Data Templates for NAAC Accreditation

7 NAAC Criteria

(Revised NAAC Manual : 21/12/2022)

Data Template : 1.2.1

Name of Programmes	Name of the Courses Offered Under Each Program	Weather Newly Introduced During Assessment Years (Yes/No)

Data Template : 1.3.2

Name of the Add On / Certificate / Value Added Program / Diploma Programs / Online Courses of MOOCS / SWAYAM /e-Patashala / NPTEL etc.	Program Duration	Through the Program

Data Template : 1.3.3

Name of Programme	Components of • Field Projects/ • Research Projects/ • Internships along with Course Code	Links of Relevant Document

Data Template : 1.4.1

A. Feedback Collected, Analyzed, Action Taken & Communicated to Relevant Body & feedback hosted on the institutional Website.	B. Feedback Collected, Analyzed, Action has been Taken and Communicated to the Relevant Body	Feedback Collected & Analyzed	Feedback collected	Feedback not collected
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No
If Yes, pls Provide Links to the documents	If Yes, pls Provide Links to the Documents	If Yes, pls provide links to the documents	If Yes, pls provide links to the documents	If Yes, pls provide links to the documents

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Data Template : 2.1.1

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

Data Template : 2.1.2

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

Data Template : 2.4.1

Year	Sanctioned Faculty Strength	Appointed Faculty Strength

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)

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.

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

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 Redressed for Evaluation.	

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**

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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.

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

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Data Template : 3.1.2

Sn.	Name of the faculty recipient of seed money	Date of grant	Amount granted (amount less than one lakh shall not be considered)

Data Template : 3.1.3

SN	Name of the recipient faculty	Stature of fellowship (National/ International)	Awarding agency	Details of advanced studies	Year of award

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Data Template : 3.1.4

Metric	Description	4	3	2	1	0
3.1.4 QnM	Percentage of **JRFs**, **SRFs** among the enrolled **PhD** scholars in the institution during the last five years (10)	>=70	60-70	50-60	40-50	<40

Data Template : 3.2.1

Sn.	Name of the PI/ Co-PI	Title of the research Project	Name of the funding agency	Year of award or sanction	Amount in Rs.

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Data Template : 3.3.2

Name of the awardees	Name of the award	Name of the awarding body	Category of award (innovation/ technology Transfer etc.)

Data Template : 3.4.1

Inclusion of research ethics in the Research Methodology course work	Presence of Institutional Ethics Committees (Animal, chemical, bio-ethics etc.)	Plagiarism check	Research Advisory Committee

Data Template : 3.4.2

Name of the Faculty / Student author of the Patent	Patent Number	Date of Award	Patent awarding Agency

Data Template : 3.4.3

Name of the Ph.d research Scholar	Name of the Research Supervisor	Year of Registration	Year of completion and award of PhD

Data Template : 3.4.4

Title of Paper	Name of the Author/s	Dept. of the teacher	Name of journal	Year of Publication	ISSN number	Link to the recognition in UGC enlistment of the journal		

Data Template : 3.4.5

S. N.	Name of the Teacher	Title of the Book/ Chapters Published	Title of the Paper	Title of the Proceedings of the conference	Year of Publication	ISBN No. of the Proceeding	Whether at the time of publication affiliating Institution was same YES/No	Name of the Published

Data Template : 3.4.6

1. For e-PG-Pathshala	2. For CEC (Undergraduate)	3. For SWAYAM	4. For Other MOOCs Platforms	5. Any Other Govt. Initiatives	6. For Institutional LMS
Yes/ No	**Yes**/ No	**Yes**/ No	**Yes**/ No	**Yes**/ No	**Yes**/ No
If yes, provide links to the contents					

Data Template : 3.5.1

Metric	Description	4	3	2	1	0
3.5.1 QnM	**Revenue Generated from Consultancy** **& Corporate Training** during the last five years (INR in Lakhs) **(20)**	**>=200**	**150-200**	**100-150**	**50-100**	**<50**

Data Template : 3.6.2

Name of the activity	Organization unit/ agency/ collaborating agency	Year of the activity	No. of students participated in such activities.

Data Template : 3.7.1

Year of signing MoU	Name of the organization with whom MoU/ Collaboration being signed	Duration	Purpose of MoU/ Collaboration	List the actual activities under each MoU year-wise

Data Template : 4.1.2

Year	Tata Expenditure Excluding Salary	Expenditure on Infrastructure Augmentation	Expenditure on Maintenance of Physical Facilities	Expenditure for Purchase of Books/ E-Books and Subscription to Journals/ e-Journal

Data Template : 4.2.2

Year	Tata Expenditure Excluding Salary	Expenditure on Infrastructure Augmentation	Expenditure on Maintenance of physical facilities	Expenditure for purchase of books/ e-books and Subscription to journals/ e- journal

Data Template : 4.3.3

1.	Audio Visual Center, Mixing Equipment, Editing Facilities Center and Media Studio.	Yes/ No
2.	Lecture Capturing System. (LCM)	Yes/ No
3.	Central Instrumentation Centre	Yes/ No
4.	Animal House	Yes/ No
5.	Museum	Yes/ No
6.	Business Lab	Yes/ No
7.	Research/ Statistical Database	Yes/ No
8.	Moot Court	Yes/ No
9.	Theatre	Yes/ No
10.	Art Gallery	Yes/ No
11.	Any Other Faculty to Support Research	Yes/ No

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Data Template : 4.4.1

Year	Tata Expenditure Excluding Salary	Expenditure on Infrastructure Augmentation	Expenditure on Maintenance of Physical Facilities	Expenditure for purchase of Books/ E- Books and Subscription to journals/ E- journal

Data Template : 5.1.1

Year	Title of Scholarship	Name of the Student	Amount Received as Scholarship	Type of Scholarship (Institution, Government and Non-Government bodies, Industries, Philanthropists.	Links to Relevant Document

Data Template : 5.1.3

1. Soft Skill	**Yes**/ No
2. Language and Communication Skills.	**Yes**/ No
3. Life Skills (Yoga, Physical Fitness, Health and Hygiene, Self-Employment and Entrepreneurial skills)	**Yes**/ No
4. Awareness of trends in technology	**Yes**/ No

Data Template : 5.1.4

1. Implementation of guidelines of statutory/ regulatory bodies.	**Yes**/ No
2. Organization-wide awareness and undertakings on policies with zero tolerance.	**Yes**/ No
3. Mechanisms for submission of online/ offline students' grievances.	**Yes**/ No
4. Timely redressal of the grievances through appropriate committees.	**Yes**/ No

Data Template : 5.2.1

SN	Name of the outgoing placed	Organization in which placed	Package committed per annum in INR

Data Template : 5.2.2

SN	Name of the outgoing progressed to Higher Education	Organization joined for Higher Education	Details of the Program enrolled

Data Template : 5.2.3

Year – 1…….5			
Name of the qualifying student	Level of Exam	Name of competitive Examination	Links to relevant document

Data Template : 5.3.1

SN	Date of the Event	Name of the Student	Level of Achievement (at Inter-University/State/ national/ international	Details of Sports/ Cultural activity	Position Secured

Data Template : 5.3.3

1.	**Sports Competitions/ Events**	**Yes** / No	**Links** to Relevant Document
2.	**Cultural Competitions/ Events**	**Yes** / No	**Links** to Relevant Document
3.	**Technical Fest/ Academic Fests**	**Yes** / No	**Links** to Relevant Document
4.	**Any other events through active Clubs and Forums.**	**Yes** / No	**Links** to Relevant Document

Data Template : 6.2.2

1. Administration	**Yes**/ No	Link to Relevant Document
2. Finance and Accounts	**Yes**/ No	Link to Relevant Document
3. Student Admission and Support	**Yes**/ No	Link to Relevant Document
4. Examinations	**Yes**/ No	Link to Relevant Document

Data Template : 6.3.2

Year - 1………..5					
Year	**Name of Teacher**	**Name of Conference/ Workshop Attended for which Financial Support Provided**	**Name of the Professional Body for which Membership Fee is provided**	**Amount of support**	**Amount of support (in INR)**

Data Template : 6.3.3

Year - 1			
Name of the Faculty	Type of Program (Professional Development Programmes, Orientation/ Induction Programmes, Refresher Course, Short Term Course)	Duration (in No. of days)	Start Date and End date

Data Template : 6.3.4

Year	Name of the Non - Government Funding Agencies/ Individuals	Purpose of the Grant	Funds/ Grants Received (INR in lakhs)	Link to Audited Statement of Account Reflecting the Receipts

Data Template : 6.4.2

Year	Name of the Non - Government Funding Agencies/ Individuals	Purpose of the Grant	Funds/ Grants Received (INR in lakhs)	Link to Audited Statement of Account Reflecting the Receipts

Data Template : 6.5.2

1. Academic and Administrative Audit (AAA) and follow up action taken.	**Yes**/ **No**	Linked to relevant document
2. Conferences, Seminars, Workshops on quality conducted.	**Yes**/ **No**	Linked to relevant document
3. Collaborative quality initiatives with other institution (s)	**Yes**/ **No**	Linked to relevant document
4. Orientation Programme on quality issues for teachers and students.	**Yes**/ **No**	Linked to relevant document
5. Participation in NIRF and other recognized ranking like shanghai Ranking, QS Ranking Times Ranking etc.	**Yes**/ **No**	Linked to relevant document
6. Any other quality audit recognized by state, national or international agencies (ISO Cortication, NBA and such others)	**Yes**/ **No**	Linked to relevant document

Data Template : 7.1.2

1. Solar Energy	Yes/ No	Links to Relevant Document
2. Bio Gas Plant	Yes/ No	Links to Relevant Document
3. Wheeling to the Grid	Yes/ No	Links to Relevant Document
4. Sensor-based Energy Conservation	Yes/ No	Links to Relevant Document
5. Use of LED Bulbs/ Power Efficient Equipment	Yes/ No	Links to Relevant Document

Data Template : 7.1.4

1. Rainwater Harvesting	Yes/ No	Links to Relevant Document
2. Bore well/ Open Well Recharge	Yes/ No	Links to Relevant Document
3. Construction of Tanks and Bunds	Yes/ No	Links to Relevant Document
4. Wastewater Recycling	Yes/ No	Links to Re/levant Document
5. Maintenance of Water Bodies and Distribution System in the Campus.	Yes/ No	Links to Relevant Document

Data Template : 7.1.6

1. Green audit/ Environment Audit	**Yes**/ **No**	**Links** to Relevant Document
2. Energy Audit	**Yes**/ **No**	**Links** to Relevant Document
3. Clean and Green Campus Recognitions/ Awards.	**Yes**/ **No**	**Links** to Relevant Document
4. Beyond the campus environment promotional activities.	**Yes**/ **No**	**Links** to Relevant Document

Data Template 7.1.10

1. The institutional Code of Conduct principle are displayed on the website.	**Yes/** No	**Links** to **Relevant Document**
2. There is a Committee to Monitor Adherence to The Institutional Code of Conduct Principles.	**Yes/** No	**Links** to **Relevant Document**
3. Institution Organizes Professional Ethics Programmes for Students, Teachers, Administrators and Other Staff.	**Yes/** No	**Links** to **Relevant Document**
4. Annual awareness programmes on Code of Conduct are organized.	**Yes/** No	**Links** to **Relevant Document**

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