

20 – 11 - 2020

## SELF STUDY REPORT

### 1. EXECUTIVE SUMMARY

#### 1.1 INTRODUCTION

Vision

Mission

#### 1.2 **Strength, Weakness, Opportunity and Challenges (SWOC)**

Institutional Strength

Institutional Weakness

Institutional Opportunity

Institutional Challenge

### 1.3 CRITERIA WISE SUMMARY

1. Curricular Aspects
2. Teaching-learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership and Management
7. Institutional Values and Best Practices

## 2. PROFILE

### 2.1 BASIC INFORMATION

#### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	
Address	
City	
State	
Pin	
Website	

## 2. Contacts for Communication

Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal					
IQAC / CIQA coordinator					

**3. Status of the Institution**

Institution Status	

**4. Type of Institution****a. By Gender**

i.	For Men	
ii.	For Women	
iii.	Co-education	

**b. By Shift:**

i.	Regular	
ii.	Day	
iii.	Evening	

**5. It is a recognized minority institution:**

Yes	No

**6. Sources of Funding:**

Government	Grant – in - aid	Self - financing	Any other

**7. a. Establishment Details**

Date of establishment of the college	
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**b. University to which the college is affiliated/ or which governs the college (if it is a constituent college):**

<b>State</b>	<b>University name</b>	<b>Document</b>

**c. Details of UGC recognition**

<b>Under Section</b>	<b>Date</b>	<b>View Document</b>
2f of UGC		
12B of UGC		

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

**d. Details of recognition/approval by statutory/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC).**

<b>Statutory Authority</b>	<b>Regulatory Authority</b>	<b>Recognition / Approval details Institution / Department programme</b>	<b>Day, Month and year (dd – mm – yyyy)</b>	<b>Validity</b>	<b>Remarks</b>
i					
ii					
iii					

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes	No

9. Is the college recognized

- a. by UGC as a College with Potential for Excellence (CPE)?

Yes	No

If yes, date of recognition: ..... (dd / mm / yyyy)

- b. For its performance by any other governmental agency?

Yes	No

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

10. Location of the campus and area in

<b><u>Campus Type</u></b>	
<b><u>Address</u></b>	
sq.mts: Location *	
Campus area in sq. mts.	
Built up area in sq. mts.	

11. Details of programmes offered by the college (Give data for current academic year)

Sl. No	Programme Level	Name of Programme / Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
	Under-Graduate						
	Post-Graduate						
	Integrated Programmes PG						
	PG						
	M.Phil.						
	Ph.D						
	Certificate Courses						
	UG Diploma						
	PG Diploma						
	Any Other (specify and provide details)						

12. Please fill in the following details if applicable:

Number of programs	Self-financed programmes offered	New Programmes introduced during the last five years

13. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science				
Arts				
Commerce				
Any Other (Specify)				

14. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	M*	F*	M*	F*	M*	F*	M*	F*	M*	F*
Sanctioned by the UGC / University / State Government Recruited										
Recruited										
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies Recruited										
Recruited										
Yet to recruit										

\*M-Male \*F-Female

15. Qualifications of the teaching staff:

Highest Qualifications	Teaching faculty						Total
	Professor		Associate Professor		Assistant Professor		
	M*	F*	M*	F*	M*	F*	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG							
Temporary teachers							
Ph.D.							
M.Phil.							

PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

16. Number of Visiting Faculty /Guest Faculty engaged with the College. ....

17. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	M*	F*	M*	F*	M*	F*	M*	F*
SC								
ST								
OBC								
General								
Others								

18. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil	Ph.D	Total

19. Please fill in the following details if applicable:

Unit Cost of Education	Including Salary Component	Excluding Salary Component

\* (Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )

20. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and reassessment only)

Cycle 1: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 2: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle3: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 4:..... (dd/mm/yyyy) Accreditation Outcome/Result.....

21. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC ..... (dd/mm/yyyy)

22. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

AQAR (i) ..... (dd/mm/yyyy)

AQAR (ii) ..... (dd/mm/yyyy)

AQAR (iii) ..... (dd/mm/yyyy)

AQAR (iv) ..... (dd/mm/yyyy)

### 3. Extended Profile of the Institution

1 Programme:

1.1 Number of courses offered by the Institution across all programs during the last five years

<b>Year</b>						
<b>Number</b>						

#### SOP

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
1.1	Number of courses offered by the Institution across all programs during the last five years	<ul style="list-style-type: none"> <li>• Provide the number of courses in each program year-wise</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM</li> </ul>	
1.2	Number of Programmes offered year wise for the last five years	<ul style="list-style-type: none"> <li>• Provide year-wise list of ALL programs that have been operational during the assessment period</li> </ul>	<ul style="list-style-type: none"> <li>• Program list approved by the affiliating University / Competent Authority to be provided</li> <li>• Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Short term programs</b> which do not lead to a degree are not to be included</li> <li>• Courses under each program not to be included here.</li> <li>• <b>Diploma not awarded</b> by the University not to be included.</li> </ul>

**2 Student:****2.1 Number of students year wise during the last five years**

<b>Year</b>						
<b>Number</b>						

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
2.1	Number of students year wise during the last five years	<ul style="list-style-type: none"> <li>• Provide appropriate document duly certified by competent authorities.</li> <li>• List of students year wise</li> </ul>	<ul style="list-style-type: none"> <li>• Include the total number of students on rolls across all the programs (consider 1 st, 2nd , 3 rd years etc., of each program) for all the assessment years.</li> <li>• Consider only the students on the rolls during the odd semesters if the program is of semester scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• If a program is of semester scheme, do not add students of both odd and even semesters.</li> </ul>

**2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

<b>Year</b>						
<b>Number</b>						

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
2.2	Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise during the last five years Provide document showing the State government / Central Government reservation policy for admission in higher education and also provide the number of seats reserved for each of the programmes and the program-wise total authenticated by the Registrar of the affiliating university / admission authority.	<ul style="list-style-type: none"> <li>• Admission to only the first year classes of all the programs to be considered.</li> </ul>		

## 2.3 Number of outgoing/ final year students year wise during the last five years

<b>Year</b>						
<b>Number</b>						

## SOP

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
2.3	Number of outgoing/ final year students year wise during the last five years	<ul style="list-style-type: none"> <li>• Provide authenticated document showing the number of outgoing/final year students in different programs during the assessment period</li> <li>• Provide the data separately for each program year wise</li> </ul>	<ul style="list-style-type: none"> <li>• Include all students eligible for registration for the final examination</li> <li>• During the DVV process the HEI may be asked to provide the list of final year students of specific programs identified by DVV partner.</li> <li>• The students admitted to the final year study of all the programs for all the assessment years.</li> </ul>	



### 3 Academic:

#### 3.2 Number of full-time teachers' year wise during the last five years

<b>Year</b>						
<b>Number</b>						

#### SOP

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
3.1	Number of full-time teachers' year wise during the last five years	<ul style="list-style-type: none"> <li>Provide the list of all full-time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the Principal.</li> </ul>	<ul style="list-style-type: none"> <li>A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year</li> </ul>	<ul style="list-style-type: none"> <li>A teacher employed only for a part of a year not to be considered</li> <li>Inclusion of part-time / Ad-hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teacher</li> </ul>
3.2	Number of sanctioned posts year wise during the last five years	<ul style="list-style-type: none"> <li>Official letter(s) of sanction of posts from the statutory body / Government / Board of Management during the assessment period year wise</li> </ul>	<ul style="list-style-type: none"> <li>State/Central Government/Board of Management sanctioned posts to be considered</li> </ul>	

#### 3.3 Number of Sanctioned posts year wise during the last five years

<b>Year</b>						
<b>Number</b>						

#### SOP

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>

## 4. Institution:

4.1 Total number of Classrooms and Seminar halls \_\_\_\_\_

## SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
4.1	Total number of classrooms and seminar halls	<ul style="list-style-type: none"> <li>List of number of classrooms and seminar hall</li> <li>Geo tagged photos of classrooms and seminar halls.</li> </ul>	<ul style="list-style-type: none"> <li>All rooms used for academic purpose to be considered and geo tagged photos of the classrooms to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory and workshops are not to be included.</li> </ul>

4.2 Number of Computers \_\_\_\_\_

## SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
4.2	Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> <li>Audited Statement of income and expenditure duly certified by Principal and Chartered Accountant in case of Privately funded institutions highlighting the salary component. Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by the Principal and Chartered Accountant</li> </ul>		Claims made without audited Income Expenditure statements not to be considered

4.3 Total expenditure excluding salary year wise during the last five years (INR in lakhs)

Year						
Number						

## SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
4.3	Total number of computers in the campus for academic purpose <ul style="list-style-type: none"> <li>Stock register extracts/invoice copy duly certified</li> </ul>			Exclude computers used for administrative purpose

#### 4. Quality Indicator Framework (QIF)

##### Essential Note:

The SSR has to be filled in an online format available on the NAAC website. The QIF given below presents the Metrics under each Key Indicator (KI) for all the seven Criteria.

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

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

These will help Institutions in the preparation of their SSR.

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

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

Metric wise weightage is also given.

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

**4. Quality Indicator Framework (QIF)**  
**Criterion 1 - Curricular Aspects (100 Weightage)**

**1.1 Curricular Planning and Implementation (20 Weightage)**

- 1.1.1** The institution ensures effective curriculum delivery through a well-planned and documented process  
**(10 Weightage, QIM)**

**Response:**

Write description of initiatives in not more than 500 words

File Description	Document
Upload any additional information	
Link for Additional information	

- 1.1.2** The institution adheres to the academic calendar including for the conduct of CIE. **(5 Weightage QIM)**

**Response:**

Write description of initiatives in not more than 500 words

File Description	Document
Upload any additional information	
Link for Additional information	

- 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:**

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

Options

- All of the above
- Any 3 of the above
- Any 2 of the above
- Any 1 of the above
- None of the above

Data requirement: (As per <b>Data Template</b> )	
☐ Number of teachers participated	
☐ Name of the body in which full time teacher participated	
☐ 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.	<p>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 bodies during the last five years</p> <ol style="list-style-type: none"> <li>1. Academic council/BoS of Affiliating university</li> <li>2. Setting of question papers for UG/PG programs</li> <li>3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</li> <li>4. Assessment /evaluation process of the affiliating University</li> </ol> <p>Options</p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Nomination Letter of their Affiliating University indicating membership on BoS and Academic Council / PG Council valid for the assessment period.</li> <li>• Letters from the affiliating university to the faculty for setting question paper for UG/PG programs.</li> <li>• Document showing the faculty participating in the design and development of Curriculum for Add on/ certificate/ Diploma Courses.</li> <li>• The letters from the affiliating university inviting the faculty for Assessment/evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting document for the selected option to be provided.</li> <li>• DVV can seek the supporting document for the randomly selected teachers for verification.</li> <li>• Invitations / Appointment letters to valuations / Practical exams / Viva-Voce exams can also be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation of the faculty in other than the affiliating university not to be included.</li> </ul>

### 1.2 Academic Flexibility (30 Weightage)

1.2.1. Percentage of programs in which Choice Based Credit System (CBCS) / Elective course system has been implemented

1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented.

(10 Weightage / x 100 /QnM)

Response:

File Description	Document
Any additional information	

Name of all Programmes adopting CBCS

Data requirement: (As per Data Template)	
☑ Name of all Programmes adopting elective course system	
File Description	Document
Any additional information	
Minutes of relevant Academic Council/ BOS meetings	
☑ Institutional data in prescribed format (Data Template)	

Formula: = 
$$\frac{\text{Number of programs in which Choice Based Credit System (CBCS) / Elective course system has been implemented}}{\text{Total number of Programmes offered}} \times 100$$

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
2.	1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	<ul style="list-style-type: none"> <li>List of programs in which CBCS / Elective course system implemented in the last completed academic year certified by the Registrar of the affiliating university.</li> <li>Minutes of relevant Academic Council / BOS meetings highlighting the relevant documents to this metric of the affiliating university.</li> <li>Affiliating University letter stating implementation of CBCS.</li> <li>Structure of the program clearly indicating courses, credits/Electives as approved by the competent board.</li> </ul>	<ul style="list-style-type: none"> <li>Either CBCS or Elective or both can be considered</li> <li>If CBCS, course structure along with credit details to be given.</li> <li>If elective, list of elective offered for the program to be given</li> <li>If both, CBCS details alone insufficient.</li> </ul>	

**1.2.2 Number of Add on / certificate program introduced during the last five years (10 Weightage / QnM)**  
**Response:**

**1.2.2.1: How many Add on /Certificate programs are added within the last 5 years.**

Data Requirement for last 5 years: (As per Data Template)	
<b>The template is combined with 1.2.3</b>	
☑ Names of the Add on /Certificate programs with 30 or more contact hours	
☑ No. of times offered during the same year	
☑ Total no. of students completing the course in the year	
<b>File Description</b>	<b>Document</b>
Any additional information	
Brochure or any other document relating to Add on /Certificate programs	
☑ List of Add on /Certificate programs (Data Template )	

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
3.	1.2.2 Number of Add on /Certificate programs offered during the last five years	<ul style="list-style-type: none"> <li>• Details of each program such as:</li> <li>• Name of the program, duration, list of students enrolled, curriculum, assessment procedures year-wise</li> <li>• Summary report of each program year-wise along with their outcome.</li> </ul>	<ul style="list-style-type: none"> <li>• Add on/Certificate programs of minimum 30 hours duration to be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid programs conducted under regular university Curriculum.</li> <li>• Avoid considering certificate / add on programmes of less than 30hours.</li> </ul>

**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.**

**1.2.3.1.** Number of students enrolled in subject related Certificate or Add-on programs year wise during last 5 years. **(10 Weightage / Ave /QnM)**

Data Requirement: (As per Data Template)	
Total number of students enrolled in certificate / Add –on programs	
☐ Total number of students across all the programs	
<b>File Description</b>	<b>Document</b>
Any additional information	
Details of the students enrolled in Subjects related to certificate/Add-on programs	

Formula:

$$\% / \text{year} = \frac{\text{Total number of students enrolled in certificate / Add –on programs}}{\text{Total number of students across all the programs}} \times 100$$

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

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
4.	1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	<ul style="list-style-type: none"> <li>Year-wise List of the students enrolled in the Program as defined in 1.2.2</li> </ul>	<ul style="list-style-type: none"> <li>The DVV may seek for certificates of random selected students in selected courses and the attendance document maintained for the course.</li> </ul>	



### 1.3 Curriculum Enrichment (30 Weightage)

- 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 in maximum of **500 words**

**(10 Weightage /QIM)**

Response:

File Description	Document
Any additional information	
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	

- 1.3.2 Averages percentage of courses that include experiential learning through project work / field work / internship

- 1.3.2.1: Number of courses that include experiential learning through project work/field work/internship year wise during last **five** years.

**(10 Weightage / Ave /QnM)**

Response:

Data Requirement for last 5 years: (As per Data Template)	
Name of the Course	
☐ Details of experiential learning through project work/field work/internship	
☐ Name of the Programme	
File Description	Document
Any additional information	
☐ Programme / Curriculum/ Syllabus of the courses	
☐ Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	
☐ MoU's with relevant organizations for these courses, if any ☐	
Average percentage of courses that include experiential learning through project work/field work/internship (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of courses that include experiential learning through project work/field work/internship}}{\text{Number of courses in all Programmes}} \times 100$$

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

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
5.	1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years	<ul style="list-style-type: none"> <li>Document showing the experimental learning through project work/field work/internship as prescribed by the affiliating university / affiliating university curriculum.</li> <li>Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses.</li> </ul>	<ul style="list-style-type: none"> <li>Only the courses having project work/field work/internship as per the affiliating university curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>The courses that support experimental learning through project work/field work/internship not prescribed by the affiliating university not to be included.</li> </ul>

1.3.3 Percentage of students undertaking field projects / field work / internships (Data for the **latest completed academic year**)

1.3.3.1. Number of students undertaking project work/field work / internships.

**(10 Weightage / QnM)**

Response:

Data Requirement : ( As per Data Template)	
Name of the programme	
☐ No. of students undertaking project work/field work / internships	
<b>File Description</b>	<b>Document</b>
Any additional information	
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of students undertaking project work/field work / internships}}{\text{Total Number of students}} \times 100$$

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
6.	1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	<ul style="list-style-type: none"> <li>List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc.</li> <li>Internship completion certificate from the organization where internship was completed along with the duration.</li> <li>Report of the field visit / sample photographs of the field visit / permission letter from the competent authority will be considered</li> </ul>	<ul style="list-style-type: none"> <li>Only latest completed academic year data to be considered.</li> <li>One student involved in multiple field works and/or project works and/or internship should be counted as one.</li> <li>Internship completion certificate / project completion certificate given to the students by the host organization will be asked during DVV process with specific student list.</li> <li>In case of field visit, mentioning objectives and outcomes of field visit along with field visit report.</li> <li>Data given here should match with the metric 1.3.2 for the latest completed academic year.</li> </ul>	<ul style="list-style-type: none"> <li>Mere list of students cannot be considered without relevant supporting documents</li> </ul>

### 1.4 Feedback System (20 Weightage)

1.4.1 Institution obtained on the **syllabus & its transaction** at the institution from the following stakeholders  
Structured feedback received from **(10 Weightage / QnM)**

- 1) Students,
- 2) Teachers,
- 3) Employers,
- 4) Alumni

- A. Any 4 of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above

Response:

Data Requirement:	
Report of analysis of feedback received from different stakeholders year wise	
<b>File Description</b>	<b>Document</b>
Any additional information	
☐ Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	

### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
7.	1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni 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	Sample Filled in feedback forms from the stakeholders to be provided.	<ul style="list-style-type: none"> <li>The feedback concerned with curriculum development only can be considered</li> <li>Only filled –in feedback report will be considered</li> <li>In case of selecting A, B, C or D provide three filled forms from each category</li> <li>The DVV partner may ask for filled in forms of randomly selected stakeholders.</li> </ul>	Feedback not related to design and review of syllabus will not be considered

**1.4.2 Feedback processes of the institution may be classified as follows: (10 Weightage / QnM)**

- A. Feedback collected, analysed and action taken and feedback available on website  
 B. Feedback collected, analysed and action has been taken  
 C. Feedback collected and analysed  
 D. Feedback collected

Response:

Documents:	
Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management	
<b>File Description</b>	<b>Document</b>
Any additional information	
URL for feedback report	

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
8.	<p>1.4.2 Feedback process of the Institution may be classified as follows: Options:</p> <p>A. Feedback collected, analyzed and action taken and feedback available on website            B. Feedback collected, analysed and action has been taken            C. Feedback collected and analysed            D. Feedback collected            E. Feedback not collected</p>	<ul style="list-style-type: none"> <li>Stakeholder feedback analysis report signed by the Principal to be provided.</li> <li>Department wise Action taken Report on feedback signed by the competent authority</li> <li>Document showing the communication with the affiliating University for the Feedback provided.</li> <li>Action taken by the affiliating university on the feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback reports should be hosted in the institutional website.</li> <li>Provide links which directly leads to reports on the items listed in the chosen option.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback not related to design and review of syllabus will not be considered.</li> <li>Feedback reports reflected in other websites will not be considered.</li> </ul>

## Criterion 2 - Teaching-learning and Evaluation (350 Weightage)

### 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 <b>last five years</b> )	<ul style="list-style-type: none"> <li>Document relating to Sanction of intake from affiliating University/Government/ statutory body.</li> <li>Approved admission list year-wise/ program-wise from the affiliating university.</li> </ul>	<ul style="list-style-type: none"> <li>Sanctioned admission strength in each program vs. the number student's enrolment year-wise.</li> </ul>	

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 <b>Data Template</b> )	
☐ Total number of Students admitted	
☐ Total number of Sanctioned seats	
<b>File Description</b>	<b>Document</b>
Any additional information	
☐ Institutional data in prescribed format	

Formula:

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

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

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)

<b>Year</b>					
<b>Number</b>					

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	
<b>File Description</b>	<b>Document</b>
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"> <li>• 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)</li> <li>• Final admission list indicating the category as published by the HEI and signed by the principal.</li> <li>• Admission extract submitted to the state OBC, SC and ST cell every year.</li> <li>• Number of seats year marked for the reserved categories</li> </ul>	<ul style="list-style-type: none"> <li>• Include only those reserved categories as specified by State/central Government orders for admission.</li> <li>• Only those seats filled against the quota should be counted here.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.</li> <li>• Exclude admission to supernumerary seats.</li> </ul>


## 2.2 Catering to Student Diversity (50 Weightage)

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Write description in maximum of 500 words

**(30 Weightage / QIM)**

Response:

File Description	Document
Upload any additional information	
 Post link for additional Information	



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	
<b>File Description</b>	<b>Document</b>
Any additional information	


**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
11.	2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)	<ul style="list-style-type: none"> <li>• Certified list of full-time teachers along with the departmental affiliation in the latest completed academic year.</li> <li>• List showing the number of students in each of the programs in the latest completed academic year.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Part-time / Adhoc / visiting faculty not be included/considered

### 2.3 Teaching- Learning Process (50 Weightage)

- 2.3.1 Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences **(20 Weightage / QIM)**  
Upload a description in maximum of 500 words

Response:

File Description	Document
Upload any additional information	
 <b>Link</b> for additional information	

- 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process. **(15 Weightage / QIM)**  
Write description in maximum of 500 words

File Description	Document
Upload any additional information	
Provide <b>link</b> for <b>webpage</b> describing the ICT enabled tools for effective teaching-learning process.	

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 <b>latest completed academic year</b> )	<ul style="list-style-type: none"> <li>• Copy of circular pertaining the details of mentor and their allotted mentees.</li> <li>• Approved Mentor list as announced by the HEI</li> <li>• In addition, issues raised and resolved in the mentor system has to be attached mentor-wise</li> </ul>	<ul style="list-style-type: none"> <li>• Only full-time teachers can be considered as mentors.</li> <li>• In case of large data, the DVV will seek for the relevant documents for specific list of mentors/mentees during DVV clarification.</li> </ul>	<ul style="list-style-type: none"> <li>• Mere list of names of mentors and mentees will not suffice for this metric.</li> </ul>

## 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	
<b>File Description</b>	<b>Document</b>
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"> <li>Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority.</li> <li>List of full time teachers appointed along with their departmental affiliation.</li> </ul>	<ul style="list-style-type: none"> <li>Appointment letter of selected teachers will be asked during DVV clarification stage</li> <li>All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers</li> </ul>	<ul style="list-style-type: none"> <li>Mere appointment letters provided in regional language cannot be considered.</li> <li>Avoid inclusions of part-time / Adhoc / Visiting faculty.</li> </ul>

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	
<b>File Description (Upload)</b>	<b>Document</b>
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"> <li>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.</li> <li>Doctorate degree awarded by UGC recognized universities only to be considered.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Honorary Doctorate Degrees not to be included /considered</li> </ul>

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	
<b>File Description (Upload)</b>	<b>Document</b>
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"> <li>List of faculties along with particulars of the date of Appointment in the HEI and years of his experience.</li> </ul>	<ul style="list-style-type: none"> <li>Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large.</li> </ul>	Work experience of the teacher in other institution not to be considered here.

## 2.5 Evaluation Process and Reforms (30 Weightage)


- 2.5.1. Mechanism of internal assessment is transparent and robust in terms of frequency and mode.  
Upload a description not more than 500 words. **(15 Weightage / QIM)**

Response:

File Description	Document
Any additional information	
 Link for additional information	

- 2.5.2. Mechanism to deal with **internal** examination related grievances is transparent, time-bound and efficient.  
Upload a description not more than 500 words. **(15 Weightage / QIM)**

Response:



File Description	Document
Any additional information	
 Link for additional information	

## 2.6 Student Performance and Learning Outcomes (60 Weightage)

- 2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.


Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 500 characters and maximum of 500 words. **(15 Weightage / QIM)**

Response:

File Description	Document
Upload any additional information	
 Paste link for Additional information	
 Upload COs for all courses (exemplars from Glossary)	

- 2.6.2 Attainment of Programme outcomes and course outcomes are evaluated by the institution. Describe the method of measuring the level of attainment of POs, PSOs and COs in not more than 500. **(15 Weightage / QIM)**

Response:

File Description	Document
Upload any additional information	
 Paste link for Additional information	



**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:

<b>Year</b>					
<b>Number of students appeared</b>					
<b>Number of students passes</b>					

Data Requirement (As per Data Template)	
Programme Code	
Name of the Programme	
No. of Student appeared	
No. of Student passed	
Pass percentage	
<b>File Description</b>	<b>Document</b>
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**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
16.	2.6.3 Average pass percentage of Students during last five years • Result sheet published by the affiliating university attested by the principal.	• 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	• Only current final year (latest completed academic year) students data of all programs to be considered.	• Results pertaining to students other than the final year are not to be submitted.

## 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)	
<b>File Description</b>	<b>Document</b>
Upload any additional information	
📎 Upload database of all currently enrolled students ( <b>Data Template</b> )	

### Criterion 3 - Research, Innovations and Extension (110 Weightage)

#### 3.1 Resource Mobilization for Research (5 Weightage)

3.1.1 Grants for research projects sponsored by government/ non-government sources such as industry, corporate houses, international bodies, endowment, chairs in the institution during the last **five years** (INR in Lakhs)

3.1.1.1: Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last **five years** (INR in Lakhs). **(5 Weightage / QnM)**

Response:

<b>Year</b>					
<b>INR in Lakhs</b>					

Data Requirement for last five years: (As per Data Template)	
Name of the Project/ Endowments	
☐ Name of the Principal Investigator	
☐ Department of Principal Investigator	
☐ Year of Award	
☐ Funds provided	
☐ Duration of the project	
☐ Name of the Project/ Endowments	
<b>File Description</b>	<b>Document</b>
Any additional information	
☐ e-copies of the grant award letters for sponsored research projects / endowments	
☐ List of endowments / projects with details of grants (Data Template)	

#### SOP

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
17.	3.1.1. Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> <li>List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount.</li> <li>E-copies of the letters of award for research projects sponsored by Government and nongovernment sources.</li> </ul>	<ul style="list-style-type: none"> <li>Sanction letter of grants by the funding agency is mandatory to support the claim.</li> <li>The duration of the grant period to be aligned with the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>Grants given by their own trust / sister institutions not to be included</li> <li>Grants in the form of Equipments / software / skill development centres will not be considered</li> </ul>

3.1.2. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years (INR in Lakhs)

3.1.2.1: Number of departments having Research projects funded by government and non-government agencies during the last five years. **(5 Weightage / x 100 / QnM)**

<b>Year</b>				
<b>Number</b>				

Data requirement for last five years: (As per Data Template)	
Name of the Principal Investigator	
Duration of the project	
Name of the Research Project	
Amount / Funds received	
Name of funding agency	
Year of Sanction	
Department of recipient	
<b>File Description</b>	<b>Document</b>
Any additional information	
☐ List of research projects and funding details (Data Template)	
☐ Supporting document from Funding Agency	
☐ Paste link to funding agency website	

Formula:

$$\% / \text{year} = \frac{\text{Number of departments having Research projects funded by government and non-government agencies during the last five years.}}{\text{Total Number of departments}} \times 100$$

#### SOP

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
18.	3.1.2 Percentage of departments having Research projects funded by government and non - government agencies during the last five years	<ul style="list-style-type: none"> <li>List of teachers along with the department affiliation, title of the funded project, the amount and the funding agency during the last five years.</li> </ul>	<ul style="list-style-type: none"> <li>Data provided in this metric to match with that of 3.1.1</li> </ul>	<ul style="list-style-type: none"> <li>Grants given by their own trust / sister institutions not to be included</li> <li>Grants in the form of Equipments / software / skill development centres will not be considered</li> </ul>

- 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)

<b>Year</b>				
<b>Number</b>				

Data Requirements: (As per <b>Data Template</b> )	
Name of the workshops / seminars	
☐ Number of Participants	
☐ Date (From -to)	
☐ Link to the activity report on the website	
<b>File Description</b>	<b>Document</b>
Any additional information	
☐ Report of the event	
☐ List of workshops/seminars during last 5 years ( <b>Data Template</b> )	

#### SOP

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
19.	3.1.3 Number of Seminars / conferences / workshops conducted by the institution during the last five years	<ul style="list-style-type: none"> <li>Detailed report for each program.</li> <li>Brochure/<b>Photograph</b> with date and captions; title of the workshops / seminars conducted.</li> <li>Details of resource persons.</li> </ul>	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.	

### 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)

<b>Year</b>				
<b>Number</b>				

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	
<b>File Description</b>	<b>Document</b>
Any additional information	
☐ List of research papers by title, author, department, name and year of publication (Data Template)	

Formula:

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

#### 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"> <li>Functional link to be specified to the actual article in the relevant section on the UGC portal.</li> </ul>	<ul style="list-style-type: none"> <li>Actual link of UGC for journals to be specified.</li> </ul>	Publication which does not reflect the University name under the author affiliation not be considered / included

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)**

<b>Year</b>				
<b>Number</b>				

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:	
<b>File Description</b>	<b>Document</b>
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"> <li>Cover page, content page and first page of the selected publication.</li> <li>Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication</li> </ul>	<ul style="list-style-type: none"> <li>Books with ISBN number only would be considered</li> <li>The details of selected publications would be sought during the DVV clarification process, if the data is large</li> </ul>	<ul style="list-style-type: none"> <li>Publication claimed under 3.2.1 not to be included/repeated in this metric.</li> </ul>

### 3.3 Extension Activities (60 Weightage)

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Describe the impact of extension activities in sensitising students to social issues and holistic development within a maximum of 500 words.  
**(10 Weightage / QIM)**

File Description	Document
Any additional information	
Upload any additional information	

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards  
**(10 Weightage / QnM / Optional)**

Year					
Number					

Data Requirement for last five years: (As per Data Template)	
Name of the activity	
☐ Name of the Award/recognition	
☐ Name of the Awarding government/ government recognized bodies	
☐ Year of the Award	
☐ Number of awards for extension activities in last 5-year (Data Template) e-copy of the award letters	
File Description	Document
Any additional information	
☐ Number of awards for extension activities in last 5 year (Data Template)	
e-copy of the award letters	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
22.	3.3.2 Number of awards and recognitions received for extension activities from government / government recognized bodies during the last five years	<ul style="list-style-type: none"> <li>e-copy of the award letters</li> <li>Any supporting document in relevance to the metric</li> </ul>	<ul style="list-style-type: none"> <li>These awards are to the institution and not to the individual and for extension activities only.</li> </ul>	<ul style="list-style-type: none"> <li>Awards to the individuals should not be considered here.</li> <li>Awards received other than extension activities are not to be considered.</li> <li>Awards from own trust / sister institutions not to be considered.</li> <li>Awards local in nature such as Urban/local bodies/ Panchayat etc are to be avoided.</li> </ul>



3.3.3 Number of extension and outreach programs conducted by the institution through NSS / NCC / Red cross / YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and / or those organised in collaboration with industry, community and NGOs) during the last five years.

3.3.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years.

(10 Weightage / 5 / QnM)

<b>Year</b>					
<b>Number</b>					

Data Requirements for last five years (As per Data Template)	
Name and number of the extension and outreach Programmes	
☐ Name of the collaborating agency: Non-government, industry, community with contact details	
Reports of the event organized	
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	
<b>File Description (Upload)</b>	<b>Document</b>
Any additional information	
☐ Reports of the event organized	
Number of extension and outreach Programmes conducted with industry, community etc for the last five years (Data Template)	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
23.	3.3.3 Number of extension and outreach programs conducted by the institution through NSS / NCC / Red cross / YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs ) during the last five years	<ul style="list-style-type: none"> <li>• Geo tagged Photographs and any other supporting document of relevance should have proper captions and dates.</li> <li>• Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency</li> </ul>	<ul style="list-style-type: none"> <li>• Can be supplemented with Newspaper reports of events.</li> </ul>	

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years.

3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS / NCC / Red Cross / YRC etc., year wise during last five years. **(20 Weightage / Ave / QnM)**

<b>Year</b>					
<b>Number</b>					

Data Requirements for last five years: (As per Data Template)	
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	
Report of the event	
☐ Any additional information	
☐ Average percentage of students participating in extension activities with Govt. or NGO etc (Data Template)	
<b>File Description</b>	<b>Document</b>
Any additional information	
☐ Report of the event	
☐ Average percentage of students participating in extension activities with Govt. or NGO etc (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Total number of Students participating in such activities}}{\text{Total number of Students}} \times 100$$

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

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
24.	3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years	<ul style="list-style-type: none"> <li>Detailed report for each program extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency.</li> <li>Photographs or any supporting document of relevance should have proper captions and dates</li> </ul>	<ul style="list-style-type: none"> <li>During the DVV process, HEI may be asked for student attendance documents / certificates for selected extension activities.</li> <li>Data given here should match with that of the activities indicated in metric 3.3.3</li> </ul>	

### 3.4 Collaboration (20 Weightage)

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc. during the last five years. **(10 Weightage / QnM)**

\* Number of linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc. year wise during the last five years

<b>Year</b>					
<b>Number</b>					

<b>Data Requirements for last five years: (As per Data Template)</b>	
Title of the linkage	
☐ Name of the partnering institution /industry/research lab with contact details	
☐ Year of commencement	
☐ Duration (From-To)	
☐ Nature of linkage	
<b>File Description</b>	<b>Document</b>
☐ e-copies of linkage related Document	
☐ Details of linkages with institutions/industries for internship (Data Template)	
Any additional information	

#### SOP

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
25.	3.4.1 The Institution has several collaborations / linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the last five years	<ul style="list-style-type: none"> <li>• Copies of collaboration/related documents indicating the nature of collaboration and activities year-wise</li> </ul>	<ul style="list-style-type: none"> <li>• The Collaboration should be valid for the assessment period.</li> <li>• The collaboration activities of research/ faculty exchange/ student exchange/ internship/on –the-job training/ project work should be facilitated through the mentioned collaboration only.</li> </ul>	<ul style="list-style-type: none"> <li>• The collaborations mentioned in metric 3.3.3 not to be considered here.</li> <li>• Collaborations with the sister institutions under the same Trust not to be included</li> </ul>

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

3.4.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years **(10 Weightage / QnM /Optional)**

<b>Year</b>					
<b>Number</b>					

<b>Data Requirements for last five years: (As per Data Template)</b>	<b>Document</b>
Organization 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 participating under MoUs	
<b>File Description</b>	<b>Document</b>
☐ e-Copies of the MoUs with institution. / industry/ corporate houses	
☐ Any additional information	
☐ Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	
Any additional information	

#### SOP

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
26.	3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years	<ul style="list-style-type: none"> <li>List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties</li> <li>E-copy of the letters showing linkage with other institutions.</li> </ul>	<ul style="list-style-type: none"> <li>The MoU should be functional during the assessment period</li> <li>If the MoU is for three years viz 2011-2013, it shall be counted only once.</li> <li>At least one activity should have been conducted under an MOU during the assessment period to qualify as a functional MOU with institutions.</li> </ul>	MOU's with the sister institutions under the same Trust not to be included.


## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities (30 Weightage)

- 4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. **(5 Weightage / QIM)**

Response:


Describe the adequacy of infrastructure and physical facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum **500 words**.

File Description	Document
Upload any additional information	
 Paste link for additional information	

- 4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc. **(5 Weightage / QIM)**

Response:

Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate within a maximum of 500 words.

File Description	Document
Upload any additional information	
 Paste link for additional information	

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc  
Response:

4.1.3.1 Number of classrooms and seminar halls with ICT facilities **(5 Weightage / x 100 / QnM)**

<b>Data Requirements: (As per Data Template)</b>	
Number of classrooms with LCD facilities	
<input type="checkbox"/> Number of classrooms with Wi-Fi/LAN facilities	
<input type="checkbox"/> Number of smart classrooms	
<input type="checkbox"/> Number of classrooms with LMS facilities	
<input type="checkbox"/> Number of seminar halls with ICT facilities	
<b>File Description</b>	<b>Document</b>
Upload any additional information	
<input type="checkbox"/> Paste link for additional information	
<input type="checkbox"/> Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of classrooms and seminar halls with ICT facilities}}{\text{Total Number of classrooms and seminar halls in the institution}} \times 100$$

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
27.	4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.	<ul style="list-style-type: none"> <li>Geotagged photographs of class rooms /seminar halls with ICT enabled facilities</li> </ul>	<ul style="list-style-type: none"> <li>Only classrooms and/or seminar halls with ICT enabled facilities to be considered here.</li> </ul>	<ul style="list-style-type: none"> <li>Labs and workshops with ICT facility not to be considered.</li> </ul>

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs).

Response:

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year wise during last five years (INR in lakhs)  
(10 Weightage / Ave / QnM)

Year				
INR in Lakhs				

File Description	Document
Data Requirements: (As per Data Template)	
Expenditure for infrastructure augmentation	
<input checked="" type="checkbox"/> Total expenditure excluding salary	
File Description	Document
Upload any additional information	
<b>Upload audited utilization statements</b>	
<input checked="" type="checkbox"/> Upload Details of budget allocation, excluding salary during the last five years (Data Template)	

Formula:

% / year =  $\frac{\text{Expenditure for infrastructure augmentation, excluding salary}}{\text{Total expenditure excluding salary}} \times 100$

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
28.	4.1.4Average Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)	Provide the consolidated fund allocation onwards infrastructure augmentation facilities duly certified by Principal and Chartered Accountant in case of Privately funded institutions <ul style="list-style-type: none"> <li>Highlight the relevant items in the audited income and</li> <li>expenditure statement.</li> </ul>	This metric is supposed to be looked at with the perspective of infrastructure augmentation only <ul style="list-style-type: none"> <li>In case of privately funded HEI the document should be certified by Chartered Accountant.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under this metric.</li> </ul>

## 4.2 Library as a Learning Resource (20 Weightage)

4.2.1 Library is automated using Integrated Library Management System (ILMS) Response:

**(6 Weightage / QnM)**

Response:

Data Requirement for last five years: Upload a description of library with, ☐ Name of ILMS software ☐

Nature of automation (fully or partially) ☐ Version ☐ Year of Automation

File Description	Document
Upload any additional information	
Paste link for Additional Information	



4.2.2 The institution has subscription for the following e-resources.

(6 Weightage / QnM)

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Options:

- A. Any 4 or more 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:

File Description	Document
Data Requirements: (As per Data Template)	
☐ Details of membership:	
☐ Details of subscription:	
File Description	Document
Upload any additional information	
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership, etc (Data Template)	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
29.	<p>4.2.2. The institution has subscription for the following e resources</p> <ol style="list-style-type: none"> <li>1. e-journals</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga Membership</li> <li>4. e-books</li> <li>5. Databases</li> <li>6. Remote access toe-resources</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. Any 4 or more of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• E-copy of the letter of subscription /member ship in the name of HEI.</li> <li>• Screenshots of the facilities claimed with the name of HEI.</li> <li>• Specific details in respect of e-resources selected.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the letter of subscription contains complete details</li> <li>• Provide a link in the institutional website for the selected options for verification by DVV.</li> </ul>	<ul style="list-style-type: none"> <li>• Soft copy of printed books cannot be accepted as e-books.</li> </ul>

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals during the last five years (INR in Lakhs)

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs) **(5 Weightage / QnM)**

Response:

File Description	Document
Data Requirement for last five years: (As per Data Template)	
Expenditure on the purchase of books/e-books	
☐ Expenditure on the purchase of journals/e-journals in i th year	
☐ Year of Expenditure:	
Expdi= Expenditure in rupees on purchase of books/e-books and subscription to journals/e-journals in ith Year	
File Description	Document
Upload any additional information	
Audited statements of accounts	
☐ Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
30.	4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> <li>• Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Head of the Institution and Chartered Accountant.</li> <li>• Audited Income / Expenditure statement highlighting the expenditure for purchase of books and journals.</li> </ul>		

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) **(5 Weightage / QnM)**

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
31.	4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	<ul style="list-style-type: none"> <li>• Certified E-copy of the ledger for footfalls for 5days.</li> <li>• Certified screenshots of the data for the same 5 days of online access.</li> </ul>	<ul style="list-style-type: none"> <li>• During DVV clarification process library log-book entries and data for online access for randomly selected five days will be asked.</li> </ul>	

4.2.6.1. Number of teachers and students using library per day over last one year. **(5 Weightage / QIM)**

<b>File Description</b>	<b>Document</b>
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	
Formula: Number of teachers & students using library per day / Total number of teachers & students x 100	
<b>File Description</b>	<b>Document</b>
Any additional information	
Details of library usage by teachers and students	

### 4.3 IT Infrastructure (30 Weightage)

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Describe IT facilities including Wi-Fi with date and nature of updation within a maximum of 500 words.

**(5 Weightage / QIM)**

Response:

File Description	Document
Upload any additional information	
Paste link for additional information	

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**(10 Weightage / QnM)**

Number of students: Number of Computers

Response:

File Description	Document
Data Requirements:	
☐ Number of computers in working condition	
☐ Total Number of students	
File Description	Document
Upload any additional information	
Student – computer ratio	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
32.	4.3.2 Student – Computer ratio (Data for the latest completed academic year)	<ul style="list-style-type: none"> <li>Number of Computers available for student use only</li> <li>Bills for the purchase of computers.</li> <li>Highlight the entries of computers purchased in the stock registers.</li> </ul>	<ul style="list-style-type: none"> <li>The data pertaining to the latest completed academic year.</li> </ul>	<ul style="list-style-type: none"> <li>The computers for office and faculty use will not be considered.</li> <li>Computers purchased after the latest completed academic year not to be considered.</li> </ul>

## 4.3.3 Bandwidth of internet connection in the Institution

(15 Weightage / QnM)

Options:

- A.  $\geq 50$  MBPS
- B. 35-50 MBPS
- C. 20-35 MBPS
- D. 5-20 MBPS

☐ Available internet bandwidth

Response:

File Description	Document
Upload any additional information	
Details of available bandwidth of internet connection in the Institution	

## SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
33.	Bandwidth of internet connection in the Institution Options: A. $\geq 50$ MBPS B. 30 -50 MBPS C. 10 -30 MBPS D. 10 - 5 MBPS E. < 5 MBPS	<ul style="list-style-type: none"> <li>Bills for any one month/one quarter of the latest completed academic year indicating internet connection plan, speed and bandwidth and the HEI's name.</li> <li>E-copy of document of agreement with the service provider.</li> </ul>	<ul style="list-style-type: none"> <li>Only leased line connectivity in the name of the HEI will be considered.</li> </ul>	<ul style="list-style-type: none"> <li>Snap shot of speed test for wifi/internet facility will not be considered</li> <li>Broadband connections will not be considered.</li> </ul>

#### 4.4 Maintenance of Campus Infrastructure (20 Weightage)

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response:

4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

(10 Weightage / Ave / QnM)

<b>Year</b>				
<b>INR in Lakhs</b>				

Data Requirement year wise: (As per Data Template in Section B)	
<input type="checkbox"/> Non-salary expenditure incurred	
<input type="checkbox"/> Expenditure incurred on maintenance of campus infrastructure	
<b>File Description</b>	<b>Document</b>
Upload any additional information	
Audited statements of accounts.	
<input type="checkbox"/> Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	

Formula:

$$\% / \text{year} = \frac{\text{Expenditure on maintenance of physical \& academic support facilities excluding salary component}}{\text{Total expenditure excluding salary components}} \times 100$$

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

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
34.	4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)	Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Head of the Institution and CA.	<ul style="list-style-type: none"> <li>Focus of this metric is only on the maintenance of physical and academic support facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Mere statement of last five years data on the metric without audited statement will not be considered.</li> </ul>

**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.**

**Response:**

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 1000 words. **(15 Weightage / QIM)**

<b>File Description</b>	<b>Document</b>
Upload any additional information	
Paste link for additional information	

### 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)

<b>Year</b>				
<b>Number</b>				

Data Requirement year wise: (As per Data Template)	
Name of the Scheme	
☐ Number of students benefiting	
<b>File Description</b>	<b>Document</b>
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"> <li>• Upload sanction letter of scholarship/freeships.</li> <li>• Year-wise list of students benefitted in each scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• Only Government Scholarships/freeships (both state and central)</li> <li>• For large data, the DVV will ask documents for randomly selected students in specific schemes.</li> </ul>	



**5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution / non- government agencies during the last five years.**

**5.1.2.1 Total number of students benefitted by scholarships, freeships, etc provided by the institution / non- government agencies year wise during last five years. (5 Weightage / Ave / QnM / Optional)**

Response:

<b>Year</b>					
<b>Number</b>					

Data Requirement year wise: (As per Data Template)	
Name of the Scheme with correct information	
<input checked="" type="checkbox"/> Number of students benefiting	
<b>File Description</b>	<b>Document</b>
Upload any additional information	
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of students benefitted by scholarships and free ships provided by the institution / non- government agencies}}{\text{Total Number of students}} \times 100$$

$$\text{Average \%} = \frac{\% \text{ per year}}{5}$$

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
36.	5.1.2 Average percentage of students benefitted by scholarships, free ships etc. provided by the institution / nongovernment agencies during the last five years	<ul style="list-style-type: none"> <li>• Upload policy document of the HEI for award of scholarships and free ships.</li> <li>• Year wise list of students benefitted.</li> <li>• Copies of award of freeships, scholarships along with the sponsoring agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider scholarships and free ships sanctioned by the institution/non-government agencies only.</li> <li>• Audited Statement showing the expenditure on scholarships / free ships etc.</li> <li>• For large data, the DVV will ask documents for specific no of students in specific schemes.</li> </ul>	<ul style="list-style-type: none"> <li>• Data given in metric 5.1.1 to be excluded here.</li> </ul>

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following (10 Weightage / QnM)**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Options:

- A. All of the above
- B. 3 of the above
- C. 2 of the above
- D. 1 of the above
- E. none of the above

Response:

Data Requirement: (As per Data Template)	
Name of the capability building and skills enhancement initiatives	
☐ Year of implementation	
☐ Number of students enrolled	
☐ Name of the agencies involved with contact details	
<b>File Description</b>	<b>Document</b>
Any additional information	
☐ Link to Institutional website	
☐ Details of capability building and skills enhancement initiatives (Data Template)	

**SOP**

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
37. D	<p>Capacity building and skills enhancement initiatives taken by the institution include the following</p> <ol style="list-style-type: none"> <li>1. Soft skills</li> <li>2. Language and communication skills</li> <li>3. Life skills (Yoga, physical fitness, health and hygiene)</li> <li>4. ICT/computing skills</li> </ol> <ul style="list-style-type: none"> <li>• List of programs conducted and the number of students enrolled for each of the events.</li> </ul> <p>Options:</p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3 of the above</li> <li>C. 2 of the above</li> <li>D. 1 of the above</li> <li>E. none of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Web-link to particular program/scheme mentioned in the metric</li> <li>• Copy of circular /brochure /report of the event</li> <li>• Geo tagged Photographs with date and caption for each scheme or event.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider all the students who have enrolled for the schemes</li> <li>• DVV can seek the documents regarding the attendance and certificates for the selected list of programs/students enrolled in the specified programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Mere circulars and student list will not be accepted.</li> <li>• Avoid programs conducted as part of the University curriculum.</li> </ul>

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:

<b>Year</b>					
<b>Number</b>					

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	
<b>File Description</b>	<b>Document</b>
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**

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

**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.	
<b>File Description</b>	<b>Document</b>
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.	<p>5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> <li>1. Implementation of guidelines of statutory/regulatory bodies</li> <li>2. Organisation wide awareness and undertakings on policies with zero tolerance</li> <li>3. Mechanisms for submission of online/offline students' grievances</li> <li>4. Timely redressal of the grievances through appropriate committees</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3 of the above</li> <li>C. 2 of the above</li> <li>D. 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee.</li> <li>• Circular/web-link/committee report justifying the objective of the metric</li> <li>• Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.</li> </ul>	<ul style="list-style-type: none"> <li>• Report of incident, management of grievances from the concerned cell is essential.</li> <li>• The mechanism of addressal should be available as document and should be hosted in the HEI's Website. The link of the same shall be provided to validate the same.</li> </ul>	

## 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)

<b>Year</b>					
<b>Number</b>					

Data requirement for last five years (As per Data Template)	
☐ Name of the employer with contact details	
☐ Number of students placed	
<b>File Description (Upload)</b>	<b>Document</b>
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"> <li>List of students placed along with placement details such as name of the company, compensation, etc year wise.</li> </ul>	<ul style="list-style-type: none"> <li>The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered.</li> <li>If the data is large, DVV partner will ask for the appointment orders of the selected students.</li> <li>Multiple offers to the same students to be counted once.</li> </ul>	<ul style="list-style-type: none"> <li>If same student has multiple offers it has to be counted only once.</li> </ul>

### 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:	
<b>File Description (Upload)</b>	<b>Document</b>
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"> <li>Upload supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>Proof like admission letters or identity cards or higher degree certificates for selected students progressing to higher education will be asked by DVV partner.</li> </ul>	<ul style="list-style-type: none"> <li>Appearing / passing competitive exams for higher education cannot be considered as per progression to higher education unless students get admitted.</li> </ul>

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:

<b>Year</b>					
<b>Number</b>					

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	
<b>File Description (Upload)</b>	<b>Document</b>
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:

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

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

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
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"> <li>List of students year wise under each head</li> <li>Qualifying Certificates of the students taking the examination year wise under each category</li> </ul>		<ul style="list-style-type: none"> <li>In absence of certificate, the claim will not be considered.</li> <li>Exams conducted for job recruitments other than the examinations conducted by State/Central Government not to be included/ considered.</li> </ul>

### 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 )

<b>Year</b>					
<b>Number</b>					

Data Requirement for last five years: (As per Data Template)		
Name of the award/ medal		
☐ University /State/National/ International		
☐ Sports/ Culture		
<b>File Description (Upload)</b>		<b>Document</b>
Any additional information		
☐ e-copies of award letters and certificates		
☐ 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

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



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:

<b>File Description (Upload)</b>	<b>Document</b>
Upload Any additional information	
Paste link for additional information	

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:

<b>Year</b>					
<b>Number</b>					

Data Requirement for last five years: (As per Data Template)	
☑ List of events/competitions	
<b>File Description (Upload)</b>	<b>Document</b>
Upload any additional information	
Report of the event	
☑ 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"> <li>Report of the events/along with photographs appropriately dated and captioned year wise.</li> <li>Copy of circular/brochure indicating such kind of activities.</li> <li>List of students participated in different events year wise.</li> </ul>	<ul style="list-style-type: none"> <li>All activities conducted under an event will be counted as one event.</li> <li>For large data DVV will seek participation certificates of selected students.</li> </ul>	<ul style="list-style-type: none"> <li>Events cannot be split into activities</li> <li>The competitions organised by the institution without the participation of their own students will not be considered here.</li> </ul>

#### 5.4 Alumni Engagement (10 Weightage)

- 5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.

Describe contribution of alumni association to the institution within a maximum of 500 words  
(20 Weightage / QIM)

Response:

File Description	Document
Upload any additional information	
Paste link for additional information	

- 5.4.2 Alumni contribution during the last five years(INR in Lakhs) (20 Weightage / Ave / QnM)

- A. More than 5 Lakhs  
B. 4 Lakhs - 5 Lakhs  
C. 3 Lakhs - 4 Lakhs  
D. 1 Lakh - 3 Lakhs

Response:

Data Requirement for last five years: (year wise)	
Alumni association / Name of the alumnus	
☐ Quantum of contribution	
☐ Audited Statement of account of the institution reflecting the receipts.	
File Description (Upload)	Document
Upload any additional information	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
45.	5.4.2 Alumni contribution during the last five years (INR in Lakhs) Options: A. ≥ 5Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs D. 1 Lakhs - 3 Lakhs E. <1Lakhs	<ul style="list-style-type: none"> <li>Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant</li> <li>List of alumnus/alumni with the amount contributed year wise.</li> </ul>		Amount contributed towards Alumni Association or in any kind to the HEI not to be Included / considered.

## Criterion 6 - Governance, Leadership and Management (100 Weightage)

### 6.1 Institutional Vision and Leadership (10)

- 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision-making bodies of the institution within a maximum of 500 words.

**(5 Weightage / QIM)**

Response:

File Description	Document
Upload any additional information	
Paste link for additional information	

- 6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 500 words.

**(5 Weightage / QIM)**

Response:


File Description	Document
Upload any additional information	
Paste link for additional information	

## 6.2 Strategy Development and Deployment (10 Weightage)

6.2.1 The institutional Strategic/ perspective plan is effectively deployed.

Describe one activity successfully implemented based on the strategic plan within a maximum of 500 words. **(2 Weightage / QIM)**


Response:

File Description	Document
Upload any additional information	
Strategic Plan and deployment documents on the website	
 Paste link for additional information	

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Describe the Organogram of the Institution within a maximum 500 words. **(4 Weightage / QIM)**

Response:

File Description	Document
Upload any additional information	
Paste link for additional information	
 Link to Organogram of the Institution webpage	

6.2.3 Implementation of e-governance in areas of operation. **(4 Weightage / QnM / Optional)**

- 1.Administration
- 2.Finance and Accounts
- 3.Student Admission and Support
- 4.Examination

- 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 for last five years: (As per Data Template)	
Areas of e-governance Administration Finance and Accounts Student Admission and Support Examination	
<input type="checkbox"/> Name of the Vendor with contact details	
<input type="checkbox"/> Year of implementation	
<b>File Description (Upload)</b>	<b>Document</b>
Upload any additional information	
ERP (Enterprise Resource Planning) Document	
<input type="checkbox"/> Screen shots of user interfaces	
<input type="checkbox"/> Any additional information	
<input type="checkbox"/> Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	

**SOP**

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
46.	6.2.3 Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	<ul style="list-style-type: none"> <li>• Institutional expenditure statements for the heads of Egovernance implementation reflected in the audited statement.</li> <li>• ERP Document</li> <li>• Screen shots of user interfaces of each module reflecting the name of the HEI.</li> <li>• Annual e-governance report approved by Governing Council.</li> <li>• Policy document on e governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Bills for the expenditure on implementation of e governance in the areas of operation.</li> </ul>	

**6.3 Faculty Empowerment Strategies (30 Weightage)**

- 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff  
Provide the list of existing welfare measures for teaching and nonteaching staff within a maximum of 500 words.  
Response:

**(4 Weightage / QIM)**

File Description	Document
Upload any additional information	
Paste link for additional information	

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

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years. **(10 Weightage / QnM)**

<b>Year</b>					
<b>Number</b>					

Data Requirement for last five years: (As per Data Template)	
Name of the teacher	
☐ Name of conference/ workshop attended for which financial support provided	
Name of the professional body for which membership fee is provided	
<b>File Description (Upload)</b>	<b>Document</b>
Upload any additional information	
Details of teachers provided with financial support to attend conference, workshops etc during the last five years (Data Template)	

Formula:

$$\% / \text{year} = \frac{\text{Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies}}{\text{Number of full teachers}} \times 100$$

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

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
47.	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	<ul style="list-style-type: none"> <li>• Policy document on providing financial support to teachers</li> <li>• E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise under each head.</li> <li>• Audited statement of account highlighting the financial support to teachers to attend conferences/workshop s and towards membership fee for Professional bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• If the data is large documents related to specific teachers will be asked during DVV clarification</li> </ul>	<ul style="list-style-type: none"> <li>• Without proof of payment on financial support for faculty development, mere name-list of the faculty will not considered.</li> <li>• Mere cash vouchers for payment will not be considered</li> </ul>



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)**

<b>Year</b>					
<b>Number</b>					

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)	
<b>File Description (Upload)</b>	<b>Document</b>
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"> <li>List of professional development / administrative training programs organized by the institution</li> <li>Brochures and Reports year-wise</li> <li>List of participants in each programme</li> <li>Photographs with date and caption.</li> <li>Annual reports of the programme conducted at institution level</li> </ul>	<ul style="list-style-type: none"> <li>For large data DVV will ask for documents of selected events.</li> </ul>	<ul style="list-style-type: none"> <li>Seminars /invited talks cannot be included in this metric.</li> </ul>

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:

<b>Year</b>					
<b>Number</b>					

Data Requirement for last five years: (As per Data Template)		
Number of teachers		
☐ Title of the Programme		
☐ Duration (From –to)		
<b>File Description (Upload)</b>		<b>Document</b>
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**

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

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within a maximum of 500 words

**(5 Weightage / QIM)**

<b>File Description</b>	<b>Document</b>
Upload any additional information	
Paste link for additional information	

#### 6.4 Financial Management and Resource Mobilization (20)

##### 6.4.1 Institution conducts internal and external financial audits regularly

Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words. **(5 Weightage / QIM)**

Response:

File Description	Document
Upload any additional information	
Paste link for additional information	

##### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

##### 6.4.2.1: Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs) **(8 Weightage / QnM / Optional)**

Year					
Number					

Data Requirement for last five years: (As per Data Template)	
☐ Name of the non-government bodies, individuals, Philanthropers	
☐ Funds / Grants received	
File Description (Upload)	Document
Upload any additional information	
Annual statements of accounts	
☐ Any additional information	
☐ Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years (Data Template)	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
50.	6.4.2 Funds / Grants received from nongovernment bodies, individuals, philanthropers during the last five years (not covered in Criterion III)	<ul style="list-style-type: none"> <li>Annual audited statements of accounts highlighting the grants received.</li> <li>Copy of letter indicating the grants / funds received from respective agency as stated in metric</li> </ul>		<ul style="list-style-type: none"> <li>Funds from own institutions/own trust and sister institutions not to be considered</li> <li>Contribution in the form of equipment / software etc. not be counted.</li> <li>Grants received under criterion III not to be repeated here.</li> </ul>

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources.

Describe the resource mobilisation policy and procedures of the Institution within a maximum of 500 words.

**(6 Weightage / QIM)**

<b>File Description</b>	<b>Document</b>
Upload any additional information	
Paste link for additional information	

### 6.5 Internal Quality Assurance System (30 Weightage)

- 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words.

**(10 Weightage / QIM)**

Response:

File Description	Document
Upload any additional information	
Paste link for additional information	

- 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 the incremental improvement in various activities.

***(For first cycle - Incremental improvements made for the preceding five years with regard to quality***

***For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)***

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each.

**(10 Weightage / QIM)**

Response:

File Description	Document
Upload any additional information	
Paste link for additional information	

6.5.3 Quality assurance initiatives of the institution include.

**(10 Weightage / QnM)**

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
  2. Collaborative quality initiatives with other institution(s)
  3. Participation in NIRF
  4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)
- 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

**SOP**

<b>Metric No.</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
51.	<p>6.5.3 Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</li> <li>2. Collaborative quality initiatives with other institution(s)</li> <li>3. Participation in NIRF</li> <li>4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3 of the above</li> <li>C. 2 of the above</li> <li>D. 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Proceedings of meetings of IQAC, Feedback analysis and action taken report.</li> <li>• Activities conducted under Collaborative quality initiatives with other institutions.</li> <li>• Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal).</li> <li>• ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment period.</li> <li>• Supporting document to be provided as per the options selected.</li> </ul>	<ul style="list-style-type: none"> <li>• AQAR not applicable for cycle I</li> </ul>	<p>Collaborative quality initiatives with sister institutions under the same management will not be considered.</p>

## Criterion 7 - Institutional Values and Best Practices (100 Weightage)

### 7.1 Institutional Values and Social Responsibilities (50 Weightage)

#### Gender equity

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words.

(5 Weightage / QIM)

Response:

Provide Web link to:	Document
☐ Annual gender sensitization action plan	
☐ Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
52.	7.1.1 The Institution has facilities for alternate sources of energy and energy conservation measures 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment	<ul style="list-style-type: none"> <li>• Geo tagged photographs with captions of the facilities.</li> <li>• Bills for the purchase of equipments for the facilities created under this metric.</li> <li>• Any other relevant proof for the selected options.</li> </ul>		<ul style="list-style-type: none"> <li>• Having diesel generator set as backup cannot be considered in this metric.</li> </ul>



## Environmental Consciousness and Sustainability

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures  
(5 Weightage / QIM)

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Options:

- A. 4 or All of the above
- B. 3 of the above
- C. 2 of the above
- D. 1of the above
- E. None of the above

File Description	Document
Any other relevant information	
<b><i>Geotagged Photographs</i></b>	

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)  
(4 Weightage / QiM)

- ☐ Solid waste management
- ☐ Liquid waste management
- ☐ Biomedical waste management
- ☐ E-waste management
- ☐ Waste recycling system
- ☐ Hazardous chemicals and radioactive waste management

File Description	Document
Any other relevant information	
<input type="checkbox"/> Relevant documents like agreements/MoUs with Government and other approved agencies	
<input type="checkbox"/> <b><i>Geotagged photographs of the facilities</i></b>	

7.1.4 Water conservation facilities available in the Institution: **(4 Weightage / QnM)**

1. Rain water harvesting
  2. Borewell /Open well recharge
  3. Construction of tanks and bunds
  4. Waste water recycling
  5. Maintenance of water bodies and distribution system in the campus
- Response:

Options:

- A. Any 4 or 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

File Description	Document
Any other relevant information	
Upload: <b><i>Geotagged photographs / videos of the facilities</i></b>	

**SOP**

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
53.	7.1.4 Water conservation facilities available in the Institution: 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus	<ul style="list-style-type: none"> <li>• Geo tagged photographs with captions of the facilities.</li> <li>• Bills for the purchase of equipments for the facilities created under this metric</li> </ul> Any other relevant proof for the selected options.		

7.1.5 Green campus initiatives include: **(4 Weightage / QnM)**

7.1.5.1. The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on the use of Plastics
5. Landscaping with trees and plants

Options:

- A. Any 4 or 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

File Description	Document
Any other relevant information	
Upload: <b><i>Geotagged photographs / videos of the facilities</i></b>	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
54.	7.1.5 Green campus initiatives include: 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian Friendly pathways 4. Ban on the use of Plastics 5. Landscaping with trees and plants	<ul style="list-style-type: none"> <li>• Policy document on the green campus.</li> <li>• Geo tagged photographs / videos of the facilities.</li> <li>• Circulars for the implementation of the initiatives and any other supporting document.</li> </ul>		

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution.

**(5 Weightage / QnM)**

7.1.6.1. The institutional environment and energy initiatives are confirmed through the following

- ☐ Green audit
- ☐ Energy audit
- ☐ Environment audit
- ☐ Clean and green campus recognitions / awards
- ☐ Beyond the campus environmental promotion activities

Options:

- A. Any 4 or 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:

File Description	Document
Any other relevant information	
Reports on environment and energy audits submitted by the auditing agency	
<input type="checkbox"/> Certification by the auditing agency	
<input type="checkbox"/> Certificates of the awards received	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
55.	7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives: <ul style="list-style-type: none"> <li>• Green audit</li> <li>• Energy audit</li> <li>• Environment audit</li> <li>• Clean and green campus recognitions / awards</li> <li>• Beyond the campus environmental promotion activities</li> </ul>	<ul style="list-style-type: none"> <li>• Policy document on environment and energy usage</li> <li>• Certificate from the auditing agency.</li> <li>• Certificates of the awards received from the recognized agency.</li> <li>• Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date.</li> <li>• Any other supporting document for the claims made.</li> </ul>		

- 7.1.7 The Institution has disabled-friendly, barrier free environment. **(4 Weightage / QnM)**
- ☐ Built environment with ramps/lifts for easy access to classrooms.
  - ☐ Disabled-friendly washrooms
  - ☐ Signage including tactile path, lights, display boards and signposts
  - ☐ Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
  - ☐ Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading

Options:

- A. Any 4 or 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

File Description	Document
Any other relevant information	
Upload: <b><i>Geotagged photographs / videos of the facilities</i></b>	
Policy documents and information brochures on the support to be provided	
☐ Details of the Software procured for providing the assistance	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
56.	<p>7.1.7 The Institution has disabled-friendly, barrier free environment</p> <ul style="list-style-type: none"> <li>• Built environment with ramps/lifts for easy access to classrooms.</li> <li>• Disabled friendly washrooms</li> <li>• Signage including tactile path, lights, display boards and sign posts</li> <li>• Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen reading software, mechanized equipment</li> <li>• Provision for enquiry and information: Human</li> </ul>	<ul style="list-style-type: none"> <li>• Policy document and information brochure.</li> <li>• Link to Geo tagged photos and videos with date and caption.</li> <li>• Bills and invoice/purchase order/AMC in support of facility.</li> <li>• A rest room should include specific requirements of Divyangjan for use of the Toilet (rest room) and other facilities.</li> <li>• Brief report on facilities provided for enquiry and information.</li> <li>• Bills for the software procured for providing the assistance.</li> </ul>		<ul style="list-style-type: none"> <li>• Without valid proof for the options selected the claims will not be considered.</li> </ul>

**Inclusion and Situatedness**

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words). **(4 Weightage / QIM)**

Response:

File Description	Document
Any other relevant information	
<b>Provide Web link to:</b> ☐ Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	

**Human Values and Professional Ethics**

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. **(5 Weightage / QIM)**

Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.

Response:

File Description	Document
Any other relevant information	
Details of activities that inculcate values; necessary to render students in to responsible citizens	

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. **(5 Weightage / QnM)**

Response:

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

File Description	Document
Any other relevant information	
☐ Code of ethics policy document	
☐ Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	

#### SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
5 7.	7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct. 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized.	<ul style="list-style-type: none"> <li>• Policy document on code of ethics.</li> <li>• Proceedings of the monitoring committee.</li> <li>• Circulars and geo tagged photographs of the activities organized under the metric for teachers, students, administrators and other staffs.</li> <li>• Document showing Code of Conduct for students, teachers, governing body and administration</li> <li>• Handbooks, manuals and brochures on human values and professional ethics</li> <li>• Report on the student attributes facilitated by the Institution</li> <li>• Web-Link to the relevant documents at HEI website.</li> </ul>		

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals. **(5 Weightage / QIM)**

Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the last five years within 500 words

File Description	Document
Any other relevant information	
Provide <b>weblink</b> to: <input type="checkbox"/> Annual report of the celebrations and commemorative events for the last five years	
<input type="checkbox"/> <b>Geotagged</b> photographs of some of the events	



## 7.2 Best Practices (30 Weightage)

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual. **(30 Weightage / QIM)**

Response:

File Description	Document
Any other relevant information	
Provide <b>weblink</b> to : ☐ Best practices in the Institutional web site	

Note:

Format for Presentation of Best Practices

1. Title of the Practice This title should capture the keywords that describe the practice.
2. Objectives of the Practice What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?
3. The Context What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?
4. The Practice Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?
5. Evidence of Success Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.
6. Problems Encountered and Resources Required Please identify the problems encountered and resources required to implement the practice (in about 150 words).
7. Notes (Optional) Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about 150 words).

Any other information regarding Institutional Values and Best Practices which the university would like to include.

### 7.3 Institutional Distinctiveness (20 Weightage)

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words.

Response:

File Description	Document
Any other relevant information	
Provide <b>weblink</b> to: ☐ Appropriate web in the Institutional website	

#### CONCLUSION:

Additional Information:

Concluding Remarks:

#### Key Terms:

Ave: Average sum of Five Years  
 DVV: Data Validation and Verification  
 Optional: Optional Metric  
 QIM: Qualitative Metric  
 QnM: Quantitative Metric  
 x 100: Average of Five Years

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