**Action Plan for 2019 – 2023**

**Follow up on Institutional Reviews initiated in 2018**

< name of university >

**Section 1. Introduction**

Please include the following:

* Date of submission of SER to QAC
* Dates of site visit
* Date of receipt of final report (for concurrence) by VC
* Process followed in preparing action plan

**Section 2. SWOT analysis of commendations and recommendations in review report**

Analyze the commendations and recommendations in the review report, and relate them to Strengths and Weaknesses in the university or Opportunities and Threats that arise from outside the university

**Section 3. Activities designed to address recommendations**

1. Based on the SWOT analysis, identify activities for implementation of the recommendations in the review report.
2. Identify key performance indicators for each activity and sub-activity and the officer responsible for implementation of each activity, and for reporting on progress.

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| --- | --- | --- | --- |
| **Proposed activity / sub-activity** | **Relevant recommendation in Review Report or item in your SWOT analysis** | **Relevant key performance indicator** | **Responsible officer** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Section 4. Action plan for implementation of proposed activities**

1. Align the proposed activities with your university’s Corporate / Strategic Plan and list them under the most appropriate goals and strategies in the university’s Corporate Plan for 2019 – 2023.
2. Present the Action Plan according to the format given in Annex 1

**Format for Action Plan**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal 1 of University Corporate Plan: …………………………………….** | | | | | | | | |
| **Proposed activity / Sub-activity** | **Activity number in Corporate Plan** | **Start date (mm/yyyy)** | **End date**  **(mm/yyyy)** | **Annual targets for key performance indicator** | | | | |
| **2019** | **2020** | **2021** | **2022** | **2023** |
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| **Goal 2 of University Corporate Plan: …………………………………….** | | | | | | | | |
| **Proposed activity / Sub-activity** | **Activity number in Corporate Plan** | **Start date (mm/yyyy)** | **End date**  **(mm/yyyy)** | **Annual targets for key performance indicator** | | | | |
| **2019** | **2020** | **2021** | **2022** | **2023** |
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| **Goal 3 of University Corporate Plan: …………………………………….** | | | | | | | | |
| **Proposed activity / Sub-activity** | **Activity number in Corporate Plan** | **Start date (mm/yyyy)** | **End date**  **(mm/yyyy)** | **Annual targets for key performance indicator** | | | | |
| **2019** | **2020** | **2021** | **2022** | **2023** |
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| **Goal 4 of University Corporate Plan: …………………………………….** | | | | | | | | |
| **Proposed activity / Sub-activity** | **Activity number in Corporate Plan** | **Start date (mm/yyyy)** | **End date**  **(mm/yyyy)** | **Annual targets for key performance indicator** | | | | |
| **2019** | **2020** | **2021** | **2022** | **2023** |
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