

How to Apply Handbook

Showcase the initiative/ project/ service and overall work of the institution in that 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 enabling environment, initiative/ project/ service, technology & collaboration and future plans for the categories and probable process and outcome 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 enabling environment

- Institution's overall vision and mission
- Sustaining a culture of creating quality teaching and learning environments
 - Faculty recruitment
 - Faculty development
 - Recognition for faculty
 - Outside-classroom learning infra
 - Number of faculty training programs
- Fund allocation for training program
 - Institutional funds allocated
 - Faculty training programs
 - Classroom learning infra
 - Outside-classroom learning infra
- Fund generation for industry consulting/project

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

Collaboration

- 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

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- 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 process and outcome metrics

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

The participant needs to provide measurable data on below points:

- Full-time faculty, international faculty and visiting faculty
- Amount of training/consulting revenues generated through faculty's work with industry
- Amount of external research grants obtained by faculty
- Total number of hours spent in training the faculty
- Number of external awards and recognition received by the faculty
- Overall student feedback on teaching-learning
- Total number of papers presented at national/international conferences by your faculty
- Total number of industry experts as adjunct faculty
- Total faculty sent abroad for faculty exchange program

Illustrations of technology & collaboration

What are the innovative technologies led initiatives undertaken by the institution

- The innovative approaches and digital pedagogy that the faculty practice in their teaching & learning
- Leveraging technology to maximize the impact of the initiative/ project undertaken by the institution to improve the outcome

Technology

- Does your faculty regularly use classroom-based digital teaching-learning software?
- Does your faculty regularly use online tools for outside-classroom teaching and learning (e.g. social networks, chats, video conferencing)?
- Is your faculty well versed with digital pedagogy and platforms for teaching and learning?
- Does your faculty enrol in online professional courses for professional development?
- Does your faculty actively participate in online professional communities?
- Does your faculty try out new education technology innovations in their teaching-learning practices? Give examples
- Does your institution have a dedicated education technology professional whose role is to improve teaching-learning processes through use of appropriate EdTech?
- Do you use any analytics tools to get augment personal insight into student performance and learning behaviours?
- Do you use simulations and serious games or other project based learning methods to provide your students necessary life-like experiences and skills?
- Do you use any digital pedagogy / techniques such as differentiated instruction, adaptive learning, gamification and badges to build greater student engagement and improve learning outcomes across courses?

Collaboration

- How well-spread are research activities across all schools/departments?
- How do you collaborate with industry on research?
- How do you collaborate with peer institutions on research?
- How are you leveraging technology and tools to create impactful research?

Illustrations of future plans

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

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- 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 enabling environment

- Institution's overall vision and mission
- Institution's focus on internationalization of education
- Role of the team members to promote internationalization at your institution
- Budget allocated for internationalization of education
- Policies on global partnerships and joint initiatives with educational institutions & corporates
 - Objectives of the initiative
 - Challenges faced
 - Results

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?

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 process and outcome metrics

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

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- Students (Full time foreign students who visited institute for exchange programs, joint research, etc.)
- Faculty (Full time international and visiting faculty who visited your institute for exchange programs, teaching, research, etc.)
- Curriculum & Pedagogy (Global standard in education imparted, coursework changes, benefit of partnership etc.)
- Collaborations (Increased revenue, enhanced brand image etc.)
- Active MOUs

Illustrations of technology & collaboration

What are the innovative technologies led initiatives undertaken by the institution

- The innovative approaches and digital pedagogy that the faculty practice in their teaching & learning
- Leveraging technology to maximize the impact of the initiative/ project undertaken by the institution to improve the outcome

Technology

- Online mechanism for discovering your course and research offerings, connecting with stakeholders (existing students, teachers, alumni) and applying online for opportunities
- How do you promote your institution online?
- Any global online communities of stakeholders working on Internationalization

Collaboration

- How do you ensure that all schools/dept are engaged in activities of internationalization?
- How do you work with peer institution for activities of internationalization?

Illustrations of future plans

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

- Steps you take to sustain the 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 enabling environment

- Institution's overall vision and mission
- Objective of the institution focusing on research
- Sustaining a culture of research in your institution (qualitative)
 - Alignment with Performance Management/Compensation
 - Roles & responsibilities
 - Recognition for faculty
 - Recognition for students
- Sustaining a culture of research in your institution (quantitative)
 - Institutional funds allocated
 - Labs
 - Size of Incubation space
 - PHD candidates
 - Research associations
- Role of the team members to promote research activities at the institution
- Institutional budget allocated for research for the following:

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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 social needs 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?
- 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?

Collaboration

- 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 process and outcome metrics

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, number of research projects, number of patents filed and acquired, start-ups incubated etc.)
- **Faculty** (Training to conduct research, professional development, research papers published, patents filed and acquired, start-ups incubated etc.)
- **Collaboration** (Increased revenue from research studies, enhanced brand image etc.)
- **Funding** (self-funded research, funding received from external sources, etc)
- Any other

Illustrations of technology & collaboration

What are the innovative technologies led initiatives undertaken by the institution

- Leveraging technology to maximize the impact of the initiative/ project undertaken by the institution to improve the outcome
- Leveraging technology to collaborate with industry/ peer institutions to foster research

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Technology

- Do you provide technology based eportfolio platforms where researchers can share their achievements internally and externally?
- Do you post and regularly update your research work on the institution website or project specific sites?
- Have subscriptions to online research journals that are made available to researchers?
- Are researchers subscribed to online communities such as academia.edu?
- Do researchers use tools such as Zotero for research or Grammarly for writing assistance?
- Do you have a subscription to online databases, knowledge repositories or other open access repositories that your researchers can access?
- Do you have tools for checking plagiarism?
- Do you have hardware and software tools for research purposes (statistical analyses, domain specific software tools and hardware)?

Collaboration

- How well-spread are research activities across all schools/departments?
- How do you collaborate with industry on research?
- How do you collaborate with peer institutions on research?
- How are you leveraging technology & tools to create impactful research?

Illustrations of future plans

Steps taken by your institute to conduct research studies

- Steps taken by you to sustain the 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 enabling environment

- Institution's overall vision and mission
- How does the mission incorporate a focus on industry engagement?
- Role of the team members to promote industry engagement at your institution
- Leadership support/policies for industry engagement
- Do you engage and actively build a network of alumni and external mentors?
- Funds allocated to pursue industry engagement
- Details of incubator network or ecosystem to encourage entrepreneurship amongst the students and faculty?
- Any other

Illustrations of initiative/ project/ service

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

- **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

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- **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 process and outcome metrics

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

The participant needs to provide measurable data on below points:

- Number of students who have done joint research program and live projects in India or in international locations with other institution/ organization
- Number of students who have received internship in India or abroad through the institution
- Number of students who have received pre-placement offer or pre-placement interview offer in India and in abroad
- Number of companies visited in the institution
- Number of offers received by the students of the institution

Illustrations of technology & collaboration

What are the innovative technologies led initiatives undertaken by the institution

- Leveraging technology to maximize the impact of the initiative/ project undertaken by the institution for employability through industry engagement
- Leveraging technology to connect with industry, teacher/students for project work, research and internship opportunities
- Leveraging technology to connect with alumni and external mentors using a community-based networking platform

Technology

- Do you provide technology based eportfolio platforms where students and teachers can share their achievements internally and externally?
- Do you use technology to provide interested industry members insight into your student and teacher base, their abilities, achievements and performance, so that they can find the right candidates?
- Do you have a technology platform to connect industry directly with teachers and/or students for project work, research and internship opportunities?
- Do you use technology platforms where potential employers can showcase their strengths to students or post job opportunities?

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- Do you use social media and other public online platforms to publicise the student and teacher achievements through the year?
- Do you engage and actively build a network of alumni and external mentors using a community-based networking platform?
- Do you provide an online platform for skill building courses for students and teachers?
- Do you provide access to students for popular job sites through an institutional subscription?

Collaboration

- How do you ensure that all schools/dept are involved in industry engagement?
- How do you work with peer institution for activities of industry engagement?

Illustrations of future plans

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

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

5) Excellence in Institutional Social Responsibility

Illustrations of enabling environment

- Institution's overall vision and mission
- Objective of the institution focusing on institutional social responsibility in education
- Sustaining a culture of ISR in your institution
- Articulate the vision of ISR at your institution
- How is responsibility assigned within the institution to lead and coordinate ISR activities?
- How do you raise awareness for ISR activities internally?
- How do you keep local communities and alumni engaged through the years in ISR activities?
- Funds allocated to ISR?
- How do you connect with local NGOs, funders & communities?
- Role of the team members to promote initiatives/ projects undertaken
- Budget allocated for such initiatives/ projects
- Steps undertaken by the institution to connect with peer institutions, organizations and NGO to resolves issues of ISR

Illustrations of initiative/ project/ service

- Describe the brief ISR initiative/ project/ service undertaken by institution which was sponsored by institution, government agency, industry partner, etc.
- The initiatives should include increase in awareness and involvement in social responsibility through curricula and classroom activities, internship and social responsibility in education

Illustrations of process and outcome metrics

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

The participant needs to provide measurable data on below points:

- Number of ISR initiatives that institution has participated
- Budget allocation for ISR initiatives
- Number of students, faculty and sponsor participation
- Sponsor amount

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Illustrations of technology & collaboration

What are the innovative technologies led initiatives undertaken by the institution

- Leveraging technology to maximize the impact of the initiative/ project undertaken by the institution to improve the outcome
- Leveraging technology to collaborate with industry, government and local communities for initiative/ project

Technology & Collaboration

- How do you use technology to disseminate project information, progress and results?
- Do you connect with your target communities online?
- Do you provide online mechanisms for donors and funding agencies to view and fund your projects?
- Do you employ advanced technologies such as AI, Robotics, Voice recognition, Blockchain, IoT and others in your social projects?
- How do you share opinions and evangelize your ISR activities with other institutions, with an aim to foster cross-institutional synergies?
- How do you encourage / foster processes for inter-disciplinary engagement on ISR projects (internally across departments and programs, as well externally)?

Illustrations of future plans

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

- Steps you take to sustain the mentioned initiative/ project/ service
- Funding provided to sustain the initiative/ project/ service
- Partnering with more 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, 2009)**
- **In existence for 10 – 30 years (incorporation date between April 1, 1979 and March 31, 2009)**
- **In existence for more the 30 years (incorporation date on or before March 31, 1979)**

Illustrations of enabling environment

- Institution's overall vision and mission
- How does the institution define 'excellence'?
- Role of the team members to promote university as a whole
- How are internal stakeholders informed about the institution's beliefs on excellence?

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

Curriculum/ Pedagogy/ Faculty

- Is your institute providing new and emerging coursework which is more industry specific?
- How does you institute design the coursework? Is you institute designing this coursework with a collaboration from industry source and faculty member?

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- 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

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

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- Others
- Growth plans for ICT infrastructure in your institution
- Any other

Illustrations of process and outcome metrics

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

Illustrations of technology & collaboration

What are the innovative technologies led initiatives undertaken by the institution

- Leveraging technology to maximize the impact of the initiative/ project undertaken by the institution to improve the outcome
- Leveraging technology to collaborate with industry, other institution, government and local communities for initiative/ project

Technology

- What technologies and how do you use technologies for
 - Learning and assessment purpose
 - Student performance management and support
 - Collaboration: internal and external
 - Professional development of faculty and leadership
 - Research
 - Institutional social responsibility and community engagement projects
 - Internationalization programs
 - Placements and employability training
- Do you have a dedicated EdTech team in place? How do they operate and what is their impact in terms of metrics such as learning outcomes?
- What is your education technology roadmap?

Illustrations of future plans

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

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7) Creative & Performing Arts

Illustrations of enabling environment

- Institution's overall vision and mission
- How does the institution define 'excellence'?
- Sustaining a culture of quality teaching-learning at your institution
- Incorporating Indian culture in your curricula
- Incorporating global best practices in your curricula
- How do you impart contemporary knowledge/skills to students?
- How do you leverage student clubs/societies for furthering your mission?
- Encouraging student and faculty-led research

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

Faculty development

- 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

Innovative pedagogy/ curriculum

- 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?

Industry engagement

- 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 artists
- Any other

Illustrations of process and outcome metrics

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

The participant needs to provide measurable data on below points:

- International competitions students appeared and won
- Number of alumni in the industry
- Industry internship and placement
- Faculty and student collaboration
- Any other

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Illustrations of technology & collaboration

What are the innovative technologies led initiatives undertaken by the institution

- Leveraging technology to maximize the impact of the initiative/ project undertaken by the institution to improve the outcome
- Leveraging technology for collaboration & community engagement and details of key national and international collaborators

Technology

- What technologies do you use for learning and assessment, in the classroom and outside it?
- How do you share accomplishments with internal and external stakeholders?
- How do you manage student portfolios?
- How do you integrate with online communities of practice?
- How do you expose and educate your students on latest technologies applicable to the creative arts (software, hardware, ecommerce etc)
- How do you build and enhance knowledge repositories?
- How do you record, measure/assess and report on student competencies/level of ability, design thinking and 21st century skills?

Illustrations of future plans

Steps taken by your institute to conduct research studies

- Steps taken by you to sustain the mentioned initiative/ project/ service
- Funding provided to sustain the initiative/ project/ service
- Infrastructure provided to conduct and sustain the initiative/ project/ service
- Impact of technology to scale up the initiative/ project/ service
- Any other