

Cluster VIII – Students
To be Submitted to tilakprojectnaac25@gmail.com
by 5th January 2021

For any query, please mail to the above-mentioned email id or to 9862035944 (WhatsApp)

2.1 Student Enrollment and Profile (40 Weightage)

2.1.1 Average enrolment Percentage (Average of 5 years)

2.1.1.1 Number of students admitted year-wise during the last five years (10 Weightage / 5 / QnM)

Year				
Student Admitted				

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
9.	2.1.1 Average Enrolment percentage (Average of last five years)	<ul style="list-style-type: none"> Document relating to Sanction of intake from affiliating University/Government/ statutory body. Approved admission list year-wise/ program-wise from the affiliating university. 	<ul style="list-style-type: none"> Sanctioned admission strength in each program vs. the number student's enrolment year-wise. 	

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2.1.1.2 Number of sanctioned seats year-wise during the last five years (10 Weightage / Ave / QnM)

Data Requirement of last 5 years: (As per Data Template)	
☐ Total number of Students admitted	
☐ Total number of Sanctioned seats	
File Description	Document
Any additional information	
☐ Institutional data in prescribed format	

Formula:

$$\% / \text{year} = \frac{\text{Total Number of students admitted}}{\text{Total Number of Sanctioned seats}} \times 100$$

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

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2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years: (exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years.
(20 Weightage / Ave / QnM)

Year					
Number					

Data Requirement of last 5 years: (As per Data Template)	
☐ Number of Students admitted from the reserved category	
☐ Total number of seats earmarked for reserved category as per GOI or State government rule	
File Description	Document
Any additional information	
☐ Average percentage of seats filled against seats reserved (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Actual Number of Students admitted from the reserved category}}{\text{Number of seats earmarked for reserved category as per GOI or State government rule}} \times 100$$

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

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
10.	2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (exclusive of supernumerary seats)	<ul style="list-style-type: none"> • Copy of letter issued by state govt. or Central Government Indicating the reserved categories to be considered as per the state rule (in English as applicable) • Final admission list indicating the category as published by the HEI and signed by the principal. • Admission extract submitted to the state OBC, SC and ST cell every year. • Number of seats year marked for the reserved categories 	<ul style="list-style-type: none"> • Include only those reserved categories as specified by State/central Government orders for admission. • Only those seats filled against the quota should be counted here. 	<ul style="list-style-type: none"> • Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded. • Exclude admission to supernumerary seats.

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2.2.2 Student - Full time teacher ratio (Data for the latest completed academic year)
(20 Weightage / QnM)

Response:

Data Requirement	
☑ Total number of Students enrolled in the Institution	
☑ Total number of full time teachers in the Institution	
File Description	Document
Any additional information	

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
11.	2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)	<ul style="list-style-type: none"> • Certified list of full-time teachers along with the departmental affiliation in the latest completed academic year. • List showing the number of students in each of the programs in the latest completed academic year. 	<ul style="list-style-type: none"> • A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher. 	Part-time / Adhoc / visiting faculty not be included/considered

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2.3.3 Ratio of students to mentor for academic and other related issues **(15 Weightage / Ave / QnM)**
 (Data for the **latest completed academic year**)

Response:

2.3.3.1. Number of mentors

Number of students assigned to each Mentor

Formula: Mentor: Mentee

File Description	Document
☑ Upload year wise, number of students enrolled and full-time teachers on roll.	
☑ Circulars pertaining to assigning mentors to mentees	
☑ mentor/mentee ratio	

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
12.	2.3.3 Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)	<ul style="list-style-type: none"> • Copy of circular pertaining the details of mentor and their allotted mentees. • Approved Mentor list as announced by the HEI • In addition, issues raised and resolved in the mentor system has to be attached mentor-wise 	<ul style="list-style-type: none"> • Only full-time teachers can be considered as mentors. • In case of large data, the DVV will seek for the relevant documents for specific list of mentors/mentees during DVV clarification. 	<ul style="list-style-type: none"> • Mere list of names of mentors and mentees will not suffice for this metric.

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2.6.3. Average pass percentage of Students during last 5 years.



2.6.3.1 Total number of final year students who passed the University examination year wise during the last 5 years. (15 Weightage / Ave / QnM)

Response:

2.6.3.2 Total number of final year students who appeared for the University examination year wise during the last 5 years. (15 Weightage / Ave / QnM)

Response:

Year					
Number of students appeared					
Number of students passes					

Data Requirement (As per Data Template)	
Programme Code	
Name of the Programme	
No. of Student appeared	
No. of Student passed	
Pass percentage	
File Description	Document
Upload any additional information	
 Paste link for Additional information	
 Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Total number of final year students who passed the University examination.}}{\text{Total number of final year students who appeared for the University examination}} \times 100$$

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

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
16.	2.6.3 Average pass percentage of Students during last five years <ul style="list-style-type: none"> Result sheet published by the affiliating university attested by the principal. 	<ul style="list-style-type: none"> Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program wise / year-wise 	<ul style="list-style-type: none"> Only current final year (latest completed academic year) students data of all programs to be considered. 	<ul style="list-style-type: none"> Results pertaining to students other than the final year are not to be submitted.

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2.7 Student Satisfaction Survey (60 Weightage)

- 2.7.1 Online student satisfaction survey regarding teaching learning process
(online survey to be conducted) **(60 Weightage / QnM)**

Response:

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)	
File Description	Document
Upload any additional information	
📎 Upload database of all currently enrolled students (Data Template)	

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Criterion 5 - Student Support and Progression (140 Weightage)

5.1 Student Support (50 Weightage)

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response:

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

(10 Weightage / Ave / QnM)

Year				
Number				

Data Requirement year wise: (As per Data Template)	
Name of the Scheme	
☐ Number of students benefiting	
File Description	Document
Upload any additional information	
upload self attested letter with the list of students sanctioned scholarship.	
☐ Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of students benefited by scholarships and freeships provided by the Government}}{\text{Number of students}} \times 100$$

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

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
35.	5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years	<ul style="list-style-type: none"> • Upload sanction letter of scholarship/freeships. • Year-wise list of students benefitted in each scheme. 	<ul style="list-style-type: none"> • Only Government Scholarships/freeships (both state and central) • For large data, the DVV will ask documents for randomly selected students in specific schemes. 	

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5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years.

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years. (10 Weightage / Ave / QnM)

Response:

Year					
Number					

Data Requirement for last five years:(As per Data Template)	
☐ Name of the scheme	
☐ Number of students who have passed in the competitive exam	
☐ Number of students placed	
File Description	Document
Any additional information	
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of students benefitted by guidance for competitive examinations and career counselling offered by the institutions}}{\text{Number of students}} \times 100$$

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

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
38.	5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years	<ul style="list-style-type: none"> • Copy of circular / brochure / report of such programs details with photographs having caption of there source persons. • Year-wise list of students attending each of these schemes signed by competent authority 	<ul style="list-style-type: none"> • “Students benefitted” refers to students enrolled / attending the said programs • DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled. 	

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5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases (5 Weightage / QnM)

1. Implementation of guidelines of statutory /regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online /offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Options:

- 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

Response:

Data Requirement	
Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed.	
File Description	Document
Upload any additional information	
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	
Details of student grievances including sexual harassment and ragging cases	

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included / Considered
39.	5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances	<ul style="list-style-type: none"> Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. Circular/web-link/committee report justifying the objective of the metric Proof of constitution of Internal 	<ul style="list-style-type: none"> Report of incident, management of grievances from the concerned cell is essential. The mechanism of addressal should be available as document and should be hosted 	

	<p>4. Timely redressal of the grievances through appropriate committees</p> <p>Options:</p> <p>A. All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	<p>committees / Grievances Committee formation / other committees as per UGC norms.</p>	<p>in the HEI's Website. The link of the same shall be provided to validate the same.</p>	
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5.2 Student Progression (30 Weightage)

5.2.1 Average percentage of placement of outgoing students during the last five years

Response:

5.2.1.1 Number of outgoing students placed year-wise during the last five years

(10 Weightage / Ave / QnM / Optional)

Year					
Number					

Data requirement for last five years (As per Data Template)	
☐ Name of the employer with contact details	
☐ Number of students placed	
File Description (Upload)	Document
Upload any additional information	
Self attested list of students placed	
Details of student placement during the last five years (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of outgoing students placed}}{\text{Number of outgoing students}} \times 100$$

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

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
40.	5.2.1 Average percentage of placement of outgoing students during the last five years	<ul style="list-style-type: none"> List of students placed along with placement details such as name of the company, compensation, etc year wise. 	<ul style="list-style-type: none"> The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered. If the data is large, DVV partner will ask for the appointment orders of the selected students. Multiple offers to the same students to be counted once. 	<ul style="list-style-type: none"> If same student has multiple offers it has to be counted only once.

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5.2.2 Average percentage of students progressing to higher education during the last five years:

5.2.2.1 Number of outgoing student progression to higher education.

(15 Weightage / Ave / QnM / Optional)

Data Requirement: (As per Data Template)	
Number of students proceeding from UG to PG:	
PG to MPhil:	
PG to PhD:	
MPhil to PhD:	
PhD to Post doctoral:	
File Description (Upload)	Document
Upload any additional information	
Upload supporting data for student/alumni	
Details of student progression to higher education (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of outgoing student progression to higher education}}{\text{Total number of Final students}} \times 100$$

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
41.	5.2.2 Average percentage of students progressing to higher education during the last five years	<ul style="list-style-type: none"> Upload supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period. 	<ul style="list-style-type: none"> Proof like admission letters or identity cards or higher degree certificates for selected students progressing to higher education will be asked by DVV partner. 	<ul style="list-style-type: none"> Appearing / passing competitive exams for higher education cannot be considered as per progression to higher education unless students get admitted.

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5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations).

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years.
(5 Weightage / Ave / QnM / Optional)

Response:

Year					
Number					

Data Requirement for last five years: (As per Data Template)	
Number of students selected to	
<input type="checkbox"/> JAM	
<input type="checkbox"/> CLAT	
<input type="checkbox"/> NET	
<input type="checkbox"/> SLET	
<input type="checkbox"/> GATE	
<input type="checkbox"/> GMAT	
<input type="checkbox"/> CAT	
<input type="checkbox"/> GRE	
<input type="checkbox"/> TOEFL	
<input type="checkbox"/> Civil Services	
<input type="checkbox"/> State government examinations	
File Description (Upload)	Document
Any additional information	
Upload supporting data for the same	
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	

Formula:

% / year = $\frac{\text{Number of students qualifying in state/ national/ international level examinations}}{\text{Number of students appeared in state/ national/ international level examinations}} \times 100$

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
42.	5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	<ul style="list-style-type: none"> • List of students year wise under each head • Qualifying Certificates of the students taking the examination year wise under each category 		<ul style="list-style-type: none"> • In absence of certificate, the claim will not be considered. • Exams conducted for job recruitments other than the examinations conducted by State/Central Government not to be included/ considered.

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5.3 Student Participation and Activities (50 Weightage)

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level.

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) year wise during the last five years.
(20 Weightage / QnM)

Year					
Number					

Data Requirement for last five years: (As per Data Template)	
Name of the award/ medal	
<input type="checkbox"/> University /State/National/ International	
<input type="checkbox"/> Sports/ Culture	
File Description (Upload)	Document
Any additional information	
<input type="checkbox"/> e-copies of award letters and certificates	
<input type="checkbox"/> Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level during the last five year (Data Template)	

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
43.	5.3.1 Number of awards / medals for outstanding performance in sports / cultural activities at university / state / national / international level (award for a team event should be counted as one) during the last five years.	<ul style="list-style-type: none"> e-copies of award letters and certificates. 	<ul style="list-style-type: none"> Only inter-university /state / national or international achievements will be considered. Participation in Republic Day Parade at Rajpath, New Delhi by NCC candidates. Award for a team event should be counted as one. 	<ul style="list-style-type: none"> Participation / appreciation certificates and awards from regional/local /institutional levels should be avoided. Awards from intra or inter institutions will not be considered.

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- 5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students

Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 500 words. **(10 Weightage / QIM)**

Response:

File Description (Upload)	Document
Upload Any additional information	
Paste link for additional information	

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5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years.

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year wise during last five years. **(20 Weightage / Ave / QnM)**

Response:

Year					
Number					

Data Requirement for last five years: (As per Data Template)	
<input type="checkbox"/> List of events/competitions	
File Description (Upload)	Document
Upload any additional information	
Report of the event	
<input type="checkbox"/> Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of sports and cultural events/competitions in which students of the Institution participated year wise during last 5 years}}{5} \times 100$$

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

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
44.	5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)	<ul style="list-style-type: none"> Report of the events/along with photographs appropriately dated and captioned year wise. Copy of circular/brochure indicating such kind of activities. List of students participated in different events year wise. 	<ul style="list-style-type: none"> All activities conducted under an event will be counted as one event. For large data DVV will seek participation certificates of selected students. 	<ul style="list-style-type: none"> Events cannot be split into activities The competitions organised by the institution without the participation of their own students will not be considered here.

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