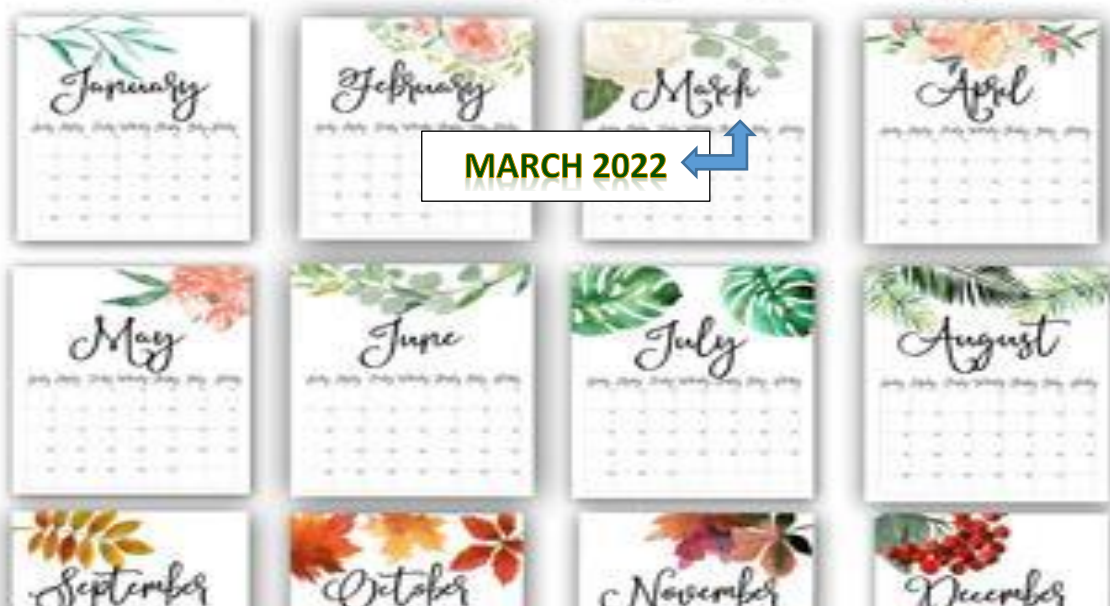


## MONTHLY ACTION PLAN OF RUSA ASSAM



| Target to be achieved  | Constraints to be overcome   | Action to be taken                 | RUSA Phase & Component Name  | Concerned responsible officers/ Branch      | Time Line | Targeted Date of Completion |
|--|--|------------------------------------|------------------------------|---|-----------|-----------------------------|
| 100% Utilization of unspent amount of Rs 44.98 lakhs under the component | Transfer of unspent amount, setting of limit, access of financial transactions | Follow up action with the colleges | RUSA 2.0: Equity Initiatives | Planning Implementation & Monitoring Branch | 30 Days   | 30 <sup>th</sup> March 2022 |

| Target to be achieved  | Constraints to be overcome   | Action to be taken                     | RUSA Phase & Component Name  | Concerned responsible officers/ Branch         | Time Line | Targeted Date of Completion |
|--|--|--|------------------------------|--|-----------|-----------------------------|
| 100% Utilization of unspent amount of Rs 14.97 lakhs under the component | Transfer of unspent amount, setting of limit, access of financial transactions | Follow up action with the institutions | RUSA 1.0: Equity Initiatives | Planning, Implementation and Monitoring Branch | 30 days   | 30 <sup>th</sup> March 2022 |

| Target to be achieved  | Constraints to be overcome   | Action to be taken                     | RUSA Phase & Component Name                               | Concerned responsible officers/ Branch      | Time Line | Targeted Date of Completion |
|--|--|--|---|---|-----------|-----------------------------|
| 100% Utilization of unspent amount of 2.63 crore under the component | Transfer of unspent amount, setting of limit, access of financial transactions | Follow up action with the institutions | RUSA 2.0: Upgradation of existing degree colleges to MDCs | Planning Implementation & Monitoring Branch | 30 Days   | 30 <sup>th</sup> March 2022 |

| Target to be achieved  | Constraints to be overcome   | Action to be taken                     | RUSA Phase & Component Name                                | Concerned responsible officers/ Branch          | Time Line | Targeted Date of Completion |
|--|--|--|--|---|-----------|-----------------------------|
| 100% Utilization of unspent amount of Rs 67.99 lakhs under the component | Transfer of unspent amount, setting of limit, access of financial transactions | Follow up action with the institutions | RUSA 1.0 : Upgradation of existing degree colleges to MDCs | Planning , Implementation and Monitoring Branch | 30 days   | 30 <sup>th</sup> March 2022 |

| Target to be achieved   | Constraints to be overcome   | Action to be taken                 | RUSA Phase & Component Name                  | Concerned responsible officers/ Branch      | Time Line | Targeted Date of Completion |
|---|--|------------------------------------|--|---|-----------|-----------------------------|
| 100% Utilization of unspent amount of Rs 2.15 crore under the component | Transfer of unspent amount, setting of limit, access of financial transactions | Follow up action with the colleges | RUSA 2.0 : Infrastructure grants to Colleges | Planning Implementation & Monitoring Branch | 30 Days   | 30 <sup>th</sup> March 2022 |

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| Target to be achieved   | Constraints to be overcome   | Action to be taken                     | RUSA Phase & Component Name                      | Concerned responsible officers/ Branch          | Time Line | Targeted Date of Completion |
|---|--|--|--|---|-----------|-----------------------------|
| 100% Utilization of unspent amount of Rs 1.59 crore under the component | Transfer of unspent amount, setting of limit, access of financial transactions | Follow up action with the Universities | RUSA 2.0 : Infrastructure grants to Universities | Planning , Implementation and Monitoring Branch | 30 days   | 30 <sup>th</sup> March 2022 |

| Target to be achieved  | Constraints to be overcome   | Action to be taken  | RUSA Phase & Component Name                  | Concerned responsible officers/ Branch      | Time Line | Targeted Date of Completion |
|--|--|---|--|---|-----------|-----------------------------|
| Transfer of unspent balance and interest accrued from institutions | Follow up action with institutions who had already utilized 100% of all instalments few years back | Follow up actions through telephone and letters by component i/cs | RUSA 1.0 : Infrastructure grants to Colleges | Planning Implementation & Monitoring Branch | 5 days    | 5 <sup>th</sup> March 2022  |

| Target to be achieved   | Constraints to be overcome                                       | Action to be taken              | RUSA Phase & Component Name                  | Concerned responsible officers/ Branch | Time Line | Targeted Date of Completion |
|---|--|---------------------------------|--|--|-----------|-----------------------------|
| Release of second instalment to 22 numbers of RUSA 2.0 colleges | Fixation of limit, calculation of unspent, issue of sanction etc | Setting up of limit for release | RUSA 2.0 : Infrastructure grants to Colleges | Finance and Accounts Branch            | 5 days    | 5 <sup>th</sup> March 2022  |

| Target to be achieved  | Constraints to be overcome         | Action to be taken  | RUSA Phase & Component Name                  | Concerned responsible officers/ Branch                                  | Time Line | Targeted Date of Completion |
|--|------------------------------------|---|--|---|-----------|-----------------------------|
| Receipt of detail information regarding unspent amount and interest accrued from 47 colleges | Follow up action with the colleges | Training to the institutions about the process of uploading documents at RUSA online portal | RUSA 2.0 : Infrastructure grants to Colleges | Planning Implementation & Monitoring Branch Finance and Accounts Branch | 10 Days   | 5 <sup>th</sup> March 2022  |

| Target to be achieved  | Constraints to be overcome         | Action to be taken  | RUSA Phase & Component Name   | Concerned responsible officers/ Branch                                    | Time Line | Targeted Date of Completion |
|--|------------------------------------|---|-------------------------------|---|-----------|-----------------------------|
| Receipt of detail information regarding unspent amount and interest accrued from 29 institutions | Follow up action with the colleges | Follow up actions with the institutions , training on online portal for report submission | RUSA 1.0 : Equity Initiatives | Planning Implementation & Monitoring Branch & Finance and Accounts Branch | 10 Days   | 5 <sup>th</sup> March 2022  |

| Target to be achieved   | Constraints to be overcome           | Action to be taken   | RUSA Phase & Component Name     | Concerned responsible officers/ Branch      | Time Line | Targeted Date of Completion |
|---|--------------------------------------|--|---------------------------------|---|-----------|-----------------------------|
| Collection of running bills from 3 Professional Colleges: Nalbari, Uidalguri and Nagaon and 100% utilization of received amount | Slow pace of construction by PWD (B) | Follow up action with PWD (B) for speeding up of the process of construction | RUSA 1.0: Professional Colleges | Planning Implementation & Monitoring Branch | 30 Days   | 30th March 2022             |

| Target to be achieved  | Constraints to be overcome                   | Action to be taken  | RUSA Phase & Component Name | Concerned responsible officers/ Branch                                      | Time Line | Targeted Date of Completion |
|--|--|---|-----------------------------|---|-----------|-----------------------------|
| Collection of running bills against utilization of fund at MDC Lahorighat and MDC Samaguri | Slow utilization by executive agency PWD (B) | Follow up action with PWD (B) for early utilization of fund | RUSA 1.0 : New MDCs         | Planning Implementation and Monitoring Branch & Finance and Accounts branch | 30 Days   | 31st March 2022             |

| Target to be achieved                 | Constraints to be overcome                                    | Action to be taken | RUSA Phase & Component Name | Concerned responsible officers/ Branch  | Time Line | Targeted Date of Completion |
|---------------------------------------|---|--------------------|-----------------------------|---|-----------|-----------------------------|
| Payment of due bills for MDC Udalguri | Cross checking of the items completed with the proposed bills | Payment of bills   | RUSA 2.0 New MDC            | Planning Implementation and Monitoring Branch & Finance and Accounts Branch of RUSA Assam & Engineering and Information Technology Branch | 10 Days   | 3 <sup>rd</sup> March 2022  |

| Target to be achieved   | Constraints to be overcome       | Action to be taken            | RUSA Phase & Component Name | Concerned responsible officers/ Branch        | Time Line | targeted Date of Completion |
|---|----------------------------------|-------------------------------|-----------------------------|---|-----------|-----------------------------|
| 100% utilization of receipt amount against MDC Udalguri, Dhubri, Dima Hasao and Baksa | Slow process of bills by PWD (B) | Follow up action with PWD (B) | RUSA 2.0: New MDC           | Planning Implementation and Monitoring Branch | 20 Days   | 30 <sup>th</sup> March 2022 |

| Target to be achieved  | Constraints to be overcome | Action to be taken  | RUSA Phase & Component Name                 | Concerned responsible officers/ Branch | Time Line | Targeted Date of Completion |
|--|----------------------------|---|---|--|-----------|-----------------------------|
| Physical inspection at at least 8 numbers of institutions under RUSA 2.0 infrastructure grants to colleges | Fixation of schedule       | Fixation of time, schedule, communication with institutions | RUSA 2.0: Infrastructure grants to Colleges | PIM, EIT & FAA Branch                  | 30 Days   | 31 <sup>st</sup> March 2022 |

| Target to be achieved  | Constraints to be overcome | Action to be taken  | RUSA Phase & Component Name                                | Concerned responsible officers/ Branch | Time Line | Targeted Date of Completion |
|--|----------------------------|---|--|--|-----------|-----------------------------|
| Physical inspection at at least 3 numbers of institutions under RUSA 2.0 upgradation of existing degree colleges to MDCs | Fixation of schedule       | Fixation of time, schedule, communication with institutions | RUSA 2.0 : upgradation of existing degree colleges to MDCs | PIM, EIT & FAA Branch                  | 30 Days   | 31 <sup>st</sup> March 2022 |

| Target to be achieved   | Constraints to be overcome   | Action to be taken                        | RUSA Phase & Component Name    | Concerned responsible officers/ Branch | Time Line | Targeted Date of Completion |
|---|------------------------------|---|--------------------------------|--|-----------|-----------------------------|
| 100% utilization of fund by HRDC Gauhati University & setting of limit for fund release | Slow progress of utilization | Follow up action, physical inspection etc | RUSA 2.0 : Faculty Improvement | PIM, EIT & FAA Branch                  | 30 Days   | 30 <sup>th</sup> March 2022 |

**Some of the other important targets to be achieved**

| Target to be achieved | Constraints to be overcome | Action to be taken | Concerned Responsible officers/ Branch | Timeli ne | Targeted Date of Completion |
|-----------------------|----------------------------|--------------------|--|-----------|-----------------------------|
|-----------------------|----------------------------|--------------------|--|-----------|-----------------------------|

|   |  |  |   |         |                   |
|---|--|--|---|---------|-------------------|
| 100% collection and uploading of provincialized, Govt. , private , non-provincialised ie general institutions (Excluding Law Colleges, B. Ed colleges and Engineering Colleges) | Incomplete information updated by HEIs in the portal | Follow up action with the institutions over telephone and by issuing letters | Planning Implementation and Monitoring Branch & Engineering & Information Technology Branch | 30 Days | 31st January 2022 |
|---|--|--|---|---------|-------------------|

|   |                                      |   |   |         |                             |
|---|--------------------------------------|---|---|---------|-----------------------------|
| At least total 15 report generation structure finalization for Higher Education Information System under RUSA Assam | Fixation of report generation format | Plan for report generation format and preparation of the format | Planning Implementation and Monitoring Branch & Engineering & Information Technology Branch | 10 Days | 10 <sup>th</sup> March 2022 |
|---|--------------------------------------|---|---|---------|-----------------------------|

|  |  |   |   |         |                             |
|--|--|---|---|---------|-----------------------------|
| Collection of Asset Records of all 598 numbers of Higher Education Institutions of the state | Most of the institutions are non-RUSA institutions | Follow up action with the institutions over telephone and mails | Engineering & Information Technology Branch | 30 Days | 31 <sup>st</sup> March 2022 |
|--|--|---|---|---------|-----------------------------|

|   |   |  |   |         |                             |
|---|---|--|---|---------|-----------------------------|
| Issue of letters to institutions to collect research articles for E Magazine 5 <sup>th</sup> Edition / Release of honorarium and certificate to the students who had contributed research articles during 4 <sup>th</sup> Edition of RUSA E Magazine. | Selection of topic/ Collection of account details | Issue of letters / follow up actions with institutions | Planning Implementation and Monitoring Branch | 10 Days | 10 <sup>th</sup> March 2022 |
|---|---|--|---|---------|-----------------------------|

|   |                  |                                 |  |        |                            |
|---|------------------|---------------------------------|--|--------|----------------------------|
| Record keeping of interest accrued and unspent amount of Implementing Agencies (203) to transfer it to SNA Account vide RUSA Assam's application software | shortage of time | Collection via follow up action | Finance and Accounts Branch & PIM branch | 5 Days | 3 <sup>rd</sup> March 2022 |
|---|------------------|---------------------------------|--|--------|----------------------------|

|                                  |                             |   |   |         |                             |
|----------------------------------|-----------------------------|---|---|---------|-----------------------------|
| Preparation of Plan for RUSA 3.0 | Inclusion of new components | Target fixing, fixation of action to be taken | Planning Implementation and Monitoring Branch | 15 Days | 15 <sup>th</sup> March 2022 |
|----------------------------------|-----------------------------|---|---|---------|-----------------------------|

|   |                             |                                      |   |         |                             |
|---|-----------------------------|--------------------------------------|---|---------|-----------------------------|
| Record of District wise GER data and collection of the same | Collection, calculation etc | Plan, calculation and record keeping | Planning Implementation and Monitoring Branch | 15 Days | 15 <sup>th</sup> March 2022 |
|---|-----------------------------|--------------------------------------|---|---------|-----------------------------|

|   |  |   |   |         |                             |
|---|--|---|---|---------|-----------------------------|
| Completion of online / offline training cum capacity building programmes for non – accredited and never NAAC Accredited institutions of the State (For non accredited institutions) | Fixation of convenient dates , selection of resource persons and huge target group | Fixation of date and selection of Resource persons and finalization of number of trainee per batch. | Planning Implementation and Monitoring Branch | 30 Days | 30 <sup>th</sup> March 2022 |
|---|--|---|---|---------|-----------------------------|

|   |   |  |   |         |                             |
|---|---|--|---|---------|-----------------------------|
| 100% uploading of data regarding NAAC Accredited institutions and the stage achieved by the institutions in the process of accreditation. | Collection of information from institutions | Collection, compilation , storing of information in RUSA NAAC portal | Planning Implementation and Monitoring Branch | 30 Days | 15 <sup>th</sup> March 2022 |
|---|---|--|---|---------|-----------------------------|

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|   |   |  |                                    |               |                                  |
|---|---|--|------------------------------------|---------------|----------------------------------|
| <p>Setting up of different limit and dates regarding fund transfer for different institutions as per instruction of MD RUSA Assam ie a) Below 10 thousand unspent , below 20 thousand unspent, below 50 thousand unspent – 10<sup>th</sup> March 2022</p> <p>b) 1 lakh to 5 lakh unspent – 15<sup>th</sup> March 2022, c) 1 lakh to 10 lakhs unspent – 25<sup>th</sup> March 2022</p> | <p>Setting of limits for different unspent amount</p> | <p>Selection of institutions to cover under different limits set</p> | <p>Finance and accounts Branch</p> | <p>5 Days</p> | <p>5<sup>th</sup> March 2022</p> |
|---|---|--|------------------------------------|---------------|----------------------------------|