

Standard Operating Procedure (SoP) for NIRF Coordinator at ITM University Gwalior

1. Objective

This SOP outlines the duties and processes to be followed by the **NIRF Coordinator** to improve the university’s performance under the **National Institutional Ranking Framework (NIRF)**. The coordinator shall be responsible for:

- Developing a **goal-based NIRF calendar**.
- Tracking **monthly targets across departments/schools**.
- Publishing a **monthly NIRF performance matrix**.
- Ensuring **continuous improvement and institutional alignment** with NIRF metrics.

2. Responsibilities of the NIRF Coordinator

Area	Responsibility
Strategic Planning	Develop and publish a NIRF Goals Calendar for the academic year based on each of the NIRF parameters .
Target Setting	Break down NIRF goals into measurable KPIs , and sub-assign targets to respective schools/departments/cells .
Monitoring and Evaluation	Prepare and circulate a Monthly NIRF Matrix Report capturing: - Target vs. Achievement - Department-wise performance - Highlighted misses and corrective actions.
Coordination	Work with Deans, HoDs, Exam Cell, Research Cell, Training and Placement, Accounts Office, and Library to collect data, update achievements , and flag gaps.
Compliance and Documentation	Ensure data verifiability, evidence documentation , and alignment with NIRF data definitions .
Reporting	Submit quarterly performance summaries to the Vice Chancellor and IQAC.

3. NIRF Parameters and Goal Subdivision Structure

NIRF Parameter	Goal Areas	Responsible Units
1. Teaching, Learning & Resources (TLR)	<ul style="list-style-type: none"> - Student strength - Faculty-student ratio - Faculty qualifications - Budget for academic infrastructure 	<ul style="list-style-type: none"> - All Schools - HR Department - Finance & Admin
2. Research & Professional Practice (RP)	<ul style="list-style-type: none"> - Publications - Citations - Patents - Funded projects 	<ul style="list-style-type: none"> - Research Cell - All Schools - Sponsored Projects Cell
3. Graduation Outcomes (GO)	<ul style="list-style-type: none"> - Placement % - Median salary - Higher studies % - University exam results 	<ul style="list-style-type: none"> - Training & Placement Cell - Academic Affairs - Alumni Office
4. Outreach and Inclusivity (OI)	<ul style="list-style-type: none"> - Regional diversity - Women representation - Economically weaker section support - Facilities for differently-abled 	<ul style="list-style-type: none"> - Admission Cell - Student Welfare - Scholarship Cell
5. Perception (PR)	<ul style="list-style-type: none"> - Peer perception scores - Academic reputation campaigns - Industry collaboration visibility 	<ul style="list-style-type: none"> - Public Relations Office - IQAC - Industry Engagement Cell

4. Monthly NIRF Matrix Template (example)

Parameter	Sub-Goal	Assigned Dept.	Target	Achievement	Remarks
TLR	Faculty-Student Ratio $\leq 1:20$	HR	1:20	1:22	Recruitment under process
RP	Papers in Scopus	SoM	15	12	3 pending submission
OI	% of female students $\geq 35\%$	Admissions	35%	33%	Action needed
PR	Academic media coverage	PR Cell	4 articles/month	5	On track

The matrix shall be **published monthly** and circulated to all Deans and the Vice Chancellor for review and feedback.

5. Calendarization Framework

- The **NIRF Coordinator** shall **prepare and circulate the full-year calendar by May 30th** every year.
- Monthly **reminder emails** and **review meetings** will be scheduled.
- Each goal will be tagged with:
 - **Action owner**
 - **Timeline**
 - **Expected deliverables**
 - **Documentation required for audit**

6. Escalation & Review Mechanism

- Missed targets or data discrepancies will be reported to the **Dean of the concerned school** and **IQAC**.
- Quarterly **review meetings** will be chaired by the **Vice Chancellor**, focusing on lagging parameters and mid-course corrections.

7. Support Structure

Supporting Officer	Function
IQAC Coordinator	For data accuracy and compliance checks
Data Analyst (if available)	For data compilation, trend analysis
Admin/Office Assistant	For communication and documentation tracking

8. Reporting Format & Communication

- All reports shall be archived digitally.
- Quarterly reports must be in **PDF and Excel formats**. Communicate performance using **data dashboards, charts, and infographics** where applicable.