**IQAU Progress Report**

**University:**

**Reporting Period:**  eg. January – March 2017

**Component 01**

**Establishment of an IQAU (weightage 10%)**

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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 01** | | ***Appointment of a Director for the IQAU*** | |
| **Components/ Activities** | 1.1 | Development of Terms of Reference (TOR) |  |
| 1.2 | Determine Qualifications |  |
| 1.3 | Determine independence of the applicant from other administrative responsibilities at the University |  |
| 1.4 | Determine method of advertisement for calling of applications |  |
| 1.5 | Determine members of the applicant profile evaluation panel |  |
| 1.6 | Determine members of the applicant selection panel at the interview |  |
| 1.7 | Appointment to be made by the Vice Chancellor of the University; When |  |
| 1.8 |  |  |
| 1.9 |  |  |
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|  | **Sub total** | **01** |

Criteria 01

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 1.1 |  |  |  |  |  |
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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 02** | | ***Appointment of other members*** | |
| **Components/ Activities** | 2.1 | Mandatory requirements by UGC circular |  |
| 2.2 | Appointment evidence availability |  |
| 2.3 | Other members appointed by the University to the Management Committee |  |
| 2.4 |  |  |
| 2.5 |  |  |
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|  | **Sub total** | **01** |

Criteria 02

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 03** | | ***Availability of permanent office space for IQAU*** | |
| **Components/**  **Activities** | 3.1 | Location of the office |  |
| 3.2 | Acceptable size of the office |  |
| 3.3 | Official opening of the office |  |
| 3.4 |  |  |
| 3.5 |  |  |
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| 3.8 | **Sub total** | **01** |

Criteria 03

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 3.1 |  |  |  |  |  |
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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 04** | | ***Availability of furniture for IQAU*** | |
| **Components/ Activities** | 4.1 | Deciding and procuring of minimum requirement of furniture |  |
| 4.2 | Availability of furniture provided by UGC |  |
| 4.3 | Maintenance of furniture in good condition |  |
| 4.4 |  |  |
| 4.5 |  |  |
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| 4.7 |  |  |
|  | **Sub total** | **01** |

Criteria 04

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 05** | | ***Availability of office equipment*** | |
| **Components/ Activities** | 5.1 | Deciding and procuring of equipment for efficient service |  |
| 5.2 | Availability of equipment provided by UGC |  |
| 5.3 | Maintenance of equipment in good condition |  |
| 5.4 |  |  |
| 5.5 |  |  |
| 5.6 |  |  |
| 5.7 |  |  |
|  | **Sub total** | **01** |

Criteria 05

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 5.1 |  |  |  |  |  |
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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 06** | | ***Availability of internet and telephone facilities*** | |
| **Components/ Activities** | 6.1 | Establishment of the facilities |  |
| 6.2 | Condition of the facilities |  |
| 6.3 | Dedicated line |  |
| 6.4 | Ensure cooperation from IT Division of University |  |
| 6.5 |  |  |
| 6.6 |  |  |
| 6.7 |  |  |
|  | **Sub total** | **01** |

Criteria 06

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
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| 6.2 |  |  |  |  |  |
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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 07** | | ***Availability of permanent support staff*** | |
| **Components/ Activities** | 7.1 | Availability of minimum support staff |  |
| 7.2 | Evidence on recruitment and service |  |
| 7.3 | Identifying any other personnel requirements and action taken to recruit |  |
| 7.4 |  |  |
| 7.5 |  |  |
| 7.6 |  |  |
| 7.7 |  |  |
|  | **Sub total** | **01** |

Criteria 07

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 7.1 |  |  |  |  |  |
| 7.2 |  |  |  |  |  |
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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 08** | | ***Establishment of Faculty IQA Cells (IQAC) to liaise with IQAU*** | |
| **Components/ Activities** | 8.1 | Obtaining approval of the Faculty Board for location |  |
| 8.2 | Obtaining approval of the Faculty Board for space |  |
| 8.3 | Deciding and procuring of minimum requirement of furniture and equipment for efficient service |  |
| 8.4 | Establishment of IQAC |  |
| 8.5 | Develop annual work plan of IQAC and align with University IQAU strategic plan/annual plan |  |
| 8.6 |  |  |
| 8.7 |  |  |
|  | **Sub total** | **01** |

Criteria 08

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 8.1 |  |  |  |  |  |
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| 8.3 |  |  |  |  |  |
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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 09** | | ***Appointment of IQAC Coordinators*** | |
| **Components/ Activities** | 9.1 | Appointing of IQAC Coordinators to each Faculty |  |
| 9.2 | Defining of role and responsibilities of Coordinators |  |
| 9.3 | Whether the stipulated role and responsibilities align with the major QA activities of University |  |
| 9.4 |  |  |
| 9.5 |  |  |
| 9.6 |  |  |
| 9.7 |  |  |
|  | **Sub total** | **01** |

Criteria 09

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 9.1 |  |  |  |  |  |
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| **Component 01** | | **Establishment of an IQAU (weightage 10%)** | |
|  | | | **Score** |
| **Criteria 10** | | ***Define mode of liaison of Faculty Coordinators with Director/IQAU*** | |
| **Components/ Activities** | 10.1 | Determine items contributing to QA of the Faculty and report in Faculty Board |  |
| 10.2 | Report outcome of QA in Faculty to Director/IQAU |  |
| 10.3 | Determining frequency and mode of reporting by each Faculty |  |
| 10.4 |  |  |
| 10.5 |  |  |
| 10.6 |  |  |
| 10.7 |  |  |
|  | **Sub total** | **01** |

Criteria 10

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 10.1 |  |  |  |  |  |
| 10.2 |  |  |  |  |  |
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**Component 02**

**Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)**

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| **Component 02** | | **Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)** | |
|  | | | **Score** |
| **Criteria 01** | | ***IQAU will have its’ By-laws*** | |
| **Components/ Activities** | 1.1 | Appointment of a Committee to develop By-laws which |  |
| 1.2 | Establishing a mechanism to make available these to University Community |  |
| 1.3 |  |  |
| 1.4 |  |  |
| 1.5 |  |  |
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|  | **Sub total** | **04** |

Criteria 01

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
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| **Component 02** | | **Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)** | |
|  | | | **Score** |
| **Criteria 02** | | ***IQAU will have Operational Guidelines*** | |
| **Components/ Activities** | 2.1 | Development of operational guidelines in |  |
| 2.2 | Ensure such guidelines are followed in implementing QA activities |  |
| 2.3 |  |  |
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|  | **Sub total** | **04** |

Criteria 02

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
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| **Component 02** | | **Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)** | |
|  | | | **Score** |
| **Criteria 03** | | ***Will have a strategic development plan for internal quality assurance activities for 3 years*** | |
| **Components/ Activities** | 3.1 | Establishment of Goal/Aim of the IQAU to ensure QA in University |  |
| 3.2 | Determine objectives of IQAU |  |
| 3.3 | Determine expected outcomes of IQAU |  |
| 3.4 | Participation of IQACs on development of the plan |  |
| 3.5 | Consultation of administrative and non-academic staff of the University on development of strategic plan |  |
| 3.6 | Completion of activities conducted to achieve the outcomes |  |
| 3.7 | Obtaining approval for strategic plan by University Senate and Council |  |
| 3.8 | Sending information to the QAAC |  |
| 3.9 |  |  |
|  | **Sub total** | **08** |

Criteria 03

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
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| **Component 02** | | **Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)** | |
|  | | | **Score** |
| **Criteria 04** | | ***Will have annual work plan*** | |
| **Components/ Activities** | 4.1 | Determine objectives aligned with 3 year strategic plan |  |
| 4.2 | Determine expected outcomes |  |
| 4.3 | Obtaining approval for work plan by University Senate and Council before commencing calendar year |  |
| 4.4 | Completion of activities conducted to achieve the outcomes |  |
| 4.5 |  |  |
| 4.6 |  |  |
| 4.7 |  |  |
|  | **Sub total** | **04** |

Criteria 04

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 4.1 |  |  |  |  |  |
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| 4.3 |  |  |  |  |  |
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| **Component 02** | | **Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)** | |
|  | | | **Score** |
| **Criteria 05** | | ***Will have IQAU annual budget*** | |
| **Components/ Activities** | 5.1 | Formulating the annual budget |  |
| 5.2 | Alignment of the annual budget with the annual work plan |  |
| 5.3 | Presence (inclusion) of the budget in the University’s recurrent budget |  |
| 5.4 |  |  |
| 5.5 |  |  |
| 5.6 |  |  |
| 5.7 |  |  |
|  | **Sub total** | **04** |

Criteria 05

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 5.1 |  |  |  |  |  |
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| **Component 02** | | **Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)** | |
|  | | | **Score** |
| **Criteria 06** | | ***IQAU will be established on University website and maintained*** | |
| **Components/ Activities** | 6.1 | Availability of a dedicated site for IQAU in University website |  |
| 6.2 | Updating of annual plan and upcoming events |  |
| 6.3 | Availability of following Contents of the Web Page   1. Organogram 2. Composition of IQAU 3. Strategic Plan and Action Plan 4. Guidelines and bylaws through web portal 5. News and announcements 6. Linkages to QAAC Web |  |
| 6.4 | Dedicated service from University IT center for regular updating |  |
| 6.5 |  |  |
| 6.6 |  |  |
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|  | **Sub total** | **04** |

Criteria 06

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 6.1 |  |  |  |  |  |
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| 6.3 |  |  |  |  |  |
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| **Component 02** | | **Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)** | |
|  | | | **Score** |
| **Criteria 07** | | ***Permanent agenda item in Senate meetings*** | |
| **Components/ Activities** | 7.1 | Availability of a time slot for Director/IQAU to report at the University Senate at every regular meeting |  |
| 7.2 | Provision for the Director to participate as an invited member to the senate |  |
| 7.3 | Report by the Director to each senate meeting on monthly activities |  |
| 7.4 | Report on input by Senate for QA activities in University |  |
| 7.5 |  |  |
| 7.6 |  |  |
| 7.7 |  |  |
|  | **Sub total** | **02** |

Criteria 07

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
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| **Component 02** | | **Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)** | |
|  | | | **Score** |
| **Criteria 08** | | ***IQAU (Director and Faculty Coordinators) will present the University QA strategy to the entire university community every year*** | |
| **Components/ Activities** | 8.1 | Eg: Seminar |  |
| 8.2 | Faculty level awareness session |  |
| 8.3 |  |  |
| 8.4 |  |  |
| 8.5 |  |  |
| 8.6 |  |  |
| 8.7 |  |  |
|  | **Sub total** | **06** |

Criteria 08

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
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| **Component 02** | | **Institutionalization/Operationalization of IQAU and Empowering and Promotion of the IQAU (40%)** | |
|  | | | **Score** |
| **Criteria 09** | | ***Director permitted to circulate notices of QA activities in the University*** | |
| **Components/ Activities** | 9.1 | Permission for the Director /IQAU by the University to keep University community aware of QA activities |  |
| 9.2 | Circulated activity 2, 3, 4, 5 etc |  |
| 9.3 |  |  |
| 9.4 |  |  |
| 9.5 |  |  |
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| 9.7 |  |  |
|  | **Sub total** | **04** |

Criteria 09

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 9.1 |  |  |  |  |  |
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**Component 03**

**Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)**

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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 01** | | ***IQAU to initiate and support preparation of SER for Institutional Reviews*** | |
| **Components/ Activities** | 1.1 | IQAU facilitates the appointment of SER for IR preparation teams and task forces by the Senate |  |
| 1.2 | IQAU develops an operation schedule and timeline |  |
| 1.3 | IQAU develops progress templates |  |
| 1.4 | Assign the taskforce to collect evidence to meet the standard |  |
| 1.5 | Monitors SER report development process in line with IR Manual |  |
| 1.6 |  |  |
| 1.7 |  |  |
|  | **Sub total** | **05** |

Criteria 01

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 1.1 |  |  |  |  |  |
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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 02** | | ***IQAU to motivate and support Study Programs to prepare SERs for Program Reviews*** | |
| **Components/ Activities** | 2.1 | IQAU facilitates the appointment of SER for PR preparation teams and task forces in consultation with IQACs |  |
| 2.2 | IQAU/IQAC assists the team to develop an operation schedule and timeline |  |
| 2.3 | IQAU/IQAC develops a progress template |  |
| 2.4 | Assists the taskforce to collect evidence to meet the standard |  |
| 2.5 | Monitors SER report development process in line with PR Manual |  |
| 2.6 |  |  |
| 2.7 |  |  |
|  | **Sub total** | **05** |

Criteria 02

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| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 03** | | ***IQAU to provide necessary training and workshop*** | |
| **Components/ Activities** | 3.1 | Nominating suitable persons to participate in training programmes conducted by the IQAU/QAAC |  |
| 3.2 | How was the activity notified to the relevant community and when |  |
| 3.3 | Method of selection of participants – transparency, democracy |  |
| 3.4 |  |  |
| 3.5 |  |  |
| 3.6 |  |  |
|  | **Sub total** | **05** |

Criteria 03

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 3.1 |  |  |  |  |  |
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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 04** | | ***Motivate and support Study programs to showcase best practices in QA.*** | |
| **Components/ Activities** | 4.1 | Support by the IQAU for the study programmes to show best practices |  |
| 4.2 | Development of a mechanism of adopting best practices |  |
| 4.3 | Development of a mechanism to select best practices |  |
| 4.4 | Provision of assistance for presentation of such best practices at national/international events/fora |  |
| 4.5 |  |  |
| 4.6 |  |  |
| 4.7 |  |  |
|  | **Sub total** | **05** |

Criteria 04

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 4.1 |  |  |  |  |  |
| 4.2 |  |  |  |  |  |
| 4.3 |  |  |  |  |  |
| …. |  |  |  |  |  |

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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 05** | | ***Develop relationships and liaise with international Agencies and Universities on QA activities.*** | |
| **Components/ Activities** | 5.1 | Initiating links with international quality assurance agencies and networks |  |
| 5.2 | Establish and Maintaining links with international quality assurance agencies and networks |  |
| 5.3 | Participating at annual conferences, workshops and training programs of such agencies |  |
| 5.4 | Introducing and adapting good practices gathered from these relationships |  |
| 5.5 | Assistance provided in introducing and adapting good practices gathered from these relationships |  |
| 5.6 | Establishment and maintaining IT based interface to ensure sustainability |  |
| 5.7 |  |  |
|  | **Sub total** | **05** |

Criteria 05

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 5.1 |  |  |  |  |  |
| 5.2 |  |  |  |  |  |
| 5.3 |  |  |  |  |  |
| …. |  |  |  |  |  |

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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 06** | | ***Report at the UGC Standing Committee on QA the quarterly progress of the IQAU*** | |
| **Components/ Activities** | 6.1 | Timely Submission of the quarterly progress reports to Standing Committee on QA (Sketchy) |  |
| 6.2 | Alignment of the QA progress report with the templates provided by QAAC |  |
| 6.3 | Regular attendance/participation at QA standing committee |  |
| 6.4 |  |  |
| 6.5 |  |  |
| 6.6 |  |  |
| 6.7 |  |  |
|  | **Sub total** | **05** |

Criteria 06

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 6.1 |  |  |  |  |  |
| 6.2 |  |  |  |  |  |
| 6.3 |  |  |  |  |  |
| …. |  |  |  |  |  |

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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 07** | | ***Submit an annual report of the IQAU to the QAAC, UGC*** | |
| **Components/ Activities** | 7.1 | Timely Submission of the annual report to Standing Committee on QA |  |
| 7.2 | Alignment to the annual work plan of the IQAU |  |
| 7.3 | Alignment to the strategic plan of the IQAU |  |
| 7.4 | Reporting of all the details of QA activities of Universities and Faculties |  |
| 7.5 | Achievement with regard to deadlines/ targets of the work plan |  |
| 7.6 | Alignment of the Annual Report structure with an established template/guidelines |  |
| 7.7 |  |  |
|  | **Sub total** | **05** |

Criteria 07

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 7.1 |  |  |  |  |  |
| 7.2 |  |  |  |  |  |
| 7.3 |  |  |  |  |  |
| …. |  |  |  |  |  |

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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 08** | | ***The IQAU will administer/facilitate all meetings of the IQAU and IQACs*** | |
| **Components/ Activities** | 8.1 | Robust method of making schedules available to all the members and University Community |  |
| 8.2 | IQAU meeting day to be included in the University Year Plan |  |
| 8.3 | Maintaining records of IQAU/IQAC meetings (Electronic) |  |
| 8.4 |  |  |
| 8.5 |  |  |
| 8.6 |  |  |
| 8.7 |  |  |
|  | **Sub total** | **05** |

Criteria 08

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 8.1 |  |  |  |  |  |
| 8.2 |  |  |  |  |  |
| 8.3 |  |  |  |  |  |
| …. |  |  |  |  |  |

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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 09** | | ***IQAU to assist manual preparation on QA aspects*** | |
| **Components/ Activities** | 9.1 | Assist IQAC to identify topics for manual preparation |  |
| 9.2 | Identify topics for development of manuals for QA aspects on general administration |  |
| 9.3 | Development of MoP’s and SoP’s |  |
| 9.4 | Mechanism of revising/improving manuals continuously |  |
| 9.5 |  |  |
| 9.6 |  |  |
| 9.7 |  |  |
|  | **Sub total** | **05** |

Criteria 09

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 9.1 |  |  |  |  |  |
| 9.2 |  |  |  |  |  |
| 9.3 |  |  |  |  |  |
| …. |  |  |  |  |  |

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| **Component 03** | | **Implementation of QA Mechanism at University (including preparation of Self-Assessment) (50%)** | |
|  | | | **Score** |
| **Criteria 10** | | ***The results of Institutional Review and Program Reviews and internal reviews, including student surveys, are made available to all staff and external stakeholders on the university web-site.*** | |
| **Components/ Activities** | 10.1 | Communicate with IQACs of Faculties to administer student surveys/feedback, Stakeholder meetings |  |
| 10.2 | Maintaining a repository for details on such meetings |  |
| 10.3 | Making available to all the stakeholders the details and uploading to website |  |
| 10.4 |  |  |
| 10.5 |  |  |
| 10.6 |  |  |
| 10.7 |  |  |
|  | **Sub total** | **05** |

Criteria 10

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Activity details** | **Time frames** | **Person/s Involved** | **Performance Indicator** | **Score** |
| 10.1 |  |  |  |  |  |
| 10.2 |  |  |  |  |  |
| 10.3 |  |  |  |  |  |
| …. |  |  |  |  |  |