# Annex 11: Guidelines and Template for Post Self-Assessment Improvement Plan

**PSAIP Outline**

**1. Introduction**

A short introductory paragraph defines PSAIP and explains its significance in improving the standards and effectiveness of a higher education institution in providing quality education.

**2. Background and Context of the PSAIP**

This section explains the background and context of developing the PSAIP by relating it to ISA and EPR, i.e. explaining in brief how the findings of the ISA conducted by the college and the recommendations from the EPRT led to developing the PSAIP.

**3. Rationale**

Rationale is a brief statement explaining the underlying reason, the basis for undertaking this improvement plan; i.e. it explains why it is important for the college to prepare and implement this plan.

**4. Strategic Objectives**

The strategic objectives of PSAIP need to be stated both in overall sense and in specific terms.

**4.1 General objective**

The general objective should spell out the overall goal of the college, i.e. where the college would like to see itself in future and how the implementation of this plan will contribute to reaching that goal.

**4.2 Specific objectives**

Specific objectives should be stated in precise and measurable terms achievement of which will contribute to the accomplishment of certain standards in the specific QA areas. The Specific objectives should be formulated in such a way that they will have cumulative effect on the college's achievement of the general objective.

**5. Action Plan**

The objectives of PSAIP need to be translated into specific, agreed upon, realistic and time-bound (SMART) targets, and appropriate interventions or activities need to be proposed to accomplish the targets within the expected time frame. The action plan must be guided by an analysis of the current situation as per the findings of the self-assessment and EPRT's observations, and the recommendations given in the ISAR and EPRR.

**5.1 Governance**

**5.1.1 Current situation**

An analysis of the current situation of the governance of the college should be presented here based on the major strengths and the scope of improvement related to the governance of the college as identified in the ISAR and EPRR with reference to the ISA criteria under standard 1.

**5.1.2 ISAR and EPRR recommendations:**

The recommendations given in ISAR and EPRR under the QA area Governance will be copied and pasted here.

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| **QA area 1: Governance** | |
| **ISAR Recommendations** | **EPRR Recommendations** |
| 1.  2.  3. | 1.  2.  3. |

**5.1.3 Targets to achieve**

**Objective 1:**

***Target 1.1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Target 1.2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Target 1.3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**5.1.4 Implementation plan**

The implementation plan should contain measurable targets, proposed interventions to achieve each target, a time frame for implementation along with information such as key actors in the implementation process and financial implications. The implementation plan should be prepared in the matrix form given on the next page. The same format should be used for preparing the implementation plan for the other QA areas.

| **QA Area 1: Governance** | | | | | | | | | |
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| **Targets & Proposed Interventions** | | **Time Frame**  (put cumulative % of completion plan in the appropriate column) | | | | **Estimated Cost** | **Source of Fund** | **Key Actors** | **ISA Criteria Addressed** |
| 2024-25 | 2025-26 | 2026-27 | 2027-28 |  |  |  |  |
| ***Target 1.1:*** | | | | | | | | | |
| **Proposed Interventions for achieving the target:** | |  |  |  |  |  |  |  |  |
| 1.1.1 |  |  |  |  |  |  |  |  |  |
| 1.1.2 |  |  |  |  |  |  |  |  |  |
| 1.1.3 |  |  |  |  |  |  |  |  |  |
| ***Target 1.2:*** | | | | | | | | | |
| **Proposed Interventions:** | |  |  |  |  |  |  |  |  |
| 1.2.1 |  |  |  |  |  |  |  |  |  |
| 1.2.2 |  |  |  |  |  |  |  |  |  |
| 1.2.3 |  |  |  |  |  |  |  |  |  |
| ***Target 1.3*** | | | | | | | | | |
| **Proposed Interventions:** | |  |  |  |  |  |  |  |  |
| 1.3.1 |  |  |  |  |  |  |  |  |  |
| 1.3.2 |  |  |  |  |  |  |  |  |  |
| 1.3.3 |  |  |  |  |  |  |  |  |  |

**N.B.:** (a) Required number of rows can be added as per the number of targets set and interventions proposed; (b) The fiscal years mentioned under the time frame are given as example; (c) Many of the interventions will not cost in financial terms, so where no fund is required, write 'NA' in the column indicating estimated cost.

**5.2 Leadership, Responsibility and Autonomy**

**5.2.1 Current situation**

Present an analysis of the current situation of the leadership, responsibility and autonomy practiced by the college based on the major strengths the scope of improvement related to this QA area of the college as identified in the ISAR and EPRR with reference to the ISA criteria under Standard 2.

**5.2.2 ISAR and EPRR Recommendations:**

Copy the recommendations given in ISAR and EPRR under the QA area Leadership, Responsibility and autonomy and paste here following the same format given under Governance.

**5.2.3 Targets to Achieve**

Copy and paste the specific objective 2, and list down the targets set to contribute to this objective.

**5.2.4 Implementation Plan**

Use the matrix form given under Governance to prepare the implementation plan for the targets set and interventions proposed under this QA area.

**5.3 Institutional Integrity and Transparency**

**5.3.1 Current situation**

Present an analysis of the current situation related to institutional integrity and transparency practiced by the college based on the major strengths the scope of improvement in this QA area of the college as identified in the ISAR and EPRR with reference to the ISA criteria under Standard 3.

**5.3.2 ISAR and EPRR Recommendations:**

Copy the recommendations given in ISAR and EPRR under the QA area Institutional Integrity and Transparency and paste here following the same format given under Governance.

**5.3.3 Targets to Achieve**

Copy and paste the specific objective 3, and list down the targets set to contribute to this objective.

**5.3.4 Implementation Plan**

Use the matrix form given under Governance to prepare the implementation plan for the targets set and interventions proposed under this QA area.

**5.4 Curriculum**

**5.4.1 Current situation**

Present an analysis of the current situation related to the curriculum design and review process followed by National University based on the major strengths and the scope of improvement in this QA area of the college as identified in the ISAR and EPRR with reference to the ISA criteria under Standard 4.

**5.4.2 ISAR and EPRR Recommendations:**

Copy the recommendations given in ISAR and EPRR under the QA area Curriculum and paste here following the same format given under Governance.

**5.4.3 Targets to Achieve**

Copy and paste the specific objective 4, and list down the targets set to contribute to this objective.

**5.4.3 Implementation Plan**

Use the matrix form given under Governance to prepare the implementation plan for the targets set and interventions proposed under this QA area.

**5.5 Teaching-learning and assessment**

**5.5.1 Current situation**

Present an analysis of the current situation related to the teaching-learning and assessment practice of the college based on the major strengths and the scope of improvement in this QA area of the college as identified in the ISAR and EPRR with reference to the ISA criteria under Standard 5.

**5.5.2 ISAR and EPRR Recommendations:**

Copy the recommendations given in ISAR and EPRR under the QA area Teaching-learning and Assessment and paste here following the same format given under Governance.

**5.5.3 Targets to Achieve**

Copy and paste the specific objective 5, and list down the targets set to contribute to this objective.

**5.5.4 Implementation Plan**

Use the matrix form given under Governance to prepare the implementation plan for the targets set and interventions proposed under this QA area.

**5.6 Student Admission and Support Services**

**5.6.1 Current situation**

Present an analysis of the current situation related to the student admission and support services of the college based on the major strengths and the scope of improvement in this QA area of the college as identified in the ISAR and EPRR with reference to the ISA criteria under Standard 6.

**5.6.2 ISAR and EPRR Recommendations:**

Copy the recommendations given in ISAR and EPRR under the QA area Student Admission and Support Services and paste here following the same format given under Governance.

**5.6.3 Targets to Achieve**

Copy and paste the specific objective 6, and list down the targets set to contribute to this objective.

**5.6.4 Implementation Plan**

Use the matrix form given under Governance to prepare the implementation plan for the targets set and interventions proposed under this QA area.

**5.7 Faculty and Professional Staff**

**5.7.1 Current situation**

Present an analysis of the current situation related to the faculty and professional staff of the college based on the major strengths and the scope of improvement in this QA area of the college as identified in the ISAR and EPRR with reference to the ISA criteria under Standard 7.

**5.7.2 ISAR and EPRR Recommendations:**

Copy the recommendations given in ISAR and EPRR under the QA area Faculty and Professional Staff and paste here following the same format given under Governance.

**5.7.3 Targets to Achieve**

Copy and paste the specific objective 7, and list down the targets set to contribute to this objective.

**5.7.4 Implementation Plan**

Use the matrix form given under Governance to prepare the implementation plan for the targets set and interventions proposed under this QA area.

**5.8 Facilities and Resources**

**5.8.1 Current situation**

Present and analysis of the current situation related to the facilities and resources of the college based on the major strengths and the scope of improvement in this QA area of the college as identified in the ISAR and EPRR with reference to the ISA criteria under Standard 8.

**5.8.2 ISAR and EPRR Recommendations:**

Copy the recommendations given in ISAR and EPRR under the QA area Facilities and Resources and paste here following the same format given under Governance.

**5.8.3 Targets to Achieve**

Copy and paste the specific objective 8, and list down the targets set to contribute to this objective.

**5.8.4 Implementation Plan**

Use the matrix form given under Governance to prepare the implementation plan for the targets set and interventions proposed under this QA area.

**5.9 Research and Scholarly Activities**

**5.9.1 Current situation**

Present an analysis of the current situation related to research and scholarly activities of the college here based on the major strengths and the scope of improvement in this QA area of the college as identified in the ISAR and EPRR with reference to the ISA criteria under Standard 9.

**5.9.2 ISAR and EPRR Recommendations:**

Copy the recommendations given in ISAR and EPRR under the QA area Research and Scholarly Activities and paste here following the same format given under Governance.

**5.9.3 Targets to Achieve**

Copy and paste the specific objective 9, and list down the targets set to contribute to this objective.

**5.9.4 Implementation Plan**

Use the matrix form given under Governance to prepare the implementation plan for the targets set and interventions proposed under this QA area.

**5.10 Monitoring, Evaluation and Continual Improvement**

**5.10.1 Current situation**

Present an analysis of the current situation related to the college's practice of monitoring, evaluation and continual improvement based on the major strengths and the scope of improvement in this QA area of the college as identified in the ISAR and EPRR with reference to the ISA criteria under Standard 10.

**5.10.2 ISAR and EPRR Recommendations:**

Copy the recommendations given in ISAR and EPRR under the QA area Monitoring, Evaluation and Continual Improvement and paste here following the same format given under Governance.

**5.10.3 Targets to Achieve**

Copy and paste the specific objective 10, and list down the targets set to contribute to this objective.

**5.10.4 Implementation Plan**

Use the matrix form given under Governance to prepare the implementation plan for the targets set and interventions proposed under this QA area.

**6. Summary of Area-wise Budgetary Requirements**

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| **QA Area** | **Estimated Cost** | **Remarks** |
| **Standard 1:** Governance |  |  |
| **Standard 2:** Leadership, Responsibility and Autonomy |  |  |
| **Standard 3:** Institutional Integrity and Transparency |  |  |
| **Standard 4:** Curriculum |  |  |
| **Standard 5:** Teaching-learning and Assessment |  |  |
| **Standard 6:** Student Admission and Support Services |  |  |
| **Standard 7:** Faculty and Professional Staff |  |  |
| **Standard 8:** Facilities and Resources |  |  |
| **Standard 9:** Research and Scholarly Activities |  |  |
| **Standard 10:** Monitoring, Evaluation and Continual improvement |  |  |

**7. Forecast of Challenges in Implementation**

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| **QA Area** | **Potential Challenges** | **Strategy to Overcome Challenges** |
| **Standard 1:** Governance |  |  |
| **Standard 2:** Leadership, Responsibility and Autonomy |  |  |
| **Standard 3:** Institutional Integrity and Transparency |  |  |
| **Standard 4:** Curriculum |  |  |
| **Standard 5:** Teaching-learning and Assessment |  |  |
| **Standard 6:** Student Admission and Support Services |  |  |
| **Standard 7:** Faculty and Professional Staff |  |  |
| **Standard 8:** Facilities and Resources |  |  |
| **Standard 9:** Research and Scholarly Activities |  |  |
| **Standard 10:** Monitoring, Evaluation and Continual improvement |  |  |

**8. Annual Action Plan with Monitoring and Evaluation Framework**

**Action Plan for year 1 (Fiscal year 2024-25) \***

| **QA Area** | **Target** | **Proposed Interventions** | **Estimated Cost** | **Source of Fund** | **Performance Indicator** | **Base Data**  (2023) | **Milestone**  (year) | **Means of Verification** | **Key Actors** |
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| 1. Governance |  |  |  |  |  |  |  |  |  |
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| 2. Leadership, Responsibility and Autonomy |  |  |  |  |  |  |  |  |  |
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| 3. Institutional Integrity and Transparency |  |  |  |  |  |  |  |  |  |
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| 4. Curriculum |  |  |  |  |  |  |  |  |  |
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| 5. Teaching-learning and Assessment |  |  |  |  |  |  |  |  |  |
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| 6. Student Admission and Support Services |  |  |  |  |  |  |  |  |  |
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| **7.** Faculty and Professional Staff |  |  |  |  |  |  |  |  |  |
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| 8. Facilities and Resources |  |  |  |  |  |  |  |  |  |
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| 9. Research and Scholarly Activities |  |  |  |  |  |  |  |  |  |
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| 10. Monitoring, Evaluation and Continual Improvement |  |  |  |  |  |  |  |  |  |
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\*For every fiscal year of the projected implementation period, the college will prepare an annual action plan with monitoring and evaluation

framework using this template which will serve as an important tool for progress tracking, monitoring and evaluation of performance and taking

remedial measures where necessary. The time frame in the annual action plan should be set in fiscal year so that it corresponds to the annual

budget planning of the institution.