**PONDICHERRY UNIVERSITY**

**(A CENTRAL UNIVERSITY)**

**INTERNAL QUALITY ASSURANCE CELL**

**INTERNAL ACADEMIC & ADMINISTRATIVE AUDITING FORMAT FOR THE ACADEMIC YEAR 2022-23**

**Source :** NAAC Institutional Accreditation Manual for SSR of Universities

**Name of the School:**

**Name of the Department / Centre:**

|  |  |
| --- | --- |
| **I. CURRICULAR ASPECTS (150 Points)** | **Weightage** |
| **Key Indicator - 1.1: Curriculum Design & Development** | **50** |
| * + 1. **Curricula developed and implemented have relevance to the local/ national / regional/global developmental needs which is reflected with learning objectives including Programme outcomes (POs), Programme specific outcomes (PSOs) and course outcomes (Cos) of all the Programme offered by the University.**   *Write description in maximum of 500 words File Description*  Our vision is to impart Vibrant, Innovative and Global Education to make the students world leaders in terms of Excellence of Education, Research and to serve the nation in the 21st century. Our mission is ,  · To promote technical proficiency by adopting effective teaching learning processes.  · To provide environment & opportunity for students to bring out their inherent talents for all round development.  · To promote latest technologies in Computer Science & Engineering and across disciplines in order to serve the needs of Industry, Government, Society, and the scientific community.  · To educate students to be Successful, Ethical and Effective problem-solvers and Life-Long learners who will contribute positively to the society. CORE VALUES · Promoting excellence in the learning process.  · Expanding the horizon of knowledge through creative research.  · Maintaining high ethical standard in teaching, research and administration.  · Catering to diverse needs of multi-cultural, multi-linguist strata of society.  · Providing good academic ambience in pursuit of excellence in education.  · Eco-friendly campus as a substratum of multi-disciplinary courses.  · State-of-art infrastructure to support the students’ participatory means of seeking knowledge.  · Encouraging awareness about social responsibility and accountability.  · Promotion of equity through continuous improvement and sustainable growth.  **Program Outcomes:**   1. Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems. 2. Problem analysis: Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences. 3. Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations. 4. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions. 5. Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations. 6. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice. 7. Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development. 8. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice. 9. Individual and teamwork: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings. 10. Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions. 11. Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one’s own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.    *Program Specific Outcomes (PSO)*  1. Foundation of Computer System: Ability to understand the principles and working of computer systems. 2. Foundations of Software development: Possess professional skills and knowledge of software design process. Familiarity and practical competence with a broad range of programming language and open-source platforms. 3. Foundation of mathematical concepts: Ability to apply mathematical methodologies to solve computation task, model real world problem using appropriate data structure and suitable algorithm. 4. Applications of Computing and Research Ability: Ability to use knowledge in various domains to identify research gaps and hence to provide solution to new ideas and innovations.   MCA [Syllabus](https://www.pondiuni.edu.in/wp-content/uploads/2020/06/Syllabus_MCA2020-21.pdf)  M.Sc Computer Science [Syllabus](https://www.pondiuni.edu.in/wp-content/uploads/2020/06/Syllabus-M.Sc_.ComputerScience2020-21.pdf)  M.Sc Integrated [Syllabus](https://www.pondiuni.edu.in/wp-content/uploads/2020/06/Syllabus-M.Sc_.CS5YearIntegrated2020-21.pdf)  M.Tech CS [Syllabus](https://www.pondiuni.edu.in/wp-content/uploads/2020/06/Syllabus-M.Tech_.ComputerScienceEngineering2020-21.pdf)  M.Tech NIS [Syllabus](https://www.pondiuni.edu.in/wp-content/uploads/2020/06/Syllabus-M.Tech_.NetworkAndInformationSecurity2020-21.pdf)  Documents to Attach:  *1. Data Template on Additional information*  2. Any additional relevant information | **20** |
| * + 1. **Programmes where syllabus revision was carried out during the academic year**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Academic Year* | *Program Code* | *Names of the Programs Revised* | *Copy of the Data Template* | *Relevant Supporting Documents* | *Link for Additional Information* | |  |  |  |  |  |  |   \* NEP Syllabus Revision is in process.  Documents to Attach:   1. Details of program syllabus revisions 2. Minutes of relevant Academic Council/ BOS Meeting 3. Any additional relevant information | **20** |
| * + 1. **Courses having focus on employability/ entrepreneurship/ skill development during the academic year**  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | *Academic Year* | *Course Code* | *Names of the Course* | *Activities with direct bearing on Employability/Entrepreneurship/Skill Development* | *Name of the Program* | *Copy of the Data Template* | *Relevant Supporting Documents* |  | | 2022-23 | CSEL532 | Mobile Application Development | Conducted Workshop | MCA |  |  |  | | 2022-23 | CSEL533 | Software Testing Tools |  | MCA |  |  |  | | 2022-23 | CSEL534 | Multimedia Tools |  | MCA |  |  |  | | 2022-23 | CSEL535 | Python Programming |  | MCA |  |  |  | | 2022-23 | CSE443 | Mobile and Digital Forensics (Level 2) |  | MCA |  |  |  | | 2022-23 | CSEL444 | Malware Analysis (Level 2) |  | MCA |  |  |  | | 2022-23 | CSEL586 | Introduction to Robotics (Level 3) |  | MCA |  |  |  | | 2022-23 | CSEL587 | Soft Computing (Level 3) |  | MCA |  |  |  |   Documents to Attach:   1. Programme/ Curriculum/ Syllabus of the Course 2. Minutes of BOS/ Academic Council Meeting with approvals for these courses 3. MoUs with relevant organizations for these courses 4. Data template on the courses having the focus on Employability/Entrepreneurship/ Skill   Development   1. Any other related additional information | **10** |
| **Key Indicator – 1.2: Academic Flexibility** | **50** |
| **1.2.1 New Courses introduced during the academic year**   |  |  |  |  | | --- | --- | --- | --- | | *Names of the New Courses Introduced* | *Name of the Program* | *Copy of the Data Template* | *Relevant Supporting Documents* | | 1.Data Analytics With Python  2.Foundation Of R Software  3.Business Analytics And Data Mining Modeling Using R  4.The Joy Of Computing Using Python  5.Big Data Computing  6.Block Chain | M.Sc  MCA  M.Sc  MCA  M.Sc  MCA  M.Sc  MCA  M.Sc  MCA  M.Sc  MCA  M.Tech |  |  |   **Documents to Attach:**   1. Programme/ Curriculum/ Syllabus of the New Course 2. Minutes of BOS/ Academic Council Meeting with approvals for these courses   3. Data template on the courses having the focus on Employability/Entrepreneurship/ Skill  Development  4. Any other related additional information | **30** |
| **1.2.2 Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year ( Nil )**   |  |  |  |  | | --- | --- | --- | --- | | ***Names of the programs adopting CBCS*** | ***Names of the programs adopting ECS*** | ***Copy of the Data Template*** | ***Relevant Supporting Documents*** | |  |  |  |  |   Documents to Attach:   1. Programme/ Curriculum/ Syllabus of the Course 2. Data template on the courses having the focus on CBCS/ECS 3. Any other related additional information | **20** |
| **Key Indicator – 1.3: Curriculum Enrichment** | **30** |
| **1.3.1 Departmental cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum**  Write description in maximum of 500 words  **File Description (Upload)** /Documents to Attach:   1. Any additional information 2. Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum | **05** |
| **1.3.2 Value-added courses imparting transferable and life skills offered during the academic year**   |  |  |  | | --- | --- | --- | | *Academic Year* | *Name(s) of the New Value added course with 30 or more contact hours.* | *Number of times the course is offered in the same year* | | 2023  2023 | Production Ideation Through IoTSystem & Analytics  IoT And Its Applications | 5 Days  10 Days |   **Documents to Attach:**   1. Programme/ Curriculum/ Syllabus of the Course   2. Any other related additional information | **10** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.3.3 Students enrolled in the courses under 1.3.2 above**   |  |  |  | | --- | --- | --- | | *Academic Year* | *Total number of students admitted* | *Number of students completed the course* | | 2023 | 159 | 159 |   **Documents to Attach:**   1. Admitted List of the students 2. Attendance & Assessment Reports 3. Class work Time tables 4. Lesson/Teaching Plan Schedules 5. List of Faculty members involved in the course program(both departmental/outsourcing) 6. Any other related additional information | **10** |
| **1.3.4 Students undertaking field projects / internships during the academic year**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Academic Year* | *Name of the programme* | *Number of students undertaking the*  *field projects* | *Number of students undertaking the*  *research projects* | *Number of students undertaking the*  *Internships* | | 2022-23  2022-23  2022-23  2022-23 | M.Tech (CS)  M.Tech (NIS)  MCA  M.Sc |  | 18  17  30  (Waiting for data from Sathya Mam) | 31 |   Documents to Attach:   1. Admitted List of the students 2. Attendance & Assessment Reports 3. Class work Time tables 4. Lesson/Teaching Plan Schedules 5. List of Faculty members involved in the course program(both departmental/outsourcing) 6. Any other related additional information | **05** |
| **Key Indicator – 1.4: Feedback Systems ( Not For The Departments)** | **20** |
| **1.4.1. Structured feedback for design and review of syllabus – semester wise /is received from**  1) Students, 2) Teachers, 3) Employers, 4) Alumni  **Options: Opt any one**   1. All 4 of the above 2. Any 3 of the above 3. Any 2 of the above Opt one 4. Any 1 of the above 5. None of the above   **Data Requirements**:  Report of analysis of feedback received from different stakeholders year wise  **File Description**   * + URL for stakeholder feedback report   + Action taken report of the University on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)   + Any additional information (Upload | **10** |
| **1.4.2. Feedback processes of the institution may be classified as follows: (Opt any one)**  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  E. Feedback not collected  **Documents:**  Upload Stakeholder feedback report, Action taken report of the university on it as stated in the minutes of the Governing Council, Syndicate, Board of Management  **File Description**  • Upload any additional information  • URL for feedback report | **10** |

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| **II TEACHING – LEARNING AND EVALUATION (200 Points)** | **Weight age** |
| **Key Indicator – 2.1: Student Enrolments & Profile** | **10** |
| **2.1.1 Demand Ratio**  Seats Available per year   |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Academic*  *Year* | *Name of the programme* | *Number of*  *seats Available* | *Number of Eligible*  *Applications Received* | *Number of*  *Seats filled* | | 2022 - 2023 | M.C.A. COMPUTER APPLICATIONS | 75 | 1628 | 72 | | 2022 - 2023 | M.Sc. (COMPUTER SCIENCE) | 75 | 479 | 68 | | 2022 - 2023 | M.Tech.(COMPUTER SCIENCE AND ENGINEERING) | 30 | 52 | 9 | | 2022 - 2023 | M.Tech. (NETWORK & INFORMATION SECURITY) | 30 | 43 | 5 | | 2022 - 2023 | M.Sc.  5-YEAR INTEGRATED (COMPUTER SCIENCE) | 28 | 463 | 26 | | 2022 - 2023 | Ph.D. COMPUTER SCIENCE & ENGINEERING | 54 | 6 | 1 |   **Documents to Attach:**   1. List of Applications Received 2. Admitted List of the students 3. Any other related additional information | **05** |
| **2.1.2 Seats filled against seats reserved for various categories(SC, ST, OBC, EWS, Divyanga, etc.) as per applicable reservation policy during the year (Excluding the Supernumerary seats)**  Actual admitted students from the reserved categories during the year   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | *Academic Year* | *Name of the Program* | *Total No. of Students* | *Sanctioned Strength in Reserved Categories* | | | | | *Actual Admitted Strength in Reserved Categories* | | | | |  | | *SC* | *ST* | *OBC* | *EWS* | *Divyanga* | *SC* | *ST* | *OBC* | *EWS* | *Divyanga* |  | | 2022 - 2023 | M.C.A. | 72 | 12 | 6 | 22 | 8 | 4 | 8 | | 4 | 21 | 6 | 0 | | 2022 - 2023 | M.Sc. | 68 | 12 | 6 | 22 | 6 | 4 | 4 | | 3 | 22 | 2 | 0 | | 2022 - 2023 | M.Tech. CSE | 9 | 5 | 2 | 9 | 2 | 2 | 0 | | 0 | 1 | 0 | 0 | | 2022 - 2023 | M.Tech. NIS | 5 | 5 | 2 | 9 | 2 | 2 | 0 | | 0 | 0 | 0 | 0 | | 2022 - 2023 | M.Sc.  5-YEAR INTEGRATED (COMPUTER SCIENCE) | 26 | 4 | 2 | 8 | 3 | 1 | 3 | | 2 | 8 | 2 | 0 | | 2022 - 2023 | Ph.D. COMPUTER SCIENCE & ENGINEERING | 1 | 8 | 4 | 15 | 5 | 3 | 0 | | 0 | 0 | 0 | 0 |   **Documents to Attach:**   1. List of Applications Received 2. Admitted List of the students reservation category wise 3. Any other related additional information | **05** |
| **Key Indicator 2.2: Catering to Student Diversity** | **20** |
| * + 1. **The departmental assessments on the learning levels of the students and organizes special Programmes for advanced learners and slow learners**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Academic Year* | *Name of the Program* | *Number of students in the learning categories of* | | | *Total number of students in the program* | | *Slow* | *Medium* | *Advanced* | | 2022-23 | MCA | 11 | 41 | 20 | 72 | | 2022-23 | M.Tech. CSE | 2 | 2 | 5 | 10 | | 2022-23 | M.Tech. NIS | 1 | 2 | 2 | 5 | | 2022-23 | M.Sc. | 30 | 32 | 22 | 84 |   Brief and point wise Remedial Measures  Documents to Attach:   1. List of students with category of learning 2. Organized programs for handling the remedial measures 3. Any other related additional information | **10** |
| * + 1. **Student - Full time Teacher Ratio (Academic year data)**  |  |  |  |  | | --- | --- | --- | --- | | **Academic Year** | **Total Number admitted Students in all programs** | **Total Number of Teachers** | **Full time Ratio** | | 2022-2023 | First year-181  Second year-236  Total:417 | 21 | 1:20 |   Data Requirement:  • Total number of students enrolled  • Total number of full time teachers Formula: Students : Teachers  Documents to Attach:  • data in prescribed format, List of Full Time Teachers & List of Final admitted Students  • Any additional information | **10** |
| **Key Indicator- 2.3: Teaching Learning Process** | **20** |
| **2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**  Write description in maximum of 200 words  The department implements student-centric methods like experiential learning, participative learning, and problem-solving methodologies to enhance the learning experiences. These approaches provide students a valuable platform to develop their skills, knowledge, attitudes, and values, positively shaping their behavior. Our department organizes innovative programs that nurture students' creativity and provide opportunities for improving problem-solving skills through active participation. Moreover, students are encouraged and motivated to engage in inter-college and national-level competitions.  **Experiential Learning**: Our department conducts add-on programs such as workshops, professional training, and special lecture series to support students' experiential learning. We impart the following experiential learning Practices to enhance the creativity and cognitive levels of the students.   * **Internship / Industrial Visits** -Students gain experiential learning while visiting the organization and doing the final year internship projects in various industries. * **Value Added Courses- These** allow students to develop their interdisciplinary skills. For the same, our department has organized a Mobile troubleshooting workshop, an IOT workshop, Special Lecture series on 'Cyber security' , and a Mindfulness programme. * **Certification Courses/Add-on Courses:** Students will register for free online courses such as Microsoft, NPTEL, Coursera, etc., to develop their expertise. * Practical courses (laboratory) are made compulsory.   **Participatory Learning:** In this type of learning, students participate in various activities such as Seminars, Mini Projects, and skill-based add-on courses. Students are encouraged to participate in activities where they can use their specialized technical or management skills, such as **symposiums,** Cultural programs, Sports events, Technical Seminar presentations, and publishing of papers in conferences and journals.  **Problem-solving methods**: Department encourages the students to acquire and develop problem-solving skills. For this, the department organizes expert lectures on various topics, motivates students to join multiple courses, and participates in various inter-college and intra-college Competitions.  Documents to Attach:  • Upload any additional information  • Link for Additional Information | **6** |
| **2.3.2 Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Number of teachers on roll | Number of teachers using ICT (LMS, eResources) | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-Resources and techniques used | | 21 | 21 | Data projectors and Smart boards | 5 classrooms with Data projectors and 3 classrooms with Smart boards | 3 | 1. Online Classes through Microsoft Teams, Google meet, and Zoom platform.  2. Turnitin plagiarism checker.  3. Latex (Overleaf) for research paper writing.  4. MATLAB  5. Library Management Software (LIBSYS Software)  (On-line Public Access Catalogue (OPAC) Service)  6. PPT, Online assessment tools (Mentimeter, quizizz etc.)  7. LMS tools: Edmodo and Moodle. |   Documents to Attach:  • Upload any additional information  • Link for Additional Information | **6** |
| **2.3.3. Ratio of students to mentor for academic and stress related issues (current year data)**  2.3.3.1: Number of mentors  Number of students assigned to each Mentor   |  |  |  | | --- | --- | --- | | *Academic Year* | *Number of Mentors* | *Number of Students per mentor* | | 2022-23 | 13 |  |   Documents to Attach:   * + List (Names) of Mentors & Operated programs * List of students under each mentor * Any additional information   Formula: Mentor : Mentee  File Description  • Upload year wise list of number of students, full time teachers and mentor/mentee ratio | **8** |
| **Key Indicator – 2.4: Teacher Profile & Quality** | **50** |
| **2.4.1 Full time teachers against sanctioned posts during the current academic year**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *Academic Year* | *Number of sanctioned posts* | | | *Name/List of the Teachers recruited against the sanctioned Post* | *Number of Posts vacant* | | *Professors* | *Assoc. Prof.* | *Asst. Prof.* | | 2022-23 | 3 | 3 | 1 | 3 | 4 |   **Documents to Attach:**   * Data Template  |  |  |  |  | | --- | --- | --- | --- | | **Name of the Full time teacher** | **Highest Qualification** | **Designation** | **Date of Joining** | | Dr. S.L.Jayalakshmi | Ph.D | Assistant Professor | 01/04/2022 | | Dr. G.Krishnapriya | Ph.D | Assistant Professor | 01/06/2022 | | DR. Sukhvinder Singh | Ph.D | Assistant Professor | 06/08/2022 |   **File Description**   * List of full time teachers and sanctioned posts for during the year * Any additional information | **15** |
| ***2.4.2 Full time teachers with Ph.D./D.M/M.Ch./D.N.B Super speciality/D.Sc./D’Lit. during the year***   |  |  |  |  | | --- | --- | --- | --- | | **Academic Year** | **Name of the Teacher** | **Maximum Qualification** | **Any Addition information** | | 2022-23 | Dr. R. SUBRAMANIAN | Ph.D. |  | | Dr. T. CHITHRALEKHA | Ph.D. |  | | Dr. S. SIVA SATHYA | Ph.D. |  | | Dr. S.K.V. JAYAKUMAR | Ph.D. |  | | Dr. K. SURESH JOSEPH | Ph.D. |  | | Dr. S. RAVI | Ph.D. |  | | Dr. M. NANDHINI | Ph.D. |  | | Dr. T. VENGATTARAMAN | Ph.D. |  | | Dr. POTHULA SUJATHA | Ph.D. |  | | Dr. P. SHANTHI BALA | Ph.D. |  | | Dr. V. UMA | Ph.D. |  | | Dr. K.S. KUPPUSAMY | Ph.D. |  | | Dr. R. LAKSHMI | Ph.D. |  | | Mr.R.P.SEENIVASAN | M.C.A., M.Phil. |  | | Dr. T. SIVAKUMAR | Ph.D. |  | | Dr. R. SUNITHA | Ph.D. |  | | Dr. M. SATHYA | Ph.D. |  | | Dr. K. VAITHEKI | Ph.D. |  | | Dr. S.L. JAYALAKSHMI | Ph.D. |  | | DR.G.KRISHNAPRIYA | Ph.D. |  | | DR. SUKHVINDER SINGH | Ph.D. |  |   **Document to Attach:**   * + Relevant Supporting Document | **15** |
| **2.4.4 F*ull time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year.***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year of Award** | **Name of Full time Teacher** | **Designation** | **International/National /State** | **Name of the Award** | **Sponsoring Agency** | | 2022 | P. Shanthi Bala | Associate Professor | Institution | Best Teacher Award | Pondicherry University |   **Document to Attach**   * Relevant Supporting Document * Any Additional information | **10** |
| **Key Indicator - 2.5 Evaluation Process and Reforms** | **40** |
| **2.5.1 D*ays from the date of last semester-end examination till the declaration of results during the year***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Semester-wise | Last date of the last semester-end examination | Date of declaration of results of semester-end examination | Number of days taken for declaration of the results | Average number of days for declaration of results during the year | | I | 18.04.2023 | 26.04.2023 | 8 | 8 | | II | 07.08.2023 | Semester is going on | | | | III | 12.12.2022 | 22.12.2022 | 10 | 10 | | IV | 22.05.2023 | 31.05.2023 | 9 | 9 | | M.Tech Viva-Voce | 29.05.2023 | 31.05.2023 | 2 | 2 | | M.C.A & M.Sc  Viva-voce | 23.05.2023 | 31.05.2023 | 8 | 8 |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Academic Year** | **Sem. No** | **Course Code and Name** | **Name of the Teacher** | **No of students having full attendance**  **(above 70%)** | **No of students having shortage of attendance**  **(Less than 70%)** | **No of students not allowed to write the exam** | | 2022-23 |  | M.Tech(CSE)  Viva-voce | Dr. R.Subramanian | 17 | 1 | 1 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Faculty Advisor Name** | **Remarks of Faculty Advisor** | **No of students (Slow learners)** | **No of students (Advanced Learners)** | **No of students (median learning abilities)** | **No of students have made remedial measures** | | Dr. P. Sujatha |  | 11 | 20 | 41 |  | | Dr. R. Sunitha |  | 2 | 5 | 2 |  | |  |  | 1 | 2 | 2 |  | |  |  | 30 | 22 | 32 |  |   **Document to Attach**   * Relevant Supporting Document * Any additional information | **15** |
| ***2.5.2 Student complaints/grievances about evaluation against total number appeared in the examinations during the year***   |  |  |  |  | | --- | --- | --- | --- | | ***Academic Year*** | **Total number of students appeared in the examinations** | **Number of complaints/grievances about evaluation** | **Any other information** | |  | NIL | NIL |  | |  |  |  |  |      |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Academic Year** | **Sem. No** | **Course Code and Name** | **Name of the Teacher** | **No of students having grievances on results** | **No of students resolved the grievances** | **Reasons for non-clearing grievances** | |  |  |  |  | NIL |  |  |   **Reason:**  **The students will verify all the evaluated scripts before publishing the results.**  **Document to Attach**   * Relevant Supporting Document * Any additional information | **10** |
| **2.5.3IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Academic Year** | **Sem. No** | **Course Code & Name** | **Name of the Teacher** | **% of online Teaching** | **Name of the LMS for online Teaching** | **Methods of ICT for Teaching** | **Method of LMS for Exam** | |  |  |  |  |  |  |  |  |   Write a description in maximum of 200 words  We Conducted reviews for the internship projects (both M.C.A & M.Sc) through online mode .  **File Description (Upload)**   * Relevant Supporting Document * Any additional information * Number of applications, students and revaluation cases | **10** |
| **2.5.4 Status of automation of Examination division along with approved Examination Manual**  **Ensure all the following check list**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Names of Exam committee** | **Course code** | **Evaluation Marks Galley Sheet (Enclosure)** | **Attendance sheet of exam (Enclosure)** | **Question Paper attachment** | **scrutiny of syllabus coverage with Question Paper** | **Other related document** | | All the Course coordinators, Faculty advisors, and subject faculties will act as exam committee members.  Dr. R. SUBRAMANIAN  Dr. T. CHITHRALEKHA  Dr. S. SIVA SATHYA  Dr. S.K.V. JAYAKUMAR  Dr. K. SURESH JOSEPH  Dr. S. RAVI  Dr. M. NANDHINI  Dr. T. VENGATTARAMAN  Dr. POTHULA SUJATHA  Dr. P. SHANTHI BALA  Dr. V. UMA  Dr. K.S. KUPPUSAMY  Dr. R. LAKSHMI  Mr.R.P.SEENIVASAN  Dr. T. SIVAKUMAR  Dr. R. SUNITHA  Dr. M. SATHYA  Dr. K. VAITHEKI  Dr. S.L. JAYALAKSHMI  DR.G.KRISHNAPRIYA  DR. SUKHVINDER SINGH | For all the courses | Attached | Attached | Attached | Yes |  | | **5** |
| **Key Indicator - 2.6 Student Performance and Learning Outcomes** | **30** |
| **2.6.1 The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents.**  Write a description in maximum of 200 words  **Document to Attach:**   * Upload Relevant Supporting Document * Upload any additional information * Upload COs for all courses (exemplars from Glossary) | **10** |
| ***2.6.2 Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year***   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Names of the Teacher** | **Course code (PG/**  **Ph.D.)** | **No. of students registered** | **No of students attended exam** | **No. of students pass in exam** | **% of Failure students** | **Other related** | |  |  |  |  |  |  |  |   Describe the method of measuring the level of attainment of POs , PSOs and COs in not more than 200 words.  **Document to Attach:**  Upload relevant supporting document | **10** |
| ***2.6.3 Students passed during the year***  2.6.3.1: Outgoing students successfully completed the programme  2.6.3.2: Final year students who appeared for the examination   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Academic Year | Programme Code | Name of the Programme | Number of Students Appeared | Number of Students Passed | Pass (%) | | 2022-2023 | 352 | M.C.A. COMPUTER APPLICATIONS | 64 | 52 | 81 | | 370 | M.Sc. (COMPUTER SCIENCE) | 68 | 54 | 79 | | 376 | M.Sc.  5-YEAR INTEGRATED (COMPUTER SCIENCE) | 18 | 15 | 83 | | 394 | M.Tech.(COMPUTER SCIENCE AND ENGINEERING) | 18 | 16 | 89 | | 384 | M.Tech. (NETWORK & INFORMATION SECURITY) | 16 | 8 | 50 |   **File Description**   * Upload relevant supporting document * Any additional information | **10** |
| ***Key Indicator 2.7.* Student Satisfaction Survey** | **30** |
| ***2.7.1. Online Student Satisfaction Survey regarding the teaching-learning process.*** (**Online survey to be conducted by IQAC)**  Data Requirements: (As per Data Template)   * Name/ Class/ Gender * Student Id number/ Aadhar number * Mobile number * Email id * Degree Programme   (Database of all currently enrolled students need to be prepared and shared with NAAC along with the online submission of QIF)  **File Description for**   * Upload any additional information   Upload database of all currently enrolled students (Data Template) | **30** |

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| **Criterion III – Research, Innovations and Extension** | **250** |
| **Key Indicator - 3.1 Promotion of Research and Facilities** | **20** |
| ***3.1.1 The institution Research facilities are frequently updated and there is well defined policy for  promotion of research which is uploaded on the institutional website and implemented***  Upload relevant supporting document | **2** |
| **3.1.2 The institution provides seed money to its teachers for research (amount INR in Lakhs)**   |  |  |  |  | | --- | --- | --- | --- | | **Name of the teacher** | **The amount of seed money** | **Year of receiving grant** | **Any additional information** | | Dr.S.L.Jayalakshmi | Rs.300000 | 2023 | The total amount received is Rs.1,35,000 [10.04.2023] | | Dr.G.Krishnapriya | Rs.300000 | 2023 | The total amount received is Rs.2,30,000 [31.03.2023] |   **Document to Attach:**   * Budget and expenditure statements signed by the Finance Officer indicating the amount of seed money provided and utilized * Upload relevant supporting document | **3** |
| **3.1.3 Teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year of Fellowship** | **Name of Teacher** | **Designation** | **International/National /State/** | **Name of the Fellowship** | **Sponsoring Agency** | |  |  |  |  |  |  |   **Document to Attach:**   * e-copies of the award letters of the teachers * Any additional information | **3** |
| **3.1.4 JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of Research Fellow / Enrollment No.** | **Year of Enrolment** | **Duration of Fellowship** | **Type of the Fellowship** | **Granting Agency** | |  |  |  |  |  |   **Document to Attach:**   * e-copies of the Fellowship * Any additional information | **4** |
| * + 1. ***Your department is having the following facilities to support research:***  |  |  | | --- | --- | | ***Facility Availability*** | ***Yes/No*** | | 1. ***Central Instrumentation Centre*** | YES | | 1. ***Animal House/Green House*** | No | | 1. ***Museum*** | No | | 1. ***Media laboratory/Studios*** | YES | | 1. ***Business Lab*** | YES | | 1. ***Research/Statistical Databases*** | YES | | 1. ***Moot court*** | No | | 1. ***Theatre*** | No | | 1. ***Art Gallery*** | No | | 1. ***Any other facility to support research (Mention if any)*** | YES |   **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**(Opt any one)**  Data Requirements:   * Name of the facility * Year of establishment * Geo-tagged pictures   **File Description**   * Provide the link of videos and geo-tagged photographs * Upload the list of facilities provided by the university and their year/s of establishment * Upload any additional information | **3** |
| **3.1.6 D*epartments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year***   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Name of the Scheme** | **Principal Investigator / Co-principal investigator** | **Name of the Funding Agency** | **Type Govt. / Non Govt.** | **Dept.** | **Year of Award** | **Fund Layout amount Provided** | **Duration** | |  |  |  |  |  |  |  |  |   **Document to Attach:**   * Copy of Sanction order * Copy of Releasing of First Installment * Any additional information | **5** |
| **Key Indicator - 3.2 Resource Mobilization for Research** | **20** |
| **3.2.1 *Extramural funding for Research (Grants sponsored by non-government sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs in the University during the year (INR in Lakhs)***   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Name of the Project** | **Name of the Principal Investigator / Co-principal investigator** | **Name of the Funding Agency** | **Type of funding agency Govt. / Non Govt.** | **Dept.** | **Year of Award** | **Funds (Amount) Provided** | **Duration** | |  |  |  |  |  |  |  |  |   **Document to Attach:**   * Copy of Sanction order * Copy of Releasing of Funds (First Installment) * Any additional information | **5** |
| **3.2.2 Grants for research projects sponsored by government agencies during the year (INR in Lakhs)**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of the Project** | **Principal Investigator / Co-principal investigator** | **Year of the Award** | **Funds Provided** | **Duration of the Project** | **Funding Agency** | **Total Amount Funds Received** | |  |  |  |  |  |  |  |   **Document to Attach:**   * Copy of Sanction order * Copy of Releasing of Funds * Any additional information | **10** |
| **3.2.3 Research projects funded by government and non-government agencies during the year**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name of the Project** | **Name of the Principal Investigator & Department** | **Name of the Research Project** | **Amount / Funds Received** | **Name of Funding Agency** | **Year of Sanction** | |  |  |  |  |  |  |   **Document to Attach:**   * Supporting document from the Funding Agency * Copy of Releasing of Funds * Any additional information | **5** |
| **Key Indicator - 3.3 Innovation Ecosystem** | **30** |
| * + 1. ***Whether the department has created an ecosystem for innovations, including Incubation center and other initiatives for the creation and transfer of knowledge***  |  |  | | --- | --- | | ***Innovation Ecosystem*** | ***Yes/no*** | | ***Ecosystem Laboratory*** | No | | ***Innovation Center*** | No | | ***Knowledge Incubation Center*** | No | | ***Startup/ Entrepreneurship Center*** | No | | ***Any other similar (mention if any)*** | AI and ML LAB with 2 workstations,  IOT lab |   Describe available incubation center and evidence of its usage (activity) within a maximum of 500 words  **File description**  Upload any additional information  Provide the link for additional information |  |
| **3.3.2 Workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), Entrepreneurship, Skill development during the year**  3.3.2.1: Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),Entrepreneurship, Skill development year wise during the year | **10** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Academic Year** | **Department** | **Name of the Seminars / Workshops etc.,** | **Date** | | **No. of Participants** | **Event Organizer** | | **From** | **To** | |  |  | |  |  |  |  |   **Document to Attach:**   * Event Invitation * Report of the event * Any additional information |  |
| **3.3.3. Awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year**  3.3.3.1: Total number of awards / recognitions received for research/innovations won by institution/teachers/research scholars/students year wise during the year   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sl. No.** | **Academic Year** | **Name of the Awardee** | **Name of the Awarding Agency with Contact Details** | **Date of Award** | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * E- copies of Award Letter * Any additional information | **10** |

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| **Key Indicators - 3.4 Research Publications and Awards** | **100** |
| **3.4.1The department ensures implementation of its stated Code of Ethics for research *as in the following***   |  |  | | --- | --- | | ***Item description of Research Ethics*** | ***Yes/ No/ Not Applicable*** | | ***Inclusion of Research ethics in Research Methodology course work*** | YES | | ***Presence of Departmental ethics committees***  ***(Animal, Chemical, Bio-Ethics, etc.)*** | NA | | ***Ethics of scientific research writing*** | YES | | ***check for Plagiarism and Unfair means of research*** | YES | | Research Advisory Committee | YES | | ***Other related item (if any)*** |  |   3.4.1.1The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:   * + - 1. Inclusion of research ethics in the research methodology course work       2. Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc.,)       3. Plagiarism check       4. Research Advisory Committee   **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**(Opt any one)**  **File Description (Upload)**   * Code of ethics for Research document, Research Advisory committee and ethics committee constitution and list of members on these committees, software used for Plagiarism check, link to Website * Any additional information | **5** |
| **3.4.2 The institution provides incentives to teachers who receive state, national and international recognitions/awards**  1.Commendation and monetary incentive at a University function  2.Commendation and medal at a University function  3. Certificate of honor  4.Announcement in the Newsletter / website   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Academic year** | **Name of the Awardee with Contact details** | **Name of the Awarding Agency** | **Year of Award** | **Incentive Details by PU** | |  |  |  |  |  |   **Document to Attach:**   * Upload relevant supporting document * Any Additional Information | **5** |
| **3.4.3 Patents published/awarded during the year**  3.4.3.1:  Patents published/awarded during the year   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Academic Year | Name of the Patent Published Awarded | Patent Number | Published / Awarded / Granted | Year of Award | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **10** |
| **3.4.4 Ph.D.s awarded during the year**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sl. No.** | **Name of the PhD Scholars** | **Name of the Department** | **Name of the Guide** | **Year of Registration of the Scholar** | **Year of award of PhD** | |  |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **10** |
| **3.4.5 R*esearch papers in the Journals notified on UGC website during the year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Title of Paper | Name of the Authors | Department of the teacher | Name of Journal | Year of Publications | ISSN number | |  |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **15** |
| **3.4.6 Books and chapters in edited volumes published during the year**  3.4.6.1: Books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Name of the Teacher** | **Title of the Paper** | **Title of the Book/chapter published** | **Name of the author (s)** | **Title of the Proceedings of the Conference** | **Name of the Publisher National / International** | **ISBN Number of the Proceeding** | **Year of Publications** | |  |  |  |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **15** |
| **3.4.7 *E-content developed by teachers:***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the Teacher** | **Name of the Module** | **Platform on which module is developed** | **Date of launching e-content** | **Number of platform on which e-content has been developed by teacher** | |  |  |  |  |  |   **E-Content development for the Platforms of**   1. ***For e-PG-Pathshala*** 2. ***For CEC (Undergraduate)*** 3. ***For SWAYAM*** 4. ***For other MOOCs platforms*** 5. ***Any other Government Initiatives*** 6. ***For Institutional LMS***   ***Options:***   1. ***Any 5 or all of the above*** 2. ***Any 4 of the above*** 3. ***Any 3 of the above*** 4. ***Any 2 of the above*** 5. ***None of the above* (Opt any one)**  |  |  |  | | --- | --- | --- | | **Platform name** | **Yes/ No** | **Content Details** | | **For E-PG-Pathshala** |  |  | | **For CEC (Undergraduate)** |  |  | | **For SWAYAM** |  |  | | **For the MOOCS platform** |  |  | | **Any Other Government Initiatives** |  |  | | **For Institutional LMS** |  |  |   **Document to Attach:**   * Relevant Supporting Document * Give links or upload document of e-content developed * Any additional information | **10** |
| **3.4.8 *Bibliometric of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Title of the Paper | Name of the author | Title of the Journal | Year of Publication | Citation Index | |  |  |  |  |  | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Give links or upload document of e-content developed * Any additional information | **15** |
| **3.4.9 Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Title of the Paper | Name of the author | Title of the Journal | Year of Publication | H Index | |  |  |  |  |  | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **15** |
| **Key Indicators – 3.5 Consultancy** | **20** |
| **3.5.1 *Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy***  **Documents to maintain:**   * Minutes of the Governing Council/ Syndicate/Board of Management related to the Consultancy policy * copy of the Consultancy Policy * additional information (if any) * Upload relevant supporting document | **5** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3.5.2 *Revenue generated from consultancy and corporate training during the year (INR in Lakhs)***  3.5.2.1: Total amount generated from consultancy and corporate training during the year (INR in lakhs)   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Name of the Consultants** | **Name of Consultancy Projects** | **Consulting/Sponsoring agency with contact details** | **Revenue generated (amount in rupees)** | **Total revenue generated in rupees** | **Details of Corporate training provided** | **Title of the training** | **Number of the participants benefitted** | |  |  | NIL |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **15** |
| **Key Indicators - 3.6 Extension Activities** | **40** |
| **3.6.1 *Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues and holistic development during the year***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Title of the Program | Beneficiary Organization | Description of the outreach program | Date & Venue of the Event | Outcome | |  |  |  |  |  | |  |  |  |  |  |   Describe the impact of extension activities in sensitizing the students to social issues and holistic development within a maximum of 500 words  **Document to Attach:**   * Provide the link for additional information * Upload any additional information | **06** |
| **3.6.2 A*wards received by the Institution, its teachers and students from Government /Government recognized bodies in recognition of the extension activities carried out during the year***  3.6.2.1: Awards and recognition received for extension activities from Government / Government recognized bodies during the year   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the teacher received the recognition** | **Name of the Activity** | **Name of the Award / Recognition** | **Name of the Awarding Government/Government recognized bodies** | **Year of the Award** | |  |  |  |  |  | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **10** |
| **3.6.3 Extension and outreach programs conducted by the institution including those through NSS/NCC, Government and Government recognized bodies during the year**  3.6.3.1: Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognized bodies during the year.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name of the Activity** | **Organizing unit/ agency/ collaborating agency** | **Name of the Scheme** | **Number of students participated in such activities** | **Issues addressed if any** | **Please provide relevant documents** | |  |  | |  |  | |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **12** |
| **3.6.4 Students participating in extension activities listed at 3.6.3 above during the year**   |  |  |  |  | | --- | --- | --- | --- | | **Name of the Activity** | **Name of the Scheme** | **Year of the Activity** | **Names of the Students Participating in Such activities** | |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **12** |
| **Key Indicator - 3.7 Collaboration** | **20** |
| **3.7.1 C*ollaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students per year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Title of the Collaborative Activity** | **Name of the Collaborating agency with contact details** | **Source of Financial Support** | **Year & duration of Collaboration** | **Names of the Faculty Members involved** | **Nature of the Activity** |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **10** |
| **3.7.2 F*unctional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year***  3.7.2.1: Functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the Organisation with which MoU is signed** | **Year of signing & Duration of the MoU** | **Names(s) of the Faculty Coordinators** | **List the actual activities under each MoU** | **Year-wise Number of students/teachers who participated under MoUs** | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **10** |

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| **Criterion IV – INFRASTRUCTURE AND LEARNING RESOURCES** | **100** |
| **Key Indicator - 4.1 Physical Facilities** | **30** |
| ***4.1.1 Institutional adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.***   |  |  | | --- | --- | | ***Description of the Departmental infrastructure*** | ***Details of Availability*** | | ***No. of Class Rooms/Lecture halls*** | 8 | | ***Maximum Seating Capacity at a time*** | 75 | | ***No. of subject Labs/ Workstations/ Computer Labs*** | 4 | | ***No of faculty rooms*** | 22 | | ***No. of Rooms for Research Scholars*** | 7 | | ***No of student Toilets (Boys/Girls Separately)*** | 7/6 | | ***No of Faculty Toilets(Gents/Ladies Separately)*** | 6/6 | | ***No. of rooms additionally required with Justification*** | 10 \* | | ***Special Facilities that the department is having*** | Smart Board, CC TVs, Mobile Public addressing Systems | | ***Additional Required facilities*** | 3 Smart Boards, 8 Projectors |   Describe the adequacy of facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum of 200 words  4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipments etc  The University encompasses a serene, well maintained lush green and beautiful campus campus spread over 800 acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.  **Classrooms:** The Department of Computer Science encompasses sufficient number of well-furnished, well ventilated, spacious classrooms equipped with LCD projectors for conducting theory classes.  **Technology Enabled learning facility:** The Department has ICT Classrooms where the provision of Multimedia learning, Wi-Fi connectivity and internet access is given.  **Seminar Hall:** The Department has two seminar halls. These halls are regularly used for conducting national / international seminars, workshops, Invited Lectures etc. The students are promoted for active involvement in paper presentations, group discussions, etc.  **Laboratories:** All laboratories are well equipped with all facilities. All the laboratories are established as per AICTE norms. These labs are utilized for conducting practical classes as per the requirements of the curriculum. Labs are also utilized for technology learning & training as a part of teaching contents beyond the syllabus. Labs have sufficient licensed software and open source tools to cater the requirements of curriculum & industry enabled teaching.  **Wi-Fi:** The entire campus is Wi-Fi enabled with 24/7 internet facilities to the students, research scholars and staffs.    **Internet :** Internet facility is available in whole campus including labs, classrooms, library, offices of all Departments and hostels.  **Central Library:** Our Ananda Rangapillai Library is renowned for its disabled friendly modern infrastructure (80,000 sq. ft), fully air-conditioned, WIFI enabled, services for the Visually Challenged among the proactive services with RFID technology and 24/7 remote access to a collection of 5.91 lakhs, of which print is 2.51 and 3.40 lakhs of e-resources (e-books, e-journals, e-databases, e-theses, etc.)". The library is fully computerized by automating the issue of books with bar code reader.  **Department of Computer Science – Working PC’s Details as on 11-07-2023**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sl. No** | **Model** | **Make/ Specifications** | **Date of Purchase** | **Qty. & Cost** | | 1 | Workstation  Holoware H6 5000 36894 | AMD Ryzen 5 5600X / 64GB DDR4 RAM / NVIDIA Quadro RTX A4000 16GB Graphics Card / 512GB NVMe SSD / 27 inch IPS Monitor | **30/03/23** | 1 No.  Rs.2,44,400/- | | 2 | Workstation  HSN-8471 AMD Ryzen 5 | AMD Ryzen 5 5600X / 64GB DDR4 RAM / NVIDIA RTX 3080 12GB Graphics Card / 512GB NVMe SSD /27 inch IPS Monitor | **30/03/22** | 1 No.  Rs.2,48,418/- | | 3 | Fujitsu PY TX2550 Xeon Server | Fujitsu PY TX2550 Intel Xeon / 16GB RAM /2400GB HDD / RW / 18.5” Monitor / 101 Keys KB & Optical Mouse / OS-Windows Server 2016 | 26/10/18 | 2 Nos.  Rs.4,91,505/- | | 4 | Dell OptiPlex 5070MT XCTO | Intel Corei7 8th GEN / 8GB RAM / 1TB HDD / 22” IPS LED Monitor / 101 Keys KB & Optical Mouse / OS-Windows 10 Pro | 23/10/19 | 50 Nos.  Rs.28,87,500/- | | 5 | HP 280G4 MT | Intel Corei5 8th GEN / 8GB RAM / 1TB HDD / 21.5” LED Monitor / 101 Keys KB & Optical Mouse / OS-Windows 10 Pro | 24/05/19 | 120 Nos.  Rs.58,40,280/- | | 6 | HP 3330 MT | Intel Corei5 2nd GEN /4GB Ram / 500GB HDD/ 19” LED Monitor / MS Windows & Linux | 02/11/11 | 30 Nos.  Rs.19,46,700/- | | **Total** | | | | **204 PC’s**  **Rs.** **1,16,58,803/-** |      |  |  |  |  | | --- | --- | --- | --- | | Training Kit | | | | | IoT Experience Kit | On board Micro controllers like AT mega 328P / On board Wireless Chipset & Module Interface / On board Sensors & Actuators | **22/03/2023** | 7 Nos.  Rs.2,38,875 |      |  |  |  | | --- | --- | --- | | **Lab Name** | **Number of Lab** | **Capacity** | | Programming Laboratories | 3 | 200 | | IoT Lab | 1 | 12 | | Research Scholar Lab (Ph.D Student) | 5 | 50 | | **10** |
| ***4.1.2. Institutional adequate facilities for cultural activities, yoga, games and sports (indoor & outdoor); (gymnasium, yoga center, auditorium, etc.,)***   |  |  |  |  | | --- | --- | --- | --- | | ***Name of the School/Department*** | ***Facilities for Cultural Activities*** | ***indoor/outdoor Yoga Center*** | ***Indoor/outdoor Gyms*** | |  |  |  |  |   Describe the adequacy of facilities for cultural activities, yoga, games (indoor, outdoor) and sports which include specification about area/size, year of establishment and user rate within a maximum of 500 words  4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga center etc.    The University is proactive in providing facilities for students to participate in cultural activities, sports and games in various ways. Cultural committee supported by a team of faculty members and full time sports officer looks after all cultural, sports and extracurricular activities of the University.  **Gymnasium:** The University has well equipped gymnasium for boys & girls with all modern equipment  **Outdoor Games:** A spacious play ground is available for outdoor games like Cricket, Football, Volleyball, Basketball, Badminton, etc with floodlights.  **Indoor Games:** Facilities for the indoor games like Badminton, Table Tennis, Chess, Carrom, etc. are provided to students in the University campus. A large number of sports activities are organized in the University aiding the students to display their talent in sports activities.    **Seminar Hall:** The Department is having a modern, well equipped acoustic seminar hall for conferences and seminars. The seating capacity of the hall is about 200.    **Cultural Activities:** Every year University organizes Cultural Functions and the students actively participate in many cultural activities.  **File Description**   * Upload any additional information * Geo-tagged pictures * Provide the link for additional information | **5** |
| **4.1.3 *Availability of general campus facilities and overall ambience (departmental assets to be used for general university purpose)***   |  |  |  |  | | --- | --- | --- | --- | | ***Name of the Department*** | ***Auditoriums*** | ***CIF*** | ***Seminar Halls*** | | Placement Cell  Examination Wing - NET Exam  29-09-2023  30-09-2023  01-10-2023  08-10-2023  12-01–2023  13-10-2023  14-10-2023  Examination Wing - QUET UG  PG  Judicial Exam |  | Computer Lab  280 students  264 students  140 students  155 students  134 students  251 students  201 students  Computer Lab  (Waiting for Data from Sivakumar Sir) | Seminar Hall 2 |   Describe the general campus facilities and its utilization in maximum of 500 words  The University encompasses a serene, well maintained lush green and beautiful campus campus spread over 800 acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.  **Classrooms:** The Department of Computer Science encompasses sufficient number of well-furnished, well ventilated, spacious classrooms equipped with LCD projectors for conducting theory classes.  **Technology Enabled learning facility:** The Department has ICT Classrooms where the provision of Multimedia learning, Wi-Fi connectivity and internet access is given.  **Seminar Hall:** The Department has two seminar halls. These halls are regularly used for conducting national / international seminars, workshops, Invited Lectures etc. The students are promoted for active involvement in paper presentations, group discussions, etc.  **Laboratories:** All laboratories are well equipped with all facilities. All the laboratories are established as per AICTE norms. These labs are utilized for conducting practical classes as per the requirements of the curriculum. Labs are also utilized for technology learning & training as a part of teaching contents beyond the syllabus. Labs have sufficient licensed software and open source tools to cater the requirements of curriculum & industry enabled teaching.  **Wi-Fi:** The entire campus is Wi-Fi enabled with 24/7 internet facilities to the students, research scholars and staffs.  **Internet :** Internet facility is available in whole campus including labs, classrooms, library, offices of all Departments and hostels.  **Central Library:** Our Ananda Rangapillai Library is renowned for its disabled friendly modern infrastructure (80,000 sq. ft), fully air-conditioned, WIFI enabled, services for the Visually Challenged among the proactive services with RFID technology and 24/7 remote access to a collection of 5.91 lakhs, of which print is 2.51 and 3.40 lakhs of e-resources (e-books, e-journals, e-databases, e-theses, etc.)". The library is fully computerized by automating the issue of books with bar code reader.    **File Description**   * Upload any additional information * Provide the link for additional information | **5** |
| **4.1.4 *Average percentage of expenditure excluding salary, for infrastructure augmentation during the year (INR in Lakhs)***  4.1.4.1: Expenditure for infrastructure augmentation excluding salary, during the year (INR in lakhs)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year | Departmental Expenditure (Amount spend on) | | | | | Laboratories | Procurement of New  Equipment /facilities | Workstations | Research  scholars |   Data to be provided during the year: (As per Data Template)   * Budget allocated for infrastructure augmentation * Total expenditure for infrastructure augmentation * Audited statement of accounts * Total expenditure excluding Salary   **File Description**   * Upload any additional information * Upload audited utilization statements * Upload Details of budget allocation, excluding salary during the year (Data Template) | **10** |
| **Key Indicator - 4.2 Library as a Learning Resource (20)** | **20** |
| ***4.2.3. Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)***  4.2.3.1: Annual expenditure for purchase of  books and journals  year- wise during the year (INR in lakhs)   |  |  |  |  | | --- | --- | --- | --- | | Year of expenditure | Expenditure on the  purchase of books | Expenditure on the purchase  of journals in ith year | Other related  Information | |  |  |  |  |     **Library Facilities**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Working Hours From** | **Name of e-Journal Subscription** | **Current Annual Budget in Rs** | **Total Library area in sqft** | **Library Networking** | **Reprographic**  **Facility** | **No of multimedia PC’s** | **Reading room seating capacity** | **Bar code (or)**  **RF tab book Handling** | **Library management system?** | | **8.30 am to 8.30 pm**  **(MainLibrary)**    **8.30 am to 3.00 am (Library Annexe)** | **ELSEVIER,Turnitin India Private Limited, Bridge People Technology Solutions Pvt. Ltd.,Manupatra Info Solutions, Bloomberg Data Services (India) Pvt Ltd.,ELSEVIER,Oxford University Press,ACS Publications,American Institute of Physics,American Physical Society,Annual Reviews,Economic and Political Weekly,JSTOR,Oxford University Press,Project Muse, Springer,Taylor and Francis** | **2,83,01,604** | **80000 sqft.** | **Connected to University Campus Network**  **Connected to NKN/NMEICT**  **Connected to Campus Connect (MHRD)**  **Remote Login facility to all the users**  **A Library Web Portal Server** | **Yes** | **100** | **500** | **Yes**    **RFID** | **Yes**    **LIBSYS 7** |   **e-Journal**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Sl. No** | **Publisher Name** | **Product Name** | **Subscription from** | **Subscription till date** | **Price in `** | **Type** | | **1.** | **ELSEVIER** | **ScienceDirect (10 Subject Collections - 1.Agricultural and Biological Sciences, 2.Biochemistry Genetics and Molecular Biology, 3.Chemistry, 4. Computer Science, 5.Economics, Econometrics and Finance, 6.Immunology and Microbiology, 7.Mathematics, 8.Physics and Astronomy, 9.Psychology, 10.Social Sciences &**  **4 Complementary Collection-1. Earth and Planetary Sciences 2. Arts and Humanities 3. Business, Management, and Accounting 4.Engineering** | **1st June 2022** | **31st May 2023** | **($1,75,822)**  **1,42,92,570.00** | **Multidisciplinary** | | **2.** | **Turnitin, India Private Limited** | **Turnitin Originality Check Plus Enterprise License** | **22nd September 2022** | **21st September 2023** | **11,66,783.00** | **Plagiarism Checking Tool** | | **3.** | **Bridge People Technology Solutions Pvt. Ltd.** | **Grammarly Premium EDU (Premium Sutite )** | **20th October 2022** | **31st December 2023** | **10,25,319.00** | **Writing Assistance Tool** | | **4.** | **Manupatra Info Solutions** | **Manupatra Online Database IP Based Plan** | **17th March 2023** | **16th March 2024** | **1,77,000.00** | **Law** | | **5.** | **Bloomberg Data Services (India) Pvt Ltd.** | **Bloomberg Database** | **24.03.2023** | **23.03.2024** | **($29,625)**  **25,02,048.00** | **Management** | | **6.** | **ELSEVIER** | **ELSEVIER eBooks on Science, Engineering and Social Science (509 Titles)** | **01.04.2022**  **onwards** | **(Perpetual Access)** | **33,40,665.00** | **Multidisciplinary** | | **7.** | **Oxford University Press** | **Oxford Textbooks on Arts & Humanities and Social Science (585 Titles)** | **01.04.2022**  **onwards** | **(Perpetual Access)** | **12,97,219.00** | **Management** | | **1.** | **ACS Publications** | **American Chemical Society** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Chemistry** | | **2.** | **American Institute of Physics** | **American Institute of Physics** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Physics** | | **3.** | **American Physical Society** | **American Physical Society** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Physics** | | **4.** | **Annual Reviews** | **Annual Reviews** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Multidisciplinary** | | **5.** | **Economic and Political Weekly** | **Economic and Political Weekly** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Multidisciplinary** | | **6.** | **JSTOR** | **JSTOR** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Multidisciplinary** | | **7.** | **Oxford University Press** | **Oxford University Press** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Multidisciplinary** | | **8.** | **Project Muse** | **Project Muse** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Multidisciplinary** | | **9.** | **Springer** | **Springer Link and Nature Journal** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Multidisciplinary** | | **10.** | **Taylor and Francis** | **Taylor and Francis Journals** | **01.01.2023** | **31.12.2023** | **e-ShodhSindhu: Consortium** | **Multidisciplinary** |       **4. Applied for Membership of the National Digital Library**  **Membership Number: NDL Membership application in processing**  **File Description (Upload)**   * Any additional information * Audited statements of accounts   Details of annual expenditure for purchase of books and journals during the year (Data Template as of 4.2.2 | **5** |
| ***4.2.4. Percentage per day usage of library by teachers and students ( foot falls and login data for online access) (Data to be provided only for the latest completed academic year)***  4.2.4.1: Number of teachers and students using library per day over the last one year  Details of departmental Library if existing   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year | No of students visited | No. of teachers Visited | Number of users using the library through e-access | Number of physical users accessing the library | Any other | |  |  |  |  |  |  |   **File Description (Upload)**   * Any additional information   Details of library usage by teachers and students (Library accession register, online accession details to be provided as supporting documents | **5** |
| **Key Indicator – 4.3 IT Infrastructure** | **30** |
| **4.3.1** ***Classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name of the Department | Total Number of Class Rooms, Seminar Halls & Lecture Halls | Number of classrooms with LCD facilities | Number of classrooms with Wi-Fi/LAN facilities | Number of seminar halls with ICT facilities | | Computer Science | 8 classrooms , 2 Seminar Hall | 5 | 8 | 1 |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **5** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***4.3.2. Institution’s IT policy, appropriate budgetary provisions and updates of IT facilities including the Wi-Fi facility***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name of the Department | Name of the LMS used for the Department activities | Available Open source Software | Proprietary software through university computer center | ICT Methods of Teaching | ICT Methods of Evaluation | |  |  |  |  |  |  |   Provide the salient features of the IT Policy and describe the process of implementation and adherence to the policy , budgetary provisions made and utilized and the expansion plan in maximum of 500 words  **Campus Network**   * The campus-wide computer network – *Intranet was first established* in the year 1998 connecting the then existing 4 buildings on the campus through Optic Fibre Cable (OFC). * In phases this intranet has grown both in size, capacity and type to cover all the buildings on the campus. * This network integrates data, voice and video (IP enabled) services. The network is gigabit switched one with Optic Fibre Cable (OFC) running to a distance of about 31kms * Each building is provided with Structured Data Cabling (SDC) for wired access * VoIP phones are provided, using SIP server, Communication Gateway and Communication Manager and SIP Phones in all the recently constructed buildings * Campus wide Wi-Fi enabled services provide extended access to resources on the network on **anywhere, anytime basis**   **Internet**  Internet access is being provided through intranet since the year 2001 and the bandwidth has steadily been enhanced, over the years, to meet the growing needs of the University from 1 Mbps to 1 Gbps at present.  **NKN**  Pondicherry University is connected to the National Knowledge Network (NKN) since January 12, 2011. All online journals hitherto rendered by UGC- Infonet consortia are now made available on NKN. This network helps to foster closer collaboration with all the members of the NKN – universities, colleges and premier research institutions across the country. *Computer Centre is the nodal centre for NKN.*  **EDUSAT**   * The Computer Centre assisted in the establishment of EDUSAT for the UGC Academic Staff College now known as HRDC. * The services under EDUSAT are made available to the university community, especially to the participants of various programmes conducted by the Academic Staff College * Orientation on usage of EDUSAT services provided to participants who attended various orientation / refresher programmes   Institution IT policy [IT Policy Document](https://www.pondiuni.edu.in/department/computer-centre/)  **File Description**   * Upload any additional information * Provide the link for additional information | **5** |
| **4.3.3 Student - Computer ratio (Data to be provided only for the latest completed academic year)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sl. No. | Academic year | Total Number of Students | Total Number of Computers Available students for academic purpose | Total Number of Computers Available Faculty Members for academic purpose | | 1 | 2022-2023 | 553 | 204 | 22 |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **10** |
| **4.3.5. *The departmental having Facilities for e-content development***   1. Media centre 2. Audio visual centre 3. Lecture Capturing System(LCS) 4. Mixing equipment and software for editing   **Options:**   1. All of the above 2. Any3 of the above 3. Any2 of the above 4. Any1 of the above 5. None of the above **(Opt only one)**   Data Requirements: (As per Data Template)   * Upload the names of the e-content development facilities   **File Description**   * Upload any additional information * Provide links to the photographs   Facilities for e-content development such as Media Centre, Recording facility, LCS etc (Data Templates as in 3.4.7) | **5** |
| **Key Indicator - 4.4 Maintenance of Campus Infrastructure** | **20** |
| **4.4.1. *Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year***  4.4.1.1: Expenditure incurred on  maintenance of  physical facilities and academic support facilities excluding salary component year-wise during the year (INR in lakhs)  Expenditure details of the department   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year | Expenditure incurred on different items | | | | Total | | Consumables | Non Consumables | Visiting Lectures | Conference/seminars | | 2022  2022  2022  2022  2022  2022  2022  2022  2023  2023  2023 |  |  | Special Lecture on Cyber Security 101, Department of Computer Science, Pondicherry University, Puducherry, 20 January 2023.  Awareness program on Cybercrime and Cyber Security for the students of Computer Science, School of Engineering & Technology, Pondicherry University, Puducherry, 2nd March 2023. | Webinar on 5G: A S Window Approach to understanding the Technology and its Societal/ Business Applications, Department of Computer Science, Pondicherry University, Puducherry, 8 July 2022.  Workshop on Software Reliability Engineering, Department of Computer Science, Pondicherry University, Puducherry, 09 September 2022.  Workshop on Model Based Design using MATLAB and Simulink, Department of Computer Science, Pondicherry University, Puducherry, 15 September 2022.  Cyzen 22 (Online Events), Department of Computer Science, Pondicherry University, Puducherry, 26-28 October 2022.  International Conference on Technology enabled Online and Distance Learning for Education in the context of NEP 2020 jointly organised by DDE and Department of Computer Science, Pondicherry University, Puducherry, 27th & 28th October 2022  Webinar on Cyber Security Awareness Department of Computer Science, Pondicherry University, Puducherry, 02 November 2022.  Online workshop on MATLAB, Department of Computer Science, Pondicherry University, Puducherry, 09- 10 November 2022  Webinar on Param Utkarsh Super Computing facility, Department of Computer Science, Pondicherry University, Puducherry, 16th November 2022  Workshop on Mobile debugging and Troubleshooting, Department of Computer Science, School of Engineering & Technology, Pondicherry University, Puducherry, 6-7 February 2023.  One week Hands–on training on Product Ideation through IoT system and Analytics, Department of Computer Science, School of Engineering & Technology, Pondicherry University, Puducherry, 6-10 March 2023. |  |   Data to be provided during the year :(As per Data Template)   * Non- salary expenditure incurred * Expenditure incurred on maintenance of campus infrastructure   **File Description**   * Upload any additional information * Audited statements of accounts.   Details about assigned budget allocation and expenditure on physical facilities and academic facilities (Data Templates as in 4.1.4) | **10** |
| ***4.4.2. Established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.***  Optimal Utilization of departmental equipment   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Description of the utilization | Number of events Used by the department (internal) | No. of events for other departments | No. of events for outside the university | Earnings through hiring/ outsourcing | | Placement Cell for Recruitment exams  Examination Wing - UGC NET Exam  Examination Wing - QUET Exam UG  Examination Wing - QUET Exam PG  Workshops  Special Lectures  Judicial Exam | 7  5 | 5  7 | 1 |  |   Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities within a minimum of 500 words and maximum of 1000 words  **File Description**   * Upload any additional information * Provide the link for additional information | **10** |

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| --- | --- |
| **Criterion V - STUDENT SUPPORT AND PROGRESSION** | **100** |
| **Key Indicator - 5.1 Student Support** | **30** |
| **5.1.1 S*tudents benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the year (other than the students receiving scholarships under the government schemes for reserved categories).***   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Year | Name of the scheme | Number of students benefited by government scheme and amount | | Number of students benefited by the institution's schemes and amount | | Number of students benefited by the non-government agencies (NGOs) and amount | | | | No. of students | Amount | No. of students | Amount | No. of students | Amount | Name of the NGO/agency | | **2022-23** |  |  |  |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **10** |
| **5.1.2 *Students benefited by career counselling and guidance for competitive examinations offered by the Institution during the year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name of the Activity conducted by the HEI to offer guidance for competitive examinations offered by the institution during the year | | Name of the Activity conducted by the dept. to offer guidance for career counselling offered by the institution during the year | | Number of students placed through campus placement | Link to the relevant document | | Name of the Activity | Number of students attended / participated | Details of career counselling | Number of students attended/participated | |  |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **10** |
| **5.1.3 *Capacity development and skills enhancement initiatives undertaken by the Schools / Departments / Centrs***   1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sl. No.** | **Name of the capacity development and skills enhancement scheme** | **Year of Implementation** | **Number of Students Enrolled** | **Name of the agencies involved, with contact details** | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **5** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5.1.4 *The department’s adopting redressal of student grievances including sexual harassment and ragging cases***  Details of student Grievances:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Department | Year | Description of the students’ grievances | Received online/offline grievances | Status of the resolved issues | |  |  |  |  |  |   **File Description (Upload)**   * Minutes of the meetings of student redressal committee, Internal Complaints Committee prevention of sexual harassment committee and Anti-Ragging committee * Upload any additional information * Details of student grievances including sexual harassment and ragging cases | **5** |
| **Key Indicator - 5.2 Student Progression** | **40** |
| **5.2.1 *Average percentage of students qualifying in state/ national/ international level examinations during the year (eg: NET/SLET/GATE/GMAT/CAT/GRE/JAM/IELTS/TOEFL/ CLAT/Civil Services/State government examinations)***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year | Reg. No. / Roll No. for the exam | Selected / Qualified | NET, SLET, GATE, GMAT, CAT, GRE, JAM, IELET, TOFEL, Civil Services | Other Examinations conducted by the State/ Central Govt. Agencies (Specify) | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **10** |
| **5.2.2 *Outgoing students placed during the year***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of students Placed with contact details** | **Program graduated from** | **Name of the Company** | **Name of the employer with contact details** | **Pay package** | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **15** |
| **5.2.3 *Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)***   |  |  |  | | --- | --- | --- | | **Name of student enrolling into higher education** | **Program graduated from** | **Name of institution joined** | |  |  |  |   **Document to Attach:**   * Upload supporting data for student/alumni * Relevant Supporting Document * Any additional information | **15** |
| **Key Indicator - 5.3 Student Participation and Activities** | **20** |
| **5.3.1 A*wards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the year***   |  |  |  |  | | --- | --- | --- | --- | | **Academic year** | **Name of the Award / Medal** | **Inter University/ State/ National/ International** | **Name of the Event** | |  |  |  |  |   **Document to Attach:**   * Upload Relevant Supporting Document * Any additional information | **10** |
| **5.3.2 *Presence of Student Council and its activities for institutional development and student welfare.***  Describe the ***Student Council and its activities for departmental development and student welfare*** within a maximum of 500 words  Events that are organized with the involvement of Students (Student’s organized):   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year | Description of the Event | Dates of the event | Level of the event  University/State/ National | Other information (if any) | |  |  |  |  |  |   **File Description**   * Provide the link for additional information * Upload any additional information | **5** |
| **5.3.3 S*ports and cultural events / competitions organized by the department during the year***   |  |  |  |  | | --- | --- | --- | --- | | **Academic year** | **Name of the Event for Sports / Cultural Events / competitions** | **Inter University/ State/ National/ International** | **Name of the department** | |  |  |  |  |   **Document to Attach:**   * Upload Relevant Supporting Document * Any additional information | **5** |
| **Key Indicator – 5.4 Alumni Engagement** | **10** |
| ***5.4.1 The Alumni Association/Chapters (registered and functional)contributes significantly to the development through financial and other support services during the year***  Describe contribution of alumni association to the institution within a maximum of 200 words  Upload relevant supporting document   |  |  |  |  | | --- | --- | --- | --- | | Year | No. of Alumni joined | No. of Alumni Visited the department | Significant contribution of alumni to the department | |  |  |  |  | | **2** |
| **5.4.2 *Alumni contribution during the year (INR in lakhs)***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No. of Alumni’s** | **Date of alumni meet** | **Details of alumni website** | **Alumni association / Name of the alumnus** | **Support from Alumni if any** | |  |  |  |  |  |   **Document to Attach:**   * Relevant Supporting Document * Any additional information | **8** |

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| --- | --- |
| **Criterion 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT** | **100** |
| **Key Indicator - 6.1 Institutional Vision and Leadership** | **10** |
| ***6.1.1 The Department’s clearly stated vision and mission, reflected in its academic and administrative governance***  Write description in a maximum of 500 words  **File Description**   * Relevant Supporting Document * Upload any additional information | **5** |
| **6.1.2 *Effective leadership, reflected in various institutional practices such as decentralization and participative management.***   |  |  |  | | --- | --- | --- | | ***Description of the event proposed for the department’s development*** | ***Name of the committee and scope of the works with the committee*** | ***Names of the team (members of the committee )*** | |  |  |  |   Write description in a maximum of 500 words  **File Description**   * Provide the link for additional information   Upload any additional information | **5** |
| **Key Indicator - 6.2 Strategy Development and Deployment** | **10** |
| ***6.2.1 The Departmental Strategic plan is effectively deployed.***  Describe one successfully-implemented activity based on the strategic plan within a maximum of 500 words   |  |  |  |  | | --- | --- | --- | --- | | Identified Objectives for department’s development | Proposed Strategies | Proposed Road map/ action Plan | Any other related information | |  |  |  |  | |  |  |  |  |   **File Description**   * Strategic Plan and deployment documents on the website * Upload any additional information | **3** |
| **6.2.2 *Functioning of the department’s activities for effective and efficient such as healthy practices and adopting procedures***  Write description in a maximum of 500 words  **File Description**   * Provide the link for additional information * Upload any additional information | **2** |
| **6.2.3 *Departmental governance***   * + - 1. e-governance is implemented covering the following areas of operations:  |  |  | | --- | --- | | Description of the administration |  | | Admissions |  | | Examinations |  | | Issue of certificates |  | | Program committee meetings |  | | Departmental Committees |  | | Department’s Income and expenditure |  | | Purchases of small amount budget |  | | Any other item to specify |  |   **File Description (Upload)**   * ERP (Enterprise Resource Planning) Document * Screenshots of user interfaces * Any additional information   Details of implementation of e-governance in areas of operations, Administration etc., (Data Template) | **5** |
| **Key Indicator - 6.3 Faculty Empowerment Strategies** | **30** |
| **6.3.1 P*erformance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff***  Write description in a maximum of 500 words  **File Description**   * Upload Relevant Supporting Document * Any additional information | **4** |
| ***6.3.2 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name of the Teacher | Title of the paper presented | Name of conference/ workshop attended for which financial support provided | Organizing Agency/Institute Name | Name of the professional body for which membership fee is provided | Date  (From-To) | |  |  |  |  |  |  |   **File Description**   * E-copies of supporting document * Any additional information | **10** |
| **6.3.3 *Professional development/administrative training Programmes organized by the department for teaching and non-teaching staff during the year***   |  |  |  | | --- | --- | --- | | Sl. No. | Title of the Professional Development and administrative training Programmes | Date [From – To] | |  |  |  |   **File Description**   * Upload Relevant Supporting Document * Any additional information | **8** |
| ***6.3.4 Teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)***   |  |  |  | | --- | --- | --- | | Sl. No. | Title of the *Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course* | Date [From – To] | |  |  |  |   **File Description**   * Upload Relevant Supporting Document * Any additional information | **8** |

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| **Key Indicator – 6.4 Financial Management and Resource Mobilization** | **20** |
| **6.4.1 S*trategies for mobilization of funds and the optimal utilization of resources***  Describe the resource mobilization policy and procedures of the Institution within a maximum of 500 words   |  |  | | --- | --- | | adopted methods to generate the income for the department |  | | Contribution of Student’s Caution Money |  | | Contributions from Alumni |  | | Earnings from consultancy |  | | Earnings from skill development programs |  | | Earnings through the workshops and Training programs |  | | Spending Money for different activities |  |   **File Description**   * Provide the link for additional information * Upload any additional information | **4** |
| **6.4.2 *Funds / Grants received from government bodies during the year for development and maintenance of infrastructure (not covered under Criteria III and V ) (INR in Lakhs)***  6.4.2.1: Total Grants received from government bodies for development and maintenance of infrastructure (not covered under Criteria III and V) year-wise during the year (INR in ***Lakhs***)   |  |  |  |  | | --- | --- | --- | --- | | Name of the Project work | Name of the government funding agencies/ individuals | Funds/ Grants received | Level Major/Minor | |  |  |  |  | |  |  |  |  |   Data to be provided during the year :(As per Data Template)   * Name of the government funding agencies/ individuals * Funds/ Grants received   **File Description (Upload)**   * Annual statements of accounts * Any additional information   Details of Funds / Grants received from government bodies during the year (Data Template) | **8** |
| ***6.4.3 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V ) (INR in Lakhs)***  6.4.3.1: Total Grants received from non-government bodies, individuals, philanthropists year-wise during the year (INR in ***Lakhs***)   |  |  |  |  | | --- | --- | --- | --- | | Name of the of the Project work | Name of the government funding agencies/ individuals | Funds/ Grants received | Level Major/Minor | |  |  |  |  | |  |  |  |  |   Data to be provided during the year: (As per Data Template)   * Name of the non government funding agencies/ individuals * Funds/ Grants received   **File Description (Upload)**   * Annual statements of accounts * Any additional information   Details of Funds / Grants received from non-government bodies during the year (Data Template as of 6.4.2) | **6** |
| **(Not Applicable to Departments)**  ***6.4.4 Institution regularly conducts internal and external financial audits***  Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 500 words  **File Description**   * Provide the link for additional information   + 1. Upload any additional information | **2** |
| **Key Indicator - 6.5 Internal Quality Assurance System (IQAS)** | **30** |
| **(Not Applicable to Departments)**  **6.5.1 *Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals***  Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words  **File Description**   * Provide the link for additional information   Upload any additional information | **10** |
| **(Not Applicable to Departments)**  **6.5.2 *Institution has adopted the following for Quality assurance:***  ***1. Academic and Administrative Audit (AAA) and follow up action taken***  ***2.Conferences, Seminars, Workshops on quality conducted***  ***3. Collaborative quality initiatives with other institution(s)***  ***4.Orientation programme on quality issues for teachers and students***  ***5. Participation in NIRF***  ***6.Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA and such others)***  **Options:**   1. Any 5 or all of the above 2. Any4 of the above 3. Any3 of the above 4. Any2 of the above 5. Any1of the above **(Opt any one)**   Data Requirement during the year :(As per Data Template)  **Quality initiatives**   * AQARs prepared/ submitted * Academic and Administrative Audit (AAA) and follow up action * Conferences, Seminars, Workshops on quality conducted * Collaborative quality initiatives with other institution(s) * Orientation programme on quality issues for teachers and students * Participation in NIRF * ISO Certification * NBA or any other certification received   **File Description**   * Provide the web link of Annual reports of University * Upload e-copies of the accreditations and certifications * Upload any additional information * Upload details of Quality assurance initiatives of the institution (Data Template) | **10** |
| **(Not Applicable to Departments)**  **6.5.3 *Incremental improvements made for the preceding five years with regard to quality (in case of first cycle NAAC A/A)***  ***Post accreditation quality initiatives (second and subsequent cycles of NAAC A/A)***  Describe quality enhancement initiatives in the academic and administrative domains successfully implemented during the year within a Maximum of 500 words for either  **File Description**   * Provide the link for additional information   Upload any additional information | **10** |

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| **Criterion VII–Institutional Values and Best Practices** | |
| **Key Indicator - 7.1 Institutional Values and Social Responsibilities** | **50** |
| **Gender Equity** |  |
| **(Not Applicable to Departments)**  **7.1.1 *Measures initiated for the promotion of gender equity during the year.***  Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words  ***Provide Web link to:***   * Annual gender sensitization action plan * Specific facilities provided for women in terms of:   + - * 1. Safety and security         2. Counseling         3. Common Rooms         4. Day care centre for children of the staff         5. Any other relevant information | **5** |
| **Environmental Consciousness and Sustainability** |  |
| **(Applicable to Some Departments)**  **7.1.2 *The 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   **Options:**  A. Any 4 or all of the above  B. Any3 of the above  C. Any2 of the above  D. Any1of the above  E. None of the above **(Opt any one)**  ***Upload:***   * ***Geo-tagged Photographs*** * ***Any other relevant information*** | **5** |
| **(Applicable to some Departments)**  **7.1.3 *Facilities for the management of the following types of degradable and non-degradable waste (within 500 words)***   * Solid waste management * Liquid waste management * Biomedical waste management * E-waste management * Waste recycling system * Hazardous chemicals and radioactive waste management   **Provide web link to**   * Relevant documents like agreements/MoUs with Government and other approved agencies * Geo-tagged photographs of the facilities * Any other relevant information | **4** |
| **(Applicable to some Departments)**  **7.1.4 *Water conservation facilities available:***   1. Rainwater harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Wastewater recycling 5. Maintenance of water bodies and distribution system in the campus   **Options:**  A. Any 4 or all of the above  B. Any3 of the above  C. Any2 of the above  D. Any1of the above  E. None of the above **(Opt any one)**  ***Upload:***   * Geo-tagged photographs / videos of the facilities * Any other relevant information | **4** |
| **(Not Applicable to Departments)**  **7.1.5 *Green campus initiatives***  7.1.5.1. The institutional initiatives for greening the campus are as follows:   1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants   **Options:**  A. Any 4 or all of the above  B. Any3 of the above  C. Any2 of the above  D. Any1of the above  E. None of the above **(Opt any one)**  **Upload**   * Geo-tagged photos / videos of the facilities * Various policy documents / decisions circulated for implementation * Any other relevant documents | **4** |
| **(Not Applicable to Departments)**  **7.1.6 *Quality audits on environment and energy are regularly undertaken by the institution***  7.1.6.1.The institutional environment and energy initiatives are confirmed through the following  1.Green audit  2. Energy audit  3.Environmental audit  4.Clean and green campus recognitions/awards  5. Beyond the campus environmental promotional activities  **Options:**  A. Any 4 or all of the above  B. Any3 of the above  C. Any2 of the above  D. Any1of the above  E. None of the above **(Opt any one)**  Upload:   * Reports on environment and energy audits submitted by the auditing agency * Certification by the auditing agency * Certificates of any awards received * Any other relevant information | **5** |
| **(Applicable to some Departments)**  **7.1.7 *The friendly, barrier free environment***   1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading, font enlargement etc.,   **Options:**  A. Any 4 or all of the above  B. Any3 of the above  C. Any2 of the above  D. Any1of the above  E. None of the above **(Opt any one)**  Upload:   * Geotagged photographs / videos of the facilities * Policy documents and information brochures on the support to be provided * Details of the Software procured for providing the assistance * Any other relevant information | **4** |
| ***Inclusion and Situatedness*** |  |
| **(Applicable to some Departments)**  **7.1.8 *Efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities (within 500 words).***  ***Provide Web link to:***   * Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) * Any other relevant information. | **5** |
| ***Human Values and Professional Ethics*** |  |
| **(Applicable to Some Departments)**  **7.1.9 *Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens***  Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.  ***Provide weblink to :***   * Details of activities that inculcate values necessary to nurture students to become responsible citizens * Any other relevant information | **4** |
| **(Not Applicable to Departments)**  **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.***  The institutional Code of Conduct principles are displayed on the website  There is a committee to monitor adherence to the institutional Code of Conduct principles  Institution organizes professional ethics programmes for students,  teachers, administrators and other staff  Annual awareness programmes on Code of Conduct are organized  **Options:**  A. All of the above  B. Any3 of the above  C. Any2 of the above  D. Any1of the above  E. None of the above **(Opt any one)**  **Upload:**   * Code of conduct and 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. * Any other relevant information | **5** |
| **7.1.11 *national and international commemorative days, events and festivals that the department celebrates / organizes***  Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 500 words  Provide weblink to :   * Annual report of the celebrations and commemorative events during the year * Geo-tagged photographs of some of the events * Any other relevant information | **5** |
| **Key Indicator - 7.2 Best Practices** | **30** |
| **7.2.1 Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual.**  **Provide web link to:**   * Best practices as hosted on the Institutional website * Any other relevant information | **30** |
| **Note:**  **Format for the Presentation of Institutional Best Practices**  1. **Title of the Practice**  The title/s should capture the key words 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 about100words)  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 Indian higher education. What were the constraints/limitations, if any, faced?(in about 400words)  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 200words.  6. **Problems Encountered and Resources Required**  Please identify the problems encountered and resources required to implement the practice (inabout150words).  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. | |
| **Key Indicator - 7.3 Departmental Distinctiveness** | **20** |
| ***7.3.1. Portray the performance of the department in the areas distinctive to its priority and thrust within 200 words***  **Provide web link to:**   * Appropriate webpage in the Institutional website * Any other relevant information | **20** |

**Five Major SWOT of the Departments/ Centres**

|  |  |
| --- | --- |
| **Description of the SWOT** | **At least 5 points** |
| **Strengths** |  |
| **Weaknesses** |  |
| **Opportunities** |  |
| **Threats** |  |

**Future Plans of the Schools / Department / Centres**

**DECLARATION**

I declare that the information provided is correct as per records available with the University and / or documents enclosed along with the duly filled Academic Audit and Administrative Audit proforma.

**Date: Signature of the Head**

**(Office Seal)**

**Auditing Format for Non-Teaching Sections (both in Main Admin Building and Departments)**

**ADMINISTRATIVE AUDIT COMMITTEE**

***DIARY OF DAILY ACTIVITY TURN OVER REPORT***

**Name of the Section/Department :**

**In charge of the Section :**

Reference Period**:** Finance Year (From 1st April of Previous Year to 31st March of Succeeding Year

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date** | **File No.** | **Subject of the file** | **File initiated Section/ department** | **Received Date (to the section)** | **Dispatched date (from the section)** | **Output/ decision** | **Action Taken (in Brief)** |
|  |  |  |  |  |  |  |  |  |