



**National Assessment and Accreditation Council**  
An Autonomous Institution of the University Grants Commission

**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

Margadarshan – A Quality promotion initiative

मार्गदर्शन एवं गुणवत्ता संवर्धन पहल  
(Mentor - Mentee scheme)

@ NAAC

October 2022

**National Assessment and Accreditation Council**

**P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560072, Karnataka, India**

# मार्गदर्शन एवं गुणवत्ता संवर्धन पहल





## Foreword

It is heartening that the National Assessment and Accreditation Council (NAAC) has always been infusing a new spirit into its processes of assessment and accreditation. This has been attempted as a continuance of the NAAC's concern for ensuring that its A/A processes are in tune with the needs and changes in the local, regional and global scenario of Higher Education. NAAC has launched the new scheme **Margadarshan** (मार्गदर्शन) a quality promotion initiative. The focus of the scheme is to inspire all accreditation aspirant HEI's to come in fold of accreditation through mentoring as is desired by NEP-2020.

It is hoped that this scheme will help the HEIs to prepare for the revised process of assessment and accreditation. NAAC has established Mentor-Mentee cell for the purpose to guide and facilitate the HEI benefited under this scheme.

I wish potential HEI's to come forward as mentor and apply for the proposal and join hands with NAAC to make quality the defining element of Higher Education in our country.

I am personally grateful to Prof. Bhushan Patwardhan for guiding NAAC in this initiative. My gratitude to Prof. Jagdish Kumar Chairmen, UGC for all the encouragement and support. NAAC places on record for all the help extended by Ministry of Education

**लिए साथ सबको शिखर पर चढ़े हम , सफलता हमारे कदम चुम लेगी ।**

**October, 2022**

**Bengaluru**

**(Dr. S. C. Sharma)**

**Director, NAAC**



## Margadarshan Scheme Quality promotion initiative

### मार्गदर्शन एवं गुणवत्ता संवर्धन पहल

## Introduction

National Assessment and Accreditation Council (NAAC) was established in 1994 as an autonomous institution of the University Grants Commission (UGC), with its Headquarters in Bengaluru, Karnataka. The mandate of NAAC is to make quality assurance as an integral part of the functioning of Higher Education Institutions (HEIs) and to motivate them to build a strong quality culture within.

## Vision of NAAC

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## The mission statements of NAAC are

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- *To stimulate the academic environment for promotion of quality in teaching-learning and research in higher education institutions;*
- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- *To undertake quality-related research studies, consultancy and training programmes, and*
- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

These mission statements aim at translating the NAAC's vision into focused action plans, and define NAAC's engagement with Higher Education Institutions for ushering a quality culture in them. Striving to achieve its goals as guided by its vision and mission statements, NAAC primarily focuses on assessment of the quality of higher education institutions in the country. The NAAC methodology for Assessment and Accreditation is specifically designed taking into account the good practices of Quality Assurance (QA) agencies across the world and consists of an initial self-assessment by the institution and a subsequent external peer assessment organized by NAAC.

## **About Margadarshan (Mentor -Mentee) Scheme**

As per mandate of NEP, NAAC has launched Margadarshan scheme for mentoring and handholding to accreditation aspirant institution to improve and instill Quality Assurance in Higher Education which is reflected in vision of NAAC.

### **Aim of the scheme**

The scheme aims to bring all aspirant Higher Education Institutions in the fold of NAAC accreditation through handholding and mentoring.

### **Objective**

- To improve overall quality of Higher education across the country through accreditation
- To Mentor non -accredited HEIs to volunteer for accreditation as desired in NEP.
- To tap regional potential through regional languages to enhance the number of accreditations in the country.
- To enable Government , rural and other HEIs to volunteer for accreditation .

## **Eligibility**

- Mentor : Any higher Education Institution which has undergone subsequent cycles of accreditation and under RAF their latest grade is “A” and above with valid accreditation status or any other Government HEI with potential to mentor ( for states not having A and Above grades.)
- Mentee : Any eligible HEI as per NAAC guidelines aspiring for accreditation can be a mentee . (Note -Mentee HEI should not have gone for NAAC accreditation earlier and wish to apply for first cycle.)

## **Guidelines**

### **Role of Higher education department/SLQAC’s and other authorities in state**

- To encourage eligible HEI’s (as per norms of scheme) to come forward either as a mentor or as a mentee and volunteer for accreditation.

### **Role of Mentor**

- Chose HEIs which are aspiring to go for NAAC assessment and accreditation and, mentor them through hand holding exercise (preference to be given to Government Institutions in disadvantaged locations /geographically diversified area and others HEI in close proximity).
- Understand the problem of mentee HEIs and handhold them to get ready for accreditation.
- Mentee HEI to understand A and A process and guide them for documentation.
- Help mentee HEIs to register to create HEI portal and facilitate to submit IIQA.
- Guide in preparation of SSR and make them understand intent of metrics and SOP.

- Use innovative methods to achieve the objective.
- Motivate and inspire mentee HEIs to proceed with A and A process ,by explaining its benefits .

### **Mentor HEI benefits**

- The scheme will boost the confidence of mentor HEI.
- This scheme will give a new sense of educational social responsibility (ESR) to HEI.
- Mentor HEI shall get recognition and more visibility in academic fraternity.

### **Mentee benefits**

- It will boost the confidence of HEI.
- The profile of institution will get enhanced in all criterions of NAAC which will institutionalize quality culture.
- Proper understanding of the process will make the HEI presentable with required documents as per SOP.
- Receive direct experienced support and guidance from expertise in regional language.

### **NAAC benefits**

- It will help NAAC to build a good academic eco-system.

Inputs from mentor-mentee will help NAAC to improve the process from time to time.

### **Monitoring by NAAC**

- Regional coordinating team to scrutinize the mentor HEI's in the region and report to Mentor cell.
- Mentor Mentee team will be assigned with one NAAC officer as per the regional team to observe the progress of the scheme.
- Coordinate and address all queries of assigned HEI.
- Give proper guidance and help as and when HEI require.
- Report the monthly progress to the head of mentor-mentee cell of HEI's under the

scheme.

- Help in preparing final report to be submitted to NAAC by mentor HEI.

## **Submission of report**

After successful completion of the scheme mentor HEI must submit detailed report to NAAC to review the performance of the mentee HEI endorsed by head of the mentor institution and NAAC officer.

•

## **Terms and conditions**

- Duration of scheme is for three months to reach the target.
- A university sanctioned with Margadarshan grant of one Rs. One Lakh has to mentor and bring in six HEI's in fold of accreditation within three months.
- Affiliating /Autonomous Institution sanctioned with Margadarshan grant of Rs. Fifty thousand must bring in three HEI's in fold of accreditation within three months.
- If for any reason, the mentoring institution is not able to complete the mentoring process, until successful accreditation of the mentioning institution, the share of second installment fee shall be foregone.
- The financial assistance to be utilized exclusively for the purpose of mentoring and not for creating infrastructure or any other facilities in Institution.
- Mentoring HEI has to keep the concerned authorities of NAAC updated about the activities carried out in the Margadarshan - Quality Promotion Initiative by my institution.
- If any violation found on the part of mentoring institution, Mentoring HEI shall be liable for appropriate actions from NAAC.
- Mentor HEI should sign MoU with mentee HEI for the purpose and the copy of the same should be attached with the proposal.

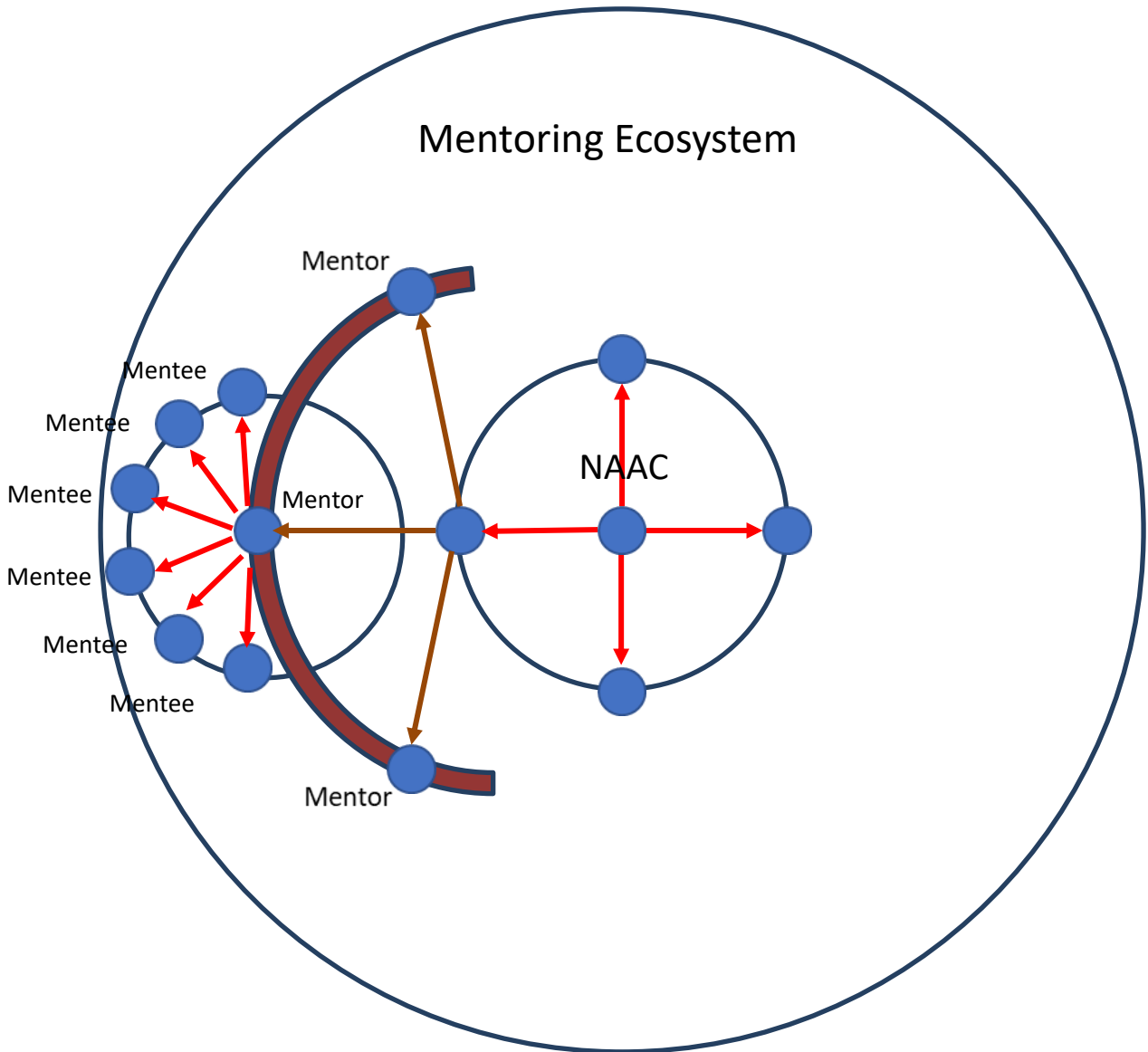
## **How to Apply**

The eligible HEI can download the application form for proposal from NAAC website and submit Hard copy duly filled and signed by competent authority along with relevant supporting documents to NAAC Bangalore Office.



मार्गदर्शन एवं गुणवत्ता संवर्धन पहल

## Spherical Wave front model



## **NAAC Financial assistance may be spent under the heads given below-**

### **The financial Assistance sanctioned will be released in two phases**

- First installment of 50% of the financial Assistance will be released by NAAC after successful submission of SSR of mentee Institution.
- Second installment of 50% of the financial assistance will be released after declaration of accreditation results of Mentee HEI.

### **The financial assistance to be utilized under following heads**

- a) Travel expenses allowed to mentee HEI is up to 30% of the financial assistance sanctioned
- b) Honorarium of Rs 3000/- per day can be paid to the resource personas/experts as per NAAC norms. (30 % of total grant)
- c) 30 % of financial assistant to be utilized for handholding activities etc.
- d) Miscellaneous amount should not exceed 10 % of the total grant.
- e) NAAC officers invited to Session will not be entitled for any honorarium, but hospitality and local transport should be taken care by mentee HEI.
- f) Travel of NAAC officer to mentor/mentee institution for handholding activities etc. will be taken care by NAAC office.
- g) The sanctioned amount will be released only on receipt of hard copy of Audited statement of Expenditure and Utilization Certificate within one month from the date of completion of the process along with the report including details of mentee duly signed by the Head of the Institution. Henceforth all the claims will be reimbursed through PFMS transfer. You are therefore requested to provide the following bank details and a cancelled cheque along with the claims.
- h) Bank Details
  1. Beneficiary Name: -----  
(Authorities designation only. For example Vice Chancellor/Registrar/Principal/

Director etc,)

2. Name of the Bank:-----

3. Name of the Branch:-----

4. Account Type: -----

5. Account No: -----

6. RTGS/IFS Code: -----

7. MICR Code: -----

8. (copy of the cancelled cheque)

### NAAC Regional Coordinators

Southern Region	Dr. M. S. Shyamasundar, Adviser, NAAC,	mssnaac@gmail.com
Northern Region	Dr. Jagannath Patil, Adviser, NAAC	jp.naacindia@gmail.com naacjp72@gmail.com
Eastern Region	Prof. Amiya Kumar Rath, Adviser, NAAC	amiyakumarrath@gmail.com
Western Region	Dr. Devender S. Kawday, Adviser, NAAC	<u><a href="mailto:devender.kawday@naac.gov.in">devender.kawday@naac.gov.in</a></u>
Northern East Region	Dr. Mrs. Sujata P. Shanbhag Adviser, NAA	sujata.shanbhag@naac.gov.in