

**Internal Quality Assurance Cell (IQAC)  
Planning & Development Office  
Himachal Pradesh University  
Summer Hill, Shimla-171005**

**A Brief About SWOT**

University is an organization of both internal and external complexities. Strengths, weaknesses, opportunities & threats (SWOT) analysis is a tool to examine scientifically the organizations' internal strengths and weaknesses and its environments' opportunities and threats. A SWOT analysis provides an opportunity for introspection into both positive aspects and negative concerns. This can give decision makers a message to draw a course of action which builds on strengths, minimizes weaknesses, points towards opportunities waiting to be availed of and counters threats. In short, it is anticipated to offer means to open up new possibilities. It is a kind of precursor to strategic planning in the current situation when *Rashtriya Uchchatar Shiksha Abhiyan* (RUSA) is being launched in the State.

On the threshold of RUSA, the greatest challenge in SWOT is to make correct judgements that would benefit both the University and the stakeholders. The importance of this exercise can be underlined by the fact that if we do not know where we are going, we will end up somewhere else.

Fortunately, University has already got a Vision Document-*Drishti: Swarna Jayanti 2020* which can help us focus on our future course of action through SWOT. This analysis will also provide us identification of institutional responses to the challenge of social needs such as equity, access and quality with speed, efficiency and effectiveness.

The SWOT proforma attached with this brief note has been designed by a team of dedicated colleagues drawn from different departments/institutes in the University after numerous deliberations under the aegis of Internal Quality Assurance Cell of the University.

Team Members for SWOT:

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2. Prof. Sanjeev K. Mahajan, Deptt. of Public Administration
3. Prof. Shyam Lal Kaushal, HPUBS
4. Prof. Mohinder Singh Chauhan, Deptt. of Chemistry
5. Prof. Sanju Karol, Deptt. of Economics (ICDEOL)
6. Dr. Pankaj Gupta, Sr. Research Officer, IIHS
7. Sh. Vijay Kumar Sharma, Project Officer, IIHS
8. Sh. O.P. Sharma, Planning & Development Officer, HPU

# SWOT PROFORMA

## **Instructions for Filling in the Proforma:**

- This proforma for Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis is a mandatory requirement as part of an exercise under *Rashtriya Uchchatar Shiksha Abhiyan* (RUSA) for drawing Annual Plans and Perspective Five Year Plan.
- Information provided in this proforma and SWOT inputs are going to go a long way in seeking funding for the University under RUSA.
- This task needs to be taken most seriously, with the involvement of Faculty Members/Stake Holders and other staff.
- Please keep a record of the meetings conducted for this purpose.
- While filling in this proforma make sure that information being provided by the Department/Institution/ College/Regional Centre/non-teaching wing is **verifiable**.
- Since Secretary (Education), Government of Himachal Pradesh vide communication No.EDN-H(8)B(1)-RUSA/IQAC dated 25.11.2013 for submitting an Institutional development plan to the RUSA Mission authority, Govt. of India, has given a deadline of 15<sup>th</sup> December, 2013, it is to be done as **Top Priority** agenda. Please treat this as most **urgent** and **time-bound**.
- Filled in proforma must reach Planning & Development Office both through e-mail (deanplanning@ymail.com) in **e-format** and as a **hard copy** duly signed by Chairperson/Administrative Head by 10.12.2013 (5 PM).

**SWOT ANALYSIS PERFORMA FOR TEACHING DEPARTMENTS/ SPECIALIZED CENTERS**

**PART A (General Information)**

Sr. No.	Particulars	Details		
1.	<b>Name of the Department/ Institution/ college/ regional Centre</b>			
2.	<b>Name of the faculty</b>			
3.	<b>Address Phone Number Fax Mobile of Contact person</b>			
4.	<b>Year of Establishment</b>			
5.	<b>Teaching Faculty</b>	<b>Sanctioned Posts</b>	<b>Filled Positions</b>	<b>Vacant Positions</b>
	Professor (s)			
	Associate Professor (s)			
	Assistant Professor (s)			
	Research Officer (s)			
	Research Assistant (s)			
	Project Officer (s)			
	Programmer (s)			
	Technical Officer (s)			
	Guest Faculty			
	Part time faculty			

	Teaching Assistants			
	<b>Non-teaching Staff</b>			
	Assistant Registrar(s)			
	Deputy Registrar(s)			
	Editors			
	Section officer(s)			
	Superintendent(s)			
	Senior Assistant(s)			
	Junior Assistant (s)			
	Clerk(s)			
	Peon(s)			
	Lab. Supervisor(s)			
	Lab attendant (s)			
	Lab. Assistant(s)			
	Technical Assistant (s)			
	Any other (Please specify)			

6.	Courses offered	Name of the course(s)	Year of Starting	Duration	Sanctioned Annual Intake	Seats reserved for SC	Seats reserved for ST	Seats reserved for OBC	DAP (Differently Abled Persons)
<b>UG Level/ Certificate Course/ Diploma, etc. (Add more rows if required)</b>									
	1.								
	2.								
	3.								
<b>PG Level (Add more rows if required)</b>									
	1.								
	2.								
	3.								
	4.								
	5.								
<b>M. Phil (Add more rows if required)</b>									
	1.								
	2.								
<b>Ph.D. (Add more rows if required)</b>									
	1.								
	2.								

7.	<b>Thrust Area(s) of Research (List)</b>	1. 2. 3.	
8.	<b>Infrastructure Facility</b>		
	<b>Item</b>	<b>Available</b>	<b>Required</b>
a.	Classrooms (number with seating capacity)		
b.	Seminar Hall (number with capacity)		
c.	Teaching Laboratories (number with group size which can be accommodated)		
d.	Research Laboratories (number with names)		
e.	Computer laboratories (number with number of systems)		
f.	Field equipment		
g.	ICT Facility		
h.	Placement Cell		
i.	Office Infrastructure		
j.	Computers		
k.	Reprographic facility		
l.	Availability of Computer facility		
m.	Internet connectivity		
n.	Lavatories		
o.	Girls Common Room		
p.	Facilities for DAP		

9.	<b>Collaborations</b>	<b>National</b>	<b>International</b>
	<b>Name (s) of the agency/ Institution/ University/ Organization</b>		

10.	<b>No. of Publications (in last five years)</b>						
		<b>Books/ monographs</b>		<b>Papers</b>		<b>Chapter(s) in Books</b>	
		<b>National</b>	<b>International</b>	<b>National</b>	<b>International</b>	<b>National</b>	<b>International</b>
	<b>Faculty members</b>						
	<b>Students</b>						
	<b>Average Impact Factor in last five years</b>						
11.	<b>Number of patents obtained in last five years</b>						
12.	<b>Outstanding accomplishments (in last five years)</b>	<b>Faculty</b>		<b>Students</b>		<b>Non-teaching employee</b>	
13.	<b>Foreign Visit (in last five years)</b>						
	<b>Name of the country visited</b>	<b>Name of the Faculty member</b>		<b>Name of the Student</b>		<b>Name of the Non-teaching employee</b>	

14.	<b>Number of Conferences/ workshops/ seminars organized by the department/ Institute (in last five years)</b>	<b>Workshops- Conferences- Seminars- Training programs- Extension activity – Any other Activity-</b>		

15.	<b>Conferences/ workshops/ seminars/ training programs/ RC/ OP attended</b>	<b>Conferences</b>	<b>Seminars</b>	<b>Workshops</b>	<b>Training Programs</b>	<b>Refresher Course</b>	<b>Orientation Program</b>	<b>Extension activity</b>
	<b>Faculty</b>							
	<b>Students</b>							



16.	Number of students who qualified NET/SLET in last five years	Subject	NET	SLET	Allied services	Any other
17.	Number of UG Students placed through campus interviews in last five years					
	<b>Total No. of Research Students</b> <b>1. Registered Ph.D. Students</b> <b>2. Project Fellows</b> <b>3. JRF's</b> <b>4. SRF's</b> <b>5. HPU Fellows</b> <b>6. Registered Students without Fellowships.</b>					
	Number of Ph.D. Thesis submitted					
	Number of Ph.D.'s Awarded					
18.	Number of PG Students placed through campus interviews in last five years					

19.	Number of sponsored research/consultancy projects completed in last five years	Name of the faculty member / applicant	Name of the funding agency	Year of sanction	Duration of funding	Total funding	Present status (completed/ongoing)	Impact on Academic/ Research Environment	No. of resultant publications/ patents
20.	<b>Special funding under</b> 1. SAP 2. FIST 3. DRDO 4. DBT 5. DST 6. ICSSR 7. ICMR								

	<b>8. CSIR</b> <b>9. State Agency</b> <b>10. BSG</b>	
21.	<b>Special facilities available for research (such as specialized labs, language lab., e-journals etc.)</b>	

## PART-‘B’

### SWOT GRID FOR TEACHING DEPARTMENTS/ SPECIALIZED CENTERS/INSTITUTES/REGIONAL CENTRES

	STRENGTHS	WEAKNESSES	
	<p><b>List the Strengths in terms of following criterion</b></p> <p>Accreditations, qualifications, certifications of faculty (Ph.D./Non Ph.D.’s); Competencies or know-how (Technical/ Academic/ Research); Designing and implementation of Curricula; Physical assets/ Laboratory assets; Human resource/ staff; Organizational assets; Competitive capabilities; Collaborations; Financial condition; Image/reputation; Innovation; Implementation of academic and non-academic reforms; Good practices; Teaching-learning resources; Rapport with alumni, university industry interface; placements.</p>	<p><b>List the weaknesses in terms of following criterion</b></p> <p>Gaps in Know-how/ expertise/ competencies (Technical/ Academic/ Research); Strategic planning; Designing and implementation of Curricula; Physical, organizational, or intangible assets; Missing capabilities in key areas; Human resource/ staff; Facilities; Internal Operating Problems; Promotion Strategies; Accountability; Timescales/ deadlines and pressures; Implementation of academic and non-academic reforms; Teaching-learning resources; Connectivity; Rapport with non-teaching employees; placements.</p>	
<b>What is required to overcome the weaknesses?</b>			

	<b>OPPORTUNITIES</b>	<b>THREATS</b>	
	<p><b>List the opportunities in terms of following criterion</b></p> <p>Expansion; Human resource/ staff; Initiating innovation in teaching-learning; Integration; New Alliances; Harnessing new technologies; Improving interaction with industry; Enhancement of research &amp; consultancy services; Improving employability; Implementation of academic and non-academic reforms; Faculty &amp; staff development; Enhancement of R&amp; D and institutional consultancy services; Rapport with alumni; Fund raising/endorsements; Recruitment; Examination patterns/ evaluation standards; placements.</p>	<p><b>List the threats in terms of following criterion</b></p> <p>New competitors; Human resource/ staff; Substitute products or services; Analyzing new trends / new regulations; Growing influence of other institutions; Threat Description: what can happen and how can it happen; Existing action to mitigate the threat; Analyzing threats in terms of -Likelihood Consequences Rating; Implementation of academic and non-academic reforms; Link to University Priorities; Updation of learning resources; Admissions standards; Examination patterns/ evaluation standards; placements.</p>	
<p><b>Actions Planned to mitigate the threats:</b></p>			

**Describe the strategic plan for Departmental/ Institutional Development under following headings for the next Five years (as per RUSA Document).  
Give a write up in 200 words for strategic plan for the department based on SWOT and list the proposed actions in the following table.**

#	STRATEGIC PLAN	PROPOSED ACTION	
1.	Specific objectives of strategic plan (List)		
2.	Expected outcome of your proposal (List)		
3.	Research Areas envisioned (List)		
4.	Expansion of Academic Activities (List)		
5.	Improving employability of students (List)		
6.	Increasing learning outcomes of the students (List)		
7.	Improving interaction with industry (List)		
8.	Enhancement of research & consultancy services (List)		
9.	Improving academic performance of SC/ST/OBC/ academically weak students (List)		
10.	Teacher's Development Program (List)		
11.	Training of technical and other staff (List)		

**PART-‘C’**

**SWOT ANALYSIS PERFORMA FOR ADMINISTRATIVE/ NON-TEACHING WINGS/LIBRARY/HEALTH CENTRE**  
**(General Information)**

Sr. No.	Particulars	Details		
16.	<b>Name of the Branch/ Cell/Institution</b>			
17.	<b>Address</b> <b>Phone Number</b> <b>Fax</b>			
18.	<b>Year of Establishment</b>			
19.	<b>Non-teaching Staff</b>	<b>Sanctioned Posts</b>	<b>Filled Positions</b>	<b>Vacant Positions</b>
	Any other (Please specify)			
20.	<b>Major tasks assigned/ performed</b>			

21.	<b>Outstanding accomplishments of the Branch/ Cell/ Institution (in last five years)</b>			
22.	<b>Special course/ orientation program/training program attended to enhance the working skills (in last five years)</b>	<b>Name of the employee</b>	<b>Duration</b>	<b>Name of the Agency/ organization who conducted the course / orientation program</b>
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
8.	<b>Availability of Computer facility</b>			
9.	<b>Internet connectivity</b>			



## **SWOT GRID FOR ADMINISTRATIVE/ NON-TEACHING WINGS**

	<b>STRENGTHS</b> <b>(List the strengths in terms of following criterion</b> Accreditations, qualifications, certifications and dedication of staff; Human resource; Designing and implementation of administrative reforms; Physical, organizational, or intangible assets; Competitive capabilities; Financial condition; Image/reputation; Legislative actions; Strategic Planning; Rapport with teaching staff/Students; Good practices; Financial Practices; Work culture; Accommodation; Working Environment; Student Service; E-Governance; Decentralization.	<b>WEAKNESSES</b> <b>List the weaknesses in terms of following criterion</b> Accreditations, qualifications, certifications and dedication of staff; Human resource; Designing and implementation of administrative reforms; Physical, organizational, or intangible assets/ Facilities; Missing capabilities; Gaps in working competencies (Technical/ official); Strategic planning; Rapport with teaching staff; Internal Operating Problems; Promotion Strategies; Accountability; Timescales/ deadlines and pressures; Connectivity; Staff awareness and knowledge of (and compliance w/) policies; Record keeping/ updation of manuals; Admissions standards; Fund raising/endorsements; Examination patterns/ standards; Work culture; Accommodation; Working Environment; Student Service; E-Governance; Decentralization.	
<b>What is required to overcome the weaknesses?</b>			

	<p style="text-align: center;"><b>OPPORTUNITIES</b></p> <p><b>List the opportunities in terms of following criterion</b></p> <p>Expansion; Human resource; Resource mobilization; Integration; New Alliances; Harnessing new technologies; Improving employability; Implementation of administrative reforms; Staff development; Planning; Fund raising/endorsements; Admissions standards; Examination patterns/ standards; E-Governance; Resource Management; Financial Rules &amp; Procedures; Work culture; Accommodation; Working Environment; Student Service; E-Governance; Decentralization.</p>	<p style="text-align: center;"><b>THREATS</b></p> <p><b>List the threats in terms of following criterion</b></p> <p>New competitors; Human resource; Analyzing new trends / new regulations; Growing influence of other institutions; Implementation of academic and non-academic reforms; Link to University Priorities; Updation of resources; Fund raising/endorsements; Admissions standards; Examination patterns/ standards; Work culture; Accommodation; Working Environment; Student Service; E-Governance; Decentralization.</p>	
<p><b>Planned Actions to mitigate the threats:</b></p>			