|  | Ql/Qn | Key Indicators | To Do | Doubt/Documents needed | Weightage |
| --- | --- | --- | --- | --- | --- |
|  | Ql | 1.1.1  The institution ensures effective curriculum delivery through a well-planned and documented process. | Upload a description of the initiatives in not more than 500 words |  | 10 |
|  | Qn | 1.1.2  Certificate/diploma programs during the last five years | * Syllabus of the program * Minutes of the meeting specifying the introduction of the program, from the competent authority. * Also keep registration, attendance, question paper, answer scripts, and mark lists.   Requirements   * Certificate/ diploma program code * Name of the program * Year of Introduction * Link of the relevant document * Check for any certifications like Sector Skill Certificate etc. * International certifications available on internet. | 1. Organize certification courses    * Certification in MS Office    * Latex    * Digital Marketing    * Web Designing    * Software Testing    * Angular JS Programs    * Hadoop Administrator    * Android    * .NET  * Send all students to do PMKVY. * Get NPTEL certifications – nodal centre. * Swayam certifications. * Get ICT Academy certification. Check if it is a government certification. * Ask Technolodge to certify – joint certification by KTL and DBC. | 5 |
|  | Qn | 1.1.3  Participation of teachers in various bodies of the Universities/Autonomous colleges/other colleges, such as BoS and Academic council. | Nomination letters  Data Requirement:   * Number of teachers participated * Name of the body in which full time teacher participated * Total Number of teachers | * BOS – Fr. Johny * BoE – KK and SH   + Exam chairman   + Examiner, external examiner   + Project evaluation chairman   + General Viva chairman * QP Setters – in Andhra * Resource persons in academic staff college * Include Remya also. | 5 |
|  | Qn | 1.2.1  Percentage of new courses introduced, during the last five years. | Minutes of the relevant academic council/BoS meetings.  Data Requirement:   * Name of the new course introduced * Name of the Program | New syllabus was introduced in August 2014. We are submitting the SSR in June 2019. | 10 |
|  | Qn | 1.2.2  Percentage of programs in which CBCS/elective course system has been implemented. | * Minutes of the academic council/BoS meetings.[[1]](#footnote-1) * Get a letter from University, stating that CBCS is implemented by the college. * Structure of the MCA Program, indicating courses, credits/electives as approved by the competent board.   Data Requirement:   * Names of all programs adopting CBCS * Names of all programs adopting elective course system | * Any one – CBCS or elective is enough. * Find out if we are offering CBCS. * Offer more electives. Allow self-study for electives like E-learning. * Check if some electives are offered in NPTEL or Swayam. If yes, they also can be offered, under self-study. | 10 |
|  | Qn | 1.2.3  Average percentage of students enrolled in subject related certificate/diploma programs/Add-on programs as against the total number of students during the last five years. | * List of students enrolled in the program.   Data Requirement:   * Total number of students enrolled in certificate diploma /Add-on programs * Total number of students across all the programs | * This should match with 1.1.2. * Provide the list. Certificates will be sought from randomly selected students. * If list is not provided, list and sample certificates will be sought. * A student can enroll in multiple programs. | 10 |
|  | Ql | 1.3.1  Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum | Upload:   * A description of courses which address Gender, Environment and Sustainability, Human Values and Professional Ethics * The list of core courses   *BMSC programs, plastic free campus, tree plantation and maintenance, observance of various days related to environment, competitions for the same.* |  | 10 |
|  | Qn | 1.3.2  Number of value added courses imparting transferable and life skills offered during the last five years. | * Course content or syllabus of such courses, and the program in which it is being offered.   Data Requirement:   * Names of the value added courses with 30 or more contact hours * No. of times offered during the same year * Total no. of students completing the course in the year | * Value added course = optional courses, not related to curriculum, but helps students to get placed. They add value to the students. * Find out examples of such courses. | 15 |
|  | Qn | 1.3.3  Percentage of students undertaking field projects/internships. | * Internship completion certificate from the organization. * Only current year (recently completed) is considered. * If a student has involved in multiple internships, count only one. * Filed visit – course content that makes field visit necessary and report of the field visit.   Data requirements:   * Names of the program * No. of students undertaking field projects / internships in the last five years | * BTrac * Collect internship certificates from project reports. * Conduct industrial visit. * Filed visit is not matching for MCA. * NITK interrnship | 5 |
|  | Qn | 1.4.1  Structured feedback from students, teachers, employers, alumni, parents for design and review of syllabus semester-wise/ year-wise. | * Three sample filled-in forms in each category to be submitted.   Data Requirements:   * Report of analysis of feedback received from different stakeholders year wise   Documents:   * Upload Stakeholder feedback report, Action taken report on it as minuted by the Governing Council, Board of Management. | * Provide at least four of these. * Feedback should be syllabus related only. * Filled-in feedback is required. * Three filled forms in each category has to be provided. * Prepare a format – look at Sinhgad format. * Present them in the website. In which format? | 10 |
|  | Qn | 1.4.2  Feedback process of the institution: feedback is collected, analyzed, action has been taken and available on website. | * Stakeholder feedback report * Action taken report as minuted by the governing council/syndicate/board of management. * Give the web link.   Documents:   * Upload Stakeholder feedback report, Action taken report on it as minuted by the Governing Council, Board of Management | * Choose option A (feedback is analyzed and action taken report is on website). Then give the link.   Actions   * Add-on courses are given * Industrial visits arranged * Git is introduced * More projects done during the program * More electives | 10 |
|  | Qn | 2.1.1  Average percentage of students from other states during the last five years. | * Copy of the domicile certificate or * Previous degree certificate from other states.   Data Requirement for last five years:   * Number of students enrolled from other states and countries * Total number of students enrolled | * Enough to provide the list of students. Documents during DVV. | 10 |
|  | Qn | 2.1.2  Average enrolment percentage. | * Document showing sanctioned intake * Extract of number of applications received in each program.   Data Requirements last five years:   * Total Number of students admitted * Total number of sanctioned seats |  | 10 |
|  | Qn | 2.1.3  Average percentage of seats filled against seats reserved for various categories, during the last five years. | * Policy document of the state/central govt. of seat allocation for reserved categories. * Final admission list published by the HEI. * OR Admission extract submitted to the state OBC/SC/ST cell every year.   Data Requirement:   * Number of students admitted from the reserved category * Total number of seats earmarked for reserved category as per GOI or State Government rule | * Students from reserved categories admitted under general category will not be considered. | 10 |
|  | Ql | 2.2.1  The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners. | * Upload a description of the initiatives in not more than 500 words |  | 30 |
|  | Qn | 2.2.2  Student-full time teacher ratio of current year | * Will be verified in the extended profile.   Data Requirement for last five years (year wise):   * Total number of students enrolled in the institution * Total number of full time teachers in the institution   Formula: Students : Teachers | * Get Antony TJ in the staff, at the earliest. | 10 |
|  | Qn | 2.2.3  Percentage of divyangjan on rolls (current year). | * Copy of disability certificate   Data Requirement for last five years:   * Total number of differently abled students on roll in the institution * Total number of students on roll in the institution | * Those on rolls and also in the recently completed year can be considered. * Jayasna? | 10 |
|  | Ql | 2.3.1  Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences | * Upload description of student centric methods in not more than 500 words. |  | 20 |
|  | Qn | 2.3.2  Average percentage of teachers using ICT for effective teaching, with LMS, e-learning resources etc. | * List of teachers using ICT * LMS website/Academic management system * Link of LMS, moodle etc. * Link of resources created and/or * Geo-tagged photos.   Data Requirements:   * Number of teachers using ICT (LMS, e-resources) * Number of teachers on roll * ICT tools and resources available   Documents: Source-Institutional website/LMS website/ Academic management system  Process-Online verification, Output Percentage of concordance | * Make moodle compulsory. * Use DSpace. * Create e-resources of the college. * Provide scanned old QPs. * Make a question bank, for each subject. * Youtube channel of videos. * Make a collection of videos, NPTEL materials etc. | 10 |
|  | Qn | 2.3.3  Ratio of mentor to students for academic and stress related issues (current year) | * Circular giving the details of mentor and their allotted mentees. * Approved mentor list as announced by the HEI OR * Allotment order of mentor to mentee.   Data Requirement for last five years:   * Number of students assigned to each Mentor | * Only full time teachers should be mentors. | 10 |
|  | Ql | 2.3.4  Innovation and creativity in teaching-learning | * Upload a description of innovation and creativity in teaching-learning process not more than 500 words |  | 10 |
|  | Qn | 2.4.1  Average percentage of full time teachers against sanctioned posts during the last five years | * Position sanction letters (including management sanctioned posts) by competent authority   Data Requirement for last five years:   * Number of full time teachers * Number of sanctioned posts | * Appointment letters of selected faculty will be sought during clarification stage, if data is large. | 15 |
|  | Qn | 2.4.2  Average percentage of full time teachers with PhD, during the last five years | * Copies of PhD certificate   Data Requirement:   * Number of full time teachers with PhD * Total number of full time teachers | * Consider no of full time PhD teachers year-wise, irrespective of year of award of PhD | 20 |
|  | Qn | 2.4.3  Average teaching experience of full time teachers in number of years | * Experience certificate and appointment orders   Data Requirement for last five years:   * Name of the full time teacher * Name of the department * Number of years of teaching experience (years and months) | * Certificates of selected faculty will be sought, if data is large. | 10 |
|  | Qn | 2.4.4  Average percentage of full time teachers who received awards, recognition, fellowships at state, national, international level from govt. recognized bodies during last 5 years | * Copies of awards   Data Requirement:   * Number of full time teachers receiving awards from State, National, International level * Total number of teachers | * Local awards not considered * Only one award per teacher per year will be counted | 15 |
|  | Qn | 2.4.5  Average percentage of full time teachers from other states against sanctioned posts, during last 5 years | * Documents to prove that he/she is from other states   Data Requirement:   * Number of full time teachers from other states * Total number of sanctioned posts | * Domicile certificate/previous degree certificate or relevant documentary proof of selected faculty * Fr. Johny is from Karnataka. * Fr Antony is from TN | 20 |
|  | Ql | 2.5.1  Reforms in Continuous Internal Evaluation(CIE) system at the institutional level | * Upload a description not more than 500 words | * Credit system should come into internal evaluation also. * CO must be mapped for internal exams. | 15 |
|  | Ql | 2.5.2  Mechanism of internal assessment is transparent and robust in terms of frequency and variety | * Upload a description not more than 500 words |  | 15 |
|  | Ql | 2.5.3  Mechanism to deal with examination related grievances is transparent, time-bound and efficient | * Upload a description not more than 500 words |  | 10 |
|  | Ql | 2.5.4  The institution adheres to the academic calendar for the conduct of CIE | * Upload a description not more than 500 words |  | 10 |
|  | Ql | 2.6.1  Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students | Documents Requirement:   * Upload COs for all courses (exemplars from Glossary- Notes) * Upload a description of Mechanism of Communication |  | 10 |
|  | Ql | 2.6.2  Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution | * Upload a description of the method of measuring attainment of POs, PSOs and COs in not more than 500 words and the level of attainment of POs , PSOs and COs***.*** |  | 10 |
|  | Qn | 2.6.3  Average pass percentage of students | * Reports from CoE office/annual reports mentioning the relevant details   Data Requirement for last five years:   * Program Code * Name of the program * Number of students appeared * Number of students passed * Pass percentage | * Take from University website. Also give the web link. | 20 |
|  | Ql | 2.7.1  Online student satisfaction survey with regard to teaching learning process***.*** | Data Requirement:   * Name/ Class/ Gender * Student Id number/ Adhar Id number * Mobile number * Email id * Degree programme   (Database of all currently enrolled students need to be prepared and shared with NAAC along with the online submission of QIF) | * Discuss the questionnaire with the staff. We need to ensure that they are all met. | 50 |
|  | Qn | 3.1.1  Grants for research projects by govt. and non-govt. sources | * Grant award letter, containing the year of award   Data requirement:   * Name of Principal Investigator * Duration of project * Name of the research project * Amount / Fund received * Name of funding agency * Year of sanction * Department of recipient |  | 3 |
|  | Qn | 3.1.2  Percentage of teachers recognized as research guides | * Copy of recognition by the affiliating university   Data requirement:   * Number of teachers recognized as research guides * Total number of teachers |  | 3 |
|  | Qn | 3.1.3  Average no of research projects per teacher funded by govt. and non-govt agencies during last five years. | * Grant award letter   **Data requirements:**   * Name of Principal Investigator * Duration of project * Name of the research project * Amount / Fund received * Name of funding agency * Year of sanction * Department of recipient | * Should match with 3.1.1 | 4 |
|  | Ql | 3.2.1  Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge | * Upload a description of the available incubation centre for innovation and evidence of its usage with their activity in not more than 500 words |  | 5 |
|  | Qn | 3.2.2  No of workshops/seminars conducted on IPR and industry-academia innovative practices during last 5 years | * Brochure/detailed program report for each program   Data Requirement:   * Name of the workshops / seminars * Number of Participants * Date (From -to ) * Link to the activity report on the website | * Activities with a bearing on IPR, innovation practices, and industry-academia initiatives can be considered. * Cook up * Organize IPR with Raju of VJEC | 5 |
|  | Qn | 3.3.1  The institution has a stated code of ethics to check malpractices and plagiarism in research | * Code of ethics documents as approved by the appropriate board of the university or its web-link   Data Requirement : Upload Code of Ethics to check malpractices and plagiarism in Research to be made available on institutional website | * Should we form the code and get it approved by the University? * Check other SSRs. * Check the University site on syllabus or research for such code. | 1 |
|  | Qn | 3.3.2  The institute provides incentives to teachers who receive state, national and international recognition/awards | * Letters of incentives granted to awardees   Data Requirements:   * Name of the Award * Name of the Awardee with contact details * Name of the Awarding Agency * Year of Award * Incentive details   Documents: Upload letter of awards | * Incentives may be study leave, money, promotion benefits. * We have performance based salary increment. | 1 |
|  | Qn | 3.3.3  No of PhDs awarded per teacher, during last 5 years | * PhD award letter/provisional certificate and guideship of the supervisor   Data Requirements:   * Name of the PhD scholar * Name of the Department * Name of the guide/s * Year of registration of the scholar * Year of award of PhD |  | 4 |
|  | Qn | 3.3.4  No of research papers per teacher in UGC notified journals, during last 5 years | * Web-link of the research paper, which redirects to the UGC notified list of webpage, published in UGC website   Data Requirement:   * Title of paper * Name of the author/s * Department of the teacher * Name of journal * Year of publication * ISBN/ISSN number |  | 8 |
|  | Qn | 3.3.5  Number of books and chapters in edited volumes/books published and papers in national/international conferences per teacher during last 5 years | * Cover page, content page and first page of the selected publications   Data Requirement:   * Name of the teacher: Title of the paper * Title of the book published: Name of the author/s: Title of the proceedings of the conference * Name of the publisher: National / International * National / international : ISBN/ISSN number of the proceedings * Affiliating Institution * Year of publication | * Books should have ISBN number. * ICMACS book * Ask Johny KDC to publish teachers’ books. | 6 |
|  | Ql | 3.4.1  Extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years | * Upload a description in not more than 500 words mentioning the impact of the activities in sensitizing students to social issues and holistic development |  | 20 |
|  | Qn | 3.4.2  No of awards and recognition received for extension activities from govt. recognized bodies during the last 5 years | * Copy of the award letter * Any supporting document in relevance to the metric   Data Requirement:   * Name of the activity * Name of the award/ recognition * Name of the awarding government/ recognised bodies * Year of the award   Documents: Upload letter of award | * Get Blood Donation certificates from PHC * Flood relief payment receipt * Ask Panchayath for cleaning river etc. | 5 |
|  | Qn | 3.4.3  No of extension and outreach programs conducted in collaboration with industry, community and non-govt. organizations through NSS/NCC/Red Cross/YRC etc during last five years | * Photographs/newspaper report or any supporting document OR * Detailed program report for each extension and outreach program. Mention no of students and collaborating agency participated.   Data Requirement:   * Name and number of the extension and outreach programs * Name of the collaborating agency: Non- government, industry, community with contact details * Year of the Activity | * Rural camps of each year. * Photographs available. * Make reports. | 15 |
|  | Qn | 3..4.4  Average percentage of students participating in extension activities with Govt. and non-govt. organizations and programs such as Swachh Bharat, AIDS Awareness, Gender Issues etc. during last five years | * Detailed program report for each program, with mention of no of students and collaborating agency and amount generated. And/or * Photographs or any supporting document   Data Requirement:   * Name of the activity * Name of the scheme * Year of the activity * Number of teachers participating in such activities * Number of students participating in such activities | * Check if the audited report has expenses about the program. * Do a program under swachh bharat – cleaning Kundoor river. | 20 |
|  | Qn | 3.5.1  No of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research etc. during the last five years | * Copies of linkage related documents, indicating start date and completion date.   Data Requirements for last five years:   * Title of the linkage * Name of the partnering institution/ industry /research lab with contact details * Year of commencement * Duration (From-To) * Nature of linkage   Documents : Upload letters of partnerships/ linkages | * BTrac, NITK projects, VLab, * Akshaya * Faculty exchange with MG College for guiding project work * Collect certificates from students’ project work * TCS ion | 10 |
|  | Qn | 3.5.2  No of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last 5 years | * Copies of MoUs, indicating start date and completion date.   Data Requirement:   * Organisation with which MoU is signed * Name of the institution/ industry/ corporate house * Year of signing MoU * Duration * List the actual activities under each MoU * Number of students/teachers participated under MoUs   **Documents:** Upload the copies of MoUs with institution/ industry/ corporate house | * An MoU for 3 years will be counted as three. * GLEN * MG College * PMKVY MoU | 10 |
|  | Ql | 4.1.1  The institution has adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc. | * Upload a description of adequacy of facility for teaching learning as per the minimum specified requirements by statutory bodies. |  | 5 |
|  | Ql | 4.1.2  The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities | * Upload a description of adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate. |  | 5 |
|  | Qn | 4.1.3  Percentage of classrooms and seminar halls with ICT enabled facilities such as smart class, LMS etc. | * Hyperlinked video of ICT enabled facilities OR * Geo-tagged photos of class rooms/seminar halls with ICT.   Data Requirement:   * Number of classrooms with LCD facilities * Number of classrooms with Wi-Fi/LAN facilities * Number of seminar halls with ICT facilities | * No of rooms for the current year. | 10 |
|  | Qn | 4.1.4  Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years. | * Abstract of budget highlighting fund allocation towards infrastructure augmentation facilities, certified by chartered accountant.   Data Requirement:   * Budget allocated for infrastructure augmentation * Total expenditure excluding salary   Document: Upload budget estimates and audited utilization statements | * Only for infrastructure augmentation. * Maintenance cost is not included. | 10 |
|  | Ql | 4.2.1  Library is automated using Integrated Library Management System (ILMS) | Data Requirement for last five years:  Upload a description of library with   * Name of the ILMS software * Nature of automation (fully or partially) * Version |  | 5 |
|  | Ql | 4.2.2  Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment | Data Requirement for last five years:  Provide the description of library enrichment which includes   * Name of the book/ manuscript * Name of the publisher * Name of the author * Number of copies * Year of publishing |  | 2 |
|  | Qn | 4.2.3  Does the institution have the following:   * E-journals * E-ShodhSindhu * Shodhganga membership * E-books * Databases | * Subscription letter/membership letter or related document with mention of the year   Data Requirement:   * Details of memberships * Details of subscriptions | * What is e-book? * Check the price of JSTOR, EBSCOHost, Google Scholar, Econlit, PubMed * Static IP is needed for e-ShodhSindhu | 3 |
|  | Qn | 4.2.4  Average annual expenditure for purchase of books and journals during the last five years. | * Abstract of budget highlighting annual expenditure towards purchase of books and journals during the last five years, attested by CA. * Audited statement highlighting expenditure of purchase of books and journal, library resources AND/OR * Proceedings of the library committee meeting for allocation of fund and utilization of funds.   Data Requirement:   * Expenditure on the purchase of books * Expenditure on the purchase of journals in each year * Year of expenditure | * Audit report needed | 5 |
|  | Qn | 4.2.5  Availability of remote access to e-resources of the library | * Gateway used for remote access * Snap shot of the landing page of remote access after login to the remote access   Data Requirement:   * E-resource * Contact person details * Connectivity Bandwidth available | * Only the landing page will be considered. * Check with University library for remote access. * Check if any other library provides this facility – CSI, British library etc. * Ask Godlits, for availability of remote access from other libraries. | 1 |
|  | Qn | 4.2.6  Percentage of per day usage of library by teachers and students | * E-copy/Scan of the log book for random check. Any five working days.   Data Requirement:   * Upload last page of accession register details * Method of computing per day usage of library * Number of users using library through e-access * Number of physical users accessing library | * E-copy = biometric is OK? How does a biometric sheet look like? | 4 |
|  | Ql | 4.3.1  Institution frequently updates its IT facilities including Wi-Fi | * Upload a description of IT facilities including Wi-Fi with date of updation and nature of updation |  | 10 |
|  | Qn | 4.3.2  Student-computer ratio | * Invoice/vouchers for the purchase of computers for students use only AND/OR * Annual stock entry of computers.   Data Requirement:   * Number of computers in working condition * Total Number of students | * Office computers should not be considered. * Cook up stock register. | 10 |
|  | Qn | 4.3.3  Available bandwidth of internet connection  50 MBPS | * Latest bills for leased line connection, indicating plan and internet speed. | * Get the bills and file it. * Get more than one connection. | 9 |
|  | Qn | 4.3.4  Facilities for e-content development such as media centre, recording facility, lecture capturing system etc. | * Geo-tagged photograph.   Data requirement:   * Upload the names of the e-content development facilities * Links to Media centre, Recording facility | * Photo of studio, with student working. | 1 |
|  | Qn | 4.4.1  Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years. | * Extract of expenditure incurred on maintenance of these facilities, certified by CA.   Data Requirement **year wise**:   * Non salary expenditure incurred * Expenditure incurred on maintenance of campus infrastructure   Give percentage per year and average percentage | * Audit report needed | 10 |
|  | Ql | 4.4.2  There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. | * Upload policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the webs |  | 10 |
|  | Qn | 5.1.1  Average percentage of students benefitted by scholarships and freeships provided by Govt. during the last five years. | * Upload sanction letter of scholarship. * Consolidated document in favour of freeships and number of beneficiaries.   Data Requirement:   * Name of the scheme * Number of students benefiting | * Only Govt. scholarships. * Sanction letters will be sought during DVV. * Anoop to make a list of scholarship winners. | 12 |
|  | Qn | 5.1.2  Average percentage of students benefitted by scholarships, freeships etc. provided by the institution during the last five years. | * Sanction letter of scholarship/freeship provided by the institution.   Data Requirement:   * Name of the scheme with contact information * Number of students benefiting | * Letter should show the details of students, each year. * Find out the beneficiaries and complete the file. | 12 |
|  | Qn | 5.1.3  No of capability enhancement and development schemes for last five years   1. Guidance for competitive examinations 2. Career counselling 3. Soft skill development 4. Remedial coaching 5. Language lab 6. Bridge courses 7. Yoga and meditation 8. Personal counselling options   7 or more, any 6, any 5 … | * Institutional website * Web-link to particular program/scheme * Circular/brochure/report of the event/activity report   Data Requirement:   * Name of the capability enhancement scheme * Year of implementation * Number of students enrolled * Name of the agencies involved with contact details | * Cook up reports * Put photos of meditation etc. in the website | 10 |
|  | Qn | 5.1.4  Average no of students benefitted by competitive examinations and career counselling offered by the institution during the last five years. | * Circular/brochure of such programs   Data Requirement:   * Name of the scheme * Number of students who have passed in the competitive exam * Number of students placed | * Students attending the said programs are to be considered as benefitted. | 10 |
|  | Qn | 5.1.5  Average percentage of students benefitted by Vocational Education and Training during the last five years. | * Circular/brochure of such programs * List of students enrolled in such programs   Data Requirement:   * Number enrolled * Number of successfully completed | * What are vocational education and training? PMKVY can be given? Or hardware classes, networking courses, etc. | 5 |
|  | Qn | 5.1.6  The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. | * Minutes of the meetings of student redressal committee, anti-ragging committee etc. AND/OR * Circular/web-link/committee report justifying the objectives of the metric * Report of incident management of grievances from the concerned cell is essential.   Documents   * Upload the minutes of the meetings of student redressal committee, prevention of sexual harassment committee and anti-ragging committee | * The mechanism of redressal should be available as document and preferably hosted in HEI’s website * Form committees and cook up reports. | 1 |
|  | Qn | 5.2.1  Average percentage of placement of outgoing students during the last five years. | * Annual report of placement cell   Data Requirement:   * Name of the employer with contact details * Number of students placed | * Consider only the placements through the placement cell. * Prepare reports of each year. | 20 |
|  | Qn | 5.2.2  Percentage of students graduating to higher education (previous graduating batch). | * Supporting document for student/alumni in the relevance of the metric.   Data Requirement:  Number of students proceeding from   1. UG to PG: 2. PG to MPhil: 3. PG to PhD: 4. MPhil to PhD: 5. PhD to Post doctoral:   Document: Upload documents from Student/alumni database | * Jose Francis | 20 |
|  | Qn | 5.2.3  Average percentage of students qualifying in the state/national/international level examinations during the last five years. (NET. SLET, GATE, GMAT, CAT, GRE, TOELF, Civil Services, State govt. examinations | * Pass certificate of the examination   Document: Upload document from Student/alumni database |  | 5 |
|  | Qn | 5.3.1  No of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years. Award for a team is counted as one. | * Award letters and certificates   Data Requirement:   * Name of the award/ medal * National/ International * Sports/ Cultural   Document: Upload award letters and certificates | * Only national and international achievements. | 15 |
|  | Ql | 5.3.2  Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution | * Upload a description in not more than 500 words on Student Council activity and students’ role in academic & administrative bodies*.* |  | 5 |
|  | Qn | 5.3.3  Average no of sports and cultural activities/ competitions organized at the institution level per year. | * Report of the event OR * Circular/brochure indicating such kind of activities.   Data Requirement for last five years:  Name of the activity: | * Events cannot be split up into activities. * Make the circulars. Also collect photos, certificates. | 5 |
|  | Ql | 5.4.1  The Alumni Association/Chapters (registered and functional)contributes significantly to the development of the institution through financial and non financial means during the last five years | * Upload a description of alumni association contribution to the institution in not more than 500 words |  | 4 |
|  | Qn | 5.4.2  Alumni contribution during the last five years. < 1 lakh, 1-3 lakhs, | * Extract of audited statements of highlighting alumni association contribution, certified by a CA.   Data Requirement:   * Name of the alumnus/ alumni association * Quantum of contribution   Documents:  Upload   * Annual audited statements of accounts * Alumni association audited statements | * 1 lakh of Shaji scholarship, 5000/- for Mullu. | 4 |
|  | Qn | 5.4.3  Number of alumni association/chapter meetings held during the last five years. | * Report of the event/copy of circular/brochure of such meetings/chapters * Proceedings of the alumni chapters duly signed by the office bearers.   Data Requirement:   * Number of alumni association meetings * Dates of meetings | * Organize chapter meetings. * Register alumni. | 2 |
|  | Ql | 6.1.1  The governance of the institution is reflective of an effective leadership intune with the vision and mission of the Institution | * Upload the vision and mission statement of the institution and describe in not more than 500 words on the nature of governance, perspective plans and participation of the teachers in the decision making bodies. |  | 5 |
|  | Ql | 6.1.2  The institution practices decentralization and participative management | * Upload a case study showing practicing decentralization and participative management in the institution in not more than 500 words |  | 5 |
|  | Ql | 6.2.1  Perspective/Strategic plan and deployment documents are available in the institution | * Upload one example of activity successfully implemented based on the strategic plan in not more than 500 words   Document:   * Strategic Plan and deployment docs |  | 2 |
|  | Ql | 6.2.2  Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism | * Upload the organogram of the Institution |  | 2 |
|  | Qn | 6.2.3  Implementation of e-governance in areas of operation   1. Planning and development 2. Administration 3. Finance and accounts 4. Student admission & support 5. Examination | * Institutional budget statements allocated for the heads of e-governance implementation * ERP document * Screen shots of user interface of each module * Annual e-governance report approved by management * Policy document   Data Requirement:   * Areas of e-governance * Planning and Development * Administration * Finance and Accounts * Student Admission and Support * Examination * Name of the Vendor with contact details * Year of implementation   Documents  Upload :  ERP documents   * Screen shots of user interfaces * Annual e-governance report approved by Governing Council/ Board of Management/ Academic Council | * Finance and accounts – get the screen shots from administrator. * Prepare e-governance for admission and examination. * Check if moodle has these modules. | 4 |
|  | Ql | 6.2.4  Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions | * Upload an example of one activity successfully implemented based on the Minutes of the meeting of various Bodies/ Cells and Committees in not more than 500 words. |  | 2 |
|  | Ql | 6.3.1  The institution has effective welfare measures for teaching and non-teaching staff | * Upload list of the existing welfare measures for teaching and non-teaching staff |  | 9 |
|  | Qn | 6.3.2  Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years. | * Policy document from institutions providing financial support to teachers * E-copy of letter indicating financial assistance to teachers * Relevant budget extract/expenditure statement * Office order of financial support   Data Requirement:   * Name of teacher * Name of conference/ workshop attended for which financial support provided * Name of the professional body for which membership fee is provided | * ACM membership * Workshops of DBHEI * Training programs organized in colleges | 6 |
|  | Qn | 6.3.3  Average number of professional development/administrative training programs organized by the institution for teaching and non-teaching staff during the last five years. | * Detailed program report for each program * Circular/brochure/report of the training program   Data Requirement:   * Title of the professional development program organized for teaching staff * Title of the administrative training program organized for non-teaching staff * Dates (from-to)   Document:   * Reports of the Human Resource Development Centres (UGC ASC or other relevant centres) | * Cook up. | 5 |
|  | Qn | 6.3.4  Average percentage of teachers attending professional development programs (orientation program, refresher course, short term course, FDP) during the last five years. | * Certificate of the programs attended by the teachers.   Data Requirement:   * Number of teachers * Title of the program * Duration (from – to)   Document:   * Reports of the Human Resource Development Centres (UGC ASC or other relevant centres) * Annual reports of the IQAC and the Institution | * One teacher attending one or more programs in a year is counted as one. * Preferably minimum two days of program conducted by the institution. * Fr Johny attended NPTEL program on education technology, ToC, ICT Academy program on Agile. * ICT Academy, KSUM programs by Diljith, Emil. | 5 |
|  | Ql | 6.3.5  Institution has Performance Appraisal System for teaching and non-teaching staff | * Upload a description of the functioning status of the Performance Appraisal System for teaching and non-teaching staff in not more than 300 words |  | 5 |
|  | Ql | 6.4.1  Institution conducts internal and external financial audits regularly | * Upload an enumeration on the various internal and external financial audits carried out during last five years with the mechanism for settling audit objections |  | 4 |
|  | Qn | 6.4.2  Funds/grants received from non-government bodies, individuals, philanthropists during the last five years. (Not covered in criterion 3). | * Annual statement of accounts * Letter indicating the grants/funds received by respective agency as stated in the metric AND * Budget extract of audited statement towards grants received from non-government bodies, individuals etc. certified by CA.   Data Requirement:   * Name of the non-government funding agencies/ individuals * Funds/ Grants received   Document   * Annual statements of accounts | * From BREADS for ICMACS, * From Gina for ITFest * Check the audited report | 8 |
|  | Ql | 6.4.3  Institutional strategies for mobilization of funds and the optimal utilization of resources | * Upload the resource mobilization policy and procedures of the Institution |  | 8 |
|  | Ql | 6.5.1  Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes | * Upload two examples of best practices institutionalized as a result of IQAC initiatives | * Academic audit | 8 |
|  | Ql | 6.5.2  The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms | * Upload two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC |  | 8 |
|  | Qn | 6.5.3  Average no of quality initiatives by IQAC for promoting quality culture per year | * IQAC link verification for upload of data/information * Circular/reports/newsletter/invitation letter/brochure per event   Data Requirement for last five years:   * Name of quality initiative by IQAC * Duration (from – to) * Number of participants | * Initiatives should have special focus on promoting quality culture | 3 |
|  | Qn | 6.5.4  Quality assurance initiatives of the institution include:   1. Regular meeting of the IQAC; timely submission of AQAR; Feedback collected, analyzed and used for improvements 2. Academic administrative audit and initiation of follow up action 3. Participation in NIRF 4. ISO certification 5. NBA or any other quality audit   How many of these? | * Annual reports of IQAC * AQARs * E-copies of the accreditations and certifications * Consolidated report of the academic administrative audit * Supporting document in favour of participation in NIRF/link of NIRF submitted * ISO certificate * NBA certificate * Feedback analysis report   Data Requirement for last five years:  **Quality initiatives**   * AQARs prepared/ submitted * Academic Administrative Audit (AAA) and initiation of follow up action * Participation in NIRF * ISO Certification * NBA or any other certification received   Document   * Annual reports of Institution * AQARs of IQAC * Upload accreditations and certifications | * There should be annual report of IQAC, besides meeting reports * Conduct academic audit | 6 |
|  | Ql | 6.5.5  Incremental improvements made during the preceding five years (in case of first cycle)  Post accreditation quality initiatives (second and subsequent cycles) | * Upload description of quality enhancement initiatives in the academic and administrative domains successfully implemented during the last five years |  | 5 |
|  |  |  | Numbering is different for criteria 7, in SOP and Bastin’s document |  |  |
|  | Qn | 7.1.1 – Gender Equity  Number of gender equity promotion programs organized during the last five years. | * Detailed program report for each program * Circular/brochure/report of the program   Data Requirement:   * Title of the programme * Duration (from-to) * Number of participants | * Focus should be on gender equity/promotion * Start a women cell and cook up events | 5 |
|  | Ql | 7.1.1 – Gender Equity  Institution shows gender sensitivity in providing facilities such as:   * Safety and Security * Counselling * Common Room | * Upload a description of gender equity initiatives undertaken by the Institution on the specified areas in not more than 500 words   *Classes offered on gender sensitization, training programs like driving classes for women students, women empowerment programs, soft skill training, women health talks* |  | 5 |
|  |  | 7.1.2  Environmental Consciousness and Sustainability (10) |  |  |  |
|  | Qn | 7.1.2 – Alternate energy initiatives such as:   1. Percentage of power requirement of the Institution met by the renewable energy sources | Data Requirement:   * Power requirement met by renewable energy sources * Total power requirement * Formula: power requirement met by renewable energy source/total power requirement \* 100 |  | 1 |
|  | Qn | 1. Percentage of lighting power requirements met through LED bulbs | Data Requirement:   * Lighting power requirement met through LED bulbs * Total lighting power requirements   Formula:  Lighting power requirement met by LED bulbs/Total lighting power requirement \* 100 |  | 1 |
|  | Ql | 1. Waste Management steps including:  * Solid waste management * Liquid waste management * E-waste management | * Upload a description of efforts towards waste management on campus in not more than 200 words |  | 3 |
|  | Ql | 1. Rain water harvesting structures and utilization in the campus | * Upload a description of efforts towards rain water harvesting on the campus in not more than 200 words |  | 1 |
|  | Ql | 1. Green Practices  * Students, staff using * Bicycles * Public Transport * Pedestrian Friendly Roads * Plastic free campus * Paperless office * Green landscaping with trees and plants | * Upload a description of efforts towards green practices on the campus in not more than 200 words |  | 2 |
|  | Qn | 1. Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years |  |  | 2 |
|  |  |  | Till above row is as per Bastin’s document |  |  |
|  | Qn | 7.1.3  Environmental consciousness and sustainability, alternate energy initiatives such as: percentage of annual power requirement of the institution met by the renewal energy sources. | * Geo-tagged photos of energy sources. * Proof in support of energy sources (invoice etc.) OR * Green audit report OR * Renewable energy installation bills or maintenance bills | * Check if our solar is in DBC’s name. * Get the print out of solar power generation. * Ask VJCE for green audit. Find out if they are authorized to conduct green audit. |  |
|  | Qn | 7.1.4  Percentage of annual lighting power requirement met through LED bulbs | * Any supporting document in proof of the same | * Management resolution to change over to LED. * Purchase bills of LED bulbs in bulk |  |
|  | Qn | 7.1.8  Average percentage of expenditure on green initiatives and waste management excluding salary component during the last five years. | * Budget extracts towards green initiatives and waste management, certified by CA. | * Focus should be on green initiatives and waste management |  |
|  |  |  | Numbering of this section begins with 7.1.3 on Bastin’s document |  |  |
|  | Qn | 7.1.9  Differently-abled friendliness resources available in the campus   1. Physical facilities 2. Provision for lift 3. Ramp/rails 4. Braille software/facilities 5. Rest rooms 6. Scribes for examination 7. Special skill development for them 8. Any other   How many? | * Photos and videos * Link to geo-tagged photos and videos * Bills and invoice/purchase order/AMC in support of the facility | * Ramps available * Make the rest room, with board * Any other – provide parking area | 10 |
|  | Qn | 7.1.10  Inclusion and situatedness – no of specific initiatives to address locational advantages and disadvantages during the last five years. | * Detailed program report for each program * Circular/brochure/report of the initiative/photos of the initiatives/news report published  1. Number of specific initiatives to address locational advantages and disadvantages during the last five years (5 points) 2. Number of initiatives taken to engage with and contribute to local community duringthe last five years(Not addressed elsewhere) (5 points)   Data Requirement:   * Number of initiatives to address locational advantages and disadvantages * Number of initiatives taken to engage with and contribute to local community | * NSS/NCC activities not to be considered * Focus on specific initiatives to address locational advantages and disadvantages only | 10 |
|  | Qn | 7.1.11  No of initiatives taken to engage with and contribute to local community during the last five years.(not addressed elsewhere) | * Circular/brochure/report of the initiative/photos of the initiative/news reports | * Check its weightage. If this is more, bring other activities here.   7.1.10 and 7.1.11 are clubbed in Bastin’s document. Total weight is 10. |  |
|  | Qn | 7.1.12  Human values and Professional Ethics Code of conduct handbook exists for students, teachers, governing body, administration including manager, principal, officials and support staff. | * University code of conduct for students AND * University code of conduct for teachers AND * Handbooks, manuals and brochures on human values and professional ethics * Report on student attributes facilitated by the institution * Web-link to the relevant documents at the institution website.   *Daily assembly, monthly value education class, annual retreat for three days, evaluation of all events* | * Sinhgad has a document * Modify our Roles and Functions. | 1 |
|  | Qn | 7.1.13  Display of core values in the institution and on its website | * Link of the same |  | 1 |
|  | Qn | 7.1.14  The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; fundamental duties and rights of Indian citizens and other constitutional obligations. | * Circular/brochure/ report of such activity | * Arrange it. | 1 |
|  | Qn | 7.1.15  The institution offers a course on Human values and professional ethics | * Course content, along with structure of the program | * Identify resource person and organize the same. * It should appear as a value added course also in 1.3.2. | 1 |
|  | Qn | 7.1.16  The institutional functioning is as per professional code of prescribed/suggested by statutory bodies/regulatory authorities for different professions | * Professional code prescribed by statutory body is available in web link of the institute. | * Find out this code. Check Amal Jyothi site. | 1 |
|  | Qn | 7.1.17  Number of activities conducted for promotion of Universal values (Truth, righteous conduct, love, non-violence, and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years. | * Activity celebrations reports * Link to photos and videos of activities/events   Data Requirement:   * Title of the programme/Activity * Duration (from-to) * Number of participants   Documents:   * Upload the following documents * Institutional code of conduct for students * Institutional code of conduct for teachers * Handbooks, manuals and brochures on human values and professional ethics. * Report on the student attributes facilitated by the Institution | * Detailed program report for each program is essential, in the absence of which claim will not be accepted. | 2 |
|  | Ql | Institution organizes national festivals and birth / death anniversaries of the great Indian personalities. |  |  | 1 |
|  | Ql | The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions | * Upload a description of efforts of the Institution towards inculcation of human values and professional ethics in students, faculty and society in not more than 200 words. |  | 2 |
|  | Ql | 7.2.1  Describe at least two institutional best practices (as per NAAC format) | * Upload details of two best practices successfully implemented by the institution as per NAAC format |  | 30 |
|  | Ql | 7.3.1  Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust | * Upload a description of the institutional performance in one area distinctive to its vision, priority and thrust in not more than 500 words |  | 20 |

Pass percentage of current year data is important.

1. BoS of the University? [↑](#footnote-ref-1)