2. Quality Indicator Framework (QIF)

Essential Note:

The SSR has to be filled in an online format available on the NAAC website.

The QIF given below presents the Metrics under each Key Indicator (KI) for all the seven Criteria.

While going through the QIF, details are given below each Metric in the form of:

- *data required*
- *formula* for calculating the information, wherever required, and
- *File description – for uploading of document* where so-ever required.

These will help Institutions in the preparation of their SSR.

For some Qualitative Metrics (Q_lM) which seek descriptive data it is specified as to what kind of information has to be given and how much. It is advisable to keep data accordingly compiled beforehand.

For the Quantitative Metrics (Q_nM) wherever formula is given, it must be noted that these are given merely to inform the HEIs about the manner in which data submitted will be used. *That is the actual online format seeks **only** data in specified manner which will be processed digitally*.

Metric wise weightage is also given.

The actual online format may change slightly from the QIF given in this Manual, in order to bring compatibility with IT design. Observe this carefully while filling up.

Criterion I – Curricular Aspects (150)

Key Indicator – 1.1 Curriculum Design and Development (50)

Metric No.		Weightage
1.1.1 Q_lM	*Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific outcomes (PSOs) and Course Outcomes (COs) of the Programmes offered by the Institution* Write description in maximum of 500 words **File Description** • Upload Additional information • Link for Additional information	20
1.1.2 Q_nM	*Percentage of Programmes where syllabus revision was carried out during the last five years* **File Description (Upload)** • Minutes of relevant Academic Council/BOS meeting • Any additional information • Details of program syllabus revision in last 5 years (Data Template)	20
1.1.3 Q_nM	*Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years* **File Description: (Upload)** • Any additional information • Programme / Curriculum/ Syllabus of the courses • Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses • MoU's with relevant organizations for these courses, if any • Average percentage of courses having focus on employability/ entrepreneurship (Data Template)	10

Key Indicator – 1.2 Academic Flexibility (40)

Metric No.		Weightage
1.2.1 Q_nM	*Percentage of new courses introduced of the total number of courses across all programs offered during the last five years*	20

Metric No.	File Description (Upload)	Weightages
	• Minutes of relevant Academic Council/BOS meetings • Any additional information • Institutional data in prescribed format (Data Template as of 1.1.3)	
1.2.2 Q_nM	***Percentage of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented (Data for the latest completed academic year)*** **File Description (Upload)** • Any additional information • Minutes of relevant Academic Council/BOS meetings • Institutional data in prescribed format (Data Template)	**20**

Key Indicator – 1.3 Curriculum Enrichment (40)

Metric No.		Weightages
1.3.1 Q_lM	***Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, Human Values into the Curriculum*** **File Description (Upload)** • Any additional information • Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics	**10**
1.3.2 Q_nM	***Number of value-added courses for imparting transferable and life skills offered during last five years*** **File Description (Upload)** • Any additional information • Brochure or any other document relating to value added courses • List of value-added courses (Data Template)	**10**

1.3.3 QnM	**Average Percentage of students enrolled in the courses under 1.3.2 above** **File Description (Upload)** • Any additional information • List of students enrolled (Data Template as of 1.3.2) • Any additional information List of students enrolled (Data Template) **File Description** • Any additional information • List of students enrolled*	**10**
1.3.4 QnM	**Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)** **File Description (Upload)** • Any additional information • List of programs and number of students undertaking field projects / internships / student projects (Data Template)	**10**

Key Indicator – 1.4 Feedback System (20)

Metric No.		Weightage
1.4.1 QnM	**Structured feedback for design and review of syllabus (semester wise / year wise) is obtained from 1) Students, 2) Teachers, 3) Employers, 4) Alumni** **File Description** • URL for stakeholder feedback report • Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management(Upload) • Any additional information	**10**
1.4.2 QnM	**The feedback system of the Institution comprises of the following:** **File Description** • Any additional information • URL for stakeholder feedback report	**10**

Criterion II – Teaching-Learning and Evaluation (300)

Key Indicator - 2.1 Student Enrolment and Profile (20)

Metric No.		Weightage
2.1.1 Q_nM	*Average Enrolment percentage (Average of last five years)* **File Description (Upload)** • Any additional information • Demand Ratio (Average of Last five years) based on Data Template upload the document	10
2.1.2 Q_nM	*Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years* **(exclusive of supernumerary seats)** **File Description (Upload)** • Any additional information • Average percentage of seats filled against seats reserved (Data Template)	10

Key Indicator - 2.2 Catering to Student Diversity (30)

Metric		Weightage
2.2.1 Q_lM	*The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners* **File Description** • Paste link for additional information • Upload Any additional information	15
2.2.2 Q_nM	*Student - Full time teacher ratio (Data for the latest completed academic year)* **File Description (Upload)** • Any additional information	15

Key Indicator - 2.3 Teaching - Learning Process (50)

Metric No.		Weightage
2.3.1 Q_lM	***Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences*** Write description in maximum of 500 words **File Description** • Upload Any additional information • Link for Additional Information	**15**
2.3.2 Q_lM	***Teachers use ICT enabled tools including online resources for effective teaching and learning process*** Write description in maximum of 500 words **File Description** • Upload any additional information • Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	**15**
2.3.3 Q_nM	***Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)*** 2.3.3.1: Number of mentors Number of students assigned to each Mentor Formula: Mentor: Mentee **File Description** • Upload year wise, number of students enrolled and full time teachers on roll. • Circulars pertaining to assigning mentors to mentees • mentor/mentee ratio	**10**

2.3.4 Q_lM	***Preparation and adherence of Academic Calendar and Teaching plans by the institution*** Describe the Preparation and adherence to Academic Calendar and Teaching plans by the institution within the minimum of 500 Characters and maximum of 500 words. Documents: • Upload Academic Calendar and Teaching plans for five years	**10**

The metric label in the image reads "Q_lM". Rendering per instructions:

2.3.4 Q_lM	***Preparation and adherence of Academic Calendar and Teaching plans by the institution*** Describe the Preparation and adherence to Academic Calendar and Teaching plans by the institution within the minimum of 500 Characters and maximum of 500 words. Documents: • Upload Academic Calendar and Teaching plans for five years	**10**

Key Indicator - 2.4 Teacher Profile and Quality (50)

Metric No.		Weightage
2.4.1 Q_nM	***Average percentage of full-time teachers against sanctioned posts during the last five years*** **File Description (Upload)** • Year wise full-time teachers and sanctioned posts for 5 years (Data Template) • Any additional information • List of the faculty members authenticated by the Head of HEI	**15**
2.4.2 Q_nM	***Average percentage of full-time teachers with Ph.D. / D.M. / M.Ch. / D.N.B Super speciality / D.Sc. / D.Litt. during the last five years*** **File Description (Upload)** • Any additional information • List of number of full-time teachers with Ph.D./ D.M. / M.Ch. / D.N.B Super specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years (Data Template)	**20**
2.4.3 Q_nM	***Average teaching experience of full-time teachers in the same institution (Data for the latest completed academic year in number of years)*** **File Description (Upload)** • Any additional information • List of Teachers including their PAN, designation, dept and experience details (Data Template as of 2.4.1)	**15**

Key Indicator - 2.5 Evaluation Process and Reforms (50)

Metric No.		Weightage
2.5.1 Q_nM	***Average number of days from the date of last semester-end/ year-end examination till the declaration of results during the last five years*** **File Description (Upload)** • Any additional information • List of Programmes and date of last semester and date of declaration of result (Data Template)	**20**
2.5.2 Q_nM	***Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years*** **File Description (Upload)** • Any additional information • Number of complaints and total number of students appeared year wise.	**15**
2.5.3 Q_lM	***IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution*** • Examination procedures • Processes integrating IT • Continuous internal assessment system **File Description** • Upload Any additional information • Paste link for Additional Information	**15**

Key Indicator - 2.6 Student Performance and Learning Outcomes (50)

Metric No.		Weightage
2.6.1 Q_lM	*Programme outcomes and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students* **File Description** • Upload any additional information • Link for Additional Information • Upload COs for all courses (exemplars from Glossary)	20
2.6.2 Q_lM	*Attainment of program outcomes and course outcomes are evaluated by the institution* Describe the method of measuring attainment of POs , PSOs and COs in not more than 500 words and the level of attaiment of POs , PSOs and COs. **File Description** • Upload any additional information • Paste Link for Additional Information	10
2.6.3 Q_nM	*Pass percentage of students (Data for the latest completed academic year)* **File Description** • Upload List of Programmes and number of students passed and appeared in the final year examination (Data Template) • Upload any additional information • Paste link for the annual report	20

Key Indicator - 2.7 Student Satisfaction Survey (50)

Metric No.		Weightage
2.7.1 Q_nM	*Online student satisfaction survey regarding to teaching learning process.* **File Description** • Upload any additional information • Upload database of all currently enrolled students (Data Template)	50

Criterion III – Research, Innovations and Extension (150)

Key Indicator - 3.1 Promotion of Research and Facilities (20)

Metric No.		Weightage
3.1.1 Q_lM	***The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented*** Write description in maximum of 500 words **Documents:** Minutes of the Governing Council/ Board of Management/Academic Council related to research promotion policy and its adoption **File Description (Upload)** • Any additional information • Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption • URL of Policy document on promotion of research uploaded on website	6
3.1.2 Q_nM	***The institution provides seed money to its teachers for research*** ***(Average per year)*** **File Description (Upload)** • Any additional information • Minutes of the relevant bodies of the Institution • Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized • List of teachers receiving grant and details of grant received (Data Template)	8
3.1.3 Q_nM	***Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years*** **File Description (Upload)** • Any additional information • e-copies of the award letters of the teachers • List of teachers and their international fellowship details (Data Templates)	6

Key Indicator - 3.2 Resource Mobilization for Research (10)

Metric No.		Weightage
3.2.1 QₙM	***Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)*** **File Description (Upload)** • Any additional information • e-copies of the grant award letters for research projects sponsored by non-government List of project and grant details (Data Template)	**2**
3.2.2 QnM	***Percentage of teachers having research projects during the last five years*** **File Description** • Names of teachers having research projects • Any additional information	**2**
3.2.3 QnM	***Percentage of teachers recognised as research guides*** **Documents:** Upload copies of the letter of the university recognizing faculty as research guides faculty as research guides **Documents:** Upload copies of the letter of the university recognizing faculty as research guides **File Description:** • Any additional information • Institutional data in prescribed format	**3**
3.2.4 QnM	***Average percentage of departments having Research projects funded by government and non-government agencies during the last five years*** **File Description (Upload)** • List of research projects and funding details (Data Template) • Any additional information • Supporting document from Funding Agency • Paste link to funding agency website	**3**

Key Indicator - 3.3 Innovation Ecosystem (10)

Metric No.		Weightage
3.3.1 Q$_l$M	***Institution has created an eco-system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.*** **File Description** • Upload any additional information • Paste link for additional information	**5**
3.3.2 Q$_n$M	***Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development during the last five years*** Data Requirements: (As per Data Template) • Name of the workshops / seminars • Number of Participants • Date (From -to) • Link to the activity report on the website **File Description (Upload)** • Report of the event • Any additional information • List of workshops/seminars during last 5 years (Data Template)	**5**

Key Indicators - 3.4 Research Publications and Awards (30)

Metric No.		Weightage
3.4.1 Q$_n$M	***The Institution ensures implementation of its stated Code of Ethics for research through the following:*** *File Description (Upload)* • *Code of Ethics for Research document, Research document, Research Advisory Committee and ethics committee constitution and list of members on these committees, software used for Plagiarism check, link to website* • *Any additional information* Data Requirements: (As per Data Template) **File Description (Upload)** • Institutional data in prescribed format (Data Template) • Any additional information	**5**

3.4.2	*Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years*	5
QnM	**File Description (Upload)** • URL to the research page on HEI web site • List of PhD scholars and their details like name of the guide, title of thesis, year of award etc (Data Template) • additional information	
3.4.3 Q$_n$M	*Number of research papers per teacher in the Journals notified on UGC website during the last five years* **File Description (Upload)** • Any additional information • List of research papers by title, author, department, name and year of publication (Data Template)	5

3.4.4	**Number of books and chapters in edited volumes / books published per teacher during the last five years**	5
QₙM	File Description (Upload)	
	• Any additional information	
	• List books and chapters in edited volumes / books published	
	(Data Template)	
	• Any additional information	
	• List books and chapters in edited volumes / books published (Data Template)	
3.4.5	**Bibliometrics of the publications during the last five years based on average Citation index in Scopus/ Web of Science/ PubMed**	5
QₙM	**File Description (Upload)**	
	• Any additional information	
	• Bibliometrics of the publications during the last five years	
	_____	
	** The Data obtained from INFLIBNET will be used for the purpose of calculation of scores.	

3.4.6	**Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-index of the Institution**	
	File Description (Upload)	
	• Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution (Data Template)	
	• Any additional information	
	_____	
	** The Data obtained from INFLIBNET will be used for the purpose of calculation of scores.	
QₙM		5

Key Indicators - 3.5 Consultancy (10)

Metric No.		Weightage

3.5.1	*Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs)*	5
QnM	**File Description (Upload)** • Audited statements of accounts indicating the revenue generated through consultancy and corporate training • Any additional information • List of consultants and revenue generated by them (Data Template)	
3.5.2 QnM	*Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years* **File Description (Upload)** • Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy • List of training programmes, teachers and staff trained for undertaking consultancy • Any additional information • List of facilities and staff available for undertaking consultancy (Data Template)	5

Key Indicators - 3.6 Extension Activities (50)

Metric No.		Weightage
3.6.1 QlM	*Extension activities are carried out in the neighbourhood community,-sensitising students to social issues, for their holistic development, and impact thereof during the last five years* **File Description** • Paste link for additional information • Upload Any additional information	10
3.6.2 QnM	*Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years* **File Description (Upload)** • Any additional information • Number of awards for extension activities in last 5 year (Data Template) • e-copy of the award letters.	15

3.6.3 QnM	*Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)* **File Description (Upload)** • Reports of the event organized • Any additional information • Number of extension and outreach Programmes conducted with industry, community etc for the last five years (Data Template)	10
3.6.4 QnM	*Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years* **File Description (Upload)** • Reports of the event • Any additional information • Average percentage of students participating in extension activities with Govt. or NGO etc(Data Template as of 3.6.3)	15

Key Indicator - 3.7 Collaboration (20)

Metric No.		Weightage
3.7.1 QnM	*Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work* **File Description (Upload)** • Copies of collaboration • Any additional information • Number of Collaborative activities for research, faculty etc (Data Template)	10

3.7.2 QnM	*Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate* houses *etc. during the last five years (only functional MoUs with* ongoing *activities to be considered)*	10
	File Description (Upload) • e-copies of the MoUs with institution/ industry/ • Any additional information • Details of functional MoUs with institutions of national, international importance, other Institutions etc. during the last five years (Data Template)	

Criterion IV – Infrastructure and Learning Resources (100)

Key Indicator - 4.1 Physical Facilities (30)

Metric No.		Weightage
4.1.1 Q₁M	*The Institution has adequate infrastructure and physical facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc.* Describe the adequacy of facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum of 500 words **File Description** • Upload Any additional information • Paste link for additional information	6
4.1.2 Q₁M	*The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (Gymnasium, yoga centre, auditorium, etc.)* Describe the adequacy facilities for cultural activities, yoga, games (indoor, outdoor) and sports which include specification about area/size, year of establishment and user rate within minimum of 500 characters and maximum of 500 words **File Description** • Upload any additional information • Geotagged pictures • Paste link for additional information	4

4.1.3 QnM	**Percentage of classrooms and seminar halls with ICT – enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**	10
	File Description • Upload any additional information **File Description** • Upload any additional information • Paste link for additional information • Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	
4.1.4 QnM	**Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)** **File Description** • Upload any additional information • Upload audited utilization statements • Upload Details of Expenditure, excluding salary during the last five years.	10

Key Indicator - 4.2 Library as a Learning Resource (20)

Metric No.		Weightage
4.2.1 QlM	**Library is automated using Integrated Library Management System (ILMS)** Data Requirement for last five years: Provide a description of library with • Name of the ILMS software • Nature of automation (fully or partially) • Version • Year of automation **File Description** • Upload any additional information • Paste Link for additional information	5

4.2.2 QnM	*Institution has access to the following:* *1. e-journals* *2. e-ShodhSindhu* *3. Shodhganga Membership* *4. e-books* *5. Databases* *6. Remote access to e-resources* **File Description** • Upload any additional information • Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga Membership etc.	5
4.2.3 QnM	*Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)* **File Description (Upload)** • Any additional information • Audited statements of accounts • Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years (Data Template as of 4.2.2)	5
4.2.4 QnM	*Percentage per day usage of library by teachers and students (foot falls and login data for online access)* **File Description (Upload)** • Any additional information • Details of library usage by teachers and students	5

Key Indicator – 4.3 IT Infrastructure (30)

Metric No.		Weightage
4.3.1 QlM	*Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities* **File Description** • Upload any additional information • Paste link for additional information	8

4.3.2 QnM	*Student - Computer ratio (Data for the latest completed academic year)*	8
	File Description	
	• Upload any additional information • Student - computer ratio	
4.3.3 QnM	*Bandwidth of internet connection in the Institution*	**10**
	File Description	
	• Upload any additional information • Details of available bandwidth of internet connection in the Institution	
4.3.4 QnM	*Institution has Facilities for e-content development* *Facilities available for e-content development:*	4
	1. *Media Centre* 2. *Audio visual Centre,* 3. *Lecture Capturing System (LCS)* 4. *Mixing equipment and software for editing*	
	File Description	
	• Upload Additional information • Link for Additional information	

Key Indicator - 4.4 Maintenance of Campus Infrastructure (20)

Metric No.		Weightage
4.4.1 QnM	*Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years*	10
	File Description	
	• Upload any additional information • Audited statements of accounts. • Details about assigned budget and expenditure on physical facilities and academic facilities (Data Templates)	

Metric No.		Weightage
4.4.2 Q_lM	*There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.* Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities ~~on the website~~ within a minimum of 500 word and maximum of 1000 words **File Description** • Upload any additional information • Paste link for additional information	10

Criterion V - Student Support and Progression (100)

Key Indicator - 5.1 Student Support (30)

Metric No.		Weightage
5.1.1 Q$_n$m	*Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years* **File Description** • upload self-attested letter with the list of students sanctioned scholarships • Upload any additional information • Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years *Data Template is combined with 5.1.2*	6
5.1.2 Q$_n$M	*Average percentage of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years* Document: Upload sanction letters **File Description** • Upload any additional information • Number of students benefited by scholarships and freeships besides government schemes in last 5 years *Data Template is combined with 5.1.1*	5

5.1.3 QnM	*Following Capacity development and skills enhancement activities are organised for improving student's capability* 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology **File Description** - Link to Institutional website - Any additional information - Details of capability development and schemes (Data Template)	8
5.1.4 QnM	*Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years* **File Description (Upload)** - Any additional information - Number of students benefited by guidance for competitive examinations and career counselling during the last five years (Data Template)	6
5.1.5 QnM	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases* **File Description (Upload)** - Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee - Upload any additional information - Details of student grievances including sexual harassment and ragging cases	5

Key Indicator - 5.2 Student Progression (30)

Metric No.		Weightage
5.2.1 **QₙM**	***Average percentage of placement of outgoing students during the last five years*** **File Description (Upload)** • Self-attested list of students placed • Upload any additional information • Details of student placement during the last five years (Data Template)	**10**
5.2.2 **QₙM**	***Percentage of student progression to higher education (previous graduating batch)*** **File Description (Upload)** • Upload supporting data for student/alumni • Any additional information • Details of student progression to higher education (Data Template)	**10**
5.2.3 **QₙM**	***Average percentage of students qualifying in state/ national/ international level examinations during the last five years*** **File Description (Upload)** • Upload supporting data for student/alumni • Any additional information • Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	**10**

Key Indicator - 5.3 Student Participation and Activities (30)

Metric No.		Weightage
5.3.1 **QₙM**	***Number of awards/medals for outstanding performance in sports/cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the last five years*** **File Description (Upload)** • e-copies of award letters and certificates • Any additional information • Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years (Data Template)	**10**

5.3.2 Q_1M	*Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution* **File Description** - Paste link for Additional Information - Upload any additional information	10
5.3.3 Q_nM	*Average number of sports and cultural events / competitions organised by the institution per year* **File Description** - Report of the event - Upload any additional information - Number of sports and cultural events / competitions organised per year (Data Template)	10

Key Indicator - 5.4 Alumni Engagement (10)

Metric No.		Weightage
5.4.1 Q_lM	*The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services* **File Description** - Paste link for additional Information - Upload any additional information	5
5.4.2 Q_nM	*Alumni financial contribution during the last five years (in INR)* **File Description** Upload any additional information	5

Criterion VI – Governance, Leadership and Management (100)

Key Indicator - 6.1 Institutional Vision and Leadership (10)

Metric No.		Weightage
6.1.1 **Q_lM**	*The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution* **File Description** • Paste link for additional Information • Upload any additional information	**5**
6.1.2 **Q_lM**	*The effective leadership is reflected in various institutional practices such as decentralization and participative management* **File Description** • Strategic plan and deployment documents on the website • Paste link for additional Information • Upload any additional information	**5**

Key Indicator - 6.2 Strategy Development and Deployment (10)

Metric No		Weightage
6.2.1 **Q_lM**	*The institutional Strategic/ Perspective plan is effectively deployed* **File Description** • Strategic Plan and deployment documents on the website • Paste link for additional information • Upload any additional information	**2**
6.2.2 **Q_lM**	*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup appointment and service rules, procedures, etc.* **File Description** • Paste link for additional Information • Link to Organogram of the Institution webpage • Upload any additional information	**4**

6.2.3 QₙM	*Implementation of e-governance in areas of operation:* 　*1. Administration* 　*2. Finance and Accounts* 　*3. Student Admission and Support* 　*4. Examination* **File Description (Upload)** 　• ERP (Enterprise Resource Planning) Document 　• Screen shots of user interfaces 　• Any additional information 　• Details of implementation of e-governance in areas of operation (Data Template)	**4**

Key Indicator - 6.3 Faculty Empowerment Strategies (30)

Metric No.		Weightage
6.3.1 QₗM	*The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression* **File Description** 　• Paste link for additional information 　• Upload any additional information	**4**
6.3.2 QₙM	*Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years* **File Description** 　• Upload any additional information 　• Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years (Data Template)	**8**
6.3.3 QₙM	*Average number of professional development / administrative training programs organized by the Institution for teaching and non-teaching staff during the last five years* **File Description** *(Upload)* 　• Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	**8**

	• Reports of Academic Staff College or similar centers • Upload any additional information • Details of professional development / administrative training Programmes organized by the Institution for teaching and nonteaching staff (Data Template)	
6.3.4 **Q$_n$M**	***Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes during the last five years*** ***(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.,)*** **File Description** • IQAC report summary • Reports of the Human Resource Development Centres (UGC ASC or other relevant centers). • Upload any additional information • Details of teachers attending professional development programs during the last five years (Data Template)	**10**

Key Indicator – 6.4 Financial Management and Resource Mobilization (20)

Metric No.		Weightage
6.4.1 **Q$_l$M**	***Institution conducts internal and external financial audits regularly*** **File Description** • Paste link for additional Information • Upload any additional information	**4**
6.4.2 **Q$_n$M**	***Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)*** **File Description (Upload)** • Annual statements of accounts • Any additional information	**10**
6.4.3 **Q$_l$M**	***Institutional strategies for mobilisation of funds and the optimal utilisation of resources*** **File Description** • Paste link for Additional Information • Upload any additional information	**6**

Key Indicator - 6.5 Internal Quality Assurance System (30)

Metric No.		Weightage
6.5.1 Q_lM	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –* *Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)* *Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)* **File Description** • Paste link for additional Information • Upload any additional information	10
6.5.2 Q_lM	*The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms* **File Description** • Paste link for additional Information • Upload any additional information	10
6.5.3 Q_nM	*Quality assurance initiatives of the institution include:* **File Description** • Paste web link of Annual reports of Institution • Upload e-copies of the accreditations and certifications • Upload any additional information • Upload details of Quality assurance initiatives of the institution (Data Template)	10

Criterion VII – Institutional Values and Best Practices (100)

Key Indicator - 7.1 Institutional Values and Social Responsibilities (50)

Metric No.		Weightage
	Gender Equity	

7.1.1
 	
Q_lM
	Measures initiated by the Institution for the promotion of gender equity during the last five years.
	
	Provide Web link to:
	• Annual gender sensitization action plan
	• Specific facilities provided for women in terms of:
	    a. Safety and security
	    b. Counselling
	    c. Common Rooms
	    d. Day care center for young children
	    e. Any other relevant information
		5

	Environmental Consciousness and Sustainability	
7.1.2 Q_nM	*The Institution has facilities for alternate sources of energy and energy conservation measures* 1. Solar energy ☐ 2. Biogas plant ☐ 3. Wheeling to the Grid ☐ 4. Sensor-based energy conservation ☐ 5. Use of LED bulbs/ power efficient equipment ☐ *Upload:* • *Geotagged Photographs* • *Any other relevant information*	5
7.1.3 Q_lM	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)* • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management	4

	Provide web link to • Relevant documents like agreements/MoUs with Government and other approved agencies • Geotagged photographs of the facilities • Any other relevant information		
7.1.4 **QnM**	***Water conservation facilities available in the Institution:*** 1. Rain water harvesting ☐ 2. Borewell /Open well recharge ☐ 3. Construction of tanks and bunds ☐ 4. Waste water recycling ☐ 5. Maintenance of water bodies and distribution system in the campus ☐ Upload: • Geotagged photographs / videos of the facilities • Any other relevant information	**4**	
7.1.5 **QnM**	***Green campus initiatives include (4)*** 7.1.5.1. The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles ☐ 2. Use of Bicycles/ Battery powered vehicles ☐ 3. Pedestrian Friendly pathways ☐ 4. Ban on use of Plastic ☐ 5. landscaping with trees and plants ☐ **Upload** • Geotagged photos / videos of the facilities • Various policy documents / decisions circulated for implementation • Any other relevant documents	**4**	
7.1.6 **QnM**	***Quality audits on environment and energy are regularly undertaken by the institution (5)*** 7.1.7.1. The institutional environment and energy initiatives are confirmed through the following 1.Green audit ☐ 2. Energy audit ☐ 3.Environment audit ☐ 4.Clean and green campus recognitions/awards ☐ 5. Beyond the campus environmental promotional activities ☐	**5**	

	Upload: • Reports on environment and energy audits submitted by the auditing agency • Certification by the auditing agency • Certificates of the awards received • Any other relevant information		
7.1.7 Q$_n$M	***The Institution has disabled-friendly, barrier free environment*** ☐ 1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms ☐ 3. Signage including tactile path, lights, display boards and signposts ☐ 4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment ☐ 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading ☐ **Upload:** • Geotagged photographs / videos of the facilities • Policy documents and information brochures on the support to be provided • Details of the Software procured for providing the assistance • Any other relevant information	**4**	
	Inclusion and Situatedness		
7.1.8 Q$_l$M	***Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).*** ***Provide Web link to:*** • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) • Any other relevant information.	**5**	
	Human Values and Professional Ethics		
7.1.9 Q$_l$M	***Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens*** Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words. ***Provide weblink to:*** • Details of activities that inculcate values; necessary to render students in to responsible citizens • Any other relevant information	**4**	

7.1.10 QnM	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.*	5
	1. The Code of Conduct is displayed on the website ☐	
	2. There is a committee to monitor adherence to the Code of Conduct ☐	
	3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff ☐	
	4. Annual awareness programmes on Code of Conduct are organized ☐	
	Upload:	
	• Code of ethics policy document	
	• Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	
	• Any other relevant information	
7.1.11 QlM	*Institution celebrates / organizes national and international commemorative days, events and festivals* Provide weblink to: • Annual report of the celebrations and commemorative events for the last five years • Geotagged photographs of some of the events • Any other relevant information	5

Key Indicator - 7.2 Best Practices (30)

Metric No.		Weightage
7.2.1 QlM	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.** **Provide web link to:** • Best practices in the Institutional web site • Any other relevant information	30

Key Indicator - 7.3 Institutional Distinctiveness (20)

Metric No.		Weightage
7.3.1 QlM	*Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words* **Provide web link to:** • Appropriate web in the Institutional website • Any other relevant information	20