

CHECK LIST OF THE DOCUMENTS
(To be maintained with Head of the Department)

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

Name of the School:

Name of the Department / Centre:

I. CURRICULAR ASPECTS (150 Points)
1.1: Curriculum Design & Development
<p>➤ 1.1.1. Curriculum developed and implemented of all the Programme offered by the department</p> <p><i>Documents to Maintain:</i></p> <ol style="list-style-type: none">1. <i>Write-up on Programme Outcomes (POs),</i>2. <i>Write-up on Programme Specific Outcomes (PSOs)</i>3. <i>Write-up on Course Outcomes (COs)</i>
<p>➤ 1.1.2 Evidences on Syllabus Revision of the departmental Regular Programmes carried out during the academic year</p> <p><i>Documents to Maintain:</i></p> <ol style="list-style-type: none">1. Data Template as per the Table in 1.1.22. Details of program syllabus revisions3. Minutes of relevant Academic Council/ BOS Meeting4. All other supporting and related documents
<p>➤ 1.1.3. Courses having focus on employability/ entrepreneurship/ skill development during the academic year</p> <p><i>Documents to Maintain:</i></p> <ol style="list-style-type: none">1. Data Template as in Table of 1.1.32. Description/Format on the Programme Outlay3. Curriculum orientation4. Detailed Syllabus, reference and text books of each Course5. Minutes of departmental BoS and approvals of school BoS6. MoUs of the department on different academic Programs with relevant organizations (if any)7. MoUs of the research collaborations (if any)8. MoUs on Employability/Entrepreneurship/ Skill Development (if any)9. Admitted List of the students10. Attendance & Assessment Reports11. Class work Time tables12. Lesson/Teaching Plan Schedules13. List of Faculty members involved in the course program(both departmental/outsourcing)14. Any other related additional information (may be with the department specific)
1.2: Academic Flexibility
<p>➤ 1.2.1. New Courses introduced during the academic year</p> <p><i>Documents to Maintain:</i></p> <ol style="list-style-type: none">1. Programme/ Curriculum/ Syllabus of the New Course2. Minutes of BOS/ Academic Council Meeting with approvals for these courses3. Data template as per the table of 1.2.1

4. Any other related additional information

➤ **1.2.2. Programmes in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented during the year**

Documents to Maintain:

1. Data template as per the table of 1.2.2
2. Document that Mentioned about the CBCS Listed of Programme being operated by the department
3. Document that Mentioned about the ECS Listed of Programme being operated by the department

1.3: Curriculum Enrichment

➤ **1.3.1. Departmental cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum**

Documents to Maintain:

1. Write up documents on the description of the courses that are being operated by the department pertaining to (i) Gender Relevance, (ii) Human Values (iii) Sustainability Development; (iv) Professional Ethics, Etc.

➤ **1.3.2. Value-added courses imparting transferable/life skills offered during the academic year**

Documents to Maintain:

1. Data template as per the table of 1.3.2
2. Outlay of the Programmes
3. Curriculum Orientation
4. Syllabus of the Course
5. Admitted List of the students
6. Attendance & Assessment Reports
7. Class work Time tables
8. Lesson/Teaching Plan Schedules
9. List of Faculty members involved in the course program(both departmental/outsourcing)
10. Any other related additional information

➤ **1.3.3. Students enrolled in the courses under 1.3.2 above**

Documents to Attach:

1. Data template as per the table of 1.3.3
2. Admitted List of the students
3. Attendance & Assessment Reports
4. Class work Time tables
5. Lesson/Teaching Plan Schedules
6. List of Faculty members involved in the course program(both departmental/outsourcing)

Any other related additional information

➤ **1.3.4. Students undertaking field projects / internships during the academic year**

Documents to Maintain:

1. Data template as per the table of 1.3.4
2. Admitted List of the students
3. Attendance & Assessment Reports
4. Class work Time tables
5. Lesson/Teaching Plan Schedules
6. List of Faculty members involved in the course program(both departmental/outsourcing)
7. Any other related additional information
- 8.

1.4: Feedback Systems (Not Applicable to the Departments)

II TEACHING – LEARNING AND EVALUATION (200 Points)

2.1: Student Enrolments & Profile

➤ **2.1.1. Demand Ratio Seats Available per year**

Documents to Maintain:

1. Data template as per the table of 2.1.1
2. Program wise List of Applications Received
3. Program wise Admitted List of the students
4. Program wise drop out students
5. Final list of students after completion of the admission process
6. List of students who attended for the first semester Examination
7. Any other related additional information

➤ **2.1.2. Seats filled against seats reserved for various categories(SC, ST, OBC, EWS, Divyanga, etc.) as per applicable reservation policy during the year (Excluding the Supernumerary seats) Actual admitted students from the reserved categories during the year**

Documents to Maintain:

1. Data template as per the table of 2.1.2
2. Program wise & Category wise List of Applications Received
3. Program wise & Category wise Admitted List of the students
4. Program wise & Category wise drop out students
5. Category wise Final list of students after completion of the admission process
6. Any other related additional information

2.2: Catering to Student Diversity

➤ **2.2.1. The departmental assessments on the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

Documents to Maintain:

1. Data template as per the table of 2.2.1
2. List of students with category of learning (Total, Slow, Medium & Advanced Learners)
3. Brief write-up on point wise Remedial Measures
4. Supporting Documents on Details of Organized programs for handling the remedial measures
5. Any other related additional information

➤ **2.2.2. Student - Full time Teacher Ratio (Academic year data)**

Documents to Maintain:

1. Data template as per the table of 2.2.2.
2. List & details of Full Time Teachers in the department
3. List of Final admitted Students
4. List of Guest Faculty and Other engaged teachers (Research Scholars, Teaching associates)
5. Any other related additional information

2.3: Teaching Learning Process

➤ **2.3.1. Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

Documents to Maintain:

1. Write-up description in maximum of 200 words on (i) experiential learning, (ii) participative learning and (iii) problem solving methodologies, (iv) other enhanced learning methods

➤ **2.3.2. Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Documents to Maintain:

1. Write-up description in maximum of 200 words
2. Details of currently using Learning Management Systems
3. Details of E-Learning Sources that are extended to the students
4. Other ICT modes of usage
5. Any other related information

➤ **2.3.3. Ratio of students to mentor for academic and stress related issues (current year data)**

Documents to Maintain:

1. Data template as per the table of 2.3.3.
2. List of student mentors in the department
3. List of assigned students against the Mentor of the department
4. Details of the Mentor wise operating/operated programs
5. Any other related documents

2.4: Teacher Profile & Quality

➤ **2.4.1. Full time teachers against sanctioned posts during the current academic year**

Documents to Maintain:

1. Data template as per the table of 2.4.1.
2. Document of details on sanctioned posts against the category of post (Professors/Associate Professors/ Assistant professors)
3. Document of details on List of recruited Teachers against the Sanctioned post
4. Document of details on vacant positions
5. Any other related documents

➤ **2.4.2. Full time teachers with Ph.D./D.M/M.Ch./D.N.B Super specialty/D.Sc./D.Lit.**

Documents to Maintain:

1. Data template as per the table of 2.4.2.
2. Document of details on the list of full time Teachers and Their Highest Qualifications
3. Evidence document on the Claim
4. Any other related documents

➤ **2.4.4. Full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies during the study year**

Documents to Maintain:

1. Data template as per the table of 2.4.4.
2. Document of details on the list of full time Teachers received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies
3. Evidence document on the Claim
4. Any other related documents

2.5 Evaluation Process and Reforms

➤ **2.5.1. Days from the date of last semester-end examination till the declaration of results during the year**

Documents to Maintain:

1. Data template as per the table-1 in 2.5.1.
2. Data template as per the table-2 in 2.5.1.
3. Data template as per the table-3 in 2.5.1.
4. List of Course wise Slow learning students
5. List of Course wise Advanced Learning students
6. List of Mentors and their remarks
7. Course wise List of students having shortage of attendance
8. Course wise List of students not allowed to write the examination

9. Course wise list of students who have made remedial measures

➤ **2.5.2. Student complaints/grievances about evaluation against total number appeared in the examinations during the year**

Documents to Maintain:

1. Data template as per the table-1 in 2.5.2.
2. Data template as per the table-2 in 2.5.2.
3. Course wise list of students appeared for the semester end examination
4. Course wise list of students registered the complaints/grievances about evaluation
5. List of the teachers on whom the grievances of exams & evaluation are registered
6. List of the students who have cleared the grievances
7. List of the students who have not resolved the grievances and reasons for the same (if any)
8. Any other related document

➤ **2.5.3. IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution**

Documents to Maintain:

1. Write-up description in maximum of 200 words
2. Data template as per the table in 2.5.3.
3. List of Teachers and their respecting courses
4. Details of the LMS on different activities of Teaching, Learning material and Evaluation
5. Any other related document

➤ **2.5.4 Status of automation of Examination division along with approved Examination Manual Ensure all the following check list**

Documents to Maintain:

1. Data template as per the table in 2.5.4.
2. List of Examination Committee and the examiners
3. Evaluated Marks Galley Sheets
4. Attendance sheets of examinations
5. Copy of the Question Papers of each course
6. Scrutiny report of the examination committee that ensures the coverage of syllabus with the Question Paper
7. Results copies of the examination
8. Program committee recommendations and review minutes
9. Other related documents

2.6 Student Performance and Learning Outcomes

➤ **2.6.1. The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents.**

Documents to be maintained

1. Write –up of a description in maximum of 200 words

➤ **2.6.2. Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year**

Documents to Maintain:

1. Write-up document on describing the method of measuring the level of attainment of POs , PSOs and COs in not more than 200 words
2. Data template as per the table in 2.6.2.
3. Course wise list of registered students
4. Course wise list of students who attended the examination
5. List of students passed the examination
6. List of students failed the examination

<p>➤ 2.6.3. Students passed during the year <i>Documents to be maintained</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 2.6.3. 2. List of Outgoing students successfully completed the programme 3. List of Final year students who appeared for the examination 4. Any other related documents
<p>2.7. Student Satisfaction Survey (Not Applicable to the Head of the Department)</p>
<p align="center">CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION - 250</p>
<p>3.1 Promotion of Research and Facilities</p>
<p>3.1.1 The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented</p> <p>Upload relevant supporting document</p>
<p>➤ 3.1.2. The institution provides seed money to its teachers for research (amount INR in Lakhs) <i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.1.2. 2. Evidence letters of sanction received from the university finance section to the staff 3. Any other related Documents
<p>➤ 3.1.3. Teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year <i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.1.3. 2. Evidence letters that include e-copies of the award letters of the teachers received from the concerned authorities 3. Any other related Documents
<p>➤ 3.1.4. JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year <i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.1.4. 2. Evidence letters that include e-copies of the award letters of the concerned from the competent authorities 3. Any other related Documents
<p>➤ 3.1.5. Your department is having the following facilities to support research <i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.1.5. 2. Supporting documents of the above facilities issued by the competent authorities 3. Digital/ hard copy Images of Geo-tagged pictures 4. Web/URLs of videos and geo-tagged photographs 5. Evidences of the facilities provided by the university and their year/s of establishment (Office orders/communication) 6. Other related documents (if any)
<p>➤ 3.1.6 Departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year <i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.1.6. 2. Sanctioning orders and other Supporting documents of the above facilities issued by the competent

authorities

3. First Instalment communication of fund releasing document

4. Other related documents (if any)

3.2 Resource Mobilization for Research

➤ **3.2.1. Extramural funding for Research (Grants sponsored by non-government sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs in the University during the year (INR in Lakhs)**

Documents to maintain

1. Data template as per the table in 3.2.1.

2. Sanctioning orders and other Supporting documents of the above facilities issued by the competent authorities

3. First Instalment communication of fund releasing document

4. Other related documents (if any)

➤ **3.2.2. Grants for research projects sponsored by government agencies during the year (INR in Lakhs)**

Documents to maintain

1. Data template as per the table in 3.2.2.

2. Sanctioning orders and other Supporting documents of the above facilities issued by the competent authorities

3. Copies of Funds released

4. Other related additional documents (if any)

➤ **3.2.3. Research projects funded by government and non-government agencies during the year**

Documents to maintain

1. Data template as per the table in 3.2.3.

2. Sanctioning orders and other Supporting documents of the above facilities issued by the competent authorities

3. Copies of Funds released

4. Other related additional documents (if any)

3.3 Innovation Ecosystem

➤ **3.3.1. Whether the department has created an ecosystem for innovations, including Incubation center and other initiatives for the creation and transfer of knowledge**

Documents to maintain

1. Data template as per the table in 3.3.1.

2. Supporting documents of the above facilities issued by the competent authorities

3. Digital/ hard copy Images of Geo-tagged pictures

4. Web/URLs of videos and geo-tagged photographs

5. Evidences of the facilities provided by the university and their year/s of establishment (Office orders/communication)

6. Other related Documents

➤ **3.3.2 Workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), Entrepreneurship, Skill development during the year**

Documents to maintain

1. Data template as per the table in 3.3.2.

2. Supporting documents on the permission obtained from university to host the events

3. Communications from the funding agencies official permissions

4. Report of the Programs and Documents of Detailed outcome of the event

5. List of the participants

6. List of the resource persons

7. Copy of the Program schedule/Proceedings

8. Even brochure and schedules

9. Other related Documents
<p>➤ 3.3.3. Awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year</p> <p><i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.3.3. 2. Supporting documents on the receipt of Awards. Certificates/citations etc. 3. Communication of the award from the agency 4. Description of the received award's significance 5. Event brochure and invitation from the organizers 6. Other related Documents
3.4 Research Publications and Awards
<p>➤ 3.4.1 The department ensures implementation of its stated Code of Ethics for research as in the following</p> <p><i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.4.1. 2. University's Policy documents with respect to the department concerned on research ethics 3. Review meeting Minutes of Ethics committee 4. Minutes of Research Advisory committee meetings 5. Activity reports on plagiarism checking of the department research scholars and the teachers 6. Other related Documents
<p>➤ 3.4.2 The institution provides incentives to teachers who receive state, national and international recognitions/awards</p> <p><i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.4.2. 2. Report of the events with respect to the department. 3. Supporting Documents on the receipt of the incentives 4. Other related Documents (if any)
<p>➤ 3.4.3 Patents published/awarded during the year</p> <p><i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.4.3. 2. Supporting Documents on the filing, publishing and awarding of the patents 3. Communications from the agencies 4. Other related Documents (if any)
<p>➤ 3.4.4 Ph.D.s awarded during the year</p> <p><i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.4.4. 2. Final Thesis Copy of the Students after Viva voce 3. Notifications of Thesis Viva 4. Other related Documents (if any)
<p>➤ 3.4.5 Research papers in the Journals notified on UGC website during the year</p> <p><i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.4.5. 2. Evidence of UGC notified journals 3. Published Research articles (soft copies) and Hyperlinks 4. Other related Documents (if any)
<p>➤ 3.4.6 Books and chapters in edited volumes published during the year</p> <p><i>Documents to maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 3.4.6. 2. Evidence of Publishing details with Hyperlinks 3. Published Books, Chapters and Edited Volumes (soft copies) 4. Other related Documents (if any)

➤ **3.4.7. E-content developed by teachers:**

Documents to maintain

1. Data template as per the table-1 in 3.4.7.
2. Data template as per the table-2 in 3.4.7.
3. Evidence of E-Content development Correspondence
4. Developed E-Content Material (soft copies) and Hyperlinks/ URLs
5. Other related Documents (if any)

➤ **3.4.8 Bibliometric of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed**

Documents to maintain

1. Data template as per the table in 3.4.8.
2. Evidence of Published work in Scopus/Web of Science/PubMed/ etc. citation index
3. Published soft Material and Hyperlinks
4. Other related Documents (if any)

3.5 Consultancy

➤ **3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy**

Documents to maintain:

1. Minutes of the Governing Council/ Syndicate/Board of Management related to the Consultancy policy
2. copy of the Consultancy Policy
3. additional information (if any)

➤ **3.5.2 Revenue generated from consultancy and corporate training during the year (INR in Lakhs)**

Documents to maintain

1. Data template as per the table in 3.5.2.
2. Documents of Consultancy activities organized
3. Program Schedules and Event Brochures
4. List of participants get the training
5. List of clients or sponsoring agencies and their work orientations
6. List of resource persons having the consultancy activity
7. Other related Documents (if any)

3.6 Extension Activities

➤ **3.6.1 Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues and holistic development during the year**

Documents to maintain

1. Data template as per the table in 3.6.1.
2. Write-up on to Describe the impact of extension activities in sensitizing the students to social issues and holistic development within a maximum of 500 words
3. Documents of evidence on Extension activities
4. Program Schedules and Event Brochures
5. List of participants in the extension activities
6. List of sponsoring agencies and the work orientations for the operated extension activities
7. List of resource persons having the consultancy activity
8. Other related Documents (if any)

- **3.6.2 Awards received by the Institution, its teachers and students from Government /Government recognized bodies in recognition of the extension activities carried out during the year**

Documents to maintain

1. Data template as per the table in 3.6.2.
2. Documents of evidence on receipt of the awards
3. List of award winners and the details of the awards
4. Details of award sponsoring agencies
5. Other related Documents (if any)

- **3.6.3 Extension and outreach programs conducted by the institution including those through NSS/NCC, Government and Government recognized bodies during the year**

Documents to maintain

1. Data template as per the table in 3.6.3.
2. Documents of evidence on organized extension and Outreach programs
3. List of participants who involved in extension and Outreach programs
4. List of NSS/NCC, Government and Government recognized bodies that are involved
5. Details on the program schedules and proceedings
6. Other related Documents (if any)

- **3.6.4 Students participating in extension activities listed at 3.6.3 above during the year**

Documents to maintain

1. Data template as per the table in 3.6.4.
2. List of Student participants who involved in extension and Outreach programs
3. Other related Documents (if any)

3.7 Collaboration

- **3.7.1 Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students per year**

Documents to maintain

1. Data template as per the table in 3.7.1.
2. Documents of evidence on MoU of Academic/ Research Collaborations
3. List of industries or the out participants/ academic or research agencies
4. List of Student benefited due to these activities
5. Other related Documents (if any)

- **2.7.2. Functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year**

Documents to maintain

1. Data template as per the table in 3.7.2.
2. Documents of evidence on MoU of Academic/ Research Collaborations
3. List of industries or the out participants/ academic or research agencies
4. List of Student benefited due to these activities
5. Other related Documents (if any)

Criterion IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

- **4.1.1 Institutional adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.**

Documents to Maintain

1. Data template as per the table in 4.1.1.
2. Description on the adequacy of facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum of 200 words
3. Details of Class Rooms/ Lecture Halls Available
4. Details of Laboratories available
5. Details of Seminar Halls Availability
6. Details of Faculty Chambers Availability
7. Details of Research Scholars Rooms Availability
8. Complete Details on Students and Staff Amenities
9. Facilities for Specially abled
10. Other related Documents (if any)

- **4.1.2. Institutional adequate facilities for cultural activities, yoga, games and sports (indoor & outdoor); (gymnasium, yoga center, auditorium, etc.)**

Documents to Maintain

1. Data template as per the table in 4.1.2.
2. Description on the adequacy of facilities for cultural activities, yoga, games (indoor, outdoor) and sports which include specification about area/size, year of establishment and user rate, etc. **(If Applicable)**
3. Details of the facilities for the above mentioned activities
4. Other related Documents (if any)

- **4.1.3 Availability of general facilities and overall ambience (departmental assets to be used for general university purpose)**

Documents to Maintain

1. Data template as per the table in 4.1.3.
2. Description on the general campus facilities and its utilization. (If Applicable)
3. Details of the facilities for the above mentioned activities
4. Other related Documents (if any)

- **4.1.4 Average percentage of expenditure excluding salary, for infrastructure augmentation during the year (Not Applicable for Heads of the Departments)**

4.2 Library as a Learning Resource (20)

- **4.2.1. Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year**

- **4.2.2. Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data to be provided only for the latest completed academic year (Not Applicable for Heads of the Departments)**

4.3 IT Infrastructure

- **4.3.1 Classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year**

Documents to Maintain

1. Data template as per the table in 4.3.1.
2. Details on the availability of LCD Facilities
3. Details on the availability of Wi-Fi/LAN facilities to the Class Rooms/Seminar Halls/faculty rooms and all other rooms

4. Other Details of the facilities for the above mentioned activities
5. Other related Documents (if any)

➤ **4.3.2. Institution's IT policy, appropriate budgetary provisions and updates of IT facilities including the Wi-Fi facility**

Documents to Maintain

1. Data template as per the table in 4.3.2.
2. Description on the salient features of the IT Policy and describe the process of implementation and adherence to the policy, budgetary provisions made and utilized and the expansion plan within a maximum of 200 words
3. Details of Open source Software Available
4. Details of Proprietary software available through university computer center
5. Details of ICT Methods of Teaching Availability
6. Details of ICT Methods of Evaluation Availability
7. Other related Documents (if any)

➤ **4.3.3 Student - Computer ratio (Data to be provided only for the latest completed academic year)**

Documents to Maintain

1. Data template as per the table in 4.3.3.
2. Details of Total Number of Students for different usages of ICT Facilities
3. Details of Total Number of Computers Available students and Research scholars for academic purpose
4. Details of Total Number of Computers Available for Faculty Members for academic purpose
5. Details of Total Number of Computers Available for Administration and other purposes
6. Other related Documents (if any)

➤ **4.3.4. The departmental having Facilities for e-content development like Media center, Audio visual center, Lecture Capturing System (LCS), Mixing equipment and software for editing**

Documents to Maintain

1. Details of the items mentioned
2. Supporting documents for the E-Content development activity
3. Other related Documents (if any)

4.4 Maintenance of Campus Infrastructure

➤ **4.4.1. Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year**

Documents to Maintain

1. Data template as per the table in 4.4.1.
2. Details of the expenditures on Labs, workstations and other mentioned facilities of the department
3. Other related Documents (if any)

➤ **4.4.2. Established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

Documents to Maintain

1. Data template as per the table in 4.4.2.
2. Write-up on the Details of optimal utilization of the departmental facilities
3. Other related Documents (if any)

Criterion V - STUDENT SUPPORT AND PROGRESSION

5.1. Student Support

- **5.1.1 Students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the year (other than the students receiving scholarships under the government schemes for reserved categories).**

Document to Maintain

1. Data template as per the table in 5.1.1
2. Supporting Documents for the Scholarships
3. Other related Documents (If any)

- **5.1.2 Students benefited by career counselling and guidance for competitive examinations offered by the Institution during the year**

Document to Maintain

1. Data template as per the table in 5.1.2
2. Details of total number of students benefited in the Career counselling and guidance for competitive examinations
3. Other related Documents (If any)

- **5.1.3 Capacity development and skills enhancement initiatives undertaken by the Schools / Departments / Centres**

Document to Maintain

1. Data template as per the table in 5.1.3
2. Details of total number of Soft Skills, Language and Communication Skills, Life Skills (Yoga, Physical Fitness, Health Hygienic) & Awareness of Trends in Technology programmes are organized
3. Relevant supporting Documents for the above said programmes
4. Other related Documents (If any)

- **5.1.4 The department's adopting redressal of student grievances including sexual harassment and ragging cases**

Document to Maintain

1. Data template as per the table in 5.1.4
2. Minutes of the meetings of student redressal committee, Internal Complaints Committee prevention of sexual harassment committee and Anti-Ragging committee
3. Upload any additional information
4. Details of student grievances including sexual harassment and ragging cases
5. Relevant supporting Documents for the above said programmes
5. Other related Documents (If any)

<p>5.2 Student Progression</p> <p>➤ 5.2.1 Average percentage of students qualifying in state/ national/ international level examinations during the year (eg: NET/SLET/GATE/GMAT/CAT/GRE/JAM/IELTS/TOEFL/CLAT/Civil Services/State government examinations)</p> <p><i>Document to Maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 5.2.1 2. Details of total number of students appeared 3. Details of total number of students cleared 4. Any additional information
<p>➤ 5.2.2 Outgoing students placed during the year</p> <p><i>Document to Maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 5.2.2 2. Details of total number of students placed 3. Any additional information
<p>➤ 5.2.3 Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)</p> <p><i>Document to Maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 5.2.3 2. Upload supporting data for student/alumni 3. Relevant supporting Documents 4. Other related Documents (If any)
<p>5.3 Student Participation and Activities</p> <p>➤ 5.3.1 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 year</p> <p><i>Document to Maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 5.3.1 2. List of students participated in sports / cultural activities 3. Relevant supporting Documents 4. Other related Documents (If any)
<p>➤ 5.3.2 Presence of Student Council and its activities for institutional development and student welfare. Describe the Student Council and its activities for departmental development and student welfare</p> <p><i>Document to Maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 5.3.2 2. List of students participated in sports / cultural activities 3. Relevant supporting Documents 4. Other related Documents (If any)
<p>➤ 5.3.3 Sports and cultural events / competitions organized by the department during the year</p> <p><i>Document to Maintain</i></p> <ol style="list-style-type: none"> 1. Data template as per the table in 5.3.3 2. Details of No. of Sports and Cultural events / competitions programmes organized by the Dept. / Centres 3. Relevant supporting Documents

5.4 Alumni Engagement

- **5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development through financial and other support services during the year**

Document to Maintain

- 1 Data template as per the table in 5.4.1
- 2 Details of total number of students registered the Alumni Association
- 3 Details of number of students contribute financially and other support services
- 4 Relevant supporting document
- 5 Any additional information

- **5.4.2 Alumni contribution during the year (INR in lakhs)**

Document to Maintain

- 1 Data template as per the table in 5.4.2
- 2 Relevant supporting document
- 3 Any additional information

Criterion 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT

- **6.1.1 The Department's clearly stated vision and mission, reflected in its academic and administrative governance**

Document to Maintain

1. Write description in a maximum of 500 words
2. Any additional information

- **6.1.2 Effective leadership, reflected in various institutional practices such as decentralization and participative management.**

Document to Maintain

1. Write description in a maximum of 500 words
2. Data template as per the table in 6.1.2
3. Provide the link for addition information
4. Any additional information

6.2 Strategy Development and Deployment

- **6.2.1 The Departmental Strategic plan is effectively deployed.**

Document to Maintain

1. Write description in a maximum of 500 words
2. Data template as per the table in 6.2.1
3. Strategic Plan and deployment documents on the website
4. Any additional information

- **6.2.2 Functioning of the department's activities for effective and efficient such as healthy practices and adopting procedures**

Document to Maintain

1. Write description in a maximum of 500 words
2. Provide the link for additional information
3. Any additional information

- **6.2.3 Departmental governance**

- 6.2.3.1 e-governance is implemented covering the following areas of operations:

Document to Maintain

1. Description of the administration, Admissions, Examinations, Issue of Certificates, Program committee meetings, Departmental Committees, Departments Income and Expenditure, Purchase of small account budget
2. Any other item to specify
3. ERP (Enterprise Resource Planning) Document
4. Screen shots of user interfaces

6.3 Faculty Empowerment Strategies

- **6.3.1 Performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff**

Document to Maintain

1. Write description in a maximum of 500 words
2. Any additional information

➤ **6.3.2 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year**

Document to Maintain

1. Data template as per the table in 6.3.2
2. E-copies of supporting document
3. Any additional information

➤ **6.3.3 Professional development/administrative training Programmes organized by the department for teaching and non-teaching staff during the year**

Document to Maintain

1. Data template as per the table in 6.3.3
2. Details of list of above said training programme organized by the department / centre
3. E-copies of supporting document
4. Any additional information

➤ **6.3.4 Teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)**

Document to Maintain

1. Data template as per the table in 6.3.4
2. Details of list of faculty members attended the above said programmes
3. Relevant Supporting document
4. Any additional information

6.4 Financial Management and Resource Mobilization

➤ **6.4.1 Strategies for mobilization of funds and the optimal utilization of resources**

Document to Maintain

1. Write description in a maximum of 500 words
2. Adopted methods to generate the income for the department
3. Contribution of Student's Caution Money
4. Contributions from Alumni
5. Earnings from consultancy
6. Earnings from skill development programs
7. Earnings through the workshops and Training programs
8. Spending Money for different activities
9. Provide the link of additional information
10. Relevant Supporting document

➤ **6.4.2 Funds / Grants received from government bodies during the year for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)**

➤ **6.4.2.1: Total Grants received from government bodies for development and maintenance of infrastructure (not covered under Criteria III and V) year-wise during the year (INR in Lakhs)**

Document to Maintain

1. Name of the government funding agencies/ individuals
2. Funds/ Grants received
3. Annual statements of accounts
4. Any additional information

- **6.4.3 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)**
- 6.4.3.1: Total Grants received from non-government bodies, individuals, philanthropists year-wise during the year (INR in **Lakhs**)

Document to Maintain

1. Data template as per the table in 6.4.3.1
2. Name of the non government funding agencies/ individuals
3. Funds/ Grants received
4. Annual statements of accounts
5. Any additional information

Criterion VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 Institutional Values and Social Responsibilities

Gender Equity

(Applicable to Some Departments)

➤ **7.1.1 Measures initiated for the promotion of gender equity during the year.**

Document to Maintain

1. Write description in a maximum of 500 words
2. Relevant Supporting document
3. Any additional information

Provide Web link to:

- Annual gender sensitization action plan
- Specific facilities provided for women in terms of:
 - a. Safety and security
 - b. Counseling
 - c. Common Rooms
 - d. Day care centre for children of the staff
 - e. Any other relevant information

Environmental Consciousness and Sustainability

(Applicable to Some Departments)

➤ **7.1.2 The facilities for alternate sources of energy and energy conservation measures**

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Document to Maintain

1. Geo tagged Photograph
2. Relevant Supporting document
3. Any additional information

(Applicable to some Departments)

➤ **7.1.3. Facilities for the management of the following types of degradable and non-degradable waste (within 500 words)**

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Document to Maintain

1. Write description in a maximum of 500 words
2. Geo tagged Photograph
3. Relevant Supporting document
4. Any additional information

Provide web link to

- Relevant documents like agreements/MoUs with Government and other approved agencies
- Geo-tagged photographs of the facilities
- Any other relevant information

- **7.1.4 Water conservation facilities available:**
1. Rainwater harvesting
 2. Borewell /Open well recharge
 3. Construction of tanks and bunds
 4. Wastewater recycling
 5. Maintenance of water bodies and distribution system in the campus

Document to Maintain

1. Geo-tagged photographs / videos of the facilities
2. Relevant Supporting document
3. Any additional information

(Not Applicable to Departments)

- **7.1.5 Green campus initiatives**
7.1.5.1. The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

Document to Maintain

1. Geo-tagged photos / videos of the facilities
2. Various policy documents / decisions circulated for implementation
3. Any other relevant documents

(Not Applicable to Departments)

- **7.1.6 Quality audits on environment and energy are regularly undertaken by the institution**
7.1.6.1. The institutional environment and energy initiatives are confirmed through the following

1. Green audit
2. Energy audit
3. Environmental audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

Document to Maintain

1. Reports on environment and energy audits submitted by the auditing agency
2. Certification by the auditing agency
3. Certificates of any awards received
4. Any other relevant information

(Applicable to some Departments)

- **7.1.7 The friendly, barrier free environment**
1. Built environment with ramps/lifts for easy access to classrooms.
 2. Divyangjan friendly washrooms
 3. Signage including tactile path, lights, display boards and signposts
 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading, font enlargement etc.,

Document to Maintain

- Geotagged photographs / videos of the facilities
- Policy documents and information brochures on the support to be provided
- Details of the Software procured for providing the assistance
- Any other relevant information

Inclusion and Situatedness

(Applicable to some Departments)

- **7.1.8 Efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities**

Document to Maintain

1. Write description in a maximum of 500 words
2. Relevant Supporting document
3. Any additional information

Provide Web link to:

- Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)
- Any other relevant information.

Human Values and Professional Ethics

(Applicable to Some Departments)

- **7.1.9 Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens**

Document to Maintain

1. Write description in a maximum of 500 words
2. Relevant Supporting document
3. Any additional information

Provide weblink to :

- Details of activities that inculcate values necessary to nurture students to become responsible citizens
- Any other relevant information

(Not Applicable to Departments)

- **7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

Document to Maintain

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

Upload:

- Code of conduct and ethics policy document
- Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.
- Any other relevant information

➤ **7.1.11 national and international commemorative days, events and festivals that the department celebrates / organizes**

Describe the efforts of the departments / centres in celebrating /organizing national and international commemorative days, events and festivals during the year

Document to Maintain

1. Write description in a maximum of 500 words
2. Relevant Supporting document
3. Any additional information

Provide weblink to :

- Annual report of the celebrations and commemorative events during the year
- Geo-tagged photographs of some of the events
- Any other relevant information

7.3 Departmental Distinctiveness

7.3.1. Portray the performance of the department in the areas distinctive to its priority and thrust within 200 words

Provide web link to:

- Appropriate webpage in the Institutional website
- Any other relevant information

Five Major SWOT of the Departments/ Centres

Description of the SWOT	At least 5 points
Strengths	1. 2. 3. 4. 5.
Weaknesses	1. 2. 3. 4. 5.
Opportunities	1. 2. 3. 4. 5.
Threats	1. 2. 3. 4. . 5. .

Future Plans of the Schools / Department / Centres

DECLARATION

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

Date:

**Signature of the Head
(Office Seal)**

