Cluster XV – Finance with Audited Statement

To be Submitted to [wjyotirmoy@gmail.com](mailto:wjyotirmoy@gmail.com)

By 30th March 2021

For any query, please mail to the above-mentioned email id or to 7005526909(WhatsApp)

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 |  |
|  Total expenditure excluding salary |  |
|  |  |
|  |  |
| **File Description** | **Document** |
| Upload any additional information |  |
| ***Upload audited utilization statements*** |  |
| *** Upload Details of budget allocation, excluding salary during the last five years (Data Template)*** |  |

Formula:

% / year = Expenditure for infrastructure augmentation, excluding salary x 100

Total expenditure excluding salary

Average % = ∑ % 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 Charted Accountant in case of Privately funded institutions  • Highlight the relevant items in the audited income and  • expenditure statement. | This metric is supposed to be looked at with the perspective of infrastructure augmentation only  • In case of privately funded HEI the document should be certified by Chartered Accountant. | • Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under this metric. |

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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) | • Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Head of the Institution and Charted Accountant.  • Audited Income / Expenditure statement highlighting the expenditure for purchase of books and journals. |  |  |

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**4.3 IT Infrastructure (30 Weightage)**

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) | • Number of Computers available for student use only  • Bills for the purchase of computers.  • Highlight the entries of computers purchased in the stock registers. | • The data pertaining to the latest completed academic year. | • The computers for office and faculty use will not be considered.  • Computers purchased after the latest completed academic year not to be considered. |

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**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)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** |  |  |  |  |
| **INR in Lakhs** |  |  |  |  |

|  |  |
| --- | --- |
| Data Requirement year wise: (As per Data Template in Section B) |  |
|  Non-salary expenditure incurred |  |
|  Expenditure incurred on maintenance of campus infrastructure |  |
|  |  |
| **File Description** | **Document** |
| Upload any additional information |  |
| Audited statements of accounts. |  |
|  Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) |  |

Formula:

% / year = Expenditure on maintenance of physical &

academic support facilities excluding salary component x 100

Total expenditure excluding salary components

Average % = ∑ % 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. | • Focus of this metric is only on the maintenance of physical and academic support facilities. | • Mere statement of last five years data on the metric without audited statement will not be considered. |

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**Criterion 5 - Student Support and Progression (140 Weightage)**

**5.1 Student Support (50 Weightage)**

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

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

Response:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** |  |  |  |  |  |  |
| **Number** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Data Requirement year wise: (As per Data Template) |  |
| Name of the Scheme with correct information |  |
|  Number of students benefiting |  |
|  |  |
| **File Description** | **Document** |
| Upload any additional information |  |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) |  |

Formula:

% / year = Number of students benefited by scholarships

and free ships provided by the institution / non- government agencies x 100

Total Number of students

Average % = % per year

5

**SOP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Metric No.** | **Metric Details** | **Documents Required for Verification** | **Specific Instructions to HEIs** | **Not to be Included /Considered** |
| 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 | • Upload policy document of the HEI for award of scholarships and free ships.  • Year wise list of students benefitted.  • Copies of award of freeships, scholarships along with the sponsoring agency. | • Consider scholarships and free ships sanctioned by the institution/non-government agencies only.  • Audited Statement showing the expenditure on scholarships / free ships etc.  • For large data, the DVV will ask documents for specific no of students in specific schemes. | • Data given in metric 5.1.1 to be excluded here. |

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**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 / QlM)**

Response:

|  |  |
| --- | --- |
| **File Description** | **Document** |
| Upload any additional information |  |
| Paste link for additional information |  |

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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 | • Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant  • List of alumnus/alumni with the amount contributed year wise. |  | Amount contributed towards Alumni Association or in any kind to the HEI not to be Included / considered. |

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

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

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)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** |  |  |  |  |  |
| **Number** |  |  |  |  |  |

|  |  |
| --- | --- |
| 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 |  |
|  |  |
| **File Description (Upload)** | **Document** |
| Upload any additional information |  |
| Details of teachers provided with financial support to attend conference, workshops etc during the last five years (Data Template) |  |

Formula:

% / year = Number of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies x 100

Number of full teachers

Average % = ∑ % of year

5

**SOP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Metric No.** | **Metric Details** | **Documents Required for Verification** | **Specific Instructions to HEIs** | **Not to be Included /Considered** |
| 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 | • Policy document on providing financial support to teachers  • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise under each head.  • Audited statement of account highlighting the financial support to teachers to attend conferences/workshop s and towards membership fee for Professional bodies. | • If the data is large documents related to specific teachers will be asked during DVV clarification | • Without proof of payment on financial support for faculty development, mere name-list of the faculty will not considered.  • Mere cash vouchers for payment will not be considered |

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**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 / QlM)**

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)

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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) | • Annual audited statements of accounts highlighting the grants received.  • Copy of letter indicating the grants / funds received from respective agency as stated in metric |  | • Funds from own institutions/own trust and sister institutions not to be considered  • Contribution in the form of equipment / software etc. not be counted.  • Grants received under criterion III not to be repeated here. |

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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 |  |
|  Certification by the auditing agency |  |
|  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:  • Green audit  • Energy audit  • Environment audit  • Clean and green campus recognitions / awards  • Beyond the campus environment al promotion activities | • Policy document on environment and energy usage  • Certificate from the auditing agency.  • Certificates of the awards received from the recognized agency.  • Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date.  • Any other supporting document for the claims made. |  |  |

=========