

Cluster XII – Administration
To be Submitted to birajits@gmail.com
By 25th April 2021

For any query, please mail to the above-mentioned email id or to 9402674673 (WhatsApp)

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

Year					
Number					

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

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
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"> Copies of collaboration/related documents indicating the nature of collaboration and activities year-wise 	<ul style="list-style-type: none"> The Collaboration should be valid for the assessment period. The collaboration activities of research/ faculty exchange/ student exchange/ internship/on –the-job training/ project work should be facilitated through the mentioned collaboration only. 	<ul style="list-style-type: none"> The collaborations mentioned in metric 3.3.3 not to be considered here. Collaborations with the sister institutions under the same Trust not to be included

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- 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)**

Year					
Number					

Data Requirements for last five years: (As per Data Template)	Document
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	
File Description	Document
☐ 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

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

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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	
File Description (Upload)	Document
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	<ul style="list-style-type: none"> • Institutional expenditure statements for the heads of E-governance implementation reflected in the audited statement. • ERP Document 	<ul style="list-style-type: none"> • Bills for the expenditure on implementation of e-governance in the areas of operation. 	

	<p>4. Examination</p> <p>Options:</p> <p>A. All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	<ul style="list-style-type: none"> • Screen shots of user interfaces of each module reflecting the name of the HEI. • Annual e-governance report approved by Governing Council. • Policy document on e governance. 		
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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	

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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)

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

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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"/> <i>Geotagged photographs of the facilities</i>	

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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: <i>Geotagged photographs / videos of the facilities</i>	

SOP

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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"> • Policy document on the green campus. • Geo tagged photographs / videos of the facilities. • Circulars for the implementation of the initiatives and any other supporting document. 		


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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	
Provide Web link to:  Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	

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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	

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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	
<input checked="" type="checkbox"/> Code of ethics policy document	
<input checked="" type="checkbox"/> 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	<ul style="list-style-type: none"> • Policy document on code of ethics. • Proceedings of the monitoring committee. • Circulars and geo tagged photographs of the activities organized under the metric for teachers, students, administrators and other staffs. • Document showing Code of Conduct for students, teachers, governing body and administration • Handbooks, manuals and brochures on human values and professional ethics • Report on the student attributes facilitated by the Institution 		

	4. Annual awareness programmes on Code of Conduct are organized.	<ul style="list-style-type: none"> • Web-Link to the relevant documents at HEI website. 		
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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 weblink to: <input type="checkbox"/> Annual report of the celebrations and commemorative events for the last five years	
<input type="checkbox"/> Geotagged photographs of some of the events	

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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 weblink 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.

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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 weblink to: ☐ Appropriate web in the Institutional website	

CONCLUSION:

Additional Information:

Concluding Remarks:

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