)
- The experts will remain anonymous; their identity will be known only to the Department of Higher Education and the Project Directorate
- The experts should be noted academicians. They could (but not exclusively) include current or ex-VC and Deans; administrators familiar to the higher education sector; Registrars, etc

2.2.3.. The members of the evaluation committee will use the terms of reference and an evaluation template as provided by DHE

### 2.3. Criteria for evaluation of IDG proposals (colleges)

The evaluation of the IDG proposals will be based on following criteria

Sr.No.	Evaluation criteria	(Marks)
1	Process of preparation of IDG proposal – (10 marks) <ul style="list-style-type: none"> <li>• Details of stakeholder consultation,</li> <li>• SWOT analysis quality,</li> <li>• coherence with state/region needs</li> <li>• Were NAAC recommendations taken on board</li> </ul>	10
2	Quality of Implementation plan (20 marks) <ul style="list-style-type: none"> <li>• Implementation arrangements – identification of implementation gaps</li> <li>• Feasibility of implementation Plan including civil works</li> </ul>	20
3	Interventions meeting the objectives of excellence, equity, and governance. Will interventions result in meeting the project development objective? (40 marks) <ul style="list-style-type: none"> <li>• Quality improvement <ol style="list-style-type: none"> <li>.1. Implementation of CBCS</li> <li>.2. Teacher training</li> <li>.3. Pedagogy improvement</li> </ol> </li> <li>• Equitable access</li> <li>• Employability of graduates</li> <li>• Governance and management improvement</li> </ul>	40
4	Monitoring & Evaluation efficiency – (15 marks) <ul style="list-style-type: none"> <li>• Appropriateness of indicators and proposed targets</li> <li>• Description of systems for M&amp;E</li> </ul>	15
5	Sustainability of the proposed interventions – (15 marks) <ul style="list-style-type: none"> <li>• Alternate arrangements to meet costs of interventions</li> <li>• Increasing retention of outcomes accrued</li> </ul>	15

	<ul style="list-style-type: none"> <li>Plans for environmental sustainability and continued operations and maintenance</li> </ul>	
	TOTAL	100

2.3.1. The experts will submit their remarks and final score (out of 100) in the set template.

2.3.2. The IDG proposals will be ranked on the basis of average score given by three members of the Evaluation Committee. In case of huge variation in one expert's score with respect to others the proposal will be evaluated by a fourth evaluator from the committee and the fourth evaluator's score will be taken on board for average.

2.3.3. The Evaluation Committee's report and its recommendation for selection will be reviewed and validated by the SPD and funds will be allocated accordingly.

2.3.4. The list of selected colleges from each category will be placed in the public domain and published on DHE's website.

2.3.5. There will be cost adjustment by PD and fund allocation will be decided accordingly.

2.3.6. Signing of MoU with the institutions after fulfillment of some necessary modifications suggested in the process.

### 3. Performance Contract /MoU

3.1. After the final selection of the proposals by the Steering Committee of OHEPEE and the publication of the list of selected and awarded proposals on the website of OHEPEE, the principals of the selected colleges will be invited by OHEPEE PD to sign the Performance Contract. The Contract will be binding on the following participating parties:

- Government of Odisha – the awardee, represented by the Principal Secretary of DHE,
- College – the recipient, represented by the college principal.

### 4. Eligible activities in the IDG

- **EQUITABLE ACCESS:**
  - Enhancing equity through remedial classes/consultations;
  - Student hostels especially for women and ST/SC students;
  - Induction training for ST& SC;
  - Equipment/teaching aid for differently abled students;
  - Support to starting new degree programs, diploma and/or certificate programs;
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- **TEACHING-LEARNING ENVIRONMENT:**
  - Establishment of libraries/e-resource centres;
  - Smart classrooms;
  - Wifi/smart campus;
  - Language labs;
  - Extracurricular activities;
  - Community outreach activities;

- QUALITY:
  - Employment oriented courses/centres [Skills development];
  - Career and counselling centres/placement cells, Industry internships;
  - Entrepreneurship programs
  - College-industry partnership;
  - Integration of skills development in curriculum;;
  - Enhancing capacity for R&D activities/laboratories;
  - Design and offering of CBCS courses;
  - Academic exchange, international partnership;
  - Bringing external industry and corporate professionals for skill based courses
- CIVIL WORKS AND EQUIPMENT:
  - Minor civil works
  - Furniture and equipment for laboratories and other educational facilities
- AUTONOMOUS COLLEGES
  - Curriculum development and innovation;
  - Online examination system
- GOVERNANCE AND MANAGEMENT
  - Strengthening Internal quality assurance cells;

**Mandatory activities to be included in the MOU with institutions that will receive the IDGs:**

- Institutional Development Plan
- Engagement of contractual teachers (to be deployed from the pool of former ad-hoc lecturers by the DHE)
- Participation in the governance benchmarking scorecard exercise (year 2 & 4)
- Establishment of graduate student tracking surveys
- Annual reports (financial year)
- Audit reports (CA audited)
- Financial reports /Annual accounts

## **5. Performance evaluation of IDG and verification protocols**

### **5.1. Compulsory performance indicators**

- Submission of Annual Report for past academic year
- Renewal of accreditation (if the NAAC accreditation cycle lapses during project period)
- Submission of Audit Report for past financial year by September 30th.
- Completion of data entry using CAPA
- Creation/composition of Board of Governors and their functioning based on regulations issued by DHE
- Faculty should be encouraged to take short-term faculty training courses targeted at upgradation of pedagogical and leadership capability of faculty

- 5.2. In addition to these indicators the colleges will be required to identify suitable relevant indicators to measure their progress.
- 5.3. A college will be eligible to get the next tranche of money if it achieves satisfactory performance against the performance indicators. The disbursement will be subject to utilization of 80% of the grant amount.
- 5.4. There will be half yearly performance indicator reporting and indicator linked to disbursement would be appraised accordingly.
- 5.5. OHEPEE PMU will do a third-party verification against the claims of colleges for a random sample every year.

## 6. Monitoring and Evaluation

### 6.1. Reporting

**6.1.1.** Reporting against performance indicators will be done half-yearly.

**6.1.2.** The reporting will comply with the verification protocol mentioned by the college in its IDG and will adhere to the prescribed sources for data.

### 6.2. Data Management

**6.2.1.** The college is expected to manage the data for performance indicators.

## 7. Procurement

7.1. The college will use the procurement manual which will be published by the Government of Odisha/DHE

## 8. Environment Management

8.1. Please confirm that the IDP does not include any of the following activities:

<i>S. No.</i>	<i>Activity</i>	<i>Included in IDP (tick if applicable)</i>	<i>Not included in IDP (tick if applicable)</i>
1	Procurement of equipment dealing with radioactive material or hazardous material.		
2	Construction using asbestos containing materials.		
3	Construction within all protected areas (National Parks, Wildlife Sanctuaries, Elephant Corridors, Tiger Reserves, Elephant Reserves, Biosphere Reserves), and, construction within Eco-Sensitive Zones for which final or draft notifications have been published by the Ministry of Environment, Forests and Climate Change, Government of India.		
4	Construction within 300 meters radius of archeological monuments identified		

	by the Archeological Survey of India.		
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## 9. Social Management

### 9.1. Suggested IDG guideline for institutions in category A

The institution will develop specific action steps that will positively target participation of students from tribal communities, especially the particularly vulnerable tribal groups (PVTGs). This list of action steps should be developed in consultation with stakeholders. Given below is an indicative list of focus areas and actions catering to those areas. The list is not exhaustive. The college is encouraged to explore socio-economically relevant areas and suggest activities/interventions to meet the local needs and demands.

### 9.2. *Indicative* List of activities which can be taken up by the colleges under their IDG:

Suggested Areas	Suggested Actions
Stakeholder consultation	The precursor to developing the list of action steps would involve intensive discussions with tribal students and their parents
Access and mobility	<p>*A quick analysis in the area (10 -50 km) radius to identify reasons for exclusion of tribal students from accessing higher education institutions. This could include:</p> <ul style="list-style-type: none"> <li>- Information barriers</li> <li>- Economic and socio-cultural</li> <li>- Parental attitude</li> <li>- Lack of perceived value in higher education</li> </ul> <p>*This would help institutions to create outreach programs which can include inviting parents to the college/hostels, alumni interaction, house visits by professors, etc. This would be especially relevant to PGVT communities.</p> <p>*The college could also consider introducing a travel allowance to enable students, especially girls, to access institutions.</p>
Additional support	<p>Early identification of tribal students who are poor performers (and more likely to drop-out) and creating one-to-one mentorship arrangement (or even small groups) by mapping professors to students at least for one semester.</p> <ul style="list-style-type: none"> <li>- Language courses</li> <li>- Encouraging e-learning</li> <li>- Encouraging group activities such as presentations, team write-ups, etc as a part of remedial courses</li> </ul>
Positive behavioral influences	<p>*Workshops to sensitize students about the available opportunities (other than government jobs) and inculcating a sense of entrepreneurship through micro incubation centres hosted by the Department. This could even include movie-screening, industrial visits, cross-state visits sponsored by the college, etc.</p> <p>The objective should be to make entrepreneurial ventures, however small, as glamorous as bureaucratic jobs.</p> <p>*The sensitization could be extended to other relevant issues such as sanitation, hygiene, social concerns, etc.</p>
Sports	Encouraging participation in traditional sports and other outdoor activities



