

To be Submitted to dineshkhuraijam2018@gmail.com
by 10th January 2021

For any query, please mail to the above-mentioned email id or to 8731898559 (WhatsApp)

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	

To be Submitted to dineshkhurajam2018@gmail.com
by 5th May 2021

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- 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	

To be Submitted to dineshkhurajam2018@gmail.com
by 25th December 2020

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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"> List of programs in which CBCS / Elective course system implemented in the last completed academic year certified by the Registrar of the affiliating university. Minutes of relevant Academic Council / BOS meetings highlighting the relevant documents to this metric of the affiliating university. Affiliating University letter stating implementation of CBCS. Structure of the program clearly indicating courses, credits/Electives as approved by the competent board. 	<ul style="list-style-type: none"> Either CBCS or Elective or both can be considered If CBCS, course structure along with credit details to be given. If elective, list of elective offered for the program to be given If both, CBCS details alone insufficient. 	

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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.	

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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"> Document showing the experimental learning through project work/field work/internship as prescribed by the affiliating university / affiliating university curriculum. Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses. 	<ul style="list-style-type: none"> Only the courses having project work/field work/internship as per the affiliating university curriculum. 	<ul style="list-style-type: none"> The courses that support experimental learning through project work/field work/internship not prescribed by the affiliating university not to be included.

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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	
File Description	Document
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

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

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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	
File Description	Document
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"> The feedback concerned with curriculum development only can be considered Only filled –in feedback report will be considered In case of selecting A, B, C or D provide three filled forms from each category The DVV partner may ask for filled in forms of randomly selected stakeholders. 	Feedback not related to design and review of syllabus will not be considered

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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	
File Description	Document
Any additional information	
URL for feedback report	

SOP

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

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by 20th April 2021

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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	


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by 10th February 2021

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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	
 Link for additional information	

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
by 25th April 2021

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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	

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by 25th April 2021


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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	

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
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)	

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- 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	

To be Submitted to dineshkhuraijam2018@gmail.com
by 28th February 2021

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**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	
File Description	Document
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"> 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills <p>• List of programs conducted and the number of students enrolled for each of the events.</p> <p>Options:</p> <ol style="list-style-type: none"> 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"> • Web-link to particular program/scheme mentioned in the metric • Copy of circular /brochure /report of the event • Geo tagged Photographs with date and caption for each scheme or event. 	<ul style="list-style-type: none"> • Consider all the students who have enrolled for the schemes • DVV can seek the documents regarding the attendance and certificates for the selected list of programs/students enrolled in the specified programs. 	<ul style="list-style-type: none"> • Mere circulars and student list will not be accepted. • Avoid programs conducted as part of the University curriculum.

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