

To be Submitted to bina.mairembam@gmail.com
by 20th March 2021

For any query, please mail to the above-mentioned email id or to 9436891469 (WhatsApp)

- 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years.
3.1.3.1: Total number of Seminars/conferences/workshops conducted by the institution year wise during last five years

(5 Weightage / QnM)

Year				
Number				

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	Document
Any additional information	
☐ Report of the event	
☐ List of workshops/seminars during last 5 years (Data Template)	

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
19.	3.1.3 Number of Seminars / conferences / workshops conducted by the institution during the last five years	<ul style="list-style-type: none"> Detailed report for each program. Brochure/Photograph with date and captions; title of the workshops / seminars conducted. Details of resource persons. 	If the data is large, DVV can seek additional documents such as attendance and certificates of the participants of the randomly selected seminars / conferences / workshops.	

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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.

6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non-teaching staff year wise during the last five years.

(5 Weightage / Ave / QnM / Optional)

Year					
Number					

Data Requirement for last five years: (As per Data Template)	
Title of the professional development Programme organised for teaching staff	
☐ Title of the administrative raining Programme organised for nonteaching staff	
☐ Dates (From- to)	
File Description (Upload)	Document
Upload any additional information	
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	
Reports of Academic Staff College or similar centers	
☐ Upload any additional information	
☐ Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year wise during the last five years}}{5}$$

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
48.	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	<ul style="list-style-type: none"> List of professional development / administrative training programs organized by the institution • Brochures and Reports year-wise • List of participants in each programme • Photographs with date and caption. 	<ul style="list-style-type: none"> For large data DVV will ask for documents of selected events. 	<ul style="list-style-type: none"> Seminars / invited talks cannot be included in this metric.

		<ul style="list-style-type: none"> • Annual reports of the programme conducted at institution level 		
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