# Criteria 2

## Teaching Learning & Evaluation

### Marks : 200

## Key Indicators : 07, Sub Indicators : 15

by

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19/04/2023

# Criteria : 2
# Teaching Learning & Evaluation
## Key Indicators : 07 : **200 Marks**

**2.1 Student Enrollment and Profile** : **10**

**2.1 Catering to Student Diversity** : **20**

**2.3 Teaching Learning Process** : **20**

**2.4 Teacher Profile and Quality** : **60**

**2.5 Evaluation Process and Reforms** : **30**

**2.6 Students Performance and Learning Outcomes** : **30**

**2.7 Student Satisfaction Survey** : **30**

# Criteria : 2
## Weightage : Teaching Learning & Evaluation

| | Key Indicators | Univ. | | Autonomous Colleges | Affiliated /College/ Constituent/ Colleges | |
|---|---|---|---|---|---|---|
| | | | | | UG | PG |
| 2.1 | Student Enrolment and Profile | 10 | | 20 | 40 | 40 |
| 2.2 | Catering to Student Diversity | 20 | | 30 | 50 | 50 |
| 2.3 | Teaching-Learning Process | 20 | | 50 | 50 | 50 |
| 2.4 | Teacher Profile and Quality | 60 New | 50 Old | 50 | 60 | 60 |
| 2.5 | Evaluation Process and Reform | 30 New | 40 Old | 50 | 30 | 30 |
| 2.6 | Student Performance & Learning Outcomes | 30 | | 50 | 60 | 60 |
| 2.7 | Student Satisfaction Survey | 30 | | 50 | 60 | 60 |
| | Total | 200 | | 300 | 350 | 350 |

# Metrics : Marks **200** **(160 + 40)**

| Qualitative Metrics (QIM) | | | Quantitative Metrics (QnM) | | |
|---|---|---|---|---|---|
| **Metric** | **No.** | **Marks** | **Metric** | **No.** | **Marks** |
| **2.2.1** | **01** | **05** | **2.1.1 To 2.1.2** | **02** | **10** |
| | | | **2.2.2** | **01** | **15** |
| **2.3.1** | **01** | **10** | **2.4.1** | **01** | **10** |
| | | | **2.4.2** | **01** | **40** |
| **2.3.2** | **01** | **10** | **2.4.3** | **01** | **10** |
| | | | **2.5.1 to 2.5.3** | **03** | **30** |
| **2.6.1** | **01** | **15** | **2.6.2** | **01** | **15** |
| | | | **2.7.1** | **01** | **30** |
| **Total** | **04** | **40** | **Total** | **11** | **160** |

**2.1.1/ 2.1.2/ 2.4.1/ 2.4.3/ 2.5.1/ 2.5.3/ 2.6.2/ 2.7.1 = 8 Data Templates**

# Key Indicator 2.1 : **Student Enrollment & Profile:10**

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.1.1 QnM | 2.1.1.1: Number of Sectioned Seats Year- Wise During the last **five years**.<br>2.1.1.2: Number of Seats Filled year-wise during the last five years.<br>(**Only First- Year Admissions to be Considered**)<br><br>| Year | | | | | |<br>\|---\|---\|---\|---\|---\|---\|<br>| Number of Sanctioned Seats | | | | | |<br>| Number of Seats Filled | | | | | |<br><br>**Formula:**<br>$$\frac{\text{Total Number of \textbf{Seats Filled Year Wise}}}{\text{Total Number of Sanctioned Seats Year Wise}} \times 100$$<br><br>**Upload the Specific Document** as per description given below –<br>• Institutional data in the prescribed format. (**Data Template**)<br>• **Provide the Relevant Information** in **Institutional Website** as part of **Public Disclosure.**<br>• **Document Relating** to **Sanction** of **Intake** as Approved by Competent Authority.<br>• **Admission Extract Signed by the Competent Authority** (**Only Fresh Admission** to be Considered)<br>**Apart from the above:**<br>**Provide Links** for **Any Other Relevant Document to Support the Claim**. | 5 |

## Data Template of 2.1.1

| Year- 1……5 | | |
|---|---|---|
| **Programme** | **Number of Sanctioned Strength** | **Number of Admitted Strength** |
| | | |
| **Total** | | |

## Benchmark of 2.1.1

| Metric | Description | 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|---|---|
| **2.1.1 $Q_nM$** | **Enrollment Percentage (5)** | **>=90** | **80-90** | **70-80** | **50-70** | **<50** |

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# Standard Operating Procedure (SOP) : 2.1.1

(SOP Published on :14/12/2022 by NAAC)

| S. N. | Metric | Documents Needed | Specific instruction to HEI | Avoid the Following while Uploading Data |
|---|---|---|---|---|
| 1 | **2.1.1**  **Enrollment Percentage** | • **Document** Relating to Sanction of Intake as Approved by **Competent Authority.**<br><br>• Extract of Sanctioned **Admission Strength** in **Each Program VS Number** of **Applications** Received for Each Program.<br><br>(**Only Fresh Admissions to be Considered**) | • **Sanctioned Admission Strength** in **Each Program VS Number of Applications** Received for Each Program.<br><br>• During the DVV process, verification of the data for any selected program may be sought.<br><br>**Documents** Relating to **Sanction** of Intake From the **Concerned Regulatory Body (if applicable)** | |

# Percentage of Seat Filled

## Against Reserved Categories : 05

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.1.2 QnM | **Percentage** of **Seat Filled** Against **Reserved Categories** (**SC, ST, OBC**, etc.) as per **Applicable Reservation Policy** for the First year Admission : **05 Yr.** year- wise <br><br> **2.1.2.1:** **Number** of **Actual Students Admitted** against the **Reserved Categories** in the **First Year** **of the Programme** year-wise during the last five years. | **5** |

| Year | | | | | |
|---|---|---|---|---|---|
| **Number of Sanctioned Seats** | | | | | |
| **Number of Seats filled** | | | | | |

**Formula**

$$\frac{\text{Total Number of Students Admitted Against the Reserved Categories} \times 100}{\text{Total Number of Seats Earmarked for Reserved Category as per GoI or State Government Rule}}$$

| | | |
|---|---|---|
| 2.1.2 QnM | **Upload the Specific Document** as per description given below<br><br>• Institutional Data in the Prescribed Format (**Data Template**).<br>• Provide the Relevant Information in **Institutional Website** as part of Public Disclosure.<br>• Copy of the **Letter Issued** by the **State Govt**. or **Central Government** . Indicating the Reserved Categories. (SC, ST, OBC, Divyangjan etc.) to be considered as per the state rule. (Translated copy in English to be provided as applicable).<br>• **Final Admission List** Indicating the **Category** as published by the **HEI** and Endorsed by the **Competent Authority**.<br><br>**Apart from the above :**<br><br>**Provide Links** for any other relevant document to support the claim. (if any)<br><br>**Note** :<br>1. Include **Only** those **Reserved Categories** as **Specified by** the **State**/**Central** Government Orders for Admission.<br>2. **Only** those **Seats filled** Against the **Quota** should be counted here.<br>3. In case of **Minority Institutions** number of Reserved Seats for **Minority Candidates** and number of Minority Students Enrolled in the **First year** shall be considered. | **5** |

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# Data Template of 2.1.2

| Year- 1 | | |
|---|---|---|
| **Programme** | **Number of Sanctioned Strength** | **Number of admitted Strength** |
| | | |
| **Total** | | |

# Benchmark of 2.1.2

| Metric | Description | 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|---|---|
| 2.1.2 $Q_nM$ | **Percentage** of **Seats Filled** Against **Reserved Categories** (SC, ST, OBC, Etc.) as per Applicable Reservation Policy for the **First Year Admission Year-wise** during **the last five year** (5) | **>=80** | **70-80** | **50-70** | **40-50** | **<40** |

# Standard Operating Procedure (SOP) : 2.1.2

## (SOP Published on :14/12/2022 by NAAC)

| S.N. | Metric | Documents Needed | Specific instruction to HEI | Avoid the following while uploading data |
|------|--------|------------------|-----------------------------|------------------------------------------|
| 1. | **2.1.2** **Percentage** of **Seat Filled** Against **Reserved Categories** (**SC, ST, OBC**, etc.) as per **Applicable Reservation Policy** for the First year Admission year-wise during the last five years | • Copy of the **Letter Issued** by the **State govt.** or **Central Government** Indicating the **Reserved Categories** (**SC, ST, OBC, Divyangjan,** etc.) to be Considered as per the State Rule (**Translated Copy in English to be provided as applicable**)<br><br>• **Final Admission List** indicating the **Category** as published by the HEI and endorsed by the competent authority. | • Include only those reserved categories as specified by the State/Central Government orders for admission.<br><br>**Only those Seats Filled Against the Quota should be Counted Here** | |

# Key Indicator 2.2
## Catering to Student Diversity : 20

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.2.1 QnM | **Learning Levels of the Students**<br>**The Institution Assesses**<br><br>The **Learning Levels** of the **Students** & **Organizes Special Programmes** **to** Cater to Differential **Learning Needs** of the Student.<br><br>Write a Description in Maximum of **500** Words.<br><br>**File Description:**<br>• **Provide Link** for Additional Information.<br>• **Upload** any Additional Information. | **05** |

# Catering to Student Diversity : 20

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.2.2 QnM | **Student - Full Time Teacher Ratio**<br><br>**Data for the Latest Completed Academic Year**<br><br>(Automatically Calculated)<br>**Formula**: 1.1 Students<br>2.1 Teachers<br><br>**Upload the Specific Document as per Description Given Below**<br><br>• **No Template** as the information is already provided in Extended profile 1.1 and 1.2.<br>• **Certified List of Full Time Teachers** along with the **Department Affiliation** in the **Latest Completed Academic Year**.<br>• **List Showing** the **Number** of **Students** in **Each of the Programs** for the Latest Completed Academic year **Across All Semesters.**<br><br>**Apart from the above:**<br><br>**Provide link** for Any Other relevant Document to Support the Claim. (if any)<br><br>**Note:** A Teacher Employed for At Least **90** Percent **of the Normal** or **Statutory Number** of **Hours** of **Work** for a Fulltime Teacher (**Including Contractual**) Over a Complete Academic Year is Classified as a Full-Time Teacher. | 15 |

# Benchmark of 2.2.2

| Metric | Description | 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|---|---|
| 2.2.2 QnM | **Student - Full time Teacher Ratio** (Data for the latest completed academic year) **(15)** | **<=20:1** | 20:1-30:1 | 30:1 – 50:1 | 50:1 – 60:1 | >60:1 |

## Standard Operating Procedure (SOP) : 2.2.2
### (SOP Published on :14/12/2022 by NAAC)

| S.N | Metric | Documents Needed | Specific instruction to HEI | Avoid the following while uploading data |
|---|---|---|---|---|
| 1. | 2.2.2 **Student - Full time Teacher Ratio** (Data for the **L**atest **C**ompleted **A**cademic **Y**ear) | • **Certified List** of Full Time Teachers along with the Departmental Affiliation in the Latest Completed Academic 8Year. <br><br> • List showing the Number of students in each of the programs for the latest completed academic year. | • A Teacher employed for at least **90** percent of the normal or statutory number of hours of work for a full- time teacher over a complete academic year is classified as a full-time teacher. | **Part-time / Ad-hoc / visiting faculty not be included/ considered** |

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# Teaching Learning Process : 06

| Metrics | Metric Description | Weightage |
|---------|-------------------|-----------|
| 2.3.1 QIM | **Student Centric Methods,** Such as<br>• **Experiential learning**<br>• **Participative learning**<br>• **Problem Solving Methodologies**<br>are used for **Enhancing Learning Experience** & **Teachers** use **ICT- Enabled Tools** including **Online Resources** for effective teaching learning process.<br><br>**Write a Description** in Maximum of 500 words.<br>**File Description**<br><br>• **Upload** any Additional Information.<br><br>• **Provide Link** for Additional information. | **10** |

# Key Indicator 2.3
# Teaching Learning Process : 06

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.3.2 QIM | **The Institution Adopt Effective Mentor-Mentee Schemes to Address Academics & Student-Psychological Issues.**<br><br>**Write a description** in maximum of **500 words**.<br><br>**File Description:**<br>• **Upload** any Additional Information.<br><br>• **List of Active Mentors**.<br><br>• **Provide link** for Additional Information. | **10** |

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.4.1 QnM | Average Percentage of **Full Time Teachers** Appointed **Against** the Number of **Sanctioned Posts** for **Latest Completed Academic year.**<br><br>2.4.1.1: Total Number of Sanctioned year wise during the last five year.<br><br>| **10** |

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

**Formula:**

Percentage Per Year = **Number of Full Time Teachers** X 100
                                    Number of Sanctioned Posts

Average Percentage = $5\sqrt{}$ Percentage Per year

# Teacher Profile & Quality : 50

| 2.4.1 QnM | **Upload the specific document** as per description given below: <br><br> • **Institutional Data in Prescribed Format** (**Data Template** **Merged with 2.4.3 & 2.4.4**) <br><br> • **Provide the Relevant Information** in **Institutional Website** as part of public disclosure. <br> • **Sanction Letters** indicating number of posts sanctioned by the competent authority ( Including Management sanctioned posts) <br> **Apart from the above:** <br><br> **Provide Links** for Any Other Relevant Document to Support the Claim (if any) <br><br> **Note: Appointment Letter** of Selected Teachers will be sought during the **DVV Clarification**. | **10** |
|---|---|---|

# Data Template : 2.4.1

| Year | Sanctioned Faculty Strength | Appointed Faculty Strength |
|------|------------------------------|-----------------------------|
|      |                              |                             |

# Benchmark : 2.4.1

| Metric | Description | 4 | 3 | 2 | 1 | 0 |
|--------|-------------|---|---|---|---|---|
| 2.4.1 QnM | **Percentage** of **Full Time Teachers** Appointed Against the **Number** of **Sanctioned** Posts during the last five years **(10)** | >=90 | 80-90 | 70-80 | 50-70 | <50 |

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# Standard Operating Procedure (SOP) : 2.4.1
### (SOP Published on :14/12/2022 by NAAC)

| S.N. | Metric | Documents Needed | Specific instruction to HEI | Avoid the following while uploading data |
|------|--------|------------------|------------------------------|-------------------------------------------|
| 1. | **2.4.1** **Percentage** of **Full Time Teachers Appointed** **Against the Number of Sanctioned Posts** during **the last five years** | • **Sanction Letters** Indicating Number of posts sanctioned by the competent authority (Including Management Sanctioned Posts). | • **Appointment Letter** of **Selected Teachers** will be sought during the DVV clarification.<br><br>• All **Full-time Teachers** with at least **90% Prescribed Workload** should be Counted as Full-time Teachers | Mere **Appointment Letters** provided in **Regional Language Cannot** be **Considered** |

# Teacher Profile & Quality : 50

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.4.2 QnM | **Percentage of Full Time Teachers with Ph.D./**D.M./M.Ch./D.N.B./ Superspeciality /L.L.D./D.S.C./D.Litt. During the last five year. <br> **2.4.2.1: Number of Full Time Teachers with Ph.D**./D.M./M.Ch./D.N.B./ Superspeciality /L.L.D./D.S.C./D.Litt. During the last five year. <br><br> **Formula:** <br> Percentage = $\dfrac{\text{Number of \textbf{full time teachers Ph.D./}D.M./M.Ch./D.N.B./ Super specialty /L.L.D./D.S.C./D.Litt.}}{\text{\textbf{Total Number of Full-time teachers in the institution}}}$ <br><br> **Upload the specific document** as per description given below: <br> • Institutional data in prescribed format (**data template**) <br> • Provide the Relevant Information in Institutional **Website** as part of **Public Disclosure.** <br> • **List of Faculty having Ph.D**./D.M./M.Ch./D.N. Superspeciality/ along with particulars of the Degree Awarding University, Subject and the year of **Award Per Academic Year.** <br> • **Copies of Ph.D./**D.M./M.Ch./D.N.B. Superspeciality awarded by UGC recognized universities. <br> **Apart from the above:** <br> **Provide Links** for any other relevant document to support the claim (if Any) <br> **Note:** <br> 1. Honorary Degree shall not be Considered. <br> 2. **Provisional Degree Certificate May be Considered** wherever Degree Certificate is not awarded. | **40** |

# Data Template : 2.4.2

| S.N. | Name of the Faculty | Year of joining the Institution | Weather the faculty possess qualification like Ph.D./ D.M./ M.Ch./ D.N.B. Superspeciality/ D.Sc./ D'Lit (Yes/No) |
|------|------|------|------|
|      |      |      |      |

# Benchmark : 2.4.2

| Metric | Description | 4 | 3 | 2 | 1 | 0 |
|--------|-------------|---|---|---|---|---|
| 2.4.2 QnM | Percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Super specialty during the last five years (40) | >=80 | 70-80 | 60-70 | 50-60 | <50 |

# Standard Operating Procedure (SOP) : 2.4.2

## (SOP Published on :14/12/2022 by NAAC)

| S.N | Metric | Documents Needed | Specific instruction to HEI | Avoid the following while uploading data |
|---|---|---|---|---|
| 1. | **2.4.2**<br><br>**Percentage of Full Time Teachers** with **Ph.D.**/D.M/M.Ch./D.N.B/ Super speciality/L.L.D/D.S.C/D.Litt.<br><br>**During the Last Five Years** | • **List** of Faculty having **Ph.D.**/D.M/ M.Ch./D.N.Super specialty/ D.Sc./D'Lit Along with Particulars of the Degree Awarding University, Subject and the Year of Award Per Academic Year.<br><br>• Copies of **Ph.D.**/D.M/M.Ch./D.N. B Super Specialty /D.Sc./D'Lit. Degrees awarded by UGC Recognized Universities. | • Mention number of full-time teachers with **Ph.D.**/D.M/M.Ch./ D.N.B<br>• Superspeciality/ D.Sc./D'Lityear-wise irrespective of theyear of the award. **Ph.D.**/D.M/M.Ch./ D.N.BSu<br>• Perspeciality/ D.Sc./D'Lit certificates of selected faculty will be sought during DVV clarification.<br>• List of certificate shouldbe provided as per academicyear. | • Honorary Doctorate Degrees are not to be included/ considered<br><br>**Provisional Degree Certificate** may be **Considered** wherever Degree Certificate is not Awarded |

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# Key Indicator 2.4
## Teacher Profile & Quality : 50

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.4.3 QnM | **Average Teaching Experience of Full Time Teachers** (Data to be Provided **Only for the Latest Completed Academic year**, in number of years) <br><br> **2.4.3.1**: **Total teaching experien**ce of Full- Time Teacher (for the latest completed academic year. <br><br> **Formula:** _Total Teaching Experience of Full Time Teachers_ X 100 <br> 2.1 Number of full time teachers (**Latest completed year**) <br><br> **Upload the Specific Document as Per Description Given Below:** <br> • Institutional Data in Prescribed format (**Data Template**) <br> • Provide the **Relevant Information** in Institutional **Website** as part of Public Disclosure. <br><br> **Apart from the Above :** <br> **Provide Links** for any other Relevant Document to support the claim. (if Any) <br><br> **Note:** **Experience Certificate**/ **Appointment Order** of **Selected Faculty** will be sought during **DVV clarification.** | **10** |

# Data Template : 2.4.3

| S.N. | Name of the Faculty | Year of Joining the Institution | Total experience of the faculty (Considering Previous experience as well) in no. of Years. |
|------|---------------------|--------------------------------|--------------------------------------------------------------------------------------------|
|      |                     |                                |                                                                                            |

# Benchmark : 2.4.3

| Metric | Description | 4 | 3 | 2 | 1 | 0 |
|--------|-------------|---|---|---|---|---|
| 2.4.3 QnM | Average Teaching Experience of Full Time Teachers (Data to be provided **only for the Latest Completed Academic Year**, in number of years) (10) | >=15 | 12-15 | 9-12 | 6-9 | <6 |

# Standard Operating Procedure (SOP) : 2.4.3
(SOP Published on :14/12/2022 by NAAC)

| S.N. | Metric | Documents Needed | Specific instruction to HEI | Avoid the following while uploading data |
|---|---|---|---|---|
| 1 | **2.4.3 Average Teaching Experience** of **Full Time Teachers** <br><br> **(Data to be provided Only for the Latest Completed Academic Year,** in Number of Years) | • **Experience Certificate**/ Appointment Order of **Selected Faculty** will be sought during **DVV Clarification**. | • **Experience Certificate**/ **Appointment Order** of **Selected Faculty** will be sought during DVV Clarification. <br><br> • **Previous Work** Experience of the teacher in other institutions will be considered here with appropriate documents. | |

# **Evaluation Process & Reforms : 30**

| Metric No. | Metric Description | Weightage |
|---|---|---|
| 2.5.1 QnM | **Average Number** of **Days from the Date of Last Semester End/Year- End Examination** **till the Last Date of Declaration of Results** year-wise during the **Last Five Year.**<br><br>**2.5.1.1:** Number of days from the Date of Last Semester- End/Year- End Examination till the last date of declaration of results **Year-Wise** during the **Last Five Year.** | **10** |

| Assessment year | | | | | |
|---|---|---|---|---|---|
| Number of days | | | | | |

**Formula-**

**Last Semester - End Examination Till the last Date Declaration of Results** X 100

Number of Years in the **Assessment Period**

# Key Indicator 2.5
# Evaluation Process & Reforms : 30

**Upload the Specific Document** as per description given below:

- Institutional data in prescribed format **(data template)**
- Provide the relevant information in institutional **Website** as part **of Public Disclosure.**
- **Exam Timetable Released by the Controller** of **Examination.**
- **Result** Sheet with Date of Publication.
- **Policy Document on Declaration of Results**. (if any)

Apart from the above:-

- **Provide Links** for Any Other Relevant and Document to Support the claim (if any)

**Note :-** In terms of semester system, consider details of even semester only.

# Benchmark : 2.5.1

| Metric | Description | 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|---|---|
| 2.5.1 QnM | **Number** of **Days from the Date of Last Semester End/Year- End Examination** till the Last Date of Declaration of Results year-wise during the **Last Five Year.** (10) | **<20** | **20-30** | **30-40** | **40-50** | **>=50** |

# Data Template : 2.5.1

| Year | Date of end of even semester/ year end examination | Date of Announcement of Last Results | No of Days Between End of Even Semester / year end examination and announcement of results |
|------|------|------|------|
|  |  |  |  |

# Standard Operating Procedure (SOP) : 2.5.1
(SOP Published on :14/12/2022 by NAAC)

| S.N. | Metric | Documents Needed | Specific instruction to HEI | Avoid the following while uploading data |
|------|--------|------------------|-----------------------------|------------------------------------------|
| 1. | **2.5.1 Average Number** of **Days from the Date of Last Semester End/Year- End Examination** till the Last Date of Declaration of Results year-wise during **the Last Five Years** | • Exam timetable released by the Controller of Examination.<br><br>**Result Sheet** with date of **Publication**<br><br>• Policy document on Declaration of results (if any) | • Documentary Evidence of Academic Sessions / Academic Year Planner as Endorsed by Competent Authority | In terms of **Semester System**, **Consider Details** of **Even Semester Only** |

# Key Indicator : 2.5
## Evaluation Process & Reforms : 30

| Metric | Metric Description | Weightage |
|---|---|---|
| **2.5.2** QnM | **Percentage of Student Complain/ Grievances About Evaluation** Against Total Number of Students Appeared in the Examinations during the last **Five Years.** <br><br>2.5.2.1**: Number of Complains/ Grievances** about **Evaluation Year-Wise** during the last five years. <br><br><table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number of Complaints/ Grievances</td><td></td><td></td><td></td><td></td><td></td></tr></table><br>2.5.2.2 **: Number of Students Appeared in the Examination** Conducted by the Institution year wise during **the last five years.** <br><br><table><tr><td>Year</td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td></tr></table><br>**Percentage** = <br>$$\text{Percentage} = \frac{\text{Total Number of Complaints or Grievances about Evaluation}}{\text{Total Number of Students Appeared year wise during last five years}} \times 100$$ | **10** |

# Key Indicator 2.5
# Evaluation Process & Reforms : 40

| 2.5.2 QnM | **Upload the Specific Document** as per description given below:<br>• Institutional **Data** in the **Prescribed format** (**Data Template**)<br>• Provide the Relevant Information in Institutional **Website** as part of Public Disclosure.<br>• **List the Number of Students** who have **Applied for Re-Valuation**/ **Re-Totaling Program Wise** and the total **Certified by** the **Controller** of **Examination** Year-wise for the Assessment Period.<br><br>**Apart from the above:**<br>　　**Provide Links** for any other Relevant Document to Support the Claim (if any).<br>**Note :** One Students to be Counted Only once in a year Irrespective of the Number of Papers/ Courses for which he/ she has Applied. | 10 |
|---|---|---|

# Benchmark of 2.5.2

| Metric | Description | 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|---|---|
| 2.5.2 QnM | **Percentage of Student Complaints/Grievances about Evaluation** against Total Number of Students Appeared in the Examinations during the last five years (10) | <1 | 1-5 | 5-10 | 10-15 | >=15 |

# Data Template : 2.5.2

| Year- 1………….5 | |
|---|---|
| **Name of the student** | **Type of Complaints/ Grievances about Evaluation** like (**Re-totaling/ Revelation** etc.) |
| | |
| Total Number of Students Opting Grievance Redressal for Evaluation. | |

# Standard Operating Procedure (SOP) : 2.5.2
### (SOP Published on :14/12/2022 by NAAC)

| S.N. | Metric | Documents Needed | Specific instruction to HEI | Avoid the following while Uploading data |
|---|---|---|---|---|
| 1 | **2.5.2** **Percentage of Student Complain/ Grievances** About **Evaluation** Against Total Number of Students Appeared in the Examinations during the last **Five Years.** | • **List** the **Number of Students** who have Applied for **Valuation/ Re-Totaling Program** Wise and the **Total Certified** by the **Controller of Examinations** year-wise for the Assessment Period. | • **One Student** to be **Counted Only Once** in a **Year** irrespective of the number of papers/courses for which he/she has applied. | |

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.5.3 QnM | **Automation of Examination Division**<br>**Status of Automation** of **Examination Division** Along with **Approved Examination Manual/ Ordinance.**<br>**A. 100% Automation of Entire Division &**<br>  **Implementation of Examination Manual / Ordinance.**<br>A. Only Student Registration, **Hall Ticket Issue & Result Processing.**<br>B. Only student Registration and result processing.<br>C. Only Result processing.<br>D. Only Manual methodology.<br><br>**Upload the specific document as per description given below.**<br>• **Institutional Data** in Prescribed Format (**Data Template**).<br>• The Report on the Present status of **Automation of Examination Division** Including **Screenshots of Various Modules** of the **Software.**<br>• The Screenshot should Reflect the HEI name and the Name of the Module.<br>• **Copies** of the Purchase **Order** and **Bills/ AMC** of the **Software.**<br>• If the **EMS** is Outsourced, **Copy** of the **Relevant Contract** and **Copies of Bills** of **Payment** to Be Provided.<br><br>**Apart from the above:**<br>• **Provide Links** for any Other Relevant Document to Support the Claim. | **10** |

# Data Template : 2.5.3

| 100% Automation of Entire Division & Implementation of Examination Management System (EMS) | Only student registration, hall ticket issue & Result processing. | Only student registration & result processing | Only result processing | Only manual methodology |
|---|---|---|---|---|
| Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |

## Standard Operating Procedure (SOP) : 2.5.3
### (SOP Published on :14/12/2022 by NAAC)

| S.N | Metric | Documents Needed | Specific instruction to HEI | Avoid the following while uploading data |
|---|---|---|---|---|
| 1. | • Status of Automation of Examination division along with **Approved Examination Manual**/ordinance<br><br>A. **100% Automation of Entire Division & implementation of Examination Management System (EMS)**<br><br>B. Only student registration, Hall ticket issue & Result Processing<br>C. Only student registration and result processing<br>D. Only result processing<br>E. Only manual methodology | • The Report on the Presentstatus of Automation of Examination Division Including Screenshots of Various Modules of the software.<br><br>• The screenshot should reflect the HEI name andthe name of the module.<br><br>• Copies of the purchase order and bills/AMC of thesoftware.<br><br>• If the EMS is outsourced, copy of the relevant contract and copies of billsof payment to be provided | • **The Screenshot should Reflect the HEI Name and the Name of the Module.**<br><br>**Bills/AMC** should be in the Name of the HEI. | • **Bills/AMC/ Software** etc in the name of the **Trust/Society** Not to be considered. |

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NAAC for Quality and Excellence in Higher Education

# Key Indicator – 2.6

## Student Performance & Learning Outcomes : 30

| Metrics | Metric Description | Weightage |
|---------|--------------------|-----------|
| 2.6.1 QIM | The Institutions has Stated **Learning Outcomes** (Program & Course Outcomes)/ **Graduate Attributes** which are **Integrated into the** Assessment Process **and** Widely Published Through the Website and Other Documents and the **Attainment** of the Same are Evaluated by the Institution. <br><br> Write a Description in Max of **500** words. <br><br> **File Description:** <br> • **Upload** Any Additional Information. <br><br> • **Provide Links** as Additional Information. <br><br> • **Upload COs for All Courses.** <br><br> ( **Exemplars from Glossary**). <br><br> **Graduate Attributes** | **15** |

# Key Indicator – 2.6
## Student Performance & Learning Outcomes : 30

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.6.2 QnM | **Pass Percentage of Students** (**Excluding Backlog Students**)<br><br>(Data to be Provided **Only for the Latest Completed Academic Year**).<br><br>**2.6.2.1: Total Number of Final Year Students who Passed the Examination Conducted by Institution**. ☐<br><br>**Upload the Specific Document as per Description Given Below:**<br>• **Institutional Data** in the Prescribed Format (**Data Template**).<br>• Provide the Relevant Information in institutional **Website** as part of Public Discloser.<br>• **Annual Report of COE Highlighting the Pass Percentage of Students**.<br>• **Certified Report** fort the **C**ontroller **o**f **E**xaminations indicating the pass.<br>• Percentage of Students of the Final year (**Final Semester**) Eligible for the Degree Program-Wise / Year Wise.<br>**Apart from the above:**<br>  **Provide Links** for any other Relevant and Document to Support the Claim (if any). | **15** |

# Data Template : 2.6.2

| S.N. | Name of the final year students appearing for end semester examination. | Weather cleared the final exam and qualified to obtain degree. |
|------|--------------------------------------------------------------------------|---------------------------------------------------------------|
|      |                                                                          |                                                               |

# Benchmark : 2.6.2

| Metrics | Description | 4 | 3 | 2 | 1 | 0 |
|---------|-------------|---|---|---|---|---|
| 2.6.2 QnM | Pass percentage of students (excluding backlog students) (Data to be provided only for the Latest Completed Academic Year) (15) | >=90 | 80-90 | 70-80 | 60-70 | <60 |

# Standard Operating Procedure (SOP) : 2.6.2
## (SOP Published on :14/12/2022 by NAAC)

| S.N | Metric | Documents Needed | Specific instruction to HEI | Avoid the following while uploading data |
|---|---|---|---|---|
| 1. | 2.6.2 Pass percentage of students (excluding backlog students)<br><br>(**Data to be Provided** Only for the **Latest Completed Academic Year**) | • **Annual Report of COE** highlighting the pass percentage of students<br><br>• **Certified Report** from the Controller of Examinations indicating the pass<br><br>• Percentage of students of the **final year (final semester) Eligible for the Degree Program-Wise** / **Year Wise** | • Only Current Final Year for the Latest Completed Academic Year<br><br>**Student's Data of All Programs to be Considered** | • Results pertaining to the students **Other Than The Final Year** are<br><br>• **Not to be Submitted.** |

# Students Satisfaction Survey : 30

| Metrics | Metric Description | Weightage |
|---|---|---|
| 2.7.1 QnM | **Online Student Satisfaction Survey** Regarding the Teaching – Learning Process. (Online Survey to be Conducted) **Data Requirement:** (As per **Data Template**) (**Database of All Currently Enrolled Students Need to be Prepared and Shared with NAAC** Along with the Online Submission of QIF) **File Description** <br> • **Upload** Any Additional Information. <br> • **Upload Database** of all Currently Enrolled Students (**Data Template**) | **30** |

# Data Template : 2.7.1

| Name of student | Gender | Category | State of Domicile | Nationality if other than Indian | Email ID | Programme name | Student Unique Enrolment ID | Mobile No. | Yr of joining |
|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |

# Summary of Criteria 2
## Teaching Learning & Evaluation : 200 Marks

| S.n. | Metric | Topic | Marks |
|------|--------|-------|-------|
| **Key Indicator : 2.1, Student Enrolment & Profile : 10 Marks** | | |
| 1 | **2.1.1 QnM** | **Enrollment Percentage** | **5** |
| 2 | **2.1.2 QnM** | Percentage of Seats Filled Against Reserved Categories (SC, ST, OBC, etc) as per Applicable **Reservation Policy for** the **First Years Admission Year-Wise during the last five years**. | **5** |
| **Key Indicator : 2.2 Catering to Student Diversity (20)** | | |
| 1 | **2.2.1 QIM** | **The Institution Assesses the Learning Levels of the Students and Organizes Special Programmes** to **Cater to Differential Learning Needs of the Students.** | **05** |
| 2 | **2.2.2 QnM** | **Student – Full Time Teacher Ratio (Data for the Latest Completed Academic Year)** | **15** |

# Summary of Criteria 2
## Teaching Learning & Evaluation

| S.N. | Metrics | Topic | Marks |
|------|---------|-------|-------|
| **Key Indicator : 2.3, Teaching –Learning Process (20)** | | | |
| 1 | **2.3.1 QIM** | **Student Centric Methods**, Such as **Experiential Learning**, **Participative Learning** and **Problem Solving Methodology** are Used for **Enhancing Learning Experience** and Teachers Use **ICT- E**nabled Tools Including **Online Resources** for **Effective Teaching** Learning Process.. | **10** |
| 2 | **2.3.2 QIM** | **The Institution Adopts Effective Mentor – Mentee Schemes** to Address Academics and **Student- Psychological Issues.** | **10** |
| **Key Indicator : 2.4, Teacher Profile and Quality : 60 Marks** | | | |
| 1 | **2.4.1 QnM** | Average Percentage of **F**ull **T**ime **T**eachers **A**ppointed Against the Number of Sanctioned Posts During the Last Five Years. | **10** |
| 2 | **2.4.2 QnM** | Percentage of Full Time **Teachers with Ph.D**/D.M/M.Ch./D.N.B. Superspeciality / D.Sc./ D'Litt. During the Last Five Years. | **40** |
| 3 | **2.4.3 QnM** | **Average Teaching Experience** of Full Time Teachers in the Same Institution (Data to be Provided Only for the **Latest Completed Academic Year**, In Number of Years) | **10** |

# Summary of Criteria 2
## Teaching Learning & Evaluation

| S.N | Metrics | Topic | Marks |
|---|---|---|---|
| **Key Indicator – 2.5, Evaluation Process and Reforms : Marks 30** | | |
| 1 | **2.5.1 QnM** | Average Number of Days from **The Date of Last Semester** - **End/ Year-End** Examination till the last date of Declaration of Results Year-Wise During the Last Five Years. | **10** |
| 2 | **2.5.2 QnM** | **Percentage of Student Complaints/ Grievances** about **Evaluation** Against Total Number of Students Appeared in the Examination During the Last Five Year. | **10** |
| 3 | **2.5.3 QnM** | **Status of Automation of Examination Division** along with Approved **Examination Manual.** | **10** |

# Summary of Criteria 2
# Teaching Learning & Evaluation

| S.N. | Metrics | Topic | Marks |
|------|---------|-------|-------|
| colspan | | **Key   Indicator : 2.6, Student Performance and Learning  Outcomes (30)** | |
| 1 | 2.6.1 QIM | The Institution has  stated **Learning  Outcomes** (Programme and Course Outcomes)/ **Graduate  Attributes** Which are  Integrated  into the  Assessment Process and widely Publicized  Through the **Website** and Other Documents  and the **Attainment** of the same are **Evaluated** by the institution. | **15** |
| 2 | 2.6.2 QnM | Pass  Percentage  of  Students  (Excluding Backlog  students) (Data  to  be  Provided **Only**  for the **Latest  Completed  Academic** Year.) | **15** |
| | | **Key  Indicator : 2.7, Student  Satisfaction Survey (30)** | |
| 1 | 2.7.1 QnM | **Online  Student  Satisfaction**  Survey  Regarding  the Teaching – Learning Process. | **30** |