

Institute of Human Resources Development

(Established by Government of Kerala)

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No: DA1/2043/2018/HRD

Dated: 12.04.2018

From

The Director

To

The Principal of all Engineering Colleges under IHRD

Sir,

Sub: - IHRD - Preparation of Academic Master Plan in Engineering Colleges under IHRD - activities time frame and work flow - intimating of - reg:-

Ref: - 1. This office order of even no. dated. 08.03.2018.

2. Email dated. 28.03.2017 of the Principal, CE, Chengannur.

I may invite your attention to the reference 1st cited, sanction was accorded to conduct a workshop on "How to prepare Academic Master Plan on 16.03.2018 & 17.03.2018 for the Principals and Head of Institution" of all Engineering Colleges under IHRD. In continuation of the workshop the Principal, College of Engineering, Chengannur has furnished the time schedule to start activities for preparation of Academic Master Plan to the Engineering Colleges under IHRD.

In the above circumstances, all Head of Institution of Engineering Colleges under IHRD are directed to strictly follow the attached time schedule proposed by the Principal, College of Engineering, Chengannur and timely complete the Master Plan without fail. The Principal, College of Engineering, Chengannur should closely watch the progress and ensure that the Academic Master Plan of the respective institutions are completed within the stipulated time.

Yours faithfully


Dr. P. Suresh Kumar
DIRECTOR

Institute of Human Resources Development, Thiruvananthapuram

Preparation of Academic Master Plan (AMP)

Time Frame

Sl No.	Activity	Deadline for Submission
1.	Formation of Academic Master Plan Task Force	13.04.2018
2.	SWOT Analysis of the Institution	20.04.2018
3.	Generation of Ideas based on Core Themes, Outcomes and Initiatives	30.04.2018
4.	Documentation and Slide Pack Preparation (Draft)	07.05.2018
5.	Quality Review through Open House	11.05.2018
6.	External Review	17.05.2018
7.	Submission to IHRD	23.05.2018
8.	Presentation to Hon. Minister of Education, Govt. of Kerala	30.05.2018

DIRECTOR