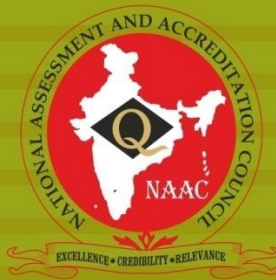


# **NAAC**

## **Institutional Accreditation**

### **MANUAL for Self-study Report Universities**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
(An Autonomous Institution of the University Grants Commission)

## **PREFACE**

It is heartening that the National Assessment and Accreditation Council (NAAC) has brought in new spirit into its process of Assessment and Accreditation (A&A). This has been attempted as a continuance of the NAAC's concern for ensuring that its processes are in tune with local, regional and global changes in higher education scenario and in particular NEP-2020. The current process of A&A is being adopted from July 2017. The main focus of the revision process has been to enhance the redeeming features of the accreditation process and make them more robust, objective, transparent and scalable as well as make it ICT enabled.

Considering feedback from the stakeholders NAAC has simplified the Manual and also decided to disclose the benchmarks. Based on the feedback from the stakeholders and inputs from the experts from Higher Education Institutions, the present simplified Manual has been prepared following the current A&A framework.

The contribution of the experts and the officials of NAAC in the development of this manual would no doubt go a long way in making the entire process of A&A more effective and efficient. The services of all the experts are gratefully acknowledged.

The institution seeking accreditation from now on will need to understand the changes made in the Manual. In an effort to enhance the accountability of the accrediting agency as well as the institutions applying for accreditation, it is advised to look into the latest developments on the website of NAAC.

I deem it a privilege to acknowledge the immense contribution made by the team of NAAC in the development of the Manuals for the A&A process of Universities.

21<sup>st</sup> December 2022  
Bengaluru

**(S. C. Sharma)**  
**Director, NAAC**

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**SECTION A:**

**GUIDELINES FOR ASSESSMENT AND ACCREDITATION**

*This Section presents the NAAC framework for Assessment and Accreditation based on the Core Values and Criteria for assessment and Key Indicators. Further, it details the procedures for institutional preparation for filling the Self Study Report online, Peer Assessment and the final Outcome of Accreditation. The procedure for re-assessment, mechanism for institutional appeals and accreditation of subsequent cycles are also presented.*

## **I. INTRODUCTION**

India has one of the largest and diverse education systems in the world. Privatization, widespread expansion, increased autonomy and introduction of Programmes in new and emerging areas have improved access to higher education. At the same time, it has also led to widespread concern on the quality and relevance of the higher education. To address these concerns, the National Policy on Education (NPE, 1986) and the Programme of Action (PoA, 1992) spelt out strategic plans for the policies, and advocated the establishment of an independent National accreditation agency. Consequently, the National Assessment and Accreditation Council (NAAC) was established in 1994 as an autonomous institution of the University Grants Commission (UGC), with its Headquarters in Bengaluru, Karnataka. The mandate of NAAC is to make quality assurance as an integral part of the functioning of Higher Education Institutions (HEIs) and to motivate them to build a strong quality culture within.

The NAAC functions through its General Council (GC) and Executive Committee (EC) comprising educational administrators, policy makers and senior academicians from a cross-section of Indian higher education system. The Chairperson of the UGC is the President of the GC of the NAAC, and the Chairperson of the EC is an eminent academician nominated by the President of GC (NAAC). The Director of NAAC is the academic and administrative head of NAAC and is the member-secretary of both the GC and the EC. In addition to the statutory bodies that steer its policies, expert advisory and consultative committees constituted from time to time and a committed team of core staff support and steer the activities of NAAC.

### **Vision, Mission and Core Values of NAAC**

#### **The vision of NAAC is:**

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

#### **The mission statements of NAAC are:**

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- *To stimulate the academic environment for promotion of quality in teaching-learning and research in higher education institutions;*
- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- *To undertake quality-related research studies, consultancy and training programmes, and*
- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

These mission statements aim at translating the NAAC's vision into focused action plans, and define NAAC's engagement with Higher Education Institutions for ushering a quality culture in them. Striving to achieve its goals as guided by its vision and mission statements, NAAC primarily focuses on assessment of the quality of higher education institutions in the country. The NAAC methodology for Assessment and Accreditation is specifically designed taking into account the good practices of Quality Assurance (QA) agencies across the world and consists of an initial self-assessment by the institution and a subsequent external peer assessment organized by NAAC.

## **The Core Values of NAAC**

Throughout the world, Higher Education Institutions (HEIs) function in a dynamic environment. Considering the need to expand the system of higher education in the country, the impact of modern technology on the educational delivery, the increasing private participation in higher education and the impact of globalization (including liberal cross-border and trans-national educational imperatives), NAAC envisages marked changes in the Indian higher education system. These changes and the consequent shift in values have been taken into cognizance by NAAC while formulating its Core Values. Accordingly, to ensure external and internal probity, validity and credibility, the QA process of NAAC is grounded within a value framework which is suitable and appropriate to the National context.

The accreditation framework of NAAC is based on **FIVE CORE VALUES** as detailed below:

### **(i) Contributing to National Development**

Most of the HEIs have a remarkable capacity to adapt to changes and at the same time, pursue the goals and objectives that they have set forth for themselves. Contributing to National development has always been an implicit goal of Indian HEIs. The role of HEIs is significant in human resource development and capacity building of individuals, to cater to the needs of the economy, society and the country as a whole, thereby, contributing to the development of the Nation. Serving the cause of social justice, ensuring equity and increasing access to higher education are a few ways by which HEIs can contribute to the National development. It is therefore appropriate that the Assessment and Accreditation (A&A) process of NAAC looks into the ways HEIs have been responding to and contributing towards National development.

### **(ii) Fostering Global Competencies among Students**

The spiraling academic, technical and technological developments at the global level also warrant that the NAAC includes in its scope of assessment skill development of students, on par with their counterparts elsewhere in the world. With liberalization and globalization of economic activities, the need to develop skilled human resources of a high caliber is imperative. Consequently, the demand for internationally-acceptable standards in higher education is implicit. Therefore, the accreditation process of NAAC needs to examine the role of HEIs in preparing the students to achieve core competencies to face the global challenges successfully. This requires that the HEIs be innovative, creative and entrepreneurial in their approach. Towards achieving this, HEIs may establish collaborations with industries, network with the neighborhood

agencies/bodies and foster a closer relationship between the “world of competent-learning” and the “world of skilled work”.

### **(iii) Inculcating a Value System among Students**

Although skill development is crucial to the success of students in the job market, skills are of less value in the absence of appropriate value systems. The HEIs have to shoulder the responsibility of inculcating desirable value systems among students. In a country like India, with cultural pluralities and diversities, it is essential that students imbibe appropriate values commensurate with the social, cultural, economic and environmental realities, at the local, national and universal levels. Whatever be the pluralities and diversities that exist in the country, there is a persisting concern for inculcating the core universal values such as truth and righteousness, apart from other values emphasized in the various policy documents of the country. The seeds of values such as cooperation and mutual understanding during the early stages of education have to be reiterated and re-emphasized at the higher education level also, through appropriate learning experiences and opportunities. The NAAC assessment therefore examines how these essential and desirable values are being inculcated in the students, by the HEIs.

### **(iv) Promoting the Use of Technology**

Most of the significant developments that one can observe today can be attributed to the impact of Science and Technology. While the advantages of using modern tools and technological innovations in the day-to-day-life are well recognized, the corresponding changes in the use of new technologies, for teaching-learning and governance of HEIs, leaves much to be desired. Technological advancement and innovations in educational transactions have to be undertaken by all HEIs, to make a visible impact on the academic development as well as administration. At a time when our educational institutions are expected to perform as good as their global partners, significant technological innovations have to be adopted. Traditional methods of delivering higher education have become less motivating to a large number of students. To keep pace with the developments in other spheres of human endeavor, HEIs have to enrich the learning experiences of their students by providing them with the state-of-the-art educational technologies. The campus community must be adequately prepared to make use of Information and Communication Technology (ICT) optimally. Conscious effort is also needed to invest in hardware and to orient the faculty suitably.

In addition to using technology as a learning resource, managing the activities of the institution in a technology-enabled way will ensure effective institutional functioning. For example, documentation and data management in the HEIs are areas where the process of assessment by NAAC has made a significant impact. Moving towards electronic data management and having institutional website to provide ready and relevant information to stakeholders, are desirable steps in this direction. In other words, effective use of ICT in HEIs will be able to provide ICT literacy to the campus community, using ICT for resource sharing and networking, as well as adopting ICT-enabled administrative processes. Therefore, NAAC assessment would look at how the HEIs have put in place their electronic data management

systems, electronic resources and their access to internal and external stakeholders, particularly the student community.

**(v) Quest for Excellence**

In contributing to nation-building and skill development of students, HEIs should demonstrate a drive to develop themselves into centres of excellence. Excellence in all that they do will contribute to the overall development of the system of higher education of the country as a whole. This ‘*Quest for Excellence*’ could start with the assessment or even earlier, by the establishment of the Steering Committee for the preparation of the Self - Study Report (SSR) of an institution and establishing an Internal Quality Assurance Cell (IQAC), to direct and oversee the quality-related activities of the HEI. Another step in this direction could be the identification of the strengths and weaknesses in the teaching and learning processes as carried out by the institution through a Quality Gap analysis and SWOC analysis of the institution.

The five core values as outlined above form the foundation for the assessment of HEIs institutions that seek volunteer for assessment and accreditation by NAAC. The HEIs may also add their own core values to those of NAAC, in conformity with the goals and mission of the institution.

## **II. ASSESSMENT AND ACCREDITATION OF HIGHER EDUCATION INSTITUTIONS**

The NAAC has been carrying out the process of quality assessment and accreditation of HEIs over the past over two decades. Several HEIs have gone through this process and a sizeable number has also undergone subsequent cycles of accreditation. True to its commitment for promoting quality culture in HEIs in consonance with the overall developments in the field of higher education in the outside world, NAAC has been striving to be sensitive to adequately reflect these in its processes. The A&A process of NAAC continues to be an exercise in partnership with the HEI being assessed. As is known by now, the revision of the A&A process of NAAC is an attempt to enhance such a partnership. Over the years, the feedback received from the HEIs and other stakeholders as well as the developments in the national scenario of HE – all have contributed in making appropriate revisions in the process so as to accelerate the process with greater rigor.

### **Revised Assessment and Accreditation (A&A) Framework of NAAC**

The Revised Assessment and Accreditation Framework was launched in July 2017. It represents an explicit Paradigm Shift making it ICT- enabled, objective, transparent, scalable and robust. The Shift is:

- From the previous qualitative peer judgment to data based quantitative indicator evaluation with increased objectivity and transparency
- Towards extensive use of ICT confirming scalability and robustness



- In terms of simplification of the process, drastic reduction in the number of questions, size of the Self Study Report, reduction in the number of peer team visit days, and such others.
- Boosting benchmarking as quality improvement tool. This has been attempted through comparison of NAAC indicators with those of other international QA frameworks
- Introducing the *System Generated Scores* (SGS) with combination of online evaluation (about 70%) and peer judgement (about 30%)
- Introducing Pre-qualifier before the peer team visit, as 25% of the SGS.
- In introducing the element of a *third-party validation* of data
- In providing appropriate differences in the metrics, weightages and benchmarks between those of the universities, autonomous colleges and affiliated/constituent colleges
- In revising several metrics to bring in enhanced participation of students and alumni in the assessment process

### **Focus of Assessment**

The NAAC continues with its focus of assessment on quality culture of the institution in terms of Quality Initiatives, Quality Sustenance and Quality Enhancement, as reflected in its vision, organization, operations and the processes. Experience has reiterated that these can be ascertained either by on site observations and/or through the facts and figures about the various aspects of institutional functioning. The Revised Manual places greater confidence in the latter as reflective of internal institutional processes.

In line with NAAC's conviction that quality concerns are institutional, Quality Assessment (QA) can better be done through self-evaluation, the self-evaluation process and the subsequent preparation of the Self Study Report (SSR) to be submitted to NAAC involves the participation of all the stakeholders – management, faculty members, administrative staff, students, parents, employers, community and alumni. While the participation of internal stakeholders i.e. management, staff and students provide credibility and ownership to the activity and could lead to newer initiatives, interactions with the external stakeholders facilitate the development of the institution and their educational services. Overall, the QA is expected to serve as a catalyst for institutional self-improvement, promotion of innovation and strengthen the urge to excel.

It is attempted to enlarge the digital coverage of the entire process of A&A. This, it is believed, will not only accelerate the process but also bring in greater objectivity into the process.

The possible differentiation required in respect of HEIs which are going for subsequent cycles of A&A, appropriate scope has been provided in the process. This will allow the HEIs to appropriately represent the developments they have attempted after the previous A&A cycle.

### **III. QUALITY INDICATOR FRAMEWORK (QIF)- DESCRIPTION**

The criteria-based assessment forms the backbone of A&A process of NAAC. The seven criteria represent the core areas of functions and activities of an HEI. In the revised framework not only the academic and administrative aspects of institutional functioning but also the emerging issues have been included. The seven Criteria to serve as basis for assessment of HEIs are:

- Criterion 1:** Curricular Aspects
- Criterion2:** Teaching-Learning and Evaluation
- Criterion3:** Research, Innovations and Extension
- Criterion4:** Infrastructure and Learning Resources
- Criterion5:** Student Support and Progression
- Criterion6:** Governance, Leadership and Management
- Criterion7:** Institutional Values and Best Practices

Under each Criterion a few Key Indicators (KIs) are identified. These Key Indicators are further delineated as Metrics which are actually meant to elicit responses from the HEIs. These seven criteria along with their KIs are detailed below explicating the aspects they represent:

### **Criterion 1: - Curricular Aspects**

Curricular Aspects are the mainstay of any educational institution. However, the responsibilities of various HEIs in this regard vary depending on their administrative standing. That is, an Affiliated College is essentially a teaching unit which depends on a larger body namely university for legitimizing its academic and administrative processes. Its engagement with curricular aspects is mainly in their implementation while its participation in curriculum development, procedural detailing, evaluation procedures as well as certification is peripheral and these are “givens”. A University has the mandate to visualize appropriate curricula for particular programmes, revise/update them periodically, ensure that the outcomes of its programmes are defined by its bodies, the affiliated/constituent colleges do not have this freedom. In case of Autonomous Colleges, curricular responsibilities are similar to those of the Universities.

Criterion 1 pertains to the practices of an institution in initiating a wide range of programme options and courses that are in tune with the emerging national and global trends and relevant to the local needs. Apart from issues of diversity and academic flexibility, aspects on career orientation, multi-skill development, feedback system and involvement of stakeholders in curriculum updating are also assessed.

The focus of Criterion 1 is captured in the following Key Indicators:

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#### **KEY INDICATORS**

- 1.1\*(U) -Curriculum Design and Development
- 1.1\*(A) - Curriculum Planning and Implementation
- 1.2 Academic Flexibility
- 1.3 Curriculum Enrichment
- 1.4 Feedback System

\* (U) - applicable only to the Universities and Autonomous Colleges

\* (A) - applicable only to the Affiliated/Constituent Colleges

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## **1.1 \*(U) Curriculum Design and Development**

One of the significant responsibilities of Universities and Autonomous Colleges is Curriculum Design and Development and they are expected to have processes, systems and structures in place to shoulder this responsibility. Curriculum Design and Development is a complex process of developing appropriate need-based inputs in consultation with expert groups, and based on the feedback from stakeholders. This results in the development of relevant programmes with flexibility, to suit the professional and personal needs of the students and realization of core values. The Key Indicators (KIs) also considers the good practices of the institution in initiating a range of programme options and courses that are relevant to the local needs and in tune with the emerging national and global trends.

Curriculum evolved by the University/Autonomous College comprises Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). The substantive outlines of courses in every discipline (syllabus), organizational details of implementation as well as assessment of student performance lead to the attainment of PSOs and COs. The quality element is reflected in the efforts to revise, update, include emerging issues etc., that the University/Autonomous College makes in this regard. The Curriculum designed by University/Autonomous College may also focus on employability, entrepreneurship and skill development. The POs, PSOs, COs could be uploaded on Institutional website.

## **1.1 \*(A) Curricular Planning and Implementation**

The Affiliating/Constituent Colleges have a rather insignificant role in curriculum designing and development. They adopt the curriculum overview provided by the respective universities. Each college operationalizes the curriculum within the overall frame work provided, in one's own way, depending on its resource potential, institutional goals, concerns and so on. That is, each college visualizes the way the curriculum has to be carried out – activities, who, how, when etc. This process makes each institution unique and reflects on the concern of the college for quality in the form of values emphasized, sensitivities focused on, and such others.

## **1.2 Academic Flexibility**

Academic flexibility refers to the freedom in the use of the time-frame of the courses, horizontal mobility, inter-disciplinary options and others, facilitated by curricular transactions. Supplementary enrichment programmes introduced as an initiative of the college, credit system and choices offered in the curriculum, in terms of programme, curricular transactions and time-frame options are also considered in this key indicator.

### 1.3 Curriculum Enrichment

Holistic development of students is the main purpose of curriculum. While this is attempted through prescribing dynamic and updated curricular inputs, the HEI is expected to have provision for added courses and activities which may not be directly linked with one's discipline of study but contribute to sensitizing students to cross-cutting issues relevant to the current and pressing concerns both nationally and internationally, such as gender, environment and sustainability, human values, professional ethics, and development of creative and divergent competencies. A progressive university would provide a wide range of such "value-added" courses for students to choose from according to their interests and inclinations.

### 1.4 Feedback System

The process of revision and redesigning of curricula is based on recent developments and feedback from the stakeholders. The feedback from all stakeholders in terms of its relevance and appropriateness in catering to the needs of the society, economy and environment helps in improving the inputs.

An HEI with the feedback system in place will have an active process of not only collecting feedback from all stakeholders, but also analysing it and identifying & drawing pertinent pointers to enhance the learning effectiveness.

## Criterion 2: - Teaching-Learning and Evaluation

Criterion 2 pertains to the efforts of an institution to serve students of different backgrounds and abilities, through effective teaching-learning experiences. Interactive instructional techniques that engage students in higher order '*thinking*' and investigation, through the use of interviews, focused group discussions, debates, projects, presentations, experiments, practicum, internship and use of ICT resources are important considerations. It also probes into the adequacy, competence as well as the continuous professional development of the faculty who handle the programmes of study. The efficiency of the techniques used to continuously evaluate the performance of teachers and students is also a major concern of this Criterion.

The focus of Criterion 2 is captured in the following Key Indicators:

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#### KEY INDICATORS

- 2.1 Student Enrolment and Profile
  - 2.2 Catering to Student Diversity
  - 2.3 Teaching-Learning Process
  - 2.4 Teacher Profile and Quality
  - 2.5 Evaluation Process and Reforms
  - 2.6 Student Performance and Learning Outcomes
  - 2.7 Student Satisfaction Survey
-

## **2.1 Student Enrolment and Profile**

The process of admitting students to the programmes is through a transparent, well-administered mechanism complying with all the norms of the concerned regulatory/governing agencies, of the State and Central Governments. Apart from these mandatory compliances the institution must put forth its efforts in ensuring equity and wide access, in providing representation to student community from different geographical areas and socio-economic, cultural and educational backgrounds. These will be reflected in the student profile.

## **2.2 Catering to Student Diversity**

The HEIs are expected to satisfy the needs of the students from diverse backgrounds including backward community as well as from different locales. They would make special efforts to attract students from special categories, reach out to their special learning needs by initial assessment of their learning levels, in addition to understanding possible variations over the years of their tenure at the institution and how and what is done to reach out to such students. In uni-gender institutions explicit efforts are to be made to sensitise students about the other gender/s.

## **2.3 Teaching-Learning Process**

Diversity of learners in respect of their background, abilities and other personal attributes will influence the extent of their learning. The teaching-learning modalities of the institution are to be rendered relevant for the learner group. The learner-centric education through appropriate methodologies such as participative learning, experiential learning, collaborative learning and self-learning modes facilitate effective learning. Teachers must provide a variety of learning experiences, including individual and collaborative learning. Interactive and participatory approaches, if employed, create a feeling of responsibility in the learners and make learning a process of construction of knowledge. The available vast digital resources make learning more individualised, creative and dynamic. Quality of learning provided in the institution depends largely on teacher readiness to draw upon such recently available technology supports as also the initiatives to develop such learning resources to enrich teaching-learning, teachers' familiarity with Learning Management Systems (LMSs), other e-resources available and how to meaningfully incorporate them in the scheme of teaching-learning.

## **2.4 Teacher Profile and Quality**

“Teacher quality” is a composite term to indicate the quality of teachers in terms of their qualification and characteristics, adequacy of institutional recruitment procedures and faculty availability, professional development and recognition of teaching abilities. Teachers must take initiatives to learn and keep abreast with the latest developments in the

core and auxiliary subjects, to innovate, continuously seek improvement in their performance and strive for individual and institutional excellence.

## **2.5 Evaluation Process and Reforms**

This Key Indicator looks at issues related to assessment of teaching, learning and evaluative processes and reforms, to increase the efficiency and effectiveness of the system. One of the purposes of evaluation is to provide development-inducing feedback. The qualitative dimension of evaluation is in its use for enhancing the competence of students. Innovative evaluation process is to gauge the knowledge and skills acquired by learners, at various levels of the programmes.

These specifications are stated as PSOs and COs. The quality of the assessment process in a HEI depends on how well the examination system actually tests the PSOs and COs, quality of questions, extent of transparency in the system, extent of development-inducing feedback system, regularity in the conduct of examinations and declaration of results as well as regulatory mechanisms for prompt action on possible errors (If any).

## **2.6 Student Performance and Learning Outcomes**

The real test of the extent to which teaching-learning has been effective in a HEI is reflected in the student performance in the examinations. Student performance is seen as the realization of learning outcomes which are specifications of what a student should be capable of doing on successful completion of a course and/or a programme.

## **2.7 Student Satisfaction Survey**

All the efforts of teachers and the institution to make learning a meaningful process can be considered impactful only to the extent students perceive it to be meaningful. Their satisfaction level is decided by the kinds of experiences they undergo, the extent of the “comfort” feeling as well as intellectual stimulation the learning situations provide. Their feedback significantly showcases the actual quality of teaching-learning process enabling identification of the strengths of teaching as well as the possible improvements. Student satisfaction thus is a direct indicator of the effectiveness of teaching-learning in the institution. It may be impractical to capture this aspect from every student; however, every HEI can resort to a sample survey on a formalized basis to capture this significant feature. This is the reason the revised assessment framework of NAAC has adopted the Student Satisfaction Survey (SSS).

## **Criterion 3: - Research, Innovations and Extension**

This Criterion seeks information on the policies, practices and outcomes of the institution, with reference to research, innovations and extension. It deals with the facilities provided and efforts made by the institution to promote a ‘research culture’. The institution has the responsibility to enable faculty to undertake research projects useful to

the society. Serving the community through extension, which is a social responsibility and a core value to be demonstrated by institutions, is also a major aspect of this Criterion.

The focus of Criterion 3 is captured in the following Key Indicators:

---

### **KEY INDICATORS**

- 3.1 \*Promotion of Research and Facilities
  - 3.2 Resource Mobilization for Research
  - 3.3 Innovation Ecosystem
  - 3.4 Research Publications and Awards
  - 3.5 \*Consultancy
  - 3.6 Extension Activities
  - 3.7 Collaboration
- 

\*Not Applicable to Affiliated/Constituent Colleges

#### **3.1 Promotion of Research and Facilities**

Promotion of research is a significant responsibility of the HEIs particularly for Universities, without which a ‘research culture’ on campus cannot be realised. HEIs have to be actively engaged in this endeavor through evolving appropriate policies and practices, making adequate resources available, encouraging active research involvement of teachers and scholars as well as recognizing any achievement of teachers through research. It also includes responsiveness and administrative support (procedural flexibility) of the institution, utilizing the supports and resources made available by Government and/or other agencies. Required infrastructure in terms of space, equipment and support facilities are to be made available on the campus for undertaking research. The institution must collaborate with other agencies, institutions, and research bodies, for sharing research facilities and undertaking collaborative research.

#### **3.2 Resource Mobilization for Research**

The institution must provide support in terms of financial, academic and human resources required, and take timely administrative decisions to enable faculty to submit project proposals and approach funding agencies for mobilizing resources for research. Institutional support to its faculty for submitting research projects, securing external funding through flexibility in administrative processes, infrastructure and academic support are crucial for any institution to excel in research. Faculty must be empowered to take up research activities utilizing the existing facilities. The institution must encourage its staff to engage in interdisciplinary/multidisciplinary/interdepartmental research activities for both, resource sharing and collaborative research.

#### **3.3 Innovation Ecosystem**

The Institution has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge. The institution conducts workshop/seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices. Awards for innovation won by institution/teachers/research scholars/students, start-ups incubated on-campus are explicitly incentivized by the institution.

### **3.4 Research Publications and Awards**

Exploration and reflection are crucial for any teacher to be effective in one's job. Quality research outcome is beneficial for the discipline, society, industry, region and the nation. Sharing of knowledge especially theoretical and practical findings of research through various media enhances quality of teaching and learning. Research acumen is an evolving feature reflecting various research outputs with clear records such as- doctoral, post-doctoral, projects, inventions and discoveries, number of patents obtained and number of research publications.

### **3.5 Consultancy**

Activity organized or managed by the faculty for an external agency for which the expertise and the specific knowledge base of the faculty becomes the major input is to be recognized. The finances generated through consultancy are to be fairly utilized by the institution. The faculty taking up consultancy must be properly rewarded. University is a resource pool with several persons engaged in research at various levels. Consultancy shows the credibility of the university's research acumen to in the outside world. While the university personnel extend their expertise to other agencies, along with the faculty, the university also generates some revenue. along with the research faculty. For this, it is necessary that the university has a formalized policy on consultancy with clear specifications of revenue sharing between the teacher and the institution. However, this may not be a formalized aspect of a college.

### **3.6 Extension Activities**

Learning activities have a visible element for developing sensitivities towards community issues, gender disparities, social inequity etc. and in inculcating values and commitment to the society. Affiliation and interaction with groups or individuals who have an interest in the activities of the institution and the ability to influence the actions, decisions, policies, practices or goals of the organization lead to mutual benefit to both the parties. The processes and strategies inherent in such activities relevantly sensitize students to the social issues and contexts. Sustainable practices of the institution leading to superior performance results in successful outcomes in terms of generating knowledge useful for the learner as well as the community.

Extension also is the aspect of education which emphasizes community services. These are often integrated with curricula as extended opportunities, intended to help, serve, reflect and learn. The curriculum-extension interface has an educational value, especially in rural India.



### **3.7 Collaboration**

Through collaboration the HEIs can maintain a closer contact with the work field. It helps to keep the academic activities in the HEI in a more realistic perspective and also expands the scope of learning experiences of students. Collaboration can be sought with academic institutions or industry or other agencies of professional and social relevance. The range of activities could include training, student exchange, faculty exchange, research and resource sharing, among others. For making collaborative endeavor impactful, it is necessary that there is a formal agreement or understanding between the institution and other HEIs or agencies for such activities.

### **Criterion 4: - Infrastructure and Learning Resources**

The adequacy and optimal use of the facilities available in an institution are essential to maintain the quality of academic and other programmes on the campus. It also requires information on how every constituent of the institution - students, teachers and staff - benefit from these facilities. Expansion of facilities to meet future development is included among other concerns.

The focus of Criterion 4 is captured in the following Key Indicators:

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#### **KEY INDICATORS**

- 4.1 Physical Facilities
  - 4.2 Library as a Learning Resource
  - 4.3 IT Infrastructure
  - 4.4 Maintenance of Campus Infrastructure
- 

#### **4.1 Physical Facilities**

Adequate infrastructure facilities are imperative for effective and efficient conduct of the educational programmes. The growth of infrastructure has to keep pace with the academic developments of the institution. The other supportive facilities on the campus are developed to contribute to the effective ambience for curricular, co-curricular, extra-curricular and administrative activities. A provision of expenditure in the budget is made annually for maintenance and replenishment of physical facilities which will ensure their availability on a continual basis.

#### **4.2 Library as a Learning Resource**

Institutional library holdings in terms of books, journals, e-resources and other learning materials including technology-aided learning mechanisms which enable students to acquire information, knowledge and skills required for their study programmes are adequate. A recent development in the field due to availability of digital technologies is in the functioning of the library which has undergone a drastic change. Automation of library using the ILMS, use of e-journals and books, providing remote access to e-resources in the library have become a matter of

necessity. Providing for these and other such developments as well as utilizing them well are important indicators of the quality of an academic institution.

### **4.3 IT Infrastructure**

The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities.

### **4.4 Maintenance of Campus Infrastructure**

Having adequate infrastructure is not enough for effective institutional functioning, but regular maintenance and periodic replenishment of infrastructure is essential. It is necessary that the institution has sufficient resources allocated for regular upkeep of the infrastructure and there are effective mechanisms for the upkeep of the infrastructure facilities to promote the optimum use of the same.

## **Criterion 5: - Student Support and Progression**

The highlights of this Criterion are the efforts of an institution to provide necessary assistance to students, to enable them to acquire meaningful experiences of learning at the campus and to facilitate their holistic development and progression. It also looks into student performance and alumni profiles and the progression of students to higher education and gainful employment.

The focus of Criterion 5 is captured in the following Key Indicators:

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### **KEY INDICATORS**

- 5.1 Student Support
  - 5.2 Student Progression
  - 5.3 Student Participation and Activities
  - 5.4 Alumni Engagement
- 

### **5.1 Student Support**

Facilitating mechanisms like guidance cell, placement cell, grievance redressal cell and welfare measures to support students. Specially designed inputs are provided to the needy students with learning difficulties. Provision is made for bridge and value-added courses in relevant areas. Institution has a well-structured, organized guidance and counseling system in place. Students are benefited through scholarships, free-ships and other means which should be identified by HEIs.

## **5.2 Student Progression**

The Institution's concern for student progression to higher studies and/or to employment is a pertinent issue. Identify the reasons for poor attainment and plan and implement remedial measures. Sustainable good practices which effectively support the students facilitate optimal progression. Institutional provisions facilitate vertical movement of students from one level of education to the next higher level and/or towards gainful employment. Students qualifying for state/national/international level examinations or competitions should be identified by HEIs.

## **5.3 Student Participation and Activities**

The institution promotes inclusive practices for social justice and better stakeholder relationships. The institution promotes value-based education for inculcating social responsibility and good citizenry amongst its student community. The institution has the required infrastructure and promotes active participation of the students in social, cultural and leisure activities. Encouraging students' participation in activities facilitates development of various skills and competencies and foster holistic development.

## **5.4 Alumni Engagement**

Alumni are a strong support to the institution. An active Alumni Association can contribute in academic matters, student support as well as mobilization of resources – both financial and non-financial. The institution nurtures the alumni association/chapters to facilitate them to contribute significantly to the development of the institution through financial and non-financial means.

## **Criterion 6: - Governance, Leadership and Management**

Effective functioning of an institution can be gauged by the policies and practices it has evolved in the matter of planning human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership.

The focus of Criterion 6 is captured in the following Key Indicators:

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### **KEY INDICATOR**

- 6.1 Institutional Vision and Leadership
  - 6.2 Strategy Development and Deployment
  - 6.3 Faculty Empowerment Strategies
  - 6.4 Financial Management and Resource Mobilization
  - 6.5 Internal Quality Assurance System (IQAS)
- 

### **6.1 Institutional Vision and Leadership**

Effective leadership by setting values and participative decision-making process is key not only to achieve the vision, mission and goals of the institution but also in building the

organizational culture. The formal and informal arrangements in the institution to co-ordinate the academic and administrative planning and implementation reflects the institution's efforts in achieving its vision.

## **6.2 Strategy Development and Deployment**

The Leadership provides clear vision and mission to the institution. The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. Formulation of development objectives, directives and guidelines with specific plans for implementation, by aligning the academic and administrative aspects improves the overall quality of the institutional provisions.

## **6.3 Faculty Empowerment Strategies**

The process of planning human resources including recruitment, performance appraisal, professional development programmes and seeking appropriate feedback, analysis of responses ensure that they form the basis for planning. Efforts are made to upgrade the professional competence of the staff. There are mechanisms evolved for regular performance appraisal of staff.

## **6.4 Financial Management and Resource Mobilization**

Budgeting and optimum utilization of finance as well as mobilization of resources are the issues considered under this Key Indicator. There are established procedures and processes for planning and allocation of financial resources. The institution has developed strategies for mobilizing resources and ensures transparency in financial management of the institution. The income and expenditure of the institution are subjected to regular internal and external audits.

## **6.5 Internal Quality Assurance System (IQAS)**

The internal quality assurance systems of HEIs are Self-regulated responsibilities of the higher education institutions, aimed at continuous improvement of quality for achieving academic excellence. The institution has mechanisms for academic and administrative auditing. It adopts quality management strategies in all academic and administrative aspects. The institution has an Internal Quality Assurance Cell (IQAC) and adopts a participatory approach in managing its provisions.

## **Criterion 7: - Institutional Values and Best Practices**

An educational institution operates in the context of the larger education system in the country. In order to be relevant in changing national and global contexts, an educational institution has to be responsive to the emerging challenges and pressing issues. It has a social responsibility to be proactive in the efforts towards development in the larger contexts. This role of the institution is reflected in terms of the kinds of programmes, activities and preferences (values) that it incorporates within its regular functioning. The extent to which an institution is impactful in this is a sure reflection of its quality.

Every institution has a mandate to be responsive to at least a few pressing issues such as gender equity, environmental consciousness and sustainability, inclusiveness and professional ethics, but the way it addresses these and evolves practices will always be unique. Every institution faces and resolves various kinds of internal pressures and situations while doing this. Some meaningful practices pertinent to such situations are evolved within the institution and these help smooth functioning and also lead to enhanced impact. Such practices which are evolved internally by the institution leading to improvements in any one aspect of its functioning – academic, administrative or organizational, - are recognized as a “best practice”. Over a period of time, due to such unique ways of functioning each institution develops a distinctive characteristic which becomes its recognizable attribute.

The focus of Criterion 7 is captured in the following Key Indicators:

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### **KEY INDICATORS**

- 7.1 Institutional Values and Social Responsibilities
  - 7.2 Best Practices
  - 7.3 Institutional Distinctiveness
- 

#### **7.1 Institutional Values and Social Responsibilities**

The institution organizes gender equity promotion programmes. The institution displays sensitivity to issues like climate change and environmental issues. It adopts environment-friendly practices and takes necessary actions such as – energy conservation, rain water harvesting, waste recycling (solid/liquid waste management, e-waste management), carbon neutrality, green practices etc. The institution facilitates the differently-abled (*Divyangjan* friendliness), effective dealing of locational advantages and disadvantages (situations), explicit concern for human values and professional ethics etc. In other words, the concerns for social responsibilities as well as the values held by the institution are explicit in its regular activities.

#### **7.2 Best Practices**

Any practice or practices that the institution has internally evolved and used during the last few years leading to positive impact on the regular functioning of the institution can be identified as “best practice/s”. These are not any activity prescribed by some authority. At some point in time the institution evolves some innovation or a change in some aspect of its functioning. This practice is relevant mainly within the institution at a given point in time. It could be in respect of teaching-learning, office practices, maintenance and up keep of things or dealing with human beings or money matters. But adopting such a practice has resolved the difficulty or has brought in greater ease in working in that aspect. In brief, these ‘*best practices*’ are relevant within the institutional context and may pertain to either academic or administrative or organizational aspects of institutional functioning.

### 7.3 Institutional Distinctiveness

Every institution would like to be recognized for certain of its attributes which make it 'distinct', or, one of its kinds. Such attributes characterize the institution and are reflected in all its activities in focus and practice.

## IV. ELIGIBILITY FOR ASSESSMENT AND ACCREDITATION BY NAAC

Higher Education Institutions (HEIs), if they have a record of at least two batches of students graduated or have been in existence for six years, whichever is earlier, are eligible to apply for the process of Assessment and Accreditation (A&A) of NAAC, and fulfil the other conditions as are covered by the other provisions, (if any), as mentioned below:

### 1. Universities (Central/State/Private/Deemed-to-be) and Institutions of National Importance

- a. Provided the Institutions /Deemed –to-be Universities and their off-campus if any, are approved by MHRD/UGC. NAAC will not consider the unapproved off-campus for A&A.
- b. Provided that these institutions have regular students enrolled for the full-time teaching and Research programmes offered on campus.
- c. Provided further that the duly established campuses within the country, if any, shall be treated as part of the Universities / Institutions of National Importance for the A&A process.
- d. NAAC will undertake accreditation of UGC approved off-shore campuses only.

### 2. Autonomous colleges/Constituent Colleges/ Affiliated Colleges (affiliated to universities recognized by UGC as an affiliating University)

- a) Provided the Colleges are affiliated to a University recognized by UGC for the purposes of affiliation. Constituent colleges of a Private and Deemed- to-be Universities are considered as the constituent units of the University and thus will not be considered for A&A independently. Such constituent colleges need to come along with the University.
- b) Provided the colleges/institutions not affiliated to a University are offering programmes recognized by Statutory Professional Regulatory Councils and have been recognized by Association of Indian Universities (AIU) or other such Government agencies concerned, as equivalent to a degree programme of a University.

### Accredited HEIs applying for Re-assessment or Subsequent Cycles (Cycle 2, Cycle 3, Cycle 4 and beyond) of A/A

- a) Institutions, which would like to make an improvement in the accredited status, may apply for **Re-assessment**, after a minimum of one year and before three years of accreditation subject to the fulfillment of other conditions specified by NAAC from time to time for the purpose.

- b) Institutions opting for **Subsequent Cycles (Cycle 2, Cycle 3, Cycle 4....) of Accreditation** can submit the Institutional Information for Quality Assessment (IIQA), during the last six months of the validity period subject to the fulfillment of other conditions specified by NAAC from time to time for the purpose.

**3. Any other HEIs** at the discretion of NAAC.

**Note:**

1. All the institutions intending to apply for Assessment and Accreditation by NAAC need to mandatorily upload the information on the All India Survey on Higher Education (AISHE) portal. AISHE code (reference number) is one of the requirements for Registration.

## **V. THE ASSESSMENT PROCESS**

Taking cognizance of the diversity in the kinds of institutions, HEIs have been grouped under three categories namely, Universities, Autonomous Colleges and Affiliated/Constituent Colleges.

The assessment process will be carried out in three stages. As stated earlier, it will comprise three main components, viz., Self Study Report (SSR), Student Satisfaction Survey (SSS) and the Peer Team Report (PTR). The SSR has a total of 115 Metrics for Universities, 107 Metrics for Autonomous, 93 & 96 Metrics for UG & PG Affiliated/Constituent Colleges respectively, covering the seven Criteria as described earlier. The SSR has two kinds of Metrics: one, those requiring quantifiable facts and figures as data which have been indicated as ‘Quantitative Metrics’ (Q<sub>n</sub>M); and two, those metrics requiring descriptive responses and are accordingly named ‘Qualitative Metrics’ (Q<sub>1</sub>M). Table 1 depicts the distribution of Key Indicators (KIs) and Metrics across them.

**Table 1: Distribution of Metrics and KIs across Criteria**

Type of HEIs	Universities	Autonomous Colleges	Affiliated/Constituent Colleges	
			UG	PG
Criteria	7	7	7	7
Key Indicators (KIs)	34	34	31	32
Qualitative Metrics (Q <sub>1</sub> M)	32	-		36
Quantitative Metrics (Q <sub>n</sub> M)	55	-	58	60

<b>Total Metrics (Q<sub>i</sub>M + Q<sub>n</sub>M)</b>	<b>87</b>	<b>107</b>	<b>93</b>	<b>96</b>
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**Table 2** depicts the details of weightage given to the various Key Indicators and Criteria. In view of the variations in the institutional emphasis on the KIs among the three categories of HEIs, weightages have been appropriately demarcated. Each metric is designated a weightage which is indicated elsewhere in this Manual.



**Table 2 Distribution of weightages across Key Indicators (KIs)**

Criteria	Key Indicators (KIs)	Universities	Autonomous Colleges	Affiliated/Constituent Colleges	
				UG	PG
<b>1. Curricular Aspects</b>	1.1 *(U)Curriculum Design and Development	50	50	NA	NA
	1.1.*(A)Curricular Planning and Implementation	NA	NA	20	20
	1.2 Academic Flexibility	30	40	30	30
	1.3 Curriculum Enrichment	50	40	30	30
	1.4 Feedback System	20	20	20	20
	<b>Total</b>	<b>150</b>	<b>150</b>	<b>100</b>	<b>100</b>
<b>2. Teaching - Learning and Evaluation</b>	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	50	60	60
	2.5 Evaluation Process and Reforms	30	50	30	30
	2.6 Student Performance and Learning Outcomes	30	50	60	60
	2.7 Student Satisfaction Survey	30	50	60	60
	<b>Total</b>	<b>200</b>	<b>300</b>	<b>350</b>	<b>350</b>
<b>3. Research, Innovations and Extension</b>	3.1 Promotion of Research and Facilities	20	20	NA	NA
	3.2 Resource Mobilization for Research	40	10	15	15
	3.3 Innovation Ecosystem	20	10	NA	10
	3.4 Research Publications and Awards	120	30	15	25
	3.5 Consultancy	20	10	NA	NA
	3.6 Extension Activities	20	50	60	50
	3.7 Collaboration	10	20	20	20
	<b>Total</b>	<b>250</b>	<b>150</b>	<b>110</b>	<b>120</b>

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4. Infrastructure and Learning Resources	4.1 Physical Facilities	30	30	30	30
	4.2 Library as a Learning Resource	20	20	20	20
	4.3 IT Infrastructure	30	30	30	30
	4.4 Maintenance of Campus Infrastructure	20	20	20	20
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
5. Student Support and Progression	5.1 Student Support	30	30	50	50
	5.2 Student Progression	45	30	30	25
	5.3 Student Participation and Activities	15	30	50	45
	5.4 Alumni Engagement	10	10	10	10
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>140</b>	<b>130</b>
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	15	10	10	10
	6.2 Strategy Development and Deployment	10	10	10	10
	6.3 Faculty Empowerment Strategies	25	30	30	30
	6.4 Financial Management and Resource Mobilization	20	20	20	20
	6.5 Internal Quality Assurance System	30	30	30	30
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	50	50	50
	7.2 Best Practices	30	30	30	30
	7.3 Institutional Distinctiveness	20	20	20	20
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>TOTALSCORE</b>		<b>1000*</b>	<b>1000*</b>	<b>1000*</b>	

*(U)-applicable only for Universities and Autonomous Colleges*

*(A)-applicable only for the Affiliated/Constituent Colleges*

**NA - Not Applicable**

## **VI. PROCEDURAL DETAILS**

HEIs are expected to read the following details carefully and note the specifications of the revised process of A&A.

1. Eligible HEIs seeking A&A are required to submit Institutional Information for Quality Assessment (IIQA) online any time during the year. Duly filled in IIQAs of eligible HEIs will be accepted by NAAC for further processing and those of ineligible HEIs will be rejected.
2. In case of rejection of IIQA applications, specific suggestions would be given to HEIs to facilitate them to resubmit IIQA. An institution can reapply twice after the first attempt has resulted in rejection. That is, each HEI is permitted three attempts in a year, with a single fee. After this, it will be considered as a fresh application with required fees.
3. After the acceptance of IIQA, the institution will be asked to fill the Self Study Report (SSR) with the required documents to be uploaded in the portal of NAAC website within 45 days. The SSR of the HEI will then be subjected to further process. As preparation of SSR is a systematic process, it is suggested that the HEIs should be ready with the soft copy of SSR and related documents well in advance of submitting the IIQA. Those institutions who fail to submit SSR within 45days will have to apply afresh starting from IIQA & its fees. It is to be noted that the extension for submission of SSR will be possible if the request is made by the HEI before the expiry of the stipulated time, only in cases of natural calamities, floods, payment settlement delay, technical problems for a period up to a maximum of 15 days after seeking approval from the Competent Authority (ie., Issues Management System – IMS of NAAC). No further extension will be given in the portal. In all such cases the A&A process gets terminated and IIQA fees paid shall be forfeited and the HEIs have to apply afresh by submitting IIQA with the requisite fees. In any case fees for IIQA will not be refundable.
4. The SSR has to be uploaded as per the format in the portal of NAAC, after which the HEI would receive an auto generated link/ID of SSR in their registered email id. The same SSR in .pdf format should be then uploaded on institutional website.
5. The SSR has to be submitted only online. HEIs should make necessary preparations with the required data, documents and/or responses before logging on to the NAAC website for submission of SSR online. In depth study of the Manual will be of great help in this regard.
6. HEIs are requested to go through the Standard Operating Procedure (SOP) available in Apply Online Tab in the NAAC website, before preparation of the SSR.
7. As indicated earlier, the SSR comprises of both, Quantitative and Qualitative metrics. The Quantitative Metrics (Q<sub>n</sub>M) add up to about 65% and the remaining about 35% are Qualitative Metrics (Q<sub>l</sub>M).

8. The data submitted on Quantitative Metrics (Q<sub>n</sub>M) will be subjected to a validation exercise with the help of a Data Validation and Verification (DVV) process undertaken by NAAC. The responses to Qualitative Metrics (Q<sub>1</sub>M) will be reviewed by the Peer Team on site only after the institution clears the Pre-qualifier stage.
9. Any Institution found to be providing wrong information/data during validation and verification stage will be asked for clarifications. On the basis of clarifications submitted by the HEIs the data will be again reviewed for the DVV process. The process of Data Validation and Verification (DVV) by NAAC will be done possibly within 30 days in normal circumstances.
10. **Pre-qualifier:** The Quantitative Metrics (Q<sub>n</sub>M) of SSR will be sent for Data Validation and Verification (DVV) Process. After DVV process, a DVV deviation report will be generated. On the basis of the deviation report, the A&A process will proceed further as per the following conditions:
  - a) HEI whose Metrics are found to deviate will be liable for the penalty or legal action. Their first installment accreditation fees will also be forfeited, and the name of such an HEI will be sent to the statutory authorities for further action.
  - b) HEI that clears the DVV process will proceed for Peer Team Visit with a condition of a Pre-qualifier, that the HEI should score at least 25% in Quantitative Metrics (Q<sub>n</sub>M) as per the final score after the DVV Process. If the HEI does not clear the Pre-qualifier stage then they will have to apply afresh by submitting the IIQA and its fees. Such HEIs are eligible to apply again only after six months from the day of declaration of the Pre-qualification status.
11. After the DVV process, NAAC will intimate the HEI regarding the status of the pre-qualification. Only pre-qualified HEIs will enter the next round of assessment to be done by the Peer Team during their on-site visit. The focus of Peer Team visit will be on the Qualitative Metrics (Q<sub>1</sub>M).
12. **Student Satisfaction Survey (SSS):** It will be conducted as per the following conditions:
  - a) SSS will be conducted simultaneously with the DVV process.
  - b) Higher Education Institutions (HEIs) have to strictly upload data of at least 50% of currently enrolled students as per data template format in excel sheet as given in the portal.
  - c) The SSS questionnaire (20 objective & 01 subjective) will be e-mailed to all students and the following rule will be applied for processing the responses.
    - i. For colleges – (UG/PG and Autonomous) responses should be received from at least 10% of the student population or 100, whichever is less.
    - ii. For Universities – 10% of the student population or 500, whichever is less.
  - d) If the response rate is lower than the limits mentioned by NAAC, the metric will not be taken up for evaluation.

e) SSS will be completed within one month after its initiation.



13. Peer Team visit of the institution should not exceed three months after clearance of the Pre-qualifier stage.

14. Based on the size and scope of academic offerings at the HEIs, the number of days and experts for onsite visit may vary from 2-3 days with 2-5 expert reviewers visiting the institutions. The visiting teams' role would be very specific in the revised model, limited to Qualitative Metrics (QM). The teams would play an important role in reviewing the intangible aspects.

15. NAAC will disclose the details of the Peer Team members only three days before the scheduled PTV dates. HEIs will not be responsible for Logistics for the Visiting Teams. Henceforth, NAAC will directly take care of all the logistics regarding the Peer Teams' visiting the institutions. All payment towards TA, DA, Honorarium, etc., will be directly paid by NAAC to the nominated members. There would be no financial transactions between the Institution and the Peer Team members.

16. The institutions need to add a link in the home page of their institutional website for NAAC records/files viz., SSR, Peer Team Report, AQAR, Certificate of NAAC and Accreditation documents etc., for easy access by its stakeholders. The said link should be clearly visible/ highlighted and without password.

#### **17. Guidelines for filling up Self-Study Report (SSR):**

- Extended profile contains all the questions which are basically the figures of denominators of the formulas used for calculation of various values of Metrics.
- There are Tool Tips at various places in the portal, such as Metrics, sub-metrics, upload, etc. which are given as guidance's regarding the sort of data required to be submitted by the institution. The Tool Tip is denoted in the form of . Institutions are required to go through the respective Tool Tip thoroughly before filling the data.
- The data filled should contextualize with the related metrics. There is an upload limit (5 MB) for the documents for various Metrics; if the size of the document exceeds that limit, Institution may upload the same in their own website without password protection. The link of the said uploaded document should be given in the portal.
- The data of the students for Student Satisfaction Survey (SSS) has to be submitted concurrently during online submission of SSR.
- Where-so-ever 'Asterisk Red mark'  is indicated in the portal it should be understood as mandatory requirement.

## 18. Policy to withdraw Accreditation applications by Higher Education Institutions

**(HEIs):** HEIs which have submitted their Self Study Reports (SSRs) but for some reason do not complete the A&A process: -

- Will host the information that it has withdrawn/not completed the process on the HEI website

and the information will be hosted on NAAC website too.

- Will be allowed to apply for A&A only after a period of one year from the date of submission

of the SSR.

- The fees submitted by HEI for Assessment and Accreditation process so far will be forfeited.

## 19. Non-compliance of DVV Process:

Institutions are given 15 days' time to complete the DVV process, and are supposed to respond within the stipulated time during the DVV clarification stage. In unforeseen situations (such as natural calamities, political disturbances and alike) when the institutions fail to comply with the DVV process, a further extension of 7 days shall be granted on the basis of decision from the Competent Authority. Assessment and Accreditation process of HEIs which do not comply to the DVV clarification process will be terminated at the level of DVV clarification and the fees paid for IIQA and the SSR 1<sup>st</sup> installment will be forfeited. Such institutions shall reapply for accreditation after one year from the date of declaration of the decision in the Standing Committee (SC) meeting, by submitting the IIQA and filling the SSR afresh.

## VII. THE ASSESSMENT OUTCOME

The final result of the Assessment and Accreditation exercise will be an ICT-based score, which is a combination of evaluation of qualitative and quantitative metrics. This will be compiled as a document comprising of three parts.

### **PART I - Peer Team Report**

- Section 1: Gives the **General Information** of the institution and its context.
- Section 2: Gives the Criterion-wise analysis based on peer evaluation of qualitative indicators. Instead of reporting with bullet points, this will be a **qualitative, descriptive assessment report** based on the Peer Team's critical analysis, presenting the strengths and weaknesses of the HEI under each Criterion.

- Section 3: Presents an **Overall Analysis** which includes Institutional Strengths, Weaknesses, Opportunities and Challenges.
- Section 4: Records the **Recommendations for Quality Enhancement of the Institution** (not more than **10** major ones).

### **PART II- Graphical representation based on Quantitative Metrics (Q<sub>n</sub>M)**

This part will be a **System Generated Quality Profile** of the HEI based on statistical analysis of quantitative indicators in the NAAC's QIF (Quality Indicator Framework). Graphical presentation of institutional features would be reflected through the synthesis of quantifiable indicators.

### **PART III -Institutional Grade Sheet**

This part contains the **Institutional Grade Sheet** which is based on qualitative indicators, quantitative indicators and student satisfaction survey using the existing calculation methods but it will be generated by a software.

*The above three parts will together form the “NAAC Accreditation Outcome” document. It is mandatory for the HEIs to display it on their institutional website apart from NAAC hosting it on its website.*

### **Calculation of Institutional CGPA**

The CGPA will be calculated based on the scores obtained from the three sources, viz., The System Generated Scores (SGS) of the quantitative metrics, the scores from the qualitative metrics includes critical appraisal by the Peer Team through on site visit and the scores obtained on the Student Satisfaction Survey. These will be collated through an automated procedure based on ‘benchmarks’ and assessed on a five-point scale, viz., (0, 1, 2, 3 & 4).

### **The Final Grade**

On the basis of the CGPA obtained by the institution in maximum possible score of 4.00, the final grade is assigned on a seven-point scale as shown in Table 3. The seven points in the scale refer to the seven letter grades; each assigned to the seven specific score ranges.

**Table 3 Institutional Grades and Accreditation Status**

<b>Range of Institutional Cumulative Grade Point Average (CGPA)</b>	<b>Letter Grade</b>	<b>Status</b>
3.51-4.00	A++	Accredited
3.26-3.50	A+	Accredited

3.01-3.25	A	Accredited
2.76-3.00	B++	Accredited
2.51-2.75	B+	Accredited
2.01-2.50	B	Accredited
1.51-2.00	C	Accredited
≤ 1.50	D	Not Accredited

Institutions which secure a CGPA equal to or less than 1.50 are notionally categorized under the letter grade “D”. Such Not accredited institutions will also be intimated and notified by the NAAC as “Assessed and Found not qualified for Accreditation”.

## VIII. MECHANISM FOR INSTITUTIONAL APPEALS

The process of assessment and accreditation is viewed as an exercise in partnership undertaken jointly by the NAAC and the HEI being assessed. Every stage of the process is marked by transparency. The institution is consulted at various stages of the process, planning the visit schedule, sharing the draft peer team report before the team leaves the campus etc. In spite of this participatory approach, there may be institutions that might have grievances to be addressed. Therefore, to provide a review mechanism for institutions who are aggrieved about the process or its outcome or any other issues related thereof, the NAAC has evolved a **Mechanism for Institutional Appeals**.

On announcement of the A & A outcome, the institution not satisfied with the accreditation status may:

1. Submit the Intent **for Appeal** within 15 days and submit an appeal proforma within 45 days from the date of declaration of results, through the HEI portal.
2. The application for appeal should be submitted along with the requisite non-refundable fee of Rs. 50,000/- (Rupees Fifty Thousand Only) + applicable taxes.

An **Appeals Committee** constituted for the purpose will consider the appeal and make recommendations to the Executive Committee (EC). The decision of the EC shall be binding on the institution. Generally, the recommendations may be Re-DVV, Re-Visit, No change, and such others.

3. The clarification process and time lines for the Re-DVV is same as the DVV process.
4. The process of Re-Visit is same except for the logistic expenses which will be borne by the NAAC.

**Note: HEIs are advised to check their portal & registered email-id frequently for updates throughout the institutional appeals process.**



## **IX. RE-ASSESSMENT**

Institutions, which would like to make an improvement in the accredited status, may volunteer for re-assessment, after completing at least one year, but not after the completion of three years. The option can be exercised only once in a cycle. Re-assessed institution cannot come for another re-assessment in the same cycle. The current procedures and methodology included in the manual for the Assessment and Accreditation is applicable for all institutions applying for re-assessment. The fee structure and other process would be as per the current procedures of Assessment and Accreditation (more details can be obtained from the NAAC website). Institutions that volunteer for re-assessment will not be eligible for fee waiver and reimbursement of accreditation expenses.

## **X. SUBSEQUENT CYCLES OF ACCREDITATION**

The methodology for subsequent cycles of accreditation remains the same as for the first cycle A/A. However, due consideration would be given to the post-accreditation activities resulting in quality improvement, quality sustenance and quality enhancement. In their SSRs, institutions opting for subsequent cycles of accreditation need to highlight the significant quality sustenance and enhancement measures undertaken during the last four years. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or fourth cycle accreditation.

Institutions intending to be assessed to continue their accreditation need to apply afresh by submission of A&A application during the last six months of their validity period.

The validity period of NAAC accreditation for third/fourth cycle institutions will be extended from five years to seven years, with a condition that they have obtained highest grade in for the immediate preceding two cycles continuously, in addition provided the institution again obtains highest grade in the third/fourth cycle also.

Institutions obtaining Highest Grade (A++ grade) continuously for three subsequent cycles their accreditation validity will be extended from five years to seven years in their third subsequent cycle

With reference to the Highest Grade obtained by HEIs in various cycles will be as below: -

- ‘A++’ with CGPA 3.51 in the Grading system that is effective from 1st March, 2018.
- ‘A++ & A+’ with CGPA 3.51 in the Grading system that was effective, between 1st July, 2016 to 28th Feb, 2018
- ‘A’ in the Grading system that was effective, between 1st April, 2007 to 30th June, 2016
- ‘A++, A+, & A’ with score 85-100 that was effective between 16th March 2002 to 31st March 2007.

In the case of institutions which apply for reaccreditation within the stipulated period of six months before the end of the cycle of accreditation, as per the guidelines of NAAC, the gap period between two consecutive accreditations will be condoned. In case of other

institutions which have not applied as per the guidelines mentioned above, the maximum period for condonation would be one year between the two consecutive accreditation cycles.

## XI. FEE STRUCTURE

(w.e.f. April 01, 2021)

**Note:** New fees structure is applicable to HEIs who are submitting IIQA fees on or after April 01, 2021.

<b>1. Institutional Information for Quality Assessment (IIQA) Fee For Registration - applicable to all institutions i.e., irrespective of their status of recognition under 12(B) of UGC Act, 1956 (i.e. recognized/not recognized)</b>	
Process	Total amount of Application fee for Assessment and Accreditation (A&A) to be paid by the Institution
Institutional Information for Quality Assessment (IIQA)	Rs. 25,000/- + G S T 18% (Non-refundable) *

\* In case of rejection of IIQA application, HEIs may resubmit IIQA application for a maximum of three attempts without IIQA fees, including the rejection attempt, within the period of one year from the first application of IIQA.

<b>2. Assessment and Accreditation Fees:</b>		
1	2	3
Type	Total amount of A&A Fee	Amount to be paid by the Institution
<b>For Universities and Professional Institutions *</b>	Rs. 3,00,000/-**+ GST18%	Rs.1,50,000/-** + GST18% = Rs.1,77,000/- (50% of Total fee along with the SSR) (Non-refundable)
<b>For Colleges (Grant-in-Aid, Private and Government) Mono Faculty, Multi Faculty, Teacher Education Institution and Physical Education Institution</b>	Rs. 1,00,000/-**+ GST18%	Rs.50,000/-**+ GST18% = Rs. 59,000/- (50% of Total fee along with the SSR) (Non-refundable)
<b>** Balance 50% of total fees along with 18% GST need to be paid by the HEI within 15 days from the date of Pre-qualification.</b>		

\* **Professional Institutions:**

1. Fees will be charged as per the fee structure as applicable to Universities, i.e. Engineering and Technology, Management, Law, Health Sciences (Allopathy, Homoeopathy, Ayurveda, Dental, Nursing etc.)
2. Higher Education Institutions (HEIs) in which all the programs offered are recognized by the Statutory Regulatory Authority(s) (SRA) (Excluding Teacher Education Institutions) or HEIs in which 50 % or more of the programmes offered are recognized by the Statutory Regulatory Authority (s), similar to the Universities A&A fee for Professional Institutions is applicable
3. Balance amount 50% : The pre-qualified HEIs will be asked to pay balance 50% of the stipulated fees + applicable taxes as shown in column 2 & 3 above before 15 days from the visit date. If the institution does not pay the fee within 15 days, the SSR will not be processed. They have to apply again / afresh with IIQA and its fees.
4. Logistics Deposit: Institution has to pay an advance, towards logistic expenses for the arrangement of Peer Team Visit, after clearing Pre-qualifier stage, which is as follows (w.e.f. December 1st , 2022): a. All General colleges, Professional colleges and Teacher education institutions will have a Two (2) day visit for which the fee structure will be Rs. 2,00,000 + GST 18%. b. In case of exceptional case of Professional colleges with proper justifications and approval from the competent authority the Peer Team Visit can be extended to Three (3) days & the fee structure will be Rs.5,00,000 + GST18%. c. For University the Fee structure of logistics will be Rs. 5,00,000 + GST 18% for Three (3) days of visit. d. If the University has UGC recognized off-shore campus/centers, then the University has to pay an additional fee of Rs. 2,00,000/- + GST 18% or actuals per offshore campus to be visited. e. Arrangement of peer team logistics by NAAC is as per actuals on no loss no profit basis through an outsourced agency. In case of excess expenditure incurred, the institution will be asked to pay the difference amount and if the expenses are less, the amount will be refunded to concerned institution.

**4. Appeals Mechanism and Fee(w.e.f. April 05, 2021):**

For Appeals (grievance) mechanism Rs. 50,000/- + GST 18% to be paid by HEI as applicable from time to time.

**5. For subsequent cycles of Accreditation:**

The fee structure proposed for Assessment and Accreditation and Peer team logistics expenses as above will be same for all the cycles of Accreditation and Re-assessment to all types of Institutions.

## 6. Mode of Payment: Online:

All fees needs to be remitted on NAAC portal through netbanking or credit/debit cards only. Fees payments can also be made from individual accounts on behalf of HEIs. Payment by Demand Draft (DD) or NEFT is not permitted.

For Government Colleges, in case of fees transferred from treasury, the college may approach The Director, NAAC or The Finance Officer, NAAC.

## XII. Getting Ready for Submission of the Self - Study Report (SSR)

HEIs applying for A&A process should take note of the changes in the assessment process. It must be noted that the **SSR has to be submitted online only through portal. The portal will be made available to the Institution on the NAAC website in ‘Apply Online Tab’**. It would be helpful if the institution reads the Manual and Standard Operating Procedure (SOP) carefully and gets ready with all details required to be filled up in the online format. Use this Manual for understanding the revised process of A&A and prepare for the submission of SSR in the new online format.

Some significant tips are reiterated below.

- While submitting the IIQA, ensure that there is adequate number of days for processing the SSR within the stipulated period, after the date of its acceptance by NAAC.
- The SSR has to be filled online; for this, NAAC will provide access to the respective portal on the website for institutions, according to the pre-declared timeline.
- Read instruction about where to upload the documents and data, in what format data have to be presented for the various metrics and required verbal explication for the qualitative metrics.
- Kinds of information to be filled in the SSR are given in the QIF, presented in Section B.
- The Profile of the Institution given in Section B is self-evident in seeking information about the institution.
- The QIF given in Section B indicates the kinds of data and documents required for each of the Metrics while filling up the SSR and also kinds of responses to be given by the HEI.
- In an initial exercise, the institution can prepare details as sought in the QIF (Section B) about the various aspects of its functioning and upload them in a protected space on the institutional website. This will make it easy to upload and/or make them available through hyperlinks whenever required.

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- Some of the documents indicated such as minutes of various committees/bodies, financial details and similar items for which the institution may not like to upload in open access could be kept ready and made available through hyperlinks whenever required.
- Keep all the relevant documents and data indicated in the QIF for each Metric under all KIs as a template so that when access to online SSR is available, it's easy to provide pertinent data.
- Wherever verbal descriptions are required write briefly as indicated (eg. . . in not more than 500 words.... or.... in not more than 200 words..., and such others). Contemplate well and prepare the write ups explicating the highlights of the sought details about the institution without wasting space/words on 'frill' details.
- The online formats (templates) for submitting data with respect to Quantitative Metrics (QnM) is given in Sub Section 6 of Section B. The same template in excel format can be downloaded from NAAC website available in an 'Apply Online Tab'.
- Ensure authentic, correct data are provided throughout. **Incorrect data or false details could lead to disqualification or penalty.**
- Strictly adhere to the time specifications as given by NAAC.
- Some details may have to be worked out if they are not ready; eg. COs, PSOs, compiled reports from various minutes and analyses of feedback, etc...
- Keep a brief executive summary for uploading as per details given in Section B.
- Do not send any information as hard copy to NAAC unless specified.
- Read the Manual completely including the Glossary/ Notes and SOP available in NAAC Website. This will help in a clear understanding of the terms used in the Quality Indicator Framework (QIF).
- For Metrics related to finance, the preceding financial year (1<sup>st</sup> April to 31<sup>st</sup> March) may be used to consolidate data, for publication-related data, preceding calendar year (1<sup>st</sup> January to 31<sup>st</sup> December) data to be entered and for the other metrics, the preceding academic year may be taken for data to be entered in 'data capturing format' of portal. Wherever the requirement of current year data is mentioned, use the data of last completed academic year.

### **XIII. MANDATORY DISCLOSURE ON THE HEI's WEBSITE**

To ensure the transparency in the process of Assessment and Accreditation, it is necessary for the Higher Educational Institutions (HEIs) to upload the SSR along with other relevant documents on the Institutional website. It is suggested to create a separate NAAC tab/link on Higher Educational Institution's (HEI's) website and upload following documents till the validity period of Accreditation is over:

- 1) SSR submitted online, to be uploaded after DVV process only (.pdf format).
- 2) Data templates are to be uploaded along with the SSR.
- 3) Annual Quality Assurance Report (AQAR – Year-wise).
- 4) Accreditation outcome document viz., Certificate, Grade sheet, etc.

Higher Educational Institutions (HEIs) may suitably design their NAAC tab/link to accommodate all relevant documents.

## **SECTION-B**

### **Data Requirement for the Self - Study Report (SSR)**

*This section gives details of various data required for filling up the online format of the Self - Study Report, viz.,*

- 1. Executive Summary*
- 2. Profile of the University*
  - 2(a). Institutional preparedness for NEP*
- 3. Extended Profile of the University*
- 4. Quality Indicator Framework (QIF)*
- 5. Evaluative report of the Departments*
- 6. Data Templates/ Documents (Quantitative Metrics)*

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### 1. Executive Summary

Every HEI applying for the A&A process shall prepare an Executive Summary highlighting the main features of the Institution including:

- **Introductory Note** on the Institution: location, vision, mission, type of the institution etc.,
- **Criterion-wise Summary** on the Institution's functioning, in not more than 250 words for each criterion.
- Brief note on **Strengths Weaknesses Opportunities and Challenges (SWOC)** of the Institution.
- **Any additional information** about the Institution other than the ones already stated.
- **Over all conclusive explication** about the institution's functioning.

The Executive summary shall not be more than 5000 words.

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## 2. Profile of the University

### Basic Information

<b>Name and Address of the University</b>			
<b>Name</b>			
<b>Address</b>			
<b>City</b>		<b>Pin Code</b>	
<b>State</b>		<b>Website</b>	

#### Contact details for Communication

<b>Designation</b>	<b>Name</b>	<b>Telephone with STD Code</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>

<b>Nature of the University</b>	Institution Status	
<b>Type of University</b>	Type of University	
<b>Establishment Details</b>	Date of Establishment of the University	
	Status Prior to Establishment (If applicable)	Autonomous Constituent, PG Centre, Any other
	Establishment date of the above status	

#### Recognition Details

<b>Date of Recognition as a University by UGC or Any Other National Agency</b>	
<b>Under Section/s</b>	<b>Date</b>
<b>2f of UGC</b>	
<b>12B of UGC</b>	

#### University with Potential for Excellence

Is the University Recognised as a 'University with Potential for Excellence (UPE)' by the UGC?	Yes	No
--	-----	----



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**Location, Campus Area and Programmes offered**

Campus Type	Address	Location	Campus Area in Acres	Built up Area in sq.mts.	Programmes Offered	Date of Establishment	Date of Recognition by UGC/MHRD
		Urban					
		Semi Urban					
		Rural					
		Tribal					
		Hill					

Academic Information

**Institutions affiliated to the University (Not applicable for private and deemed to be Universities)**

College Type	Number of colleges with permanent affiliation	Number of colleges with temporary affiliation

Type of Colleges	Permanent	Temporary	Total
Education/Teachers Training			
Business administration/Commerce/Management/Finance			
Universal/Common to all Disciplines			

**Furnish the Details of Number of Colleges under the University**

Constituent Colleges	<input type="text"/>
Affiliated Colleges	<input type="text"/>
Colleges Under 2(f)	<input type="text"/>
Colleges Under 2(f) and 12B	<input type="text"/>
NAAC Accredited Colleges	<input type="text"/>
Colleges with Potential for Excellence(UGC)	<input type="text"/>
Autonomous Colleges	<input type="text"/>

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<b>Colleges with Postgraduate Departments</b>	<input type="text"/>
<b>Colleges with Research Departments</b>	<input type="text"/>
<b>University Recognized Research Institutes/Centers</b>	<input type="text"/>

<b>Does the University Offer any Programmes Recognized by any other Statutory Regulatory authority (SRA)</b>	Yes	No
--	-----	----

**Details of the Number of Teaching & Non-Teaching Staff in the University**

**Teaching Faculty**

	<b>Designation</b>											
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
<b>Sanctioned</b>												
<b>Recruited</b>												
<b>Yet to Recruit</b>												
<b>Contractual</b>												

**Non- Teaching Staff**

	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
<b>Sanctioned</b>				
<b>Recruited</b>				
<b>Yet to Recruit</b>				
<b>Contractual</b>				

**Technical Staff**

	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
<b>Sanctioned</b>				
<b>Recruited</b>				
<b>Yet to Recruit</b>				
<b>Contractual</b>				

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**Qualifications of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
<b>D.sc/D.Litt</b>										
<b>Ph.D.</b>										
<b>M.Phil.</b>										
<b>PG</b>										

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
<b>D.sc/D.Litt</b>										
<b>Ph.D.</b>										
<b>M.Phil.</b>										
<b>PG</b>										

<b>Part-time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
<b>D.sc/D.Litt</b>										
<b>Ph.D.</b>										
<b>M.Phil.</b>										
<b>PG</b>										

**Distinguished Academicians Appointed**

	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
<b>Emeritus Professor</b>				
<b>Adjunct Professor</b>				
<b>Visiting Professor</b>				

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**Chairs Instituted by the University**

Sl.No	Name of the Department	Name of the Chair	Name of the Sponsor Organisation/Agency

**Provide the Following Details of Students Enrolled in the University during the Current Academic Year**

Programme		From the State Where University is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male					
	Female					
	Others					
UG	Male					
	Female					
	Others					
PG Diploma recognized by statutory authority	Male					
	Female					
	Others					

Does the university offer any integrated programmes? Yes/No

Total number of integrated programmes	
---------------------------------------	--

Integrated Programmes	From the state where the university is located	From other states of India	NRI Students	Foreign Students	Total
Male					
Female					
Others					

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**Details of programmes under the UGC Human Resource Development Centre, If applicable**

Year of Establishment	
Number of UGC Orientation Programmes	
Number of UGC Refresher Course	
Number of University's own Programmes	
Total Number of Programmes Conducted (during the last five years)	

**EVALUATIVE REPORT OF THE DEPARTMENTS**

Name of the Department	Evaluative report

**2(a) : Institutional preparedness for NEP:**

**(Description in maximum 500 words)**

**1. Multidisciplinary / interdisciplinary:**

- a) Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution.
- b) Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations.
- c) Does the institution offer flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. Explain
- d) What is the institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples.
- e) What are the institutional plans to engage in more multidisciplinary research endeavours to find solutions to society's most pressing issues and challenges?
- f) Describe any good practice/s of the institution to promote Multidisciplinary /

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interdisciplinary approach in view of NEP 2020.

### **2. Academic bank of credits (ABC):**

- a) Describe the initiatives taken by the institution to fulfil the requirement of Academic bank of credits as proposed in NEP 2020.
- b) Whether the institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme? Provide details.
- c) Describe the efforts of the institution for seamless collaboration, internationalization of education, joint degrees between Indian and foreign institutions, and to enable credit transfer.
- d) How faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework, including textbook, reading material selections, assignments, and assessments etc.
- e) Describe any good practice/s of the institution pertaining to the implementation of Academic bank of credits (ABC) in the institution in view of NEP 2020.

### **3. Skill development:**

- a) Describe the efforts made by the institution to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework
- b) Provide the details of the programmes offered to promote vocational education and its integration into mainstream education.
- c) How the institution is providing Value-based education to inculcate positivity amongst the learner that include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills etc.
- d) Enlist the institution's efforts to:
  - i. Design a credit structure to ensure that all students take at least one vocational course before graduating.
  - ii. Engaging the services of Industry veterans and Master Crafts persons to provide vocational skills and overcome gaps vis-à-vis trained faculty provisions.
  - iii. To offer vocational education in ODL/blended/on-campus modular modes

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to Learners.

- iv. NSDC association to facilitate all this by creating a unified platform to manage learner enrolment (students and workers), skill mapping, and certification.
  - v. Skilling courses are planned to be offered to students through online and/or distance mode.
- e) Describe any good practice/s of the institution pertaining to the Skill development in view of NEP 2020.

### **4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

- a) Delineate the strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc.) into the curriculum using both offline and online courses.
- b) What are the institutions plans to train its faculties to provide the classroom delivery in bilingual mode (English and vernacular)? Provide the details.
- c) Provide the details of the degree courses taught in Indian languages and bilingually in the institution.
- d) Describe the efforts of the institution to preserve and promote the following:
  - i. Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.)
  - ii. Indian ancient traditional knowledge
  - iii. Indian Arts
  - iv. Indian Culture and traditions.
- e) Describe any good practice/s of the institution pertaining to the appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) in view of NEP 2020.

### **5. Focus on Outcome based education (OBE):**

- a) Describe the institutional initiatives to transform its curriculum towards Outcome based Education (OBE)?
- b) Explain the efforts made by the institution to capture the Outcome based education in teaching and learning practices.

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- c) Describe any good practice/s of the institution pertaining to the Outcome based education (OBE) in view of NEP 2020.

**6. Distance education/online education:**

- a) Delineate the possibilities of offering vocational courses through ODL mode in the institution.
- b) Describe about the development and use of technological tools for teaching learning activities. Provide the details about the institutional efforts towards the blended learning.
- c) Describe any good practice/s of the institution pertaining to the Distance education/online education in view of NEP 2020.

**2(b) : Institutional Initiatives for Electoral Literacy:**

**(Description in maximum 500 words)**

1. Whether Electoral Literacy Club (ELC) has been set up in the University?
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the University and whether the ELCs are functional? Whether the ELCs are representative in character?
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.
4. Any socially relevant projects/initiatives taken by University in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the University to institutionalize mechanisms to register eligible students as voters.



### 3. Quality Indicator Framework (QIF)

**Essential Note:**

The SSR has to be filled in an online format as available on the NAAC website. The QIF given below presents the Metrics under each Key Indicator (KI) for all the seven Criteria.

While going through the QIF, details are given below each Metric in the form of:

- *data required*
- *formula* for calculating the information, wherever required, and
- *File description – for uploading of the document* where so-ever required.

**(These tips will help Institutions in the preparation of their SSR).**

For some Qualitative Metrics (Q<sub>1</sub>M) which seek descriptive data, it is specified as to what kind of information has to be given and how much. It is advisable to keep data compiled accordingly beforehand.

For the Quantitative Metrics (Q<sub>n</sub>M) wherever formulas are given, it must be noted that these are given merely to inform the HEIs about the manner in which data submitted by them will be used. *The actual online format seeks **only** data in a specified manner which will then be processed digitally.*

Metric-wise weightage is also given.

The actual online format may change slightly from the QIF given in this Manual, in order to bring about compatibility with the IT design. Observe this carefully while filling up.

### 4. Quality Indicator Framework (QIF)

**Essential Note:**

The SSR has to be filled in an online format as available on the NAAC website. The QIF given below presents the Metrics under each Key Indicator (KI) for all the seven Criteria.

While going through the QIF, details are given below each Metric in the form of:

- *data required*
- *formula* for calculating the information, wherever required, and
- *File description – for uploading of the document* where so-ever required.

**(These tips will help Institutions in the preparation of their SSR).**

For some Qualitative Metrics (Q<sub>1</sub>M) which seek descriptive data, it is specified as to what kind of information has to be given and how much. It is advisable to keep data compiled accordingly beforehand.

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For the Quantitative Metrics (Q<sub>n</sub>M) wherever formulas are given, it must be noted that these are given merely to inform the HEIs about the manner in which data submitted by them will be used. *The actual online format seeks **only** data in a specified manner which will then be processed digitally.*

Metric-wise weightage is also given.

The actual online format may change slightly from the QIF given in this Manual, in order to bring about compatibility with the IT design. Observe this carefully while filling up.

## Quality Indicator Framework

### Extended profile (used as Denominators for calculation of metrics)

Ext. Pf. No.		Used in calculation of metric												
1.1	<p><b>Number of students on rolls year-wise during the last five years</b></p> <p style="text-align: center;">(all students in <b>campus</b> needs to be considered here)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b> <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	Year						Number						<p><b>2.2.2</b></p> <p><b>4.3.2</b></p> <p><b>5.1.1</b></p>
Year														
Number														
1.2	<p><b>Number of final year outgoing students year wise during last five years</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b> <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	Year						Number						<p><b>2.6.2</b></p> <p><b>5.2.1</b></p> <p><b>5.2.2</b></p> <p><b>5.2.3</b></p>
Year														
Number														

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<p>2.1</p>	<p><b>Number of Full-time teachers in the institution year-wise during last five year</b></p> <table border="1" data-bbox="422 324 1061 436"> <tr> <td>Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li><b>Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.</b></li> <li><b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Appointment letter of selected teachers will be sought during the DVV clarification.</li> <li>A teacher employed for at least 90 per cent 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 .</li> </ul>	Year						Number						<p>2.2.2 2.4.1 2.4.3 3.2.2 3.4.5 3.4.6 6.3.2 6.3.3</p>
Year														
Number														
<p>2.2</p>	<p><b>Total Number of full time teachers worked/working in the institution (without repeat count) during the last five years:</b></p> <p align="center"><input type="text"/></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li><b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	<p>2.4.2 3.1.3 3.2.2 3.4.4 3.4.5 3.4.6</p>												
<p>3.1</p>	<p><b>Total Expenditure excluding salary year wise during the last five years (INR in lakhs)</b></p> <table border="1" data-bbox="383 1601 1173 1713"> <tr> <td>Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>INR in Lakhs</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li><b>The institutions are encouraged to provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	Year						INR in Lakhs						<p>4.1.2 4.2.2 4.4.1</p>
Year														
INR in Lakhs														

**Criterion1-CurricularAspects (150)**

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**Key Indicator – 1.1 Curriculum Design and Development (50)**

Metric No.		Weightage
1.1.1 Q <sub>1</sub> M	<p><b>Curricula developed and implemented have relevance to the local, regional, national, and global developmental needs, which is reflected in the Programme outcomes (POs), and Course Outcomes(COs) of the Programmes offered by the University</b></p> <p>Write description in a maximum of 500 words  <b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload Additional information</li> <li>• Provide Link for Additional information</li> </ul>	20
1.1.2 Q <sub>1</sub> M	<p><b>The Programmes offered by the institution focus on employability/ entrepreneurship/ skill development and their course syllabi are adequately revised to incorporate contemporary requirements</b></p> <p>Write description in a maximum of 500 words  <b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload Additional information</li> <li>• Provide Link for Additional information</li> </ul>	30

**Key Indicator – 1.2 Academic Flexibility (30)**

Metric No.		Weightage
1.2.1 Q <sub>n</sub> M	<p><b>Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years</b></p> <p>1.2.1.1: Number of new courses introduced during the last five years <input type="text"/></p> <p>1.2.1.2 : Consolidated number of courses offered by the institution across all Programmes (without repeat count) during the last five years <input type="text"/></p> <p>Formula:</p> $\frac{\text{Number of new courses introduced during the last five years}}{\text{Number of courses offered during the last five years}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)</li> <li>• Provide the relevant information in institutional website as part of public disclosure</li> <li>• Minutes of Board of Studies meeting clearly specifying the syllabus approval of new courses</li> <li>• Subsequent Academic Council meeting extracts endorsing the decision of BOS</li> </ul>	30

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	<b>Apart from the above: Provide Links for any other relevant document to support the claim (if any)</b>	
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**Key Indicator – 1.3 Curriculum Enrichment (50)**

Metric No.		Weightages
<b>1.3.1</b>  <b>Q<sub>1</sub>M</b>	<p><b>Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment &amp; Sustainability and other value framework enshrined in Sustainable Development goals and National Education Policy – 2020 into the Curriculum</b></p> <p>Write description in a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload Additional information</li> <li>Provide Link for Additional information</li> </ul>	<b>15</b>
<b>1.3.2</b>  <b>Q<sub>n</sub>M</b>	<p><b>Number of certificate / value-added courses / Diploma Programmes offered by the institutions and online courses of MOOCs, SWAYAM / e_Pathshala/ NPTEL and other recognized platforms where the students of the institution have enrolled and successfully completed during the last five years</b></p> <p>1.3.2.1: Number of certificate/value added courses/Diploma Programme offered by the institutions and online courses of MOOCs, SWAYAM/e Pathshala/ NPTEL and other recognized platforms (without repeat count) where the students of the institution have enrolled and successfully completed during the last five years</p> <div style="text-align: center; margin: 10px 0;"> <input type="checkbox"/> </div> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• <b>Institutional data in the prescribed format (data template)</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> <li>• <b>Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes</b></li> <li>• <b>List of students and the attendance sheet for the above mentioned programs</b></li> <li>• <b>Evidence of course completion, like course completion certificate etc.</b></li> </ul> <p><b>Apart from the above:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide Links for any other relevant document to support the claim (if any)</b></li> </ul> <p><b>Note: No repeat count of courses will be considered</b></p>	<b>30</b>

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<p><b>1.3.3</b> <b>Q<sub>n</sub>M</b></p>	<p><b>Percentage of Programmes that have components of field projects / research projects / internships during last five years</b></p> <p>1.3.3.1: Total Number of programmes that have components of field projects/research projects/internships (without repeat count) during last five years <input type="text"/></p> <p>1.3.3.2: Total Number of programmes offered (without repeat count) during the last five years <input type="text"/></p> $\frac{\text{Total Number of Programs that have components of field projects / research projects internships during the last five years}}{\text{Total Number of Programs offered during the last five years}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• Provide the relevant information in institutional website as part of public disclosure</li> </ul> </li> <li>• Program and course contents having element of field projects / research projects / internships as approved by BOS</li> <li>• Sample Internship completion letter provided by host institutions</li> <li>• Sample Evaluated project report/field work report submitted by the students</li> </ul> <p><b>Apart from the above:</b> <b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p>Note: The term internship is inclusive of Industry Immersion practices</p>	<p align="center"><b>5</b></p>
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**Key Indicator – 1.4 Feedback System (20)**

Metric No.		Weightage
<p><b>1.4.1</b> <b>Q<sub>n</sub>M</b></p>	<p><b>Structured feedback for curriculum and its transactions is regularly obtained from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes of the institution may be classified as follows:</b></p> <p>A. Feedback collected, analysed, action taken &amp; communicated to relevant body and feedback hosted on the institutional website            B. Feedback collected, analysed, action has been taken and communicated to the relevant body            C. Feedback collected and analysed            D. Feedback collected            E. Feedback not collected</p> <p align="right"><b>Opt anyone</b></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)</li> </ul>	<p align="center"><b>20</b></p>

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	<ul style="list-style-type: none"> <li>• At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.</li> <li>• Feedback analysis report submitted to appropriate committee/bodies</li> <li>• Action taken report on the feedback analysis and its report to appropriate committee/bodies</li> <li>• Link of institution’s website where comprehensive feedback, its analytics and action taken report are hosted</li> </ul> <p><b>Apart from the above: Provide Links for any other relevant document to support the claim (if any)</b></p> <p><b>Note: The institution is expected to take feedback from at least two stake holders</b></p>	
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**Criterion 2 – Teaching-Learning and Evaluation (200)**

**Key Indicator - 2.1 Student Enrolment and Profile (10)**

Metric No.		Weightage																		
2.1.1  Q <sub>n</sub> M	<p><b><i>Enrollment Percentage</i></b> 2.1.1.1: Number of Sanctioned seats year-wise during the last five years 2.1.1.2: <b>Number of seats filled year-wise during the last five years,</b> (only first-year admissions to be considered)</p> <table border="1" style="margin-left: 40px; margin-bottom: 20px;"> <tr> <td style="width: 15%;">Year</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Number of sanctioned seats</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of seats filled</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Formula:  <math display="block">\frac{\text{Total number of seats filled yearwise}}{\text{Total number of sanctioned seats yearwise}} \times 100</math></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• Provide the relevant information in institutional website as part of public disclosure</li> </ul> </li> <li>• Document relating to sanction of intake as approved by competent authority</li> <li>• Admission extract signed by the competent authority (only fresh admissions to be considered)</li> </ul> <p><b>Apart from the above: Provide Links for any other relevant document to support the claim (if any)</b></p>	Year						Number of sanctioned seats						Number of seats filled						5
Year																				
Number of sanctioned seats																				
Number of seats filled																				
2.1.2	<p><b><i>Percentage of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission</i></b></p>	5																		

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<b>Q<sub>n</sub>M</b>	<p><i>year-wise during the last five years</i></p> <p>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</p> <p>2.1.2.2: Total number of seats earmarked for reserved category as per GOI or State Government rule year-wise during the last five years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of seats filled against reserved category</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of reserved seats as per state or GOI norms</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Formula:</p> $\frac{\text{Total number of students admitted against the reserved categories}}{\text{Total number of seats earmarked for reserved category as per GOI or State Government Rule}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• Provide the relevant information in institutional website as part of public disclosure</li> <li>• 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)</li> <li>• Final admission list indicating the category as published by the HEI and endorsed by the competent authority.</li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p>Note</p> <ol style="list-style-type: none"> <li>1. Include only those reserved categories as specified by the State/Central Government orders for admission.</li> <li>2. Only those seats filled against the quota should be counted here.</li> <li>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.</li> </ol>	<b>Year</b>						Number of seats filled against reserved category						Number of reserved seats as per state or GOI norms						
<b>Year</b>																				
Number of seats filled against reserved category																				
Number of reserved seats as per state or GOI norms																				

**Key Indicator -2.2 Catering to Student Diversity (20)**

Metric No.		Weightage
<b>2.2.1</b> <b>Q<sub>1</sub>M</b>	<i>The institution assesses the learning levels of the students and organises special Programmes to cater to differential learning needs of the student</i>	<b>5</b>



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	<p>Write a description in maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Provide link for additional information</li> <li>• Upload Any additional information</li> </ul>	
<p><b>2.2.2</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Student - Full time teacher ratio (Data for the latest completed academic year)</i></b></p> <p>(automatically calculated)</p> <p>Formula: (1.1) Students : (2.1)Teachers</p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• No Template as the information is already provided in Extended profile 1.1 and 2.1</li> <li>• <b>Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.</b></li> <li>• <b>List showing the number of students in each of the programs for the latest completed academic year across all semesters</b></li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p>Note: A teacher employed for at least 90 per cent 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 .</p>	<p><b>15</b></p>

**Key Indicator - 2.3 Teaching-Learning Process (20)**

Metric No.		Weightage
<p><b>2.3.1</b></p> <p><b>Q<sub>1</sub>M</b></p>	<p><b><i>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience and teachers use ICT-enabled tools including online resources for effective teaching learning process</i></b></p> <p>Write a description in maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Provide Link for Additional Information</li> </ul>	<p><b>10</b></p>
<p><b>2.3.2</b></p> <p><b>Q<sub>1</sub>M</b></p>	<p><b><i>The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues</i></b></p> <p>Write a description in maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• List of Active mentors</li> </ul>	<p><b>10</b></p>

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	<ul style="list-style-type: none"> <li>• Provide Link for Additional Information</li> <li>•</li> </ul>	
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**Key Indicator - 2.4 Teacher Profile and Quality (60)**

Metric No.		Weightage												
<b>2.4.1</b>  <b>Q<sub>n</sub>M</b>	<p><i>Average percentage of full time teachers appointed against the number of sanctioned posts for latest completed academic year</i></p> <p>2.4.1.1: Total Number of Sanctioned year wise during the last five years</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">Year</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> <tr> <td style="padding: 2px;">Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Formula:</p> <p>Percentage per year = <math>\frac{\text{Number of full time teachers}}{\text{Number of sanctioned posts}} \times 100</math></p> <p>Average Percentage = <math>\sqrt[5]{\text{Percentage per year}}</math></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template merged with 2.4.3 and 2.4.4)</li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> <li>• <b>Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts).</b></li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p>Note: Appointment letter of selected teachers will be sought during the DVV clarification.</p>	Year						Number						<b>10</b>
Year														
Number														

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<p><b>2.4.2</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b>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 years</b></p> <p>2.4.2.1: Number of full time teachers with <b>Ph.D./D.M/M.Ch./D.N.B/ Superspeciality/L.L.D/D.S.C/D.Litt Superspecialist</b> during the last five years <input type="text"/></p> <p>Formula:</p> <p>Percentage =</p> $\frac{\text{Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/L.L.D/D.S.C/D.Litt}}{(2.2) \text{ Total Number of Full-time teachers in the institutions}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> <li>• <b>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.</b></li> <li>• <b>Copies of Ph.D./D.M/M.Ch./D.N.B Superspeciality awarded by UGC recognized universities</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b>  <b>Note: (1) Honorary degrees shall not be considered</b>  <b>(2) Provisional Degree Certificate may be considered wherever Degree Certificate is not awarded</b></p>	<p align="center"><b>40</b></p>
<p><b>2.4.3</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b>Average teaching experience of full time teachers (Data to be provided only for the latest completed academic year, in number of years)</b></p> <p>2.4.3.1: Total teaching experience of full-time teachers (for the latest completed academic year) <input type="text"/></p> <p>Formula:</p> $\frac{\text{Total teaching experience of full time teachers}}{2.1 \text{ Number of full time teachers (latest completed year)}}$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p><b>Note: Experience certificate/ appointment order of selected faculty will be Sought during DVV clarification.</b></p>	<p align="center"><b>10</b></p>

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**Key Indicator - 2.5 Evaluation Process and Reforms (30)**

Metric No.		Weightage												
<p><b>2.5.1</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>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</i></p> <p>2.5.1.1: Number of days from the date of last semester-end/ year- end examination till the last date declaration of results year-wise during the last five years</p> <table border="1" data-bbox="344 712 986 846"> <tr> <td><b>Assessment Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Number of days</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b>Formula:</b></p> $\frac{\text{Total Number of days from the date of last semester – end/ year – end examination till the last date declaration of results}}{\text{Number of years in the assessment period}}$ <p><b>Upload the specific document as per description given below</b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b> <ul style="list-style-type: none"> <li>• Exam timetable released by the Controller of Examination</li> <li>• Result Sheet with date of publication</li> <li>• Policy document on Declaration of results (if any)</li> </ul> </li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b>  <b>Note: In terms of semester system, consider details of even semester only</b></p>	<b>Assessment Year</b>						<b>Number of days</b>						<p align="center"><b>10</b></p>
<b>Assessment Year</b>														
<b>Number of days</b>														
<p><b>2.5.2</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Percentage of student complaints/grievances about evaluation against total number of students appeared in the examinations during the last five years</i></p> <p>2.5.2.1: Number of complaints/grievances about evaluation year-wise during the last five years</p> <table border="1" data-bbox="450 1796 1193 1930"> <tr> <td><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Number of complaints/ grievances</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Year</b>						<b>Number of complaints/ grievances</b>						<p align="center"><b>10</b></p>
<b>Year</b>														
<b>Number of complaints/ grievances</b>														

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	<p><b>2.5.2.2:</b> Number of students appeared in the examination conducted by the institution year wise during the last five years</p> <table border="1" data-bbox="488 349 1053 450"> <tr> <td>Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Formula:</p> $\text{Percentage} = \frac{\text{Total number of complaints or grievanves about evaluation}}{\text{Total number of students appeared year wise during last five years}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> <li>• List the number of students who have applied for re- valuation/re-totalling program wise and the total certified by the Controller of Examinations year-wise for the assessment period.</li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p><b>Note: One student to be counted only once in a year irrespective of the number of papers/courses for which he/she has applied.</b></p>	Year						Number						
Year														
Number														
<p><b>2.5.3</b> <b>Q<sub>n</sub>M</b></p>	<p><b><i>Status of automation of Examination division along with approved Examination Manual/ordinance</i></b></p> <p><b>A. 100% automation of entire division &amp; implementation of Examination Management System (EMS)</b></p> <p><b>B. Only student registration, Hall ticket issue &amp; Result Processing</b></p> <p><b>C. Only student registration and result processing</b></p> <p><b>D. Only result processing</b></p> <p><b>E. Only manual methodology</b> <span style="float: right;"><b>(Opt any one)</b></span></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>The report on the present status of automation of examination division including screenshots of various modules of the software.</b></li> <li>• <b>The screenshot should reflect the HEI name and the name of the module.</b></li> <li>• <b>Copies of the purchase order and bills/AMC of the software.</b></li> <li>• <b>If the EMS is outsourced, copy of the relevant contract and copies of bills of payment to be provided.</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide Links for any other relevant document to support the claim (if any)</b></li> </ul>	<p align="center"><b>10</b></p>												

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**Key Indicator - 2.6 Student Performance and Learning Outcomes (30)**

Metric No.		Weightage
2.6.1 Q <sub>1</sub> M	<p><i>The institution has stated learning outcomes (Program 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</i></p> <p>Write a description in maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Provide links as Additional Information</li> <li>• Upload COs for all courses (exemplars from Glossary)</li> </ul>	15
2.6.2 Q <sub>n</sub> M	<p><i>Pass percentage of students (excluding backlog students) (Data to be provided only for the latest completed academic year)</i></p> <p>2.6.2.1: Total number of final year students who passed the examination conducted by Institution <input type="text"/></p> <p>Formula:</p> $\frac{\text{Total number of final year students who passed in the university examination}}{(1.2) \text{ Number of final year – outgoing students (latest completed year)}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• Provide the relevant information in institutional website as part of public disclosure</li> <li>• Annual report of COE highlighting the pass percentage of students</li> <li>• Certified report from the Controller of Examinations indicating the pass</li> <li>• percentage of students of the final year (final semester) eligible for the degree program-wise / year wise</li> </ul> </li> </ul> <p><b>Apart from the above:</b> Provide Links for any other relevant document to support the claim (if any)</p>	15

**Key Indicator - 2.7 Student Satisfaction Survey (30)**

Metric No.		Weightage
2.7.1 Q <sub>n</sub> M	<p><i>Online Student Satisfaction Survey regarding the teaching-learning process.</i></p> <p>( Online survey to be conducted)</p> <p>Data Requirements: (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)</p> <p><b>File Description</b></p>	30

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	<ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Upload database of all currently enrolled students (Data Template)</li> </ul>	
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**Criterion 3 – Research, Innovations and Extension (250)**

**Key Indicator - 3.1 Promotions of Research and Facilities (20)**

Metric No.		Weightage												
3.1.1 Q <sub>1</sub> M	<p><i>The institution’s Research facilities are frequently updated and there are well defined policy for promotion of research which is uploaded on the institutional website and implemented</i></p> <p>Write a description in maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Provide links as Additional Information</li> </ul> <p>Upload COs for all courses (exemplars from Glossary)</p>	2												
3.1.2 Q <sub>n</sub> M	<p><i>The institution provides seed money to its teachers for research (average per year)</i></p> <p>3.1.2.1: Amount of seed money provided by institution to its teachers for research year- wise during the last five years(INR in lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>INR in lakhs</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Formula:</p> $\frac{\text{Total Amount of Seed money}}{5}$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>List of faculty who have been provided with seed money for research along with the title of the project, duration and amount year-wise.</b></li> <li>• <b>Sanction letters of seed money to the teachers is mandatory.</b></li> <li>• <b>Audited Income-Expenditure statement highlighting the expenditure towards seed money endorsed by the Finance Officer</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <p><b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p><b>Note: Seed money grant less than one lakh per faculty shall not be considered.</b></p>	Year						INR in lakhs						3
Year														
INR in lakhs														
3.1.3 Q <sub>n</sub> M	<p><i>Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years</i></p> <p>3.1.3.1: Number of teachers who received national/ international</p>	5												



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	<p>fellowship/financial support from various agencies, for advanced studies / research; year-wise during the last five years</p> <p>Formula</p> $\frac{\text{Total number of teachers who received national/ international fellowship/ financial support by various agencies for advanced studies/research during the last five years}}{(2.2) \text{ Total number of full time teachers (without repeat count) during the last five years}} \times 100$ <p><b>Upload the specific document as per description given below</b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• E-copies of the award letters of the teachers.</li> <li>• List of teachers who have received the awards along with the nature of award, the awarding agency etc.</li> <li>• Provide the relevant information in institutional website as part of public disclosure</li> </ul> </li> </ul> <p><b>Apart from the above:</b> Provide Links for any other relevant document to support the claim (if any)</p> <p><b>Note: Sponsored International travel grant can also be included here</b></p>	
<p><b>3.1.4</b> <b>Q<sub>n</sub>M</b></p>	<p><b>Percentage of JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years</b></p> <p>3.1.4.1: The Number of <i>JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years</i> <input type="checkbox"/></p> <p>3.1.4.1: Number of PhD Scholars enrolled during last five years <input type="checkbox"/></p> <p>Formula</p> $\frac{\text{Total no. JRF + SRF during last five years}}{\text{No. of Phd Scholars enrolled during last five years}} \times 100$ <p><b>Upload the specific document as per description given below</b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• List of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows along with the details of the funding agency is to be provided.</li> <li>• E copies of fellowship award letters (mandatory)</li> <li>• Provide the relevant information in institutional website as part of public disclosure</li> </ul> </li> </ul> <p><b>Apart from the above:</b> Provide Links for any other relevant document to support the claim (if any)</p> <p><b>Note:</b> Institution research fellows with grants equal to UGC JRF &amp; SRF fellowships shall be considered</p>	<p align="center"><b>10</b></p>

**Key Indicator - 3.2 Resource Mobilization for Research (40)**

Metric		Weightage
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No.		
<p><b>3.2.1</b> <b>Q<sub>n</sub>M</b></p>	<p><b><i>Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the last five years</i></b></p> <p>3.2.1.1: Total Grants for Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the last five years (INR in Lakhs) <input data-bbox="1177 584 1254 651" type="text"/></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>List of Extramural funding received for research, Endowment Research Chairs received during the last five years along with the nature of award, the awarding agency and the amount.</b></li> <li>• <b>E-copies of the letters of award for research, endowments, Chairs sponsored by non- government sources</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide Links for any other relevant document to support the claim (if any)</b></li> </ul>	<p align="center"><b>25</b></p>
<p><b>3.2.2</b> <b>Q<sub>n</sub>M</b></p>	<p><b><i>Number of research projects per teacher funded by government, non-government , industry, corporate houses, international bodies during the last five years</i></b></p> <p>3.2.2.1: Number of research projects funded by government and non-government agencies during the last five years <input data-bbox="1002 1249 1050 1301" type="text"/></p> <p>Formula:</p> $\frac{\text{Total number of research projects funded by government and non – government industry, corporate houses, international bodies during the last five years}}{(2.2 \text{ Number of full time teachers (without repeat count) during the last five years})}$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template merged with 3.2.1) <ul style="list-style-type: none"> <li>• <b>List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc.</b></li> <li>• <b>E-copies of the grant award letters for research projects sponsored by government agencies.</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide Links for any other relevant document to support the claim (if any)</b></li> </ul>	<p align="center"><b>15</b></p>

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**Key Indicator - 3.3 Innovation Ecosystem (20)**

Metric No.		Weightage
3.3.1 Q <sub>n</sub> M	<p><i>Institution has created an ecosystem for innovations, Indian Knowledge System (IKS) including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of technology/knowledge and the outcomes of the same are evident</i></p> <p>Write description in maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Upload database of all currently enrolled students (Data Template)</li> </ul>	15
3.3.2 Q <sub>n</sub> M	<p><i>Number of awards received for research/innovations by the institution/teachers/research scholars/students during the last five years</i></p> <p>3.3.2.1: Total number of awards received for <i>research/innovations</i> by institution/teachers/research scholars/students during the last five years</p> <p><u>Upload the specific document as per description given below</u> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• e- Copies of award letters issued by the awarding agency</li> <li>• Provide the relevant information in institutional website as part of public disclosure</li> </ul> </li> </ul> <p><b>Apart from the above:</b> Provide Links for any other relevant document to support the claim (if any)</p>	5

**Key Indicators - 3.4 Research Publications and Awards (120)**

Metric No.		Weightage
3.4.1 Q <sub>n</sub> M	<p><i>The institution ensures implementation of its stated Code of Ethics for research</i></p> <p>3.4.1.1 The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:</p> <ol style="list-style-type: none"> <li>1. Inclusion of research ethics in the research methodology course work</li> <li>2. Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc.,)</li> <li>3. Plagiarism check through software</li> <li>4. Research Advisory Committee</li> </ol> <p><b>Options:</b></p> <p>A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above</p>	5

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	<p>E. None of the above(<b>Opt any one</b>)  <u>Upload the specific document as per description given below</u>  <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Copy of the syllabus of the research methodology course work to indicate if research ethics is included.</b></li> <li>• <b>Constitution of the ethics committee and its proceedings as approved by the appropriate body.</b></li> <li>• <b>Constitution of research advisory committee and its proceedings as approved by the appropriate body.</b></li> <li>• <b>Bills of purchase of licensed plagiarism check software in the name of the HEI.</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> </p>	
<p><b>3.4.2</b>  <b>Q<sub>n</sub>M</b></p>	<p><i>Number of Patents awarded during the last five years</i></p> <p>3.4.2.1: Total number of Patents awarded during the last five years <input type="text"/></p> <p><u>Upload the specific document as per description given below</u>  <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>e-copies of letter of patent grant.</b></li> <li>• <b>Patents granted / published in the name of the faculty with the institutional affiliation to the university working during the assessment period only to be given.</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> <li>• In case of patents obtained outside India, provide us one of the following: <ol style="list-style-type: none"> <li>1. If the Indian Patent application is filed for the corresponding foreign patent, please provide us the current status of the Indian Patent application</li> <li>2. If you have filed the foreign patent without filing corresponding Indian Patent application, please provide us a copy of foreign filing license obtained from Indian Patent office as per Section 39 of Indian Patent act, 1970.</li> </ol> </li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> </p>	<p align="center"><b>15</b></p>
<p><b>3.4.3</b>  <b>Q<sub>n</sub>M</b></p>	<p><i>Number of Ph.Ds awarded per recognized guide during the last five years</i></p> <p>3.4.3.1: How many Ph.D s were awarded during last 5 years <input type="text"/></p> <p>3.4.3.2 : Number of teachers recognized as guides during the last five years <input type="text"/></p> <p>Formula:</p>	<p align="center"><b>15</b></p>

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	$\frac{\text{Number of Ph. D degrees awarded during the last five years}}{\text{Number of Teachers recognised as guides during the last five years}}$	
	<p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>PhD Award letters to PhD students.</b></li> <li>• <b>Letter from the university indicating name of the PhD student with title of the doctoral study and the name of the guide.</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <p><b>Provide Links for any other relevant document to support the claim (if any)</b></p>	
<p><b>3.4.4</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Number of research papers published per teacher in the Journals as notified on UGC CARE list during the last five years</i></b></p> <p>3.4.4.1: Number of research papers published in the Journals as notified on UGC CARE list during the last five years <input type="text"/></p> <p>Formula:</p> $\frac{\text{Number of research papers in the journals notified on UGC CARE list during the last five years}}{(2.2 \text{ Number of full time teachers (without repeat count) during the last five years})}$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>List and links of the papers published in journals listed in UGC CARE list and</b></li> <li>• <b>Link to the institutional website where the first page/full paper (with author and affiliation details) is published</b></li> <li>• <b>Link re-directing to journal source-cite website in case of digital journals</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide Links for any other relevant document to support the claim (if any)</b></li> </ul> <p><b>Note: The HEI should indicate in the data template against each paper about the presence of the journal in which the paper is published in the UGC CARE as on date with CARE journal ID</b></p>	<p><b>20</b></p>
<p><b>3.4.5</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Number of books and chapters in edited volumes published per teacher during the last five years</i></b></p> <p>3.4.5.1: Total number of books and chapters in edited volumes / books published during the last five years <input type="text"/></p> <p>Formula:</p>	<p><b>10</b></p>

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	<p>Total number of books and chapters in edited volumes, books published during the last five years                  (2.2 Number of full time teachers(without repeat count)during the last five years)</p>				
	<p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)                             <ul style="list-style-type: none"> <li>• E-copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters</li> <li>• List of chapter/book with the links redirecting to the source website.</li> <li>• Provide the relevant information in institutional website as part of public disclosure</li> </ul> </li> </ul> <p><b>Apart from the above:                  Provide Links for any other relevant document to support the claim (if any)</b></p>				
<p><b>3.4.6</b>  <b>Q<sub>n</sub>M</b></p>	<p><b><i>E-content is developed by teachers :</i></b></p> <ol style="list-style-type: none"> <li>1. <i>For e-PG-Pathshala</i></li> <li>2. <i>For CEC (Undergraduate)</i></li> <li>3. <i>For SWAYAM</i></li> <li>4. <i>For other MOOCs platforms</i></li> <li>5. <i>Any other Government Initiatives</i></li> <li>6. <i>For Institutional LMS</i></li> </ol> <p><i>Options:</i></p> <table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>A. Any 4 or more of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ul> </td> <td style="font-size: 3em; vertical-align: middle; padding: 0 10px;">}</td> <td style="vertical-align: middle;">(Opt any one)</td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)                             <ul style="list-style-type: none"> <li>• Give links to upload document of e-content developed showing the authorship/contribution.</li> <li>• Supporting documents from the sponsoring agency for the e-content developed by the teachers need to be provided.</li> <li>• For institution LMS a summary of the e-content developed and the links to the e-content should be provided</li> <li>• Provide the relevant information in institutional website as part of public disclosure</li> </ul> </li> </ul> <p><b>Apart from the above:                  Provide Links for any other relevant document to support the claim (if any)</b></p>	<ul style="list-style-type: none"> <li>A. Any 4 or more of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ul>	}	(Opt any one)	<p><b>15</b></p>
<ul style="list-style-type: none"> <li>A. Any 4 or more of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ul>	}	(Opt any one)			
<p><b>3.4.7</b>  <b>Q<sub>n</sub>M</b></p>	<p><b><i>Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science</i></b></p> <p>Data to be provided for the last five years:</p> <ul style="list-style-type: none"> <li>• Title of the paper</li> <li>• Name of the author</li> <li>• Title of the journal</li> </ul>	<p><b>20</b></p>			

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	<ul style="list-style-type: none"> <li>• Year of publication</li> <li>• Citation Index</li> </ul> <p>Formula:</p> $\frac{\text{Total number of Citation in SCOPUS in five years} + \text{Total number of Citation in Web of Science in five years}}{\text{Total number of Publication in SCOPUS in five years} + \text{Total number of Publication in Web of Science in five years}}$ <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• Any additional information</li> <li>• Bibliometrics of the publications during the last five years</li> </ul> <p><i>* The Data obtained from inflibnet will be used for the purposes of calculation of scores.</i></p> <p><b>Bibliometric of the publications: citation report for the last five calendar years counting backward from SSR submission date to be uploaded</b></p>	
<p>3.4.8</p> <p>Q<sub>n</sub>M</p>	<p><b><i>Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-Index of the University</i></b></p> <p>h-index of the institution based on publications made in Scopus Web of Science during the last five years</p> <p>Data for the last five years will be considered</p> <ul style="list-style-type: none"> <li>• Title of the paper</li> <li>• Name of the author</li> <li>• Title of the journal</li> <li>• Year of publication</li> <li>• H index</li> </ul> <p>Formula:</p> $\frac{\text{h - Index of Scopus} + \text{h - index of Web of Science during the last five years}}{2}$ <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• <b>Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution</b></li> <li>• Any additional information</li> </ul> <p><i>* The Data obtained from INFLIBNET will be used for the purpose of calculation of scores.</i></p>	<p style="text-align: center;"><b>20</b></p>

**Key Indicators - 3.5 Consultancy (20)**

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Metric No.														
3.5.1 Q <sub>n</sub> M	<p><b>Revenue generated from consultancy and corporate training during the last five years</b></p> <p>3.5.1.1: Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>INR in lakhs</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b>Upload the specific document as per description given below</b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Audited statements of accounts indicating the revenue generated through and corporate training/consultancy.</b></li> <li>• <b>Letter from the corporate to whom training was imparted along with the fee paid.</b></li> <li>• <b>CA certified copy of statement of accounts as attested by head of the institution.</b></li> <li>• <b>Letter from the beneficiary of the consultancy along with details of the consultancy fee.</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide Links for any other relevant document to support the claim (if any)</b></li> </ul> <p>Note: Corporate training is inclusive of all monetized training</p>	Year						INR in lakhs						<b>20</b>
Year														
INR in lakhs														

**Key Indicators - 3.6 Extension Activities (20)**

Metric No.		Weightage
3.6.1 Q <sub>1</sub> M	<p><b>Outcomes of extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues and holistic development, and awards received if any during the last five years (Showcase at least four case studies to the peer team)</b></p> <p>Describe the impact of extension activities in sensitising students to social issues and holistic development with four case studies within a maximum of 500 words</p> <p><b>File description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul>	<b>10</b>

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<p><b>3.6.2</b> <b>Q<sub>n</sub>M</b></p>	<p><b><i>Number of extension and outreach programs conducted by the institution through organized forums like NSS/NCC with involvement of community year wise during the last five years</i></b></p> <p>3.6.2.1: Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years.</p> <table border="1" data-bbox="488 499 1128 607"> <tr> <td>Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• Detailed list and report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency</li> <li>• Geo-tagged Photographs and any other supporting document of relevance should have proper captions and dates.</li> <li>• Provide the relevant information in institutional website as part of public disclosure</li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <ul style="list-style-type: none"> <li>• Provide Links for any other relevant document to support the claim (if any)</li> </ul> <p><b>Note: Celebration of commemorative days to be avoided here</b></p>	Year						Number						<p align="center"><b>10</b></p>
Year														
Number														

**Key Indicator - 3.7 Collaboration (10)**

Metric No.		Weightage
<p><b>3.7.1</b> <b>Q<sub>n</sub>M</b></p>	<p><b><i>Number of functional MoUs /linkage with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years</i></b></p> <p>3.7.1.1: Number of 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 last five years <input type="checkbox"/></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• List and Copies of documents indicating the functional MoUs/linkage/collaboration activity-wise and year-wise</li> <li>• Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.</li> <li>• List of year wise activities and exchange should be provided</li> <li>• Provide the relevant information in institutional website as part of public disclosure</li> </ul> </li> </ul> <p><b>Apart from the above:</b></p>	<p align="center"><b>10</b></p>



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	<b>Provide Links for any other relevant document to support the claim (if any)</b> <b>Note: MoUs /Linkage without any evidence of activity will not be considered</b>	
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**Criterion 4 – Infrastructure and Learning Resources (100)**

**Key Indicator - 4.1 Physical Facilities (30)**

Metric No		Weightage												
<b>4.1.1</b>  <b>Q<sub>1</sub>M</b>	<p><i>The institution has adequate infrastructure facilities for</i></p> <p><i>a. teaching - learning. viz., classrooms, laboratories,</i></p> <p><i>b. ICT enabled facilities such as smart classes, LMS etc.</i></p> <p><i>c. Facilities for cultural and sports activities , yoga centre, games (indoor and outdoor) gymnasium, auditorium etc.</i></p> <p>Describe the adequacy of facilities for teaching-learning as per the minimum specified requirement by the statutory bodies, within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Provide the link for additional information</li> </ul>	<b>20</b>												
<b>4.1.2</b>  <b>Q<sub>n</sub>M</b>	<p><i>Percentage of expenditure excluding salary, for infrastructure development and augmentation year wise during the last five years</i></p> <p>4.1.2.1: Expenditure for infrastructure development and augmentation excluding salary, year wise during the last five years (INR in lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>INR in lakhs</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Formula:</p> <p align="center">Percentage =</p> $\frac{\text{Total Expenditure for infrastructure augmentation excluding salary}}{3.1 \text{ Total expenditure excluding salary}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>Institutional data in the prescribed format (data template)</b></li> <li>• <b>Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b> <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	<b>Year</b>						<b>INR in lakhs</b>						<b>10</b>
<b>Year</b>														
<b>INR in lakhs</b>														

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**Key Indicator - 4.2 Library as a Learning Resource (20)**

Metric No.		Weightage												
<p><b>4.2.1</b></p> <p><b>Q<sub>1</sub>M</b></p>	<p><i>Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e-resources and journals are made. The library is optimally used by the faculty and students</i></p> <p>Write description in a maximum of 500 words.</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Provide the Paste link for additional information</li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul>	<p align="center"><b>15</b></p>												
<p><b>4.2.2</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Percentage expenditure for purchase of books/ e-books and subscription to journals/e-journals year wise during the last five years</i></p> <p>4.2.2.1: Annual expenditure for purchase of books and journals year-wise during the last five years (INR in lakhs)</p> <p>Formula:</p> <table border="1" data-bbox="507 1310 1244 1377" style="margin-left: auto; margin-right: auto;"> <tr> <td><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>INR in lakhs</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> $\frac{\text{Total expenditure for purchase of books, ebooks and subscriptions}}{3.1 \text{ Total expenditure excluding salary}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template merged with 4.1.2)             <ul style="list-style-type: none"> <li>• <b>Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for purchase of books/ e-books and subscription to journals/e-journals should be clearly highlighted)</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <p><b>Provide Links for any other relevant document to support the claim (if any)</b></p>	<b>Year</b>						<b>INR in lakhs</b>						<p align="center"><b>5</b></p>
<b>Year</b>														
<b>INR in lakhs</b>														

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**Key Indicator – 4.3 IT Infrastructure (30)**

Metric		Weightage
<p><b>4.3.1</b></p> <p><b>Q<sub>1</sub>M</b></p>	<p><b><i>Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection</i></b></p> <p>Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Provide the link for additional information</li> <li>•</li> </ul>	<p align="center"><b>15</b></p>
<p><b>4.3.2</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Student - Computer ratio (Data for the latest completed academic year)</i></b></p> <p>4.3.2.1: Number of computers available for student use <input type="text"/></p> <p>Auto generated from the extended profile</p> <p>Formula:</p> <p><b><i>Number of students : Number of Computers</i></b></p> <p><b><u>Upload the specific document as per description given below</u></b> (No template)</p> <ul style="list-style-type: none"> <li>• Stock register/extracts highlighting the computers issued to respective departments for student’s usage.</li> <li>• Purchased Bills/Copies highlighting the</li> </ul> <p><b>Apart from the above:</b> <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	<p align="center"><b>10</b></p>
<p><b>4.3.3</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Institution has the following Facilities for e-content development and other resource development</i></b></p> <ol style="list-style-type: none"> <li>1. Audio visual center, mixing equipment, editing facilities and Media Studio</li> <li>2. Lecture Capturing System(LCS)</li> <li>3. Central Instrumentation Centre</li> <li>4. Animal House</li> <li>5. Museum</li> <li>6. Business Lab</li> <li>7. Research/statistical database</li> <li>8. Moot court</li> <li>9. Theatre</li> <li>10. Art Gallery</li> <li>11. Any other facility to support research</li> </ol>	<p align="center"><b>5</b></p>

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	<p><b>Options:</b></p> <p>A. Any 7 or more of the above          B. Any 6 of the above          C. Any 5 of the above          D. Any 3-4 of the above          E. Any 2 or below                      <b>(Opt only one)</b></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)</li> <li>• <b>Purchase Bill / stock register, entry for lecture capturing system, mixing equipment, software for editing.</b></li> <li>• <b>Videos and geo-tagged photographs of each of the facilities available in the HEI. Details of the structures of each of the facilities available in the HEI.</b></li> <li>• <b>Copy of the subscription letter for database is essential for Option Research/Statistical Databases</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	
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**Key Indicator - 4.4 Maintenance of Campus Infrastructure (20)**

Metric No.		Weightage												
<p><b>4.4.1</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years</i></b></p> <p>4.4.1.1: Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>INR in lakhs</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data to be provided for the last five years:(As per Data Template)</p> <ul style="list-style-type: none"> <li>• Non- salary expenditure incurred</li> <li>• Expenditure incurred on maintenance of campus infrastructure</li> </ul> <p>Formula:</p> $\text{Percentage} = \frac{\text{Total expenditure on maintenance of physical and academic support facilities excluding salary component}}{\text{3.1 Total expenditure excluding salary component}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p>	<b>Year</b>						<b>INR in lakhs</b>						<p><b>10</b></p>
<b>Year</b>														
<b>INR in lakhs</b>														

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	<ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)</li> <li>• Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)</li> </ul> <p><b>Apart from the above:</b> Provide Links for any other relevant document to support the claim (if any)</p>	
4.4.2 Q <sub>1</sub> M	<p><i>There are established systems and procedures for maintaining and utilising physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</i></p> <p>Describe policy details of systems and procedures for maintaining and utilising physical, academic and support facilities within 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Provide the link for additional information</li> </ul>	<b>10</b>

**Criterion 5 - Student Support and Progression (100)**

**Key Indicator - 5.1 Student Support (30)**

Metric No.		Weightage												
5.1.1 Q <sub>n</sub> M	<p><i>Percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years</i></p> <p>5.1.1.1: Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists year-wise during the last five years</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td align="center">Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td align="center">Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data to be provided for the last five years:(As per Data Template)</p> <ul style="list-style-type: none"> <li>• Name of the scheme</li> <li>• Number of students benefiting</li> </ul> <p>Formula:</p> $\frac{\text{Total number of students benefited by scholarships and freeships by institution, government and non-government agencies}}{1.1 \text{ Total number of students on rolls}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p>	Year						Number						<b>15</b>
Year														
Number														

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	<ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Upload Sanction letter of scholarship and free ships (in English).</b></li> <li>• <b>Upload policy document of the HEI for award of scholarship and freeships.</b></li> <li>• <b>Year-wise list of beneficiary students in each scheme duly signed by the competent authority.</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>				
5.1.2 Qlm	<p><i>Efforts taken by the institution to provide career counseling including e-counseling and guidance for competitive examinations during the last five years</i></p> <p>Write description in a maximum of 500 words.</p> <p><b>File description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> </ul>	5			
5.1.3 QnM	<p><i>Following Capacity development and skills enhancement initiatives are undertaken by the institution for:</i></p> <ol style="list-style-type: none"> <li>1. <i>Soft skills</i></li> <li>2. <i>Language and communication skills</i></li> <li>3. <i>Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)</i></li> <li>4. <i>Awareness of trends in technology</i></li> </ol> <p><b>Options:</b></p> <table style="border: none;"> <tr> <td style="vertical-align: middle;"> <ul style="list-style-type: none"> <li>A. All of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ul> </td> <td style="font-size: 3em; vertical-align: middle; padding: 0 10px;">}</td> <td style="vertical-align: middle;">(Opt any one)</td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Report with photographs on soft skills enhancement programs</b></li> <li>• <b>Report with photographs on Language &amp; communication skills enhancement programs</b></li> <li>• <b>Report with photographs on Life skills (Yoga, physical fitness, health and hygiene) enhancement programs</b></li> <li>• <b>Report with photographs on ICT/computing skills enhancement programs</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	<ul style="list-style-type: none"> <li>A. All of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ul>	}	(Opt any one)	5
<ul style="list-style-type: none"> <li>A. All of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ul>	}	(Opt any one)			
5.1.4	<p><i>The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</i></p>	5			

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Q <sub>n</sub> M	<p>1. <i>Implementation of guidelines of statutory/regulatory bodies</i></p> <p>2. <i>Organisation-wide awareness and undertakings on policies with zero tolerance</i></p> <p>3. <i>Mechanisms for submission of online/offline students' grievances</i></p> <p>4. <i>Timely redressal of the grievances through appropriate committees</i></p> <p><b>Options:</b></p> <p>A. All of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p> <p align="right"><b>(Opt any one)</b></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>Details of statutory/regulatory Committees (to be notified in institutional website also)</b></li> <li>• <b>Proof for Implementation of guidelines of statutory/regulatory bodies</b></li> <li>• <b>Report of Organisation wide awareness and undertakings on policies with zero tolerance</b></li> <li>• <b>Proof related to Mechanisms for submission of online/offline students' grievances</b></li> <li>• <b>Annual report of the committee monitoring the activities and number of grievances</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b> Provide Links for any other relevant document to support the claim (if any)</p>	
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**Key Indicator - 5.2 Student Progression (45)**

Metric No.		Weightage						
<b>5.2.1</b> Q <sub>nm</sub>	<p><i>Percentage of placement of outgoing students during the last five years</i></p> <p>5.2.1.1: Number of outgoing students placed year wise during the last five years</p> <table border="1" style="margin-left: auto; margin-right: auto; width: 60%;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	Year						<b>15</b>
Year								

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<b>Number</b>					
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Formula:

$$\frac{\text{Number of outgoing students placed}}{(\text{1.2 Total number of outgoing final year students}) - (\text{5.2.2.1 Total progressed to higher education})} \times 100$$

**Upload the specific document as per description given below**

- Institutional data in the prescribed format (data template)
- **Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order (the above list should be available in institutional website)**

**Apart from the above:**

**Provide Links for any other relevant document to support the claim (if any)**

**5.2.2  
Qnm**

***Percentage of graduated students who have progressed to higher education year-wise during last five years***

**15**

**5.2.2.1: Number of outgoing students progressing to higher education**

<b>Year</b>					
<b>Number</b>					

Formula:

$$\frac{\text{Total Number of outgoing students progressing to higher education}}{(\text{1.2 Total final year outgoing students}) - (\text{5.2.1.1: Total number of Students placed})} \times 100$$

**Upload the specific document as per description given below**

- Institutional data in the prescribed format (data template)
- **List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.**

**(the above list should be available in institutional website)**

**Apart from the above:**

**Provide Links for any other relevant document to support the claim (if any)**

**5.2.3  
Qnm**

***Percentage of students qualifying in state/ national/ international level examinations out of the graduated students during the last five years***

**15**

**5.2.3.1: Number of students qualifying in state/National/International level Examination during last five years (eg. SLET, NET, UPSC etc)**

Formula:

$$\frac{\text{Number of students qualifying in state/National/International level Examination}}{\text{1.2 Total final year – outgoing students}} \times 100$$



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	<p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	
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**Key Indicator - 5.3 Student Participation and Activities (15)**

Metric No.		Weightage												
<b>5.3.1</b>  <b>Q<sub>n</sub>M</b>	<p><i>Number of awards/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 last five years</i></p> <p>5.3.1.1: Number of awards/medals <i>won by students</i> for outstanding performance in sports/cultural activities at inter-university/state/national/international level (award for a team event should be counted as one) year-wise during the last five years</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Year</b></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> <tr> <td style="text-align: center;"><b>Number</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>list and links to e-copies of award letters and certificates</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	<b>Year</b>						<b>Number</b>						<b>05</b>
<b>Year</b>														
<b>Number</b>														
<b>5.3.2</b>  <b>Q<sub>1</sub>M</b>	<p><i>Presence of an active Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution</i></p> <p>Describe the Student Council activity and students' role in academic &amp; administrative bodies within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> </ul>	<b>5</b>												
<b>5.3.3</b>  <b>Q<sub>n</sub>M</b>	<p><i>The institution conducts /organizes following activities</i></p> <p>1. Sports competitions/events                  2. Cultural competitions/events</p>	<b>5</b>												

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	<p>3. Technical fest/academic fests 4. Any other events through active clubs and forums</p> <p><b>Options:</b> A. All four of the above B. Any three of the above C. Any two of the above D. Any one of the above E. None of the above</p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Report of the Sports competitions/events along with photographs appropriately dated and captioned year- wise.</b></li> <li>• <b>Report of the Cultural competitions/events along with photographs appropriately dated and captioned year- wise.</b></li> <li>• <b>Report of the Technical fest/academic fests along with photographs appropriately dated and captioned year- wise.</b></li> <li>• <b>Report of the Any other events through active clubs and forums along with photographs appropriately dated and captioned year- wise.</b></li> <li>• <b>Copy of circular/brochure indicating such kind of activities.</b></li> <li>• <b>List of students participated in different events year wise signed by the head of the Institution.</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b> <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	
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**Key Indicator - 5.4 Alumni Engagement (10)**

Metric No.		Weightage
5.4.1  Q <sub>n</sub> M	<p><i>Alumni contribution during the last five years to the University through registered Alumni Association</i></p> <p>5.4.1.1. Total Amount of alumni contribution during the last five years (INR in lakhs) to the institution through registered Alumni association:</p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• (No template) <ul style="list-style-type: none"> <li>• <b>Annual audited statements of accounts of the HEI highlighting the Alumni contribution duly certified by the Chartered Accountant/Finance Officer.</b></li> <li>• <b>List of alumnus/alumni with the amount contributed year-wise</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b> <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	5

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<b>5.4.2</b> <b>Q<sub>1</sub>M</b>	<p><i>Alumni contributes and engages significantly to the development of University through academic and other support system</i></p> <p>Describe the <i>alumni contributions and engagements</i> within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> </ul> <p>Upload any additional information</p>	<b>5</b>
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**Criterion 6 - Governance, Leadership and Management (100)**

**Key Indicator - 6.1 Institutional Vision and Leadership (15)**

Metric No.		Weightage
<b>6.1.1</b>  <b>Q<sub>1</sub>M</b>	<p><i>The Institutional governance and leadership are in accordance with Vision and mission of the institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, de-centralization, participation in the institutional governance and in their Short term and Long term institutional perspective plan.</i></p> <p>Write description in a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> </ul>	<b>15</b>

**Key Indicator - 6.2 Strategy Development and Deployment (10)**

Metric No.		Weightage
<b>6.2.1</b>  <b>Q<sub>1</sub>M</b>	<p><i>The institutional perspective plan is effectively deployed and functioning of the Institutional bodies are effective and efficient as visible from policies, administrative set-up, appointment, service rules, procedures etc.</i></p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Strategic Plan and deployment documents on the website</li> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> </ul>	<b>5</b>
<b>6.2.2</b>  <b>Q<sub>n</sub>M</b>	<p><i>Institution Implements e-governance in its operations</i></p> <p>6.2.2.1 e-governance is implemented covering the following areas of operations:</p> <ol style="list-style-type: none"> <li>1. Administration including complaint management</li> <li>2. Finance and Accounts</li> <li>3. Student Admission and Support</li> <li>4. Examinations</li> </ol>	<b>5</b>

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	<p><b>Options:</b></p> <p>A. All of the above          B. Any3 of the above          C. Any2 of the above          D. Any1 of the above          E. None of the above</p> <p align="center"><b>(Opt any one)</b></p> <p><b>Upload the specific document as per description given below</b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>Institutional expenditure statements for the budget heads of e-governance implementation ERP Document</b></li> <li>• <b>Screen shots of user interfaces of each module reflecting the name of the HEI.</b></li> <li>• <b>Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	
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**Key Indicator - 6.3 Faculty Empowerment Strategies (25)**

Metric No.		Weightage												
<b>6.3.1</b>  <b>Q<sub>1</sub>M</b>	<p><i>The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression</i></p> <p>Write description in a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> </ul>	<b>4</b>												
<b>6.3.2</b>  <b>Q<sub>n</sub>M</b>	<p><i>Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</i></p> <p>6.3.2.1: Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year-wise during the last five years</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Year</b></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> <tr> <td style="text-align: center;"><b>Number</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Formula:</p> <p align="center">Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies during the last five years</p> <p>Percentage = <math>\frac{\text{Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies during the last five years}}{(2.1)\text{Total number of full time teachers during the last five years}} \times 100</math></p>	<b>Year</b>						<b>Number</b>						<b>15</b>
<b>Year</b>														
<b>Number</b>														

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	<p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)</li> <li>• <b>Policy document on providing financial support to teachers</b></li> <li>• <b>E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.</b></li> <li>• <b>Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies.</b></li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p><b>Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered</b></p>													
<p><b>6.3.3</b> <b>Q<sub>n</sub>M</b></p>	<p><b><i>Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years</i></b></p> <p>6.3.3.1: Total number of teachers who have undergone online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years</p> <table border="1" data-bbox="493 1115 1133 1223"> <tr> <td><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course )</p> <p>Formula:</p> $\text{Percentage} = \frac{\text{Total number of teaching staff attending such Programmes}}{(2.1)\text{Total number of full time teachers}} \times 100$ <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)</li> <li>• <b>Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.</b></li> <li>• <b>E-copy of the certificates of the program attended by teachers.</b></li> <li>• <b>Annual reports highlighting the programmes undertaken by the teachers</b></li> <li>• <b>Provide the relevant information in institutional website as part of public disclosure</b></li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p> <p><b>Note: FDP less than 5 days will not be considered</b></p>	<b>Year</b>						<b>Number</b>						<p align="center"><b>6</b></p>
<b>Year</b>														
<b>Number</b>														

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**Key Indicator – 6.4 Financial Management and Resource Mobilization (20)**

Metric No.		Weightage												
6.4.1  Q <sub>1</sub> M	<p><b><i>Institutional strategies for mobilisation of funds other than salary and fees and the optimal utilisation of resources</i></b></p> <p>Describe the resource mobilisation policy and procedures of the Institution within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> </ul>	<b>4</b>												
6.4.2  Q <sub>n</sub> M	<p><b><i>Funds / Grants received from government bodies/non government and philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V )</i></b></p> <p>6.4.2.1: Total Grants received from government and non-government bodies and philanthropists for development and maintenance of infrastructure (not covered under Criteria III and V) year-wise during the last five years (INR in Lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">INR in Lakhs</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Annual audited statements of accounts highlighting the grants received.</b></li> <li>• <b>Copy of the sanction letters received from government/ nongovernment bodies and philanthropists for development and maintenance of infrastructure</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b> <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	Year						INR in Lakhs						<b>12</b>
Year														
INR in Lakhs														
6.4.3  Q <sub>1</sub> M	<p><b><i>Institution regularly conducts internal and external financial audits</i></b></p> <p>Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> </ul>	<b>4</b>												

**Key Indicator - 6.5 Internal Quality Assurance System (IQAS) (30)**

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Metric No.		Weightage		
6.5.1 Q <sub>1</sub> M	<p><b><i>Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures &amp; methodologies of operations and learning outcomes, at periodic intervals</i></b></p> <p><b><i>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –</i></b></p> <p><b><i>Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)</i></b></p> <p><b><i>Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)</i></b></p> <p>Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> </ul>	10		
6.5.2 Q <sub>n</sub> M	<p><b><i>Institution has adopted the following for Quality assurance:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Academic and Administrative Audit (AAA) and follow up action taken</i></b></li> <li><b><i>2. Conferences, Seminars, Workshops on quality conducted</i></b></li> <li><b><i>3. Collaborative quality initiatives with other institution(s)</i></b></li> <li><b><i>4. Orientation programme on quality issues for teachers and students</i></b></li> <li><b><i>5. Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc</i></b></li> <li><b><i>6. Any other quality audit recognized by state, national or international agencies</i></b></li> </ol> <p><b>Options:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"> <p>A. Any 5 or more of the above</p> <p>B. Any 4 of the above</p> <p>C. Any 3 of the above</p> <p>D. Any 2 of the above</p> <p>E. Any 1 of the above</p> </td> <td style="width: 20%; text-align: center; vertical-align: middle;"> <p>} (Opt any one)</p> </td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal) / NBA / ISO as applicable and valid for the assessment period.</b></li> <li>• <b>List of Conferences / Seminars / Workshops on quality conducted along with brochures and geo-tagged photos with caption and date.</b></li> <li>• <b>List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.</b></li> </ul> </li> </ul>	<p>A. Any 5 or more of the above</p> <p>B. Any 4 of the above</p> <p>C. Any 3 of the above</p> <p>D. Any 2 of the above</p> <p>E. Any 1 of the above</p>	<p>} (Opt any one)</p>	10
<p>A. Any 5 or more of the above</p> <p>B. Any 4 of the above</p> <p>C. Any 3 of the above</p> <p>D. Any 2 of the above</p> <p>E. Any 1 of the above</p>	<p>} (Opt any one)</p>			

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	<ul style="list-style-type: none"> <li>List of Orientation programmes conducted on quality issues for teachers and students along with geotagged photos and supporting documents.</li> </ul> <p><b>Apart from the above:</b> Provide Links for any other relevant document to support the claim (if any)</p>	
6.5.3 Q <sub>1</sub> M	<p><b>Incremental improvements made for the preceding five years with regard to quality (in case of first cycle NAAC A/A)</b></p> <p><b>Post accreditation quality initiatives (second and subsequent cycles of NAAC A/A)</b></p> <p>Describe quality enhancement initiatives in the academic and administrative domains successfully implemented during the last five years within a Maximum of 500 words for either</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Provide the link for additional information</li> <li>Upload any additional information</li> </ul>	<b>10</b>

**Criterion VII-Institutional Values and Best Practices (100)**

**Key Indicator - 7.1 Institutional Values and Social Responsibilities (50)**

Metric No.		Weightage
	<b>Gender Equity</b>	
7.1.1 Q <sub>1</sub> M	<p><b>Institution has initiated Gender audit and measure for the promotion of gender equity</b></p> <p>Describe the gender equity &amp; sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Provide the link for additional information</li> <li>Upload any additional information</li> </ul>	<b>5</b>
	<b>Environmental Consciousness and Sustainability</b>	
7.1.2 Q <sub>n</sub> M	<p><b>The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <ol style="list-style-type: none"> <li>Solar energy</li> <li>Biogas plant</li> <li>Wheeling to the Grid</li> <li>Sensor-based energy conservation</li> <li>Use of LED bulbs/ power efficient equipment</li> <li>Wind mill or any other clean green energy</li> </ol> <p><b>Options:</b> A. Any 4 or more of the above B. Any 3 of the above</p>	<b>5</b>



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	<p>C. Any2 of the above D. Any1of the above E. None of the above</p> <p align="center"><b>(Opt any one)</b></p> <hr/> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>Geo-tagged photographs of the facilities.</b></li> <li>• <b>Bills for the purchase of equipment's for the facilities created under this metric.</b></li> <li>• <b>Permission document for connecting to the grid from the Government/ Electricity authority.</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b> <b>Provide Links for any other relevant document to support the claim (if any)</b></p>																					
<p><b>7.1.3</b> <b>Q<sub>1</sub>M</b></p>	<p><b><i>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)</i></b></p> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• Biomedical waste management</li> <li>• E-waste management</li> <li>• Waste recycling system</li> <li>• Hazardous chemicals and radioactive waste management</li> </ul> <p><b>Provide web link to</b></p> <ul style="list-style-type: none"> <li>• Relevant documents like agreements/MoUs with Government and other approved agencies</li> <li>• Geo-tagged photographs of the facilities</li> <li>• Any other relevant information</li> </ul>	<p align="center"><b>5</b></p>																				
<p><b>7.1.4</b> <b>Q<sub>n</sub>M</b></p>	<p><b><i>Water conservation facilities available in the Institution:</i></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 85%;">Rainwater harvesting</td> <td style="width: 10%; text-align: center;">}</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2.</td> <td>Borewell /Open well recharge</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3.</td> <td>Construction of tanks and bunds</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4.</td> <td>Wastewater recycling</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>5.</td> <td>Maintenance of water bodies and distribution system in the campus</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p><b>Options:</b></p> <p>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</p> <p align="center"><b>(Opt any one)</b></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>Geo-tagged photographs of the facilities.</b></li> <li>• <b>Bills for the purchase of equipment's for the facilities created under this</b></li> </ul> </li> </ul>	1.	Rainwater harvesting	}	<input type="checkbox"/>	2.	Borewell /Open well recharge		<input type="checkbox"/>	3.	Construction of tanks and bunds		<input type="checkbox"/>	4.	Wastewater recycling		<input type="checkbox"/>	5.	Maintenance of water bodies and distribution system in the campus		<input type="checkbox"/>	<p align="center"><b>5</b></p>
1.	Rainwater harvesting	}	<input type="checkbox"/>																			
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5.	Maintenance of water bodies and distribution system in the campus		<input type="checkbox"/>																			

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	<p><b>metric.</b></p> <ul style="list-style-type: none"> <li>• <b>Green audit reports on water conservation by recognised bodies</b></li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>								
7.1.5	<p><b><i>Green campus initiatives include</i></b></p> <p><b>Q<sub>i</sub>M</b> Describer the Green campus initiative of the institution including Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles , Pedestrian Friendly pathways , Ban on use of Plastic, landscaping with trees and plants etc in 500 words</p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)</li> <li>• <b>Policy document on the green campus/plastic free campus.</b></li> <li>• <b>Geo-tagged photographs/videos of the facilities.</b></li> <li>• <b>Circulars and report of activities for the implementation of the initiatives document</b></li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	<b>5</b>							
7.1.6	<p><b><i>Quality audits on environment and energy are regularly undertaken by the institution</i></b></p> <p><b>Q<sub>n</sub>M</b> 7.1.6.1.The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> <li>1.Green audit /Environment audit</li> <li>2. Energy audit</li> <li>3.Clean and green campus initiatives</li> <li>4. Beyond the campus environmental promotion and sustainability activities <input type="checkbox"/></li> </ol> <p><b>Options:</b></p> <table border="0"> <tr> <td>A. All of the above</td> <td rowspan="5">}</td> <td rowspan="5"><b>(Opt any one)</b></td> </tr> <tr> <td>B. Any3 of the above</td> </tr> <tr> <td>C. Any2 of the above</td> </tr> <tr> <td>D. Any1of the above</td> </tr> <tr> <td>E. None of the above</td> </tr> </table> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template) <ul style="list-style-type: none"> <li>• <b>Policy document on environment and energy usage Certificate from the auditing agency.</b></li> <li>• <b>Certificates of the awards received from recognized agency (if any).</b></li> <li>• <b>Report on environmental promotional activities conducted beyond the campus with geo-tagged photographs with caption and date.</b></li> <li>• <b>Green audit report of all the years from recognized bodies</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b>  <b>Provide Links for any other relevant document to support the claim (if any)</b></p>	A. All of the above	}	<b>(Opt any one)</b>	B. Any3 of the above	C. Any2 of the above	D. Any1of the above	E. None of the above	<b>5</b>
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B. Any3 of the above									
C. Any2 of the above									
D. Any1of the above									
E. None of the above									
7.1.7	<p><b><i>The Institution has Differently-abled (Divyangjan) friendly, barrier free</i></b></p>	<b>5</b>							

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<p><b>Q<sub>1</sub>M</b></p>	<p><i>environment</i></p> <p><b>Write description covering the various components of barrier free environment in your institution within 500 words</b></p> <ul style="list-style-type: none"> <li>• Built environment with ramps/lifts for easy access to classrooms.</li> <li>• Divyangjan friendly washrooms</li> <li>• Signage including tactile path, lights, display boards and signposts</li> <li>• Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment</li> <li>• Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading, font enlargement etc.,</li> </ul> <p><b>Upload supporting document</b></p>	
<p><b>7.1.8</b></p> <p><b>Q<sub>1</sub>M</b></p>	<p><b>Describe the Institutional 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).</b></p> <p><b>Provide Web link to:</b></p> <ul style="list-style-type: none"> <li>• Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)</li> <li>• Any other relevant information.</li> </ul>	<p align="center"><b>5</b></p>
<p><b>7.1.9</b></p> <p><b>Q<sub>1</sub>M</b></p>	<p><b>Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens</b></p> <p>Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.</p> <p><b>Provide weblink to :</b></p> <ul style="list-style-type: none"> <li>• Details of activities that inculcate values necessary to nurture students to become responsible citizens</li> <li>• Any other relevant information</li> </ul>	<p align="center"><b>5</b></p>
<p><b>7.1.10</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. The institutional Code of Conduct principles are displayed on the website</li> <li>2. There is a committee to monitor adherence to the institutional Code of Conduct principles</li> <li>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</li> <li>4. Annual awareness programmes on Code of Conduct are organized</li> </ol> <p><b>Options:</b></p>	<p align="center"><b>5</b></p>

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	<p>A. All of the above          B. Any3 of the above          C. Any2 of the above          D. Any1of the above          E. None of the above</p> <p align="center"><b>(Opt any one)</b></p> <p><b><u>Upload the specific document as per description given below</u></b></p> <ul style="list-style-type: none"> <li>• Institutional data in the prescribed format (data template)             <ul style="list-style-type: none"> <li>• <b>Policy document on code of ethics.</b></li> <li>• <b>Constitution and proceedings of the monitoring committee.</b></li> <li>• <b>Circulars and geo-tagged photographs with date and caption of the activities organized under this metric for teachers, students, administrators and other staff.</b></li> <li>• <b>Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority.</b></li> <li>• <b>Handbooks, manuals and brochures on human values and professional ethics</b></li> <li>• <b>Report on the student attributes facilitated by the Institution</b></li> </ul> </li> </ul> <p><b>Apart from the above:</b></p> <ul style="list-style-type: none"> <li>• <b>Provide Links for any other relevant document to support the claim (if any)</b></li> </ul>	
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**Key Indicator - 7.2 Best Practices (30)**

Metric No.		Weightage
<b>7.2.1 Q<sub>1</sub>M</b>	<p><b>Describe two Best practices successfully implemented by the Institution as per the NAAC format provided in the Manual.</b></p> <p><b>Provide web link to:</b></p> <ul style="list-style-type: none"> <li>• Best practices as hosted on the Institutional website</li> <li>• Any other relevant information</li> </ul>	<b>30</b>

**Note:**

**Format for the Presentation of Institutional Best Practices**

**1. Title of the Practice**

The title/s should capture the keywords that describe the practice.

**2. Objectives of the Practice**

What are the objectives/intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice? (in about 100 words)

**3. The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice? (in about 150 words)

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### 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 Practicein 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 Institutional Distinctiveness (20)

Metric No.		Weightage
7.3.1 Q <sub>i</sub> M	<p><i>Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words</i></p> <p><b>Provide web link to:</b></p> <ul style="list-style-type: none"><li>• Appropriate webpage in the Institutional website</li><li>• Any other relevant information</li></ul>	<b>20</b>