**SA Steps**

The following steps are recommended to help you navigate through the Self Assessment (SA) process:

1. Carefully read the new version of *Sam* (Self Assessment Manual) circulated by email earlier.
2. Read the chapter on criteria and standards from the new version of *Sam*.
3. Read the questionnaires from the new version of *Sam*. The questionnaires have been circulated by email earlier as ‘revised survey tools’. You will find some difficulty in connecting the standards with the questions. Please refer to point 21 below.
4. Read the check list given in the appendix of the new version of *Sam*.
5. Identify from 1-4 what the entity has and what it doesn't have.
6. For the ‘haves’, identify what sort of evidences you are going to produce and start identifying/ gathering them. Also identify how you gather the evidence, from whom, and from where. Also try to anticipate difficulties and possible exit plans.
7. If you need to improve any of the ‘haves’, start working on them as well.
8. For the ‘have nots’, identify what can be generated within the department in the short run.
9. Make a list with timeline and persuade the department chair to materialize the list with the help of the dept colleagues.
10. Identify for 9 how you gather the evidence, from whom, and from where. Also try to anticipate difficulties and possible exit plans
11. Once the above (5-10) are accomplished/ nearly accomplished, start the survey process.
12. Please remember documentation/ physical existence is one major source of evidence, and you need to ensure that the department is emphasizing this at the directives of the department chairman. This basically implies a **departmental house-keeping exercise** to ensure appropriate documentation of existing practices.
13. For both the ‘haves’ and ‘have nots’, you have to substantiate with documented evidence.
14. In your preparatory stage, identify the ‘have nots’ that can be accomplished over the long run. Make this part of your improvement plan with specific timeline and strategy.
15. Identify things that cannot be addressed by the department and need institutional response. For example, admission, recruitment etc. But for these, please remember to report what would be a better practice from your department's perspective.
16. IQAC is going to work on the institutional documentation/ evidence issues stated in 15.
17. Contact IQAC as many times as you need without hesitation.
18. By now you must be done with your Activity Plan according to the SA process flowchart, and the plan must have been submitted to IQAC.
19. **In the next couple of weeks we will be having a few meetings with the SACs to discuss the standards and the questionnaires. In the process we will also make necessary amendments of the questionnaires. – THIS IS WHAT WE ARE DOING TODAY!**
20. In the meantime, according to the SA process flow chart, you need to hold your first departmental workshop by October/ Early November 2016. This is where you meet with your department faculty and staff. The **SA** plan should be explained clearly and completely in this workshop. In the presence of the chair and all the members of the department, you solicit their cooperation in this SA process. You organize this workshop from your allocated budget. Seek IQAC’s guidance in this regard.
21. Attached is a document containing the set of five questionnaires revised by NSU IQAC team. The questions are connected to the standards. The number of the standard is mentioned within parentheses next to the question. It means that the survey answer to a particular question is going to provide evidence in favour of the standard number in parentheses. The questions that are marked by **X** came from the original version of *Sam* but do not connect to any standards. The questions with **bold print** standard numbers are absent in the original version, are added later and are connected to the standards**. In our upcoming meetings we are going to use this document to decide what to keep and what not to keep.** **– THIS IS WHAT WE ARE DOING TODAY!**
22. Attached also is a sample write up for a particular standard (1.5) for your use as reference in the future.

Thanks and Best wishes.

Oct 20, 2016

https://caps.umich.edu/article/together-we-can