



**National Assessment &
Accreditation Council
(NAAC)**

AKS University, 2023



by

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Vice-Chancellor

13/06/2023



NAAC Criteria 7

Institutional Values & Best Practices

100 Marks

Key Indicators : 03, Sub Indicators : 13



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13/06/2023

Criteria : 7
Institutional Values & Best Practices : 100
Key Indicators : 3

7.1 Institutional Values & Social Responsibilities : 50

7.2 Best Practices : 30

7.3 Institutional Distinctiveness : 20

100

Criteria 7

Institutional Values & Social Responsibilities

Weightage : Marks : 100

S.N.	Key Indicator	University	Autonomous Collage	Affiliated Collage/ Constituent Collage	
				UG	PG
7.1	Institutional Values & Social Responsibilities	50	50	50	50
7.2	Best Practices	30	30	30	30
7.3	Institutional Distinctiveness	20	20	20	20
		100	100	100	100

Metrics : 80 + 20 = 100

Qualitative Metrics (QIM)

7.1.1	1	05
7.1.3	1	05
7.1.5	1	05
7.1.7	1	05
7.1.8	1	05
7.1.9	1	05
7.2.1	1	30
7.3.1	1	20
Total	08	80

Quantitative Metrics (QnM)

7.1.2	01	05
7.1.4	01	05
7.1.6	01	05
7.1.10	01	05
Total	04	20

7.1.2, 7.1.4, 7.1.6, 7.1.10 = 4 Data Template

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.1 QIM	<p style="text-align: center;">Gender Equity</p> <p>Institution has Initiative Gender Audit and Measure for the Promotion of Gender Equity.</p> <p>Describe the Gender Equity & Sensitization in Curricular and Co-curricular Activities, Facilities for Women on campus etc., within 500 Words.</p> <p>File Description:</p> <ul style="list-style-type: none">• Provide the Link for Additional Information• Upload any Additional Information.	5

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.2 QnM	<p style="text-align: center;">Environment Consciousness and Sustainability</p> <p>The Institution has Facilities for Alternate Sources of Energy and Energy Conservation Measures.</p> <div style="border: 2px solid black; border-radius: 50%; padding: 20px; text-align: center;"><p>Solar Energy</p><p>Biogas Plant</p><p>Wheeling to the Grid</p><p>Sensor-Based Energy Conservation</p><p>Use of LED Bulbs</p><p>Power Efficient Equipment</p><p>Wind Mill or any Other Clean Green Energy</p></div> <p>Option:</p> <ul style="list-style-type: none">A. Any 4 or more of the aboveB. Any 3 of the aboveC. Any 2 of the aboveD. Any 1 of the aboveE. None of the above	5

Data Template : 7.1.2

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

Benchmark : 7.1.2

Metric	Description	4	3	2	1	0
7.1.2 Q _n M	<p>The Institution has Facilities for Alternate Sources of Energy and Energy Conservation Measures (5)</p> <ol style="list-style-type: none"> 1. Solar Energy 2. Biogas Plant 3. Wheeling to the Grid 4. Sensor-Based Energy Conservation 5. Use of LED Bulbs/ Power Efficient Equipment 6. Wind Mil or any other Clean Green Energy 	A	B	C	D	E

Standard Operating Procedure (SOP) : 7.1.4

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

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	<p>7.1.2 The Institution has Facilities for Alternate Sources of Energy and Energy Conservation Measures.</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-Based Energy Conservation 5. Use of LED Bulbs 6. Power Efficient Equipment 7. Wind will or any Other Clean Green Energy <p>Options:</p> <ol style="list-style-type: none"> A. 4 or All of the above B. 3 of the above C. 2 of the above D. 1of the above E. None of the above 	<ul style="list-style-type: none"> • Geo Tagged Photographs of the Facilities. • Bills for the Purchase of Equipment's for the Facilities Created under this Metric. <div style="border: 1px solid green; border-radius: 50%; padding: 10px; text-align: center; background-color: #e0ffe0;"> <p>Permission Document for Connecting to the grid from the Government/ Electricity Authority.</p> </div>		<div style="border: 1px solid green; border-radius: 50%; padding: 10px; text-align: center; background-color: #e0ffe0;"> <p>Having Diesel Generator Set as Backup Cannot be Considered in this Metric.</p> </div>

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.3 QiM	<p>Describe the Facility in the Institution for the Management of the following types of Degradable and Non-Degradable Waste. (within 500 words)</p> <ul style="list-style-type: none">• Solid Waste Management.• Liquid Waste Management.• Biomedical Waste Management.• E-Waste Management.• Waste Recycling System.• Hazardous Chemical & Radioactive Waste Management. <p>Provide Web Link to</p> <ul style="list-style-type: none">• Relevant Document like Agreements/ MoUs with Government & other Approved Agencies.• Geo-Tagged Photographs of the Facilities.• Any other Relevant Information.	5

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage			
7.1.4 QnM	<p>Water Conservation Facilities Available in the Institution:</p> <ol style="list-style-type: none"> 1. Rainwater Harvesting. <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> 2. Bore well/ Open Well Recharge <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> 3. Construction of Tanks and Bunds <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> 4. Wastewater Recycling <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> 5. Maintenance of Water Bodies and Distribution System in the Campus. <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> <p>Options:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; vertical-align: top;"> <p>A. Any 4 or 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> </td> <td style="width: 5%; vertical-align: middle; text-align: center;">}</td> <td style="width: 55%; vertical-align: middle; text-align: center;"> <p>(Opt any one)</p> </td> </tr> </table> <p>Upload the Specific Document as per Description Given Below :</p> <ul style="list-style-type: none"> • Institutional Data in the prescribed format (Data Template). • Geo – Tagged Photographs of the Facilities. • Bills for the Purchase of Equipment’s for the Facilities Created under this Metric. • Green Audit Reports on Water Conservation by Recognized Bodies. <p>Apart from the above:</p> <p style="text-align: center;">Provide Links for any other relevant document to support the claim (if any)</p>	<p>A. Any 4 or 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>(Opt any one)</p>	5
<p>A. Any 4 or 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>(Opt any one)</p>			

Data Template : 7.1.4

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

Benchmark : 7.1.4

Metric	Description	4	3	2	1	0
7.1.4 Q _n M	<p>Water Conservation Facilities Available in the Institution: (5)</p> <p>1. Rainwater Harvesting 2. Borewell /Open well recharge (Opt any one) 3. Construction of Tanks and Bunds 4. Wastewater recycling 5. Maintenance of Water Bodies and Distribution System in the Campus</p>	A	B	C	D	E

Standard Operating Procedure (SOP) : 7.1.4

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

S.N	Metric	Documents Needed	Specific Instruction to HEI	Avoid the following while Uploading Data
1	<p>7.1.4 Water Conservation facilities available in the Institution:</p> <div style="border: 1px solid blue; border-radius: 10px; padding: 5px; margin-bottom: 5px; width: fit-content;"> <p>Rainwater Harvesting</p> </div> <div style="border: 1px solid red; border-radius: 10px; padding: 5px; margin-bottom: 5px; width: fit-content;"> <p>Bore well/ Open Well Recharge</p> </div> <div style="border: 1px solid purple; border-radius: 10px; padding: 5px; margin-bottom: 5px; width: fit-content;"> <p>Construction of Tanks and Bunds</p> </div> <div style="border: 1px solid blue; border-radius: 10px; padding: 5px; width: fit-content;"> <p>Maintenance of Water Bodies and Distribution System in the Campus</p> </div>	<ul style="list-style-type: none"> • Geo-Tagged Photographs of the Facilities. • Bills For the Purchase of Equipment's for the Facilities Created under this Metric. • Green Audit Reports on Water Conservation by Recognized Bodies. 		

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.5 QIM	<p style="text-align: center;">Green Campus Initiatives Include</p> <p>Describe the Green Campus Initiatives of the Institution Including Restricted Entry of Automation. Use of Bicycles/ Battery Powered Vehicle, Pedestrian Friendly Pathways, Ban on Use of Plastic, Landscaping with Trees and Plants etc. in 500 Words.</p> <p><u>Upload the Specific Document as per Description Given Below</u></p> <ul style="list-style-type: none">• Institutional Data in the Prescribed Format (Data Template).• Policy Document on the Green Campus/ Plastic Free Campus.• Geo-Tagged Photography / Videos of the Facilities.• Circulars and Report of Activities for the Implementation of the Initiatives Documents. <p>Apart from the Above: Provide Links for any other relevant document to support the claim. (if any)</p>	5

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.6 QnM	<p>Quality Audits on Environment and Energy are Regularly Undertaken by the Institution.</p> <p>7.1.6.1. The Institutional Environment and Every Initiatives are Confirmed through the following :</p> <div style="border: 1px solid black; border-radius: 15px; background-color: #e0f0e0; padding: 10px;"><ol style="list-style-type: none">1. Green Audit / Environment Audit2. Energy Audit3. Clean and Green Campus Initiatives4. Beyond the Campus Environmental Promotion and <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> Sustainability Activities.</div> <p>Options:</p> <ul style="list-style-type: none">A. All of the AboveB. Any 3 of the aboveC. Any 2 of the aboveD. Any 1 of the aboveE. None of the above <p style="margin-left: 300px;">Opt any one</p>	6

<p>7.1.6 QnM</p>	<p>Upload the specific document as per description given below</p> <ul style="list-style-type: none"> • Institutional Data in the Prescribed Format (Data Template) • Policy Document on Environment and Energy usage Certificate from the Auditing Agency. • Report on Environment Promotional Activities Conducted beyond the Campus with Geo-Tagged Photographs with Caption and Date. • Green Audit Report of all the years from Recognized Bodies. <p>Apart from the above:</p> <p>Provide Links for any other Relevant Document to Support the Claim. (if any)</p>	<p>6</p>
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Benchmark : 7.1.6

Metric	Description	4	3	2	1	0
<p>7.1.6 QnM</p>	<p>Quality Audits on Environment and Energy are Regularly Undertaken by the Institution (5)</p> <p>7.1.6.1. The institutional Environment and Energy Initiatives are Confirmed through the following</p> <ol style="list-style-type: none"> Green Audit /Environment Audit Energy Audit Clean and Green Campus initiatives Beyond the Campus Environmental Promotion Sustainability Activities 	<p>A</p>	<p>B</p>	<p>C</p>	<p>D</p>	<p>E</p>

Data Template : 7.1.6

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

Standard Operating Procedure (SOP) : 7.1.6

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

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	<p>• Quality Audits on Environment and Energy are Regularly Undertaken by the Institution.</p> <p>The Institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green Audit / Environment Audit 2. Energy Audit 3. Clean and Green Campus Initiatives 4. Beyond the Campus Environmental Promotion and Sustainability Activities. 	<ul style="list-style-type: none"> • Policy Document on Environment and Energy usage Certificate from the Auditing Agency. • Certificates of the awards received from recognized agency (if any). • Report on Environment Promotional Activities Conducted beyond the Campus with Geo-Tagged Photographs with Caption and Date. • Green Audit Report of all the years from recognized bodies 		

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.7 QIM	<p>The Institution has Differently – Aabled (Divyangjan) Friendly, Barrier Free Environment.</p> <p>Write Description Covering the Various Components of Barrier Free Environment in your Institution within 500 Words.</p> <ul style="list-style-type: none">• Built Environment with Ramps/Lifts for Easy Access to classrooms.• Divyangjan Friendly Washrooms.• Signage Including Tactile Path, Lights, Display Boards and Signpost Screen- Reading Software, Mechanized Equipment.• Provision for Enquiry and Information : Human Assistance, Reader, Scribe, Soft Copies of Reading Material, Screen Reading, Font Enlargement etc. <p>Upload Supporting Document</p>	5

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.8 QIM	<p>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).</p> <p><u>Provide Web link to:</u></p> <ul style="list-style-type: none">• Supporting Documents on the Information Provided (as Reflected in the Administrative and Academic Activities of the Institution)• Any other Relevant Information.	5

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.9 QnM	<p>Sensitization of Students and Employees of the Institution to the Constitutional Obligation :</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>Provide Web Link to:</p> <ul style="list-style-type: none">• Details of Activities that Inculcate Values Necessary to Nurture Students to become Responsible Citizens.• Any other Relevant Information.	5

Key Indicator : 7.1

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage		
7.1.10 QnM	<p>The Institution has a Prescribed Code of Conduct for Students, Teachers, Administration and Other Staff and conducts Periodic Programmes in this Regard.</p> <ol style="list-style-type: none"> 1. The Institutional Code of Conduct Principles are Displayed on the Website. 2. There is a Committee to Monitor Adherence to the Institutional Code of Conduct Principle. 3. Institution Organize Professional Ethics Programmes for Students, Teacher, Administrators and Other Staff. 4. Annual Awareness Programmes on Code of Conduct are Organized. <p>Options:</p> <table style="border: none;"> <tr> <td style="border: none;"> <ul style="list-style-type: none"> A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above </td> <td style="border: none; padding-left: 10px;"> <p style="font-size: 2em;">}</p> <p>Opt any one</p> </td> </tr> </table>	<ul style="list-style-type: none"> A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above 	<p style="font-size: 2em;">}</p> <p>Opt any one</p>	5
<ul style="list-style-type: none"> A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above 	<p style="font-size: 2em;">}</p> <p>Opt any one</p>			

7.1.10 QnM	<p>Upload the Specific Document as per Description Given Below :</p> <ul style="list-style-type: none"> • Institutional data in the Prescribed Format. (Data Template). • Constitution and Proceeding of the Monitoring Committee. • Circulars and Geo-tagged Photographs with Date and Caption of the Activities Organized under this Metric for Teachers, Students, Administrators and Other Staff • Document Showing the Code of Conduct for Students, Teachers, Governing Body and Administration as Approved by the Competent Authority. <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Handbooks, Manuals and Brochures on Human Values and Professional Ethics </div> <ul style="list-style-type: none"> • Report on the Student Attributes Facilitated by Institution. <p>Apart from the above:</p> <ul style="list-style-type: none"> • Provide Links for any other Relevant Document to Support the Claim. (if any) 	5
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Benchmark : 7.1.10

Metric	Description	4	3	2	1	0
7.1.10 QnM	<p>The Institution has a Prescribed Code of Conduct for Students, Teachers, Administrators & Staff Conducts Periodic Programmes in this Regard. (5)</p> <ol style="list-style-type: none"> 1. The institutional Code of Conduct Principles are Displayed on the Website 2. There is a Committee to Monitor Adherence to the institutional Code of Conduct Principles 3. Institution Organizes Professional Ethics Programmes for Students, Teachers, Administrators and Other Staff 4. Annual Awareness Programmes on Code of Conduct are organized 	A	B	C	D	E

Data Template 7.1.10

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

Standard Operating Procedure (SOP) : 7.1.10 : (SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	<p>7.1.10 The Institution has a Prescribed Code of Conduct for Students, Teachers, Administration and Other Staff and conducts Periodic Programmes in this Regard</p> <p>1. The Code of Conduct Displayed on the Website.</p> <p>2. There is a Committee to Monitor Adherence to the Institutional Code of Conduct Principle.</p> <p>3. Institution Organize Professional Ethics Programmes for Students, Teacher, Administrators and Other Staff.</p> <p>4. Annual Awareness Programmes on Code of Conduct are organized</p>	<ul style="list-style-type: none"> • Institutional data in the Prescribed Format. (Data Template). • Constitution and Proceeding of the Monitoring Committee. • Circulars and Geo-tagged Photographs with Date and Caption of the Activities <p>Organized under this Metric for Teachers, Students, Administrators and Other Staff</p> <ul style="list-style-type: none"> • Document Showing the Code of Conduct for Students, Teachers, Governing Body and Administration as Approved by the Competent Authority. • Handbooks, Manuals and Brochures on Human Values and Professional Ethics • Report on the Student Attributes Facilitated by Institution. 		

Key Indicator : 7.2
Best Practices : 30

Metrics	Metric Description	Weightage
7.2.1 QIM	<p>Describe Two Best Practices Successfully Implemented by the Institution as per the NAAC format Provided in the Manual.</p> <p>Provide Web Link to:</p> <ul style="list-style-type: none">• Best Practices as Hosted on the Institutional Website.• Any other Relevant Information.	30

Key Indicator : 7.3
Institutional Distinctiveness : 20

Metric No.	Metric Description	Weightage
7.3.1 QIM	<p>Portray the Performance of the Institution in One Area Distinctive to its Priority and thrust within 1000 Words.</p> <p>Provide Web Link to:</p> <ul style="list-style-type: none">• Appropriate Webpage in the Institution Website.• Any other Relevant Information.	20

Summary of Criteria 7

Institutional Values & Best Practices : 100 Marks

S.N	Metrics	Topic	Marks
Key Indicator 7.1 , Institutional Values and Social Responsibilities : 50 Marks			
Gender Equity			
1	7.1.1 QIM	Institution has Initiative Gender Audit and Measure for the Promotion of Gender Equity .	5
Environmental Consciousness and Sustainability			
2	7.1.2 QnM	The Institution has Facilities for Alternate Sources of Energy and Energy Conservation Measures.	5
3	7.1.3 QIM	Describe the Facility in the Institution for the Management of the following types of Degradable and Non-Degradable Waste. (500 Marks)	5
4	7.1.4 QnM	Water Conservation Facilities Available in the Institution .	5
5	7.1.5 QnM	Green Campus Initiatives .	5
6	7.1.6 QnM	Quality Audits on Environment and Energy are Regularly Undertaken by the Institution .	5
7	7.1.7 QnM	The Institution has Differently – Aabled (Divyangjan) Friendly, Barrier Free Environment .	5

Summary of Criteria 7

Institutional Values & Best Practices : 100 Marks

S.N	Metrics	Topic	Marks
8	7.1.8 QIM	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).	5
9	7.1.9 QIM	Sensitization of Students and Employees of the Institution to the Constitutional Obligation : Values, Rights, Duties and Responsibilities of Citizens .	5
10	7.1.10 QnM	The Institution has a Prescribed Code of Conduct for Students, Teachers, Administration and Other Staff and conducts Periodic Programmes in this Regard	5

Summary of Criteria 7

Institutional Values & Best Practices : 100 Marks

S.N	Metrics	Topic	Marks
Key Indicator – 7.2 : Best Practices : Marks 30			
1	7.2.1 QIM	Describe Two Best Practices Successfully Implemented by the Institution as per the NAAC format Provided in the Manual.	30
Key Indicator – 7.3 : Institutional Distinctiveness : Marks 20			
1	7.3.1 QIM	Portray the Performance of the Institution in One Area Distinctive to its Priority and thrust within 1000 Words.	20