

To be Submitted to bina.mairembam@gmail.com
by 10th February 2021

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

4. Quality Indicator Framework (QIF)

1.1.3 Participation of full-time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years (5 Weightage QnM)

Response:

1. Academic council / BoS of Affiliating university
2. Setting of question papers for UG / PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Options

1. All of the above
2. Any 3 of the above
3. Any 2 of the above
4. Any 1 of the above
5. None of the above

Data requirement: (As per Data Template)	
<input type="checkbox"/> Number of teachers participated	
<input type="checkbox"/> Name of the body in which full time teacher participated	
<input type="checkbox"/> Total number of teachers	
Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions w.r.t the activity in which the teachers are involved.	
File Description	Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	
Any additional information	

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
1.	1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic	<ul style="list-style-type: none"> Nomination Letter of their Affiliating University indicating membership on BoS and Academic Council / PG Council valid for the assessment period. Letters from the affiliating university to the faculty for 	<ul style="list-style-type: none"> Supporting document for the selected option to be provided. DVV can seek the supporting document for the randomly selected 	<ul style="list-style-type: none"> Participation of the faculty in other than the affiliating university not to be included.

	<p>bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Options</p> <ol style="list-style-type: none"> A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above 	<p>setting question paper for UG/PG programs.</p> <ul style="list-style-type: none"> • Document showing the faculty participating in the design and development of Curriculum for Add on/ certificate/ Diploma Courses. • The letters from the affiliating university inviting the faculty for Assessment/evaluation 	<p>teachers for verification.</p> <ul style="list-style-type: none"> • Invitations / Appointment letters to valuations / Practical exams / Viva-Voce exams can also be considered. 	
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by 30th December 2020

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2.4 Teacher Profile and Quality (60 Weightage)

2.4.1 Average percentage of full-time teachers against sanctioned posts during the last five years (20 Weightage / Ave / QnM)

Response:

Data Requirement of last 5 years: (As per Data Template)	
☐ Number of full time teachers	
☐ Number of sanctioned posts	
File Description	Document
Any additional information	
☐ Year wise full time teachers and sanctioned posts for 5years(Data Template)	
☐ List of the faculty members authenticated by the Head of HEI	

Formula:

$$\% / \text{year} = \frac{\text{Number of full-time teachers}}{\text{Number of sanctioned posts}} \times 100$$

$$\text{Average \%} = \frac{\sum \% \text{ of year}}{5}$$

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
13.	2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	<ul style="list-style-type: none"> Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority. List of full time teachers appointed along with their departmental affiliation. 	<ul style="list-style-type: none"> Appointment letter of selected teachers will be asked during DVV clarification stage All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers 	<ul style="list-style-type: none"> Mere appointment letters provided in regional language cannot be considered. Avoid inclusions of part-time / Adhoc / Visiting faculty.

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2.4.2 Average percentage of full-time teachers with Ph.D. / D.Sc. D. Litt. during the last five years.
(consider only highest degree for count)

2.4.2.1. Number of full-time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super specialty / D.Sc. / D.Litt. year wise during the last five years.
(20 Weightage / Ave / QnM)

Response:

Year					
Number					

Data Requirement of last 5 years: (As per Data Template)	
☐ Number of full-time teachers with PhD. / D.M. / M.Ch. / D.N.B Super specialty / D.Sc. / D.Litt.	
☐ Total number of full-time teachers	
File Description (Upload)	Document
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)	

Formula:

$$\% / \text{year} = \frac{\text{Number of full time teachers with PhD./ D.M. / D.Sc. / D.Litt.}}{\text{Total number of full-time teachers}} \times 100$$

$$\text{Average \%} = \frac{\sum \% \text{ of year}}{5}$$

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
14.	2.4.2 Average percentage of full-time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super specialty / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)	<ul style="list-style-type: none"> List of faculties having Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. along with particulars of degree awarding university, subject and the year of award. Doctorate degree awarded by UGC recognized universities only to be considered. 	<ul style="list-style-type: none"> Mention number of full-time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super specialty / D.Sc. / D.Litt. year-wise irrespective of the year of award. Ph. D. / D.M. / M.Ch. /D.N.B Super specialty / D.Sc. / D.Litt. Certificates of selected faculty will be asked during DVV clarification stage. 	<ul style="list-style-type: none"> Honorary Doctorate Degrees not to be included /considered

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2.4.3 Average teaching experience of full-time teacher in the same institution (Data for the **latest completed academic year**). **(20 Weightage / x 100 / QnM)**

2.4.3.1: Total experience of full-time teachers.

Data Requirement of last 5 years: (As per Data Template)	
☐ Name and Number of full-time teachers with years of teaching experiences	
File Description (Upload)	Document
Any additional information	
☐ List of Teachers including their PAN, designation, dept and experience details (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Sum of total experience of full-time teacher in the same institution.}}{\text{Number of full-time teachers}} \times 100$$

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
15.	2.4.3 Average teaching experience of full-time teachers in the same institution (Data for the latest completed academic year in number of years)	<ul style="list-style-type: none"> List of faculties along with particulars of the date of Appointment in the HEI and years of his experience. 	<ul style="list-style-type: none"> Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large. 	Work experience of the teacher in other institution not to be considered here.

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3.2 Research Publication and Awards (15 Weightage)

3.2.1. Number of papers published per teacher in the Journals notified on UGC website during the last five years.

3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.

(5 Weightage / x 100 / QnM)

Year				
Number				

Data Requirement: (As per Data Template)	
Title of paper	
☐ Name of the author/s	
☐ Department of the teacher	
☐ Name of journal	
☐ Year of publication	
☐ ISBN / ISSN number	
File Description	Document
Any additional information	
☐ List of research papers by title, author, department, name and year of publication (Data Template)	

Formula:

% / year = $\frac{\text{Number of publications in UGC notified Journals on UGC during the last five years.}}{\text{Average number of full-time teachers during the last 5 years}} \times 100$

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
20.	3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years	<ul style="list-style-type: none"> Functional link to be specified to the actual article in the relevant section on the UGC portal. 	<ul style="list-style-type: none"> Actual link of UGC for journals to be specified. 	Publication which does not reflect the University name under the author affiliation not be considered / included

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- 3.2.2 Number of books and chapters in edited volumes/books published and papers published in national / international conference proceedings per teacher during last **five** years.
- 3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last **five** years. **(10 Weightage / Ave / QnM)**

Year				
Number				

Data Requirement for last five years: (As per Data Template)	
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	
☐ Year of publication:	
File Description	Document
Any additional information	
List books and chapters edited volumes/ books published (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years}}{\text{Average number of full-time teachers during the last 5 years}} \times 100$$

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
21.	3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last	<ul style="list-style-type: none"> Cover page, content page and first page of the selected publication. Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication 	<ul style="list-style-type: none"> Books with ISBN number only would be considered The details of selected publications would be sought during the DVV clarification process, if the data is large 	<ul style="list-style-type: none"> Publication claimed under 3.2.1 not to be included/repeated in this metric.

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6.3.4 Average percentage of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the last five years
(*Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.*)

6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year wise during the last five years
(4 Weightage / QnM / Optional)

Response:

Year					
Number					

Data Requirement for last five years: (As per Data Template)	
Number of teachers	
☐ Title of the Programme	
☐ Duration (From –to)	
File Description (Upload)	Document
Upload any additional information	
☐ IQAC report summary	
☐ Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	
☐ Details of teachers attending professional development programmes during the last five years (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Total number of teachers attending such Programmes}}{\text{Number of full time teachers}} \times 100$$

$$\text{Average \%} = \frac{\sum \% \text{ of year}}{5}$$

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
49.	6.3.4 Average percentage of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	<ul style="list-style-type: none"> Refresher course/Faculty Orientation or other programmes as per UGC / AICTE stipulated period participated year wise. E-copy of the certificates of the program attended by teachers. List of participating teachers as per the prescribed format year wise during the last five years. Annual reports highlighting the programs undertaken by the teaching faculties. 	<ul style="list-style-type: none"> One teacher attending one or more professional development Program in a year to be counted as one only. If the data is large documents related to specific teachers will be asked during DVV clarification. 	<ul style="list-style-type: none"> Attending seminars / invited talks not to be considered. Programs of duration less than one week will not be considered.

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