



Academic Leadership — Field Guide

A simple, practical companion to the Academic Leadership Toolkit

Link: <https://www.shunyapublications.com/leadership.html>

Publisher: Shunya Publications

Use this guide alongside the interactive page. Every section below mirrors a card on the page and explains what to enter, why it matters, and what “good” looks like.

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1) How to Use This Guide

Open leadership.html in your browser. It saves everything locally (offline friendly). Export JSON for backup/sharing and CSV for analysis. Each section tells you: (a) what to record, (b) a small example, and (c) tips to keep it audit-ready and useful in real meetings.

Golden rule: write what you can defend in an IQAC/NAAC/NIRF review, and link to evidence.



2) Start Here (Guide + Autosave + Branding)

Purpose: Give your team one place to open the narrative PDF, confirm autosave is working, and brand all printouts with your name and logo.

What to enter:

- Leadership Guide (PDF) link
- Organization name — appears on printouts like Minutes and tables.
- Logo upload — PNG/JPG/SVG; stored locally and shown on print views.

Example: Organization = “Shunya Publications”; PDF = /leadership.pdf.

Tips: Keep one official PDF in your repository; export/import JSON when changing devices; confirm ‘Last Save’ updates after edits.



3) Leadership Dashboard (Snapshot)

Purpose: Your weekly single-page view for leadership huddles. Each KPI tile has a value and a status (OK, Watch, Risk). Use this to trigger deeper dives in NAAC/NIRF, Projects, OBE, etc.

Common KPIs: Research Output, Patents, Consultancy ₹, Placement %, Median CTC, NAAC Grade, NIRF Rank Band, OBE Mapping %, Curriculum Revisions, FDPs/Faculty, Internships %, NPTEL/MOOC Credits, IPR filings.

KPI	Value	Status
Research Output (yr)		
Patents (yr)		
Consultancy ₹ (yr)		
Placement %		
Placement %		
NAAC Grade		
NIRF Rank Band		
OBE Mapping %		

Tip: Keep few KPIs and link them to owners and projects. Reconcile values quarterly with IQAC minutes.



4) Strategic Planning Canvas (5-Year)

Purpose: Convert purpose into action. Aligns Vision/Mission → Goals → KPIs → Initiatives → Policy Alignment. Use it to brief Academic Council, IQAC and BoG.

What to enter:

- Vision — future-facing north star (who benefits, how, and why).
- Mission — daily work across teaching, research, extension, governance.
- Goals (3–5) — institutional goals with owners and funding reality.
- KPIs & Milestones — baseline + targets by year; quarterly checkpoints.
- Flagship Initiatives & Owners — big rocks with clear timelines.
- NEP/UGC/AICTE/NAAC/NIRF Alignment — map goals to policy expectations.
- Key Policies — Research & IPR, Consultancy, DEI, Academic Integrity, Data Governance.

Example: Goal = “Raise Research Output by 30% in 3 years.” KPI = “Scopus/SCI publications/year.”
Initiative = “Seed Grants Program (Dean R&I, 2025–2027).”



5) NAAC Readiness & NIRF Indicators

Purpose: Keep accreditation artifacts curated and traceable, and keep rankings inputs consistent and source-backed.

NAAC Evidence Checklist: For each criterion, record artifact, owner, link/path, status, notes. Keep versions and dates.

NIRF Input Sheet: Record category, indicator, value, year, source/evidence, notes. Freeze approved values annually.

Example (NAAC C3): Artifact = "IPR Policy (2025 Rev-A)", Owner = IQAC, Link = /docs/ipr-policy.pdf, Status = Ready.

Example (NIRF RP): Indicator = "Publications per faculty", Value = 1.8, Year = 2025, Source = Scopus export (saved in repository).



6) AICTE/UGC Compliance Calendar

Purpose: Don't miss regulatory windows (EOA, affiliation renewals, audits). Assign an owner and keep status realtime.

Example: Item = "EOA Renewal", Body = AICTE, Date/Window = Jan–Mar 2026, Owner = Registrar, Status = In-Progress.



7) Governance Matrix (Bodies & Decisions)

Purpose: Show active, evidence-backed governance. Record cadence, quorum, decisions, and link minutes/office orders.

Example: Body = Academic Council, Cadence = Quarterly, Quorum = 8, Decision = "New B.Tech AI program approved", Evidence = AC-Minutes-2025Q2.pdf.



8) IQAC Evidence Locker

Purpose: One manifest of institutional documents. Track artifact type, program/department, link/path, owner, and version/date.

Example: Artifact = "CO-PO Matrix (CSE-2025 Rev-B)", Type = Curriculum, Program = B.Tech CSE, Owner = HoD, Version/Date = 2025-07-01.



9) Project Planner (Light Gantt)

Purpose: Manage flagship initiatives from proposal to completion. Tie every project to a strategic goal and a NAAC/NIRF lever.

Example: Project = "Industry Labs", Owner = Dean (Industry), Start/End = 2025-01-01 / 2026-12-31, Status = On Track, Milestones = Lab setup → MoUs → Student projects.



10) OBE Course Matrix (PO/CO Mapping)

Purpose: Record course outcome design and assessment split; later roll up CO attainment to PO attainment.

Example: Course = "Data Structures", POs = PO1, PO2, COs = CO1..CO4, Assessment Split = CIA 40% / TEE 60%, Evidence = syllabus.pdf.



11) Research & Innovation Tracker

Purpose: Track publications, patents, consultancy, grants, start-ups, outreach. Include impact (citations, policy, community).

Example: Type = Publication, Title = "XAI for Education", Venue = SCI Journal, Value/Index = IF 3.2, Year = 2025, Evidence = doi:xxx.



12) Consultancy & MoU Tracker

Purpose: Maintain pipeline of industry engagement with value/scope and documentary evidence. This supports placements and perception.

Example: Type = Consultancy, Partner = Acme Corp, Value = ₹12,00,000, Start/End = 2025-02-01 / 2025-10-31, Evidence = PO-123.pdf.



13) Faculty Workload & FDP Plan

Purpose: Balance teaching/research/admin and plan training. Use this to justify hiring and promotions; cross-check with OBE and Research outcomes.

Example: Name = Dr. A, Teaching = 10 hrs/wk, Research = 12, Admin = 6, FDP = "Outcome-Based Assessment Workshop (NPTEL)".



14) Student Success Inputs

Purpose: Program-wise inputs that drive placement and outcomes. Use patterns to tune curriculum, internships, and training.

Example: Program = MBA, Placement % = 92, Median CTC = ₹7.8 LPA, Internship % = 85, MOOC/NPTEL Credits = 3.



15) Risk Register

Purpose: Track risks with likelihood, impact, mitigation, owner, and status. Review quarterly; escalate reds to BoG.

Example: Risk = “Low placement conversion”, Likelihood = Med, Impact = High, Mitigation = “Campus-to-Career bootcamp; more industry talks”, Owner = T&P; Cell, Status = In-Progress.



16) Budget Planner (Capex/Opex)

Purpose: Give a clean view to Finance/BoG. Connect money to value by referencing linked projects and KPIs.

Example: Item = "Smart Classrooms (Phase 1)", Type = Capex, Amount = ₹45,00,000, Funding Source = CSR + Internal, Year = 2025, Owner = Dean Admin.



17) Minutes Generator (Meetings)

Purpose: Standardized minutes with agenda, decisions and action items. Add rationale/votes for key resolutions. Printed output carries your org logo and name.

Example: Title = "IQAC Review (Q2)"; Decisions include "Approve OBE roll-up method; publish CO→PO attainment quarterly."



18) Communication Plan (Change)

Purpose: Decide what to say to whom, how often, and through which channels. Supports NAAC 7 and NIRF peer perception.

Example: Audience = Students; Message = "New internship policy"; Channel = Email + Town-hall; Cadence = Once + Q&A; Owner = Dean (Students).



19) Action Tracker (Kanban)

Purpose: Move decisions into execution. Keep items small, name a single owner, and limit work-in-progress to protect focus.

Example: Backlog → “Draft Research Promotion Policy”; Doing → “Industry Labs MoUs”; Done → “IQAC Policy upload”.



20) Operating Rhythm & Data Hygiene

Weekly: Update KPIs; stand-up on risks/projects. Monthly: Close evidence artifacts; publish dashboards to IQAC. Quarterly: Variance analysis to BoG; freeze NIRF deltas. Annually: Policy review; audit trails; promotion/hiring based on evidence.

Data hygiene tips: use consistent file names, version suffixes (Rev-A, Rev-B), and store all evidence in a single repository with indexed folders per criterion. Keep a readme in each folder that explains what's inside.

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