PONDICHERRY UNIVERSITY
(A CENTRAL UNIVERSITY)
INTERNAL QUALITY ASSURANCE CELL
INTERNAL ACADEMIC & ADMINISTRATIVE AUDITING FORMAT FOR THE ACADEMIC YEAR 2022-23

Source: NAAC Institutional Accreditation Manual for SSR of Universities

Name of the School:

Name of the Department / Centre:

I. CURRICULAR ASPECTS (150 Points)	Weightage
Key Indicator - 1.1: Curriculum Design & Development	**50**

1.1.1.Curricula developed and implemented have relevance to the local/ national / regional/global developmental needs which is reflected with learning objectives including Programme outcomes (POs), Programme specific outcomes (PSOs) and course outcomes (Cos) of all the Programme offered by the University
Write description in maximum of 500 words File Description
 	
Documents to Attach:
  1. Data Template on Additional information
  2. Any additional relevant information
	20

1.1.2 Programmes where syllabus revision was carried out during the academic year
 	
Academic Year / *Program Code* / *Names of the Programs Revised* / *Copy of the Data Template* / *Relevant Supporting Documents* / *Link for Additional Information* (table with empty row)
 	
Documents to Attach:
  1.Details of program syllabus revisions
  2.Minutes of relevant Academic Council/ BOS Meeting
  3.Any additional relevant information
	20

1.1.3 Courses having focus on employability/ entrepreneurship/ skill development during the academic year
 	
Academic Year / *Course Code* / *Names of the Course* / *Activities with direct bearing on Employability/Entrepreneurship/Skill Development* / *Name of the Program* / *Copy of the Data Template* / *Relevant Supporting Documents* (table with empty row)
 	
Documents to Attach:
  1.Programme/ Curriculum/ Syllabus of the Course
  2.Minutes of BOS/ Academic Council Meeting with approvals for these courses
  3.MoUs with relevant organizations for these courses
  4. Data template on the courses having the focus on Employability/Entrepreneurship/ Skill Development
  5.Any other related additional information
	10

Key Indicator – 1.2: Academic Flexibility	50
1.2.1 New Courses introduced during the academic year	30

Names of the New Courses Introduced	Name of the Program	Copy of the Data Template	Relevant Supporting Documents

Documents to Attach:
1. Programme/ Curriculum/ Syllabus of the New Course
2. Minutes of BOS/ Academic Council Meeting with approvals for these courses
3. Data template on the courses having the focus on Employability/Entrepreneurship/ Skill Development
4. Any other related additional information

1.2.2 Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year	20

Names of the programs adopting CBCS	Names of the programs adopting ECS	Copy of the Data Template	Relevant Supporting Documents

Documents to Attach:
1. Programme/ Curriculum/ Syllabus of the Course
2. Data template on the courses having the focus on CBCS/ECS
3. Any other related additional information

Key Indicator – 1.3: Curriculum Enrichment	30
1.3.1 Departmental cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum Write description in maximum of 500 words **File Description (Upload)** /Documents to Attach: 1. Any additional information 2. Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	05
1.3.2 Value-added courses imparting transferable and life skills offered during the academic year	10

Academic Year	Name(s) of the New Value added course with 30 or more contact hours.	Number of times the course is offered in the same year

Documents to Attach:
1. Programme/ Curriculum/ Syllabus of the Course
2. Any other related additional information

1.3.3 Students enrolled in the courses under 1.3.2 above	10

Academic Year	Total number of students admitted	Number of students completed the course

Documents to Attach:
1. Admitted List of the students
2. Attendance & Assessment Reports
3. Class work Time tables
4. Lesson/Teaching Plan Schedules
5. List of Faculty members involved in the course program(both departmental/outsourcing)
6. Any other related additional information

1.3.4 Students undertaking field projects / internships during the academic year	05

Academic Year	Name of the programme	Number of students undertaking the field projects	Number of students undertaking the research projects	Number of students undertaking the Internships

Documents to Attach:
1. Admitted List of the students
2. Attendance & Assessment Reports
3. Class work Time tables
4. Lesson/Teaching Plan Schedules
5. List of Faculty members involved in the course program(both departmental/outsourcing)
6. Any other related additional information

Key Indicator – 1.4: Feedback Systems	**20**
1.4.1. Structured feedback for design and review of syllabus – semester wise /is received from	**10**

1) Students, 2) Teachers, 3) Employers, 4) Alumni
Options: Opt any one
   A. All 4 of the above
   B. Any 3 of the above
   C. Any 2 of the above Opt one
   D. Any 1 of the above
   E. None of the above
Data Requirements:
Report of analysis of feedback received from different stakeholders year wise
File Description
- URL for stakeholder feedback report
- Action taken report of the University on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)
- Any additional information (Upload

1.4.2. Feedback processes of the institution may be classified as follows: (Opt any one)	**10**

A. Feedback collected, analysed and action taken and feedback available on website
B. Feedback collected, analysed and action has been taken
C. Feedback collected and analysed
D. Feedback collected

E. Feedback not collected **Documents:** Upload Stakeholder feedback report, Action taken report of the university on it as stated in the minutes of the Governing Council, Syndicate, Board of Management **File Description** • Upload any additional information • URL for feedback report	

II TEACHING – LEARNING AND EVALUATION (200 Points)	Weight age
Key Indicator – 2.1: Student Enrolments & Profile	**10**

2.1.1 Demand Ratio   **05**

Seats Available per year

Academic Year	Name of the programme	Number of seats Available	Number of Eligible Applications Received	Number of seats filled

Documents to Attach:
1. List of Applications Received
2. Admitted List of the students
3. 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)   **05**

Actual admitted students from the reserved categories during the year

Academic Year	Name of the Program	Total No. of Students	Sanctioned Strength in Reserved Categories					Actual Admitted Strength in Reserved Categories				
			SC	ST	OBC	EWS	Divyanga	SC	ST	OBC	EWS	Divyanga

Documents to Attach:
1. List of Applications Received
2. Admitted List of the students reservation category wise
3. Any other related additional information

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

2.2.1 The departmental assessments on the learning levels of the students and organizes special Programmes for advanced learners and slow learners   **10**

Academic Year	Name of the Program	Number of students in the learning categories of			Total number of students in the program
		Slow	Medium	Advanced	

Brief and point wise Remedial Measures

Documents to Attach:
1. List of students with category of learning
2. Organized programs for handling the remedial measures
3. Any other related additional information

2.2.2 Student - Full time Teacher Ratio (Academic year data)   **10**

Academic Year	Total Number admitted Students in all programs	Total Number of Teachers	Full time Ratio

Data Requirement:
• Total number of students enrolled
• Total number of full time teachers

Formula: Students : Teachers

Documents to Attach:
• data in prescribed format, List of Full Time Teachers & List of Final admitted Students
• Any additional information

Key Indicator- 2.3: Teaching Learning Process	20

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences | **6**

Write description in maximum of 200 words

Documents to Attach:

• Upload any additional information
• Link for Additional Information

2.3.2 Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data) | **6**

Write description in maximum of 200 words

Documents to Attach:
• Upload any additional information
• Link for Additional Information

2.3.3. Ratio of students to mentor for academic and stress related issues (current year data) | **8**

2.3.3.1: Number of mentors
Number of students assigned to each Mentor

Academic Year	Number of Mentors	Number of Students per mentor

Documents to Attach:
- List (Names) of Mentors & Operated programs
- List of students under each mentor
- Any additional information

Formula: Mentor : Mentee
File Description
• Upload year wise list of number of students, full time teachers and mentor/mentee ratio

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Key Indicator – 2.4: Teacher Profile & Quality	50

2.4.1 Full time teachers against sanctioned posts during the current academic year | **15**

Academic Year	Number of sanctioned posts			Name/List of the Teachers recruited against the sanctioned Post	Number of Posts vacant
	Professors	Assoc. Prof.	Asst. Prof.		

Documents to Attach:
- Data Template

File Description
- List of full time teachers and sanctioned posts for during the year
- Any additional information

2.4.2 Full time teachers with Ph.D./D.M/M.Ch./D.N.B Super speciality/D.Sc./D'Lit. during the year | **15**

Academic Year	Name of the Teacher	Maximum Qualification	Any Addition information

Document to Attach:
- Relevant Supporting Document

2.4.4 *Full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year.*						10
Year of Award	Name of Full time Teacher	Designation	International/National /State	Name of the Award	Sponsoring Agency	

Document to Attach
- Relevant Supporting Document
- Any Additional information

Key Indicator - 2.5 Evaluation Process and Reforms	40

2.5.1 D*ays from the date of last semester-end examination till the declaration of results during the year*	15

Semester-wise	Last date of the last semester-end examination	Date of declaration of results of semester-end examination	Number of days taken for declaration of the results	Average number of days for declaration of results during the year

Academic Year	Sem. No	Course Code and Name	Name of the Teacher	No of students having full attendance (above 70%)	No of students having shortage of attendance (Less than 70%)	No of students not allowed to write the exam

Faculty Advisor Name	Remarks of Faculty Advisor	No of students (Slow learners)	No of students (Advanced Learners)	No of students (median learning abilities)	No of students have made remedial measures

Document to Attach
- Relevant Supporting Document
- Any additional information

2.5.2 *Student complaints/grievances about evaluation against total number appeared in the examinations during the year*				10
Academic Year	**Total number of students appeared in the examinations**	**Number of complaints/grievances about evaluation**	**Any other information**	

Academic Year	Sem. No	Course Code and Name	Name of the Teacher	No of students having grievances on results	No of students resolved the grievances	Reasons for non-clearing grievances

Document to Attach
- Relevant Supporting Document
- Any additional information

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 | **10**

Academic Year	Sem. No	Course Code & Name	Name of the Teacher	% of online Teaching	Name of the LMS for online Teaching	Methods of ICT for Teaching	Method of LMS for Exam

Write a description in maximum of 200 words
File Description (Upload)
- Relevant Supporting Document
- Any additional information
- Number of applications, students and revaluation cases

2.5.4 Status of automation of Examination division along with approved Examination Manual Ensure all the following check list | **5**

Names of Exam committee	Course code	Evaluation Marks Galley Sheet (Enclosure)	Attendance sheet of exam (Enclosure)	Question Paper attachment	scrutiny of syllabus coverage with Question Paper	Other related document

Key Indicator - 2.6 Student Performance and Learning Outcomes | **30**

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. | **10**

Write a description in maximum of 200 words
Document to Attach:
- Upload Relevant Supporting Document
- Upload any additional information
- Upload COs for all courses (exemplars from Glossary)

2.6.2 Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year | **10**

Names of the Teacher	Course code (PG/ Ph.D.)	No. of students registered	No of students attended exam	No. of students pass in exam	% of Failure students	Other related

Describe the method of measuringthe level of attainment of POs , PSOs and COs in not more than 200 words.
Document to Attach:
Upload relevant supporting document

2.6.3 Students passed during the year | **10**
2.6.3.1: Outgoing students successfully completed the programme
2.6.3.2: Final year students who appeared for the examination

Academic Year	Programme Code	Name of the Programme	Number of Students Appeared	Number of Students Passed	Pass (%)

File Description
- Upload relevant supporting document
- Any additional information

Key Indicator 2.7. **Student Satisfaction Survey**	**30**

2.7.1. Online Student Satisfaction Survey regarding the teaching-learning process. **(Online survey to be conducted by IQAC)**
Data Requirements: (As per Data Template)
   • Name/ Class/ Gender
   • Student Id number/ Aadhar number
   • Mobile number
   • Email id
   • Degree Programme
(Database of all currently enrolled students need to be prepared and shared with NAAC along with the online submission of QIF)
File Description for
   • Upload any additional information
Upload database of all currently enrolled students (Data Template)
	30

Criterion III – Research, Innovations and Extension	250
Key Indicator - 3.1 Promotion of Research and Facilities	**20**

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 Upload relevant supporting document	2

3.1.2 The institution provides seed money to its teachers for research (amount INR in Lakhs) — 3

Name of the teacher	The amount of seed money	Year of receiving grant	Any additional information

Document to Attach:
- Budget and expenditure statements signed by the Finance Officer indicating the amount of seed money provided and utilized
- Upload relevant supporting document

3.1.3 Teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year — 3

Year of Fellowship	Name of Teacher	Designation	International/National /State/	Name of the Fellowship	Sponsoring Agency

Document to Attach:
- e-copies of the award letters of the teachers
- Any additional information

3.1.4 JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year — 4

Name of Research Fellow / Enrollment No.	Year of Enrolment	Duration of Fellowship	Type of the Fellowship	Granting Agency

Document to Attach:
- e-copies of the Fellowship
- Any additional information

3.1.5. Your department is having the following facilities to support research: — 3

Facility Availability	Yes/No
1. Central Instrumentation Centre	
2. Animal House/Green House	
3. Museum	
4. Media laboratory/Studios	
5. Business Lab	
6. Research/Statistical Databases	
7. Moot court	
8. Theatre	
9. Art Gallery	
10. Any other facility to support research (Mention if any)	

Options:
A. Any 4 or more 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 **(Opt any one)**
Data Requirements:
- Name of the facility
- Year of establishment
- Geo-tagged pictures

File Description
- Provide the link of videos and geo-tagged photographs
- Upload the list of facilities provided by the university and their year/s of establishment
- Upload any additional information

3.1.6 *Departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year*								**5**

Name of the Scheme	Principal Investigator / Co-principal investigator	Name of the Funding Agency	Type Govt. / Non Govt.	Dept.	Year of Award	Fund Layout amount Provided	Duration

Document to Attach:
- Copy of Sanction order
- Copy of Releasing of First Installment
- Any additional information

Key Indicator - 3.2 Resource Mobilization for Research	**20**

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)*								**5**

Name of the Project	Name of the Principal Investigator / Co-principal investigator	Name of the Funding Agency	Type of funding agency Govt. / Non Govt.	Dept.	Year of Award	Funds (Amount) Provided	Duration

Document to Attach:
- Copy of Sanction order
- Copy of Releasing of Funds (First Installment)
- Any additional information

3.2.2 Grants for research projects sponsored by government agencies during the year (INR in Lakhs)							**10**

Name of the Project	Principal Investigator / Co-principal investigator	Year of the Award	Funds Provided	Duration of the Project	Funding Agency	Total Amount Funds Received

Document to Attach:
- Copy of Sanction order
- Copy of Releasing of Funds
- Any additional information

3.2.3 Research projects funded by government and non-government agencies during the year						**5**

Name of the Project	Name of the Principal Investigator & Department	Name of the Research Project	Amount / Funds Received	Name of Funding Agency	Year of Sanction

Document to Attach:
- Supporting document from the Funding Agency
- Copy of Releasing of Funds
- Any additional information

Key Indicator - 3.3 Innovation Ecosystem	**30**

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

Innovation Ecosystem	*Yes/no*
Ecosystem Laboratory	
Innovation Center	
Knowledge Incubation Center	
Startup/ Entrepreneurship Center	
Any other similar (mention if any)	

Describe available incubation center and evidence of its usage (activity) within a maximum of 500 words

File description
Upload any additional information
Provide the link for additional information

3.3.2 Workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), Entrepreneurship, Skill development during the year — **10**

3.3.2.1: Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),Entrepreneurship, Skill development year wise during the year

Academic Year	Department	Name of the Seminars / Workshops etc.,	Date		No. of Participants	Event Organizer
			From	To		

Document to Attach:
- Event Invitation
- Report of the event
- Any additional information

3.3.3. Awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year — **10**

3.3.3.1: Total number of awards / recognitions received for research/innovations won by institution/teachers/research scholars/students year wise during the year

Sl. No.	Academic Year	Name of the Awardee	Name of the Awarding Agency with Contact Details	Date of Award

Document to Attach:
- Relevant Supporting Document
- E- copies of Award Letter
- Any additional information

Key Indicators - 3.4 Research Publications and Awards	100

3.4.1 The department ensures implementation of its stated Code of Ethics for research *as in the following* | **5**

Item description of Research Ethics	*Yes/ No/ Not Applicable*
Inclusion of Research ethics in Research Methodology course work	
Presence of Departmental ethics committees (Animal, Chemical, Bio-Ethics, etc.)	
Ethics of scientific research writing	
check for Plagiarism and Unfair means of research	
Research Advisory Committee	
Other related item (if any)	

3.4.1.1The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:

1. Inclusion of research ethics in the research methodology course work
2. Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc.,)
3. Plagiarism check
4. Research Advisory Committee

Options:
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**(Opt any one)**

File Description (Upload)
- Code of ethics for Research document, Research Advisory committee and ethics committee constitution and list of members on these committees, software used for Plagiarism check, link to Website
- Any additional information

3.4.2 The institution provides incentives to teachers who receive state, national and international recognitions/awards | **5**

1.Commendation and monetary incentive at a University function
2.Commendation and medal at a University function
3. Certificate of honor
4.Announcement in the Newsletter / website

Academic year	Name of the Awardee with Contact details	Name of the Awarding Agency	Year of Award	Incentive Details by PU

Document to Attach:
- Upload relevant supporting document
- Any Additional Information

3.4.3 Patents published/awarded during the year | **10**

3.4.3.1: Patents published/awarded during the year

Academic Year	Name of the Patent Published Awarded	Patent Number	Published / Awarded / Granted	Year of Award

Document to Attach:
- Relevant Supporting Document
- Any additional information

3.4.4 Ph.D.s awarded during the year | **10**

Sl. No.	Name of the PhD Scholars	Name of the Department	Name of the Guide	Year of Registration of the Scholar	Year of award of PhD

Document to Attach:
- Relevant Supporting Document
- Any additional information

3.4.5 R*esearch papers in the Journals notified on UGC website during the year* | **15**

Title of Paper	Name of the Authors	Department of the teacher	Name of Journal	Year of Publications	ISSN number

Document to Attach:
- Relevant Supporting Document
- Any additional information

3.4.6 Books and chapters in edited volumes published during the year | **15**

3.4.6.1: Books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year

Name of the Teacher	Title of the Paper	Title of the Book/chapter published	Name of the author (s)	Title of the Proceedings of the Conference	Name of the Publisher National / International	ISBN Number of the Proceeding	Year of Publications

Document to Attach:
- Relevant Supporting Document
- Any additional information

3.4.7 *E-content developed by teachers:* | **10**

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content	Number of platform on which e-content has been developed by teacher

E-Content development for the Platforms of
    1.For e-PG-Pathshala
    2.For CEC (Undergraduate)
    3.For SWAYAM
    4.For other MOOCs platforms
    5.Any other Government Initiatives
    6.For Institutional LMS

Options:
   A. *Any 5 or all of the above*
   B. *Any 4 of the above*
   C. *Any 3 of the above*
   D. *Any 2 of the above*
   E. *None of the above*   **(Opt any one)**

Platform name	Yes/ No	Content Details
For E-PG-Pathshala		
For CEC (Undergraduate)		
For SWAYAM		
For the MOOCS platform		
Any Other Government Initiatives		
For Institutional LMS		

Document to Attach:
- Relevant Supporting Document
- Give links or upload document of e-content developed
- Any additional information

3.4.8 *Bibliometric of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed*   **15**

Title of the Paper	Name of the author	Title of the Journal	Year of Publication	Citation Index

Document to Attach:
- Relevant Supporting Document
- Give links or upload document of e-content developed
- Any additional information

3.4.9 Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University   **15**

Title of the Paper	Name of the author	Title of the Journal	Year of Publication	H Index

Document to Attach:
- Relevant Supporting Document
- Any additional information

Key Indicators – 3.5 Consultancy	**20**

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*   **5**

Documents to maintain:
- Minutes of the Governing Council/ Syndicate/Board of Management related to the Consultancy policy
- copy of the Consultancy Policy
- additional information (if any)
- Upload relevant supporting document

3.5.2 *Revenue generated from consultancy and corporate training during the year (INR in Lakhs)*	**15**

3.5.2.1: Total amount generated from consultancy and corporate training during the year (INR in lakhs)

Name of the Consult ants	Name of Consulta ncy Projects	Consulting/Sp onsoring agency with contact details	Revenue generated (amount in rupees)	Total revenue generated in rupees	Details of Corporate training provided	Title of the traini ng	Number of the participants benefitted

Document to Attach:
- Relevant Supporting Document
- Any additional information

Key Indicators - 3.6 Extension Activities	**40**

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*	**06**

Title of the Program	Beneficiary Organization	Description of the outreach program	Date & Venue of the Event	Outcome

Describe the impact of extension activities in sensitizing the students to social issues and holistic development within a maximum of 500 words

Document to Attach:
- Provide the link for additional information
- Upload any additional information

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**	**10**

3.6.2.1: Awards and recognition received for extension activities from Government / Government recognized bodies during the year

Name of the teacher received the recognition	Name of the Activity	Name of the Award / Recognition	Name of the Awarding Government/Governmen t recognized bodies	Year of the Award

Document to Attach:
- Relevant Supporting Document
- Any additional information

3.6.3 Extension and outreach programs conducted by the institution including those through NSS/NCC, Government and Government recognized bodies during the year	**12**

3.6.3.1: Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognized bodies during the year.

Name of the Activity	Organizing unit/ agency/ collaborating agency	Name of the Scheme	Number of students participated in such activities	Issues addressed if any	Please provide relevant documents

Document to Attach:
- Relevant Supporting Document
- Any additional information

3.6.4 Students participating in extension activities listed at 3.6.3 above during the year				12

Name of the Activity	Name of the Scheme	Year of the Activity	Names of the Students Participating in Such activities

Document to Attach:
- Relevant Supporting Document
- Any additional information

Key Indicator - 3.7 Collaboration	20

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

Title of the Collaborative Activity	Name of the Collaborating agency with contact details	Source of Financial Support	Year & duration of Collaboration	Names of the Faculty Members involved	Nature of the Activity	10

Document to Attach:
- Relevant Supporting Document
- Any additional information

3.7.2 *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*

3.7.2.1: 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

Name of the Organisation with which MoU is signed	Year of signing & Duration of the MoU	Names(s) of the Faculty Coordinators	List the actual activities under each MoU	Year-wise Number of students/teachers who participated under MoUs	10

Document to Attach:
- Relevant Supporting Document
- Any additional information

Criterion IV – INFRASTRUCTURE AND LEARNING RESOURCES	100
Key Indicator - 4.1 Physical Facilities	**30**

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

Description of the Departmental infrastructure	Details of Availability
No. of Class Rooms/Lecture halls	
Maximum Seating Capacity at a time	
No. of subject Labs/ Workstations/ Computer Labs	
No of faculty rooms	
No. of Rooms for Research Scholars	
No of student Toilets (Boys/Girls Separately)	
No of Faculty Toilets(Gents/Ladies Separately)	
No. of rooms additionally required with Justification	
Special Facilities that the department is having	
Additional Required facilities	

Describe the adequacy of facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum of 200 words
- Upload relevant supporting document

10

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

Name of the School/Department	Facilities for Cultural Activities	indoor/outdoor Yoga Center	Indoor/outdoor Gyms

Describe 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 within a maximum of 500 words

File Description
- Upload any additional information
- Geo-tagged pictures
- Provide the link for additional information

5

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

Name of the Department	Auditoriums	CIF	Seminar Halls

Describe the general campus facilities and its utilization in maximum of 500 words

File Description
- Upload any additional information
- Provide the link for additional information

5

4.1.4 Average percentage of expenditure excluding salary, for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1: Expenditure for infrastructure augmentation excluding salary, during the year (INR in lakhs)

Year	Departmental Expenditure (Amount spend on)			
	Laboratories	Procurement of New Equipment /facilities	Workstations	Research scholars

Data to be provided during the year: (As per Data Template)
- Budget allocated for infrastructure augmentation
- Total expenditure for infrastructure augmentation

10

• Audited statement of accounts
• Total expenditure excluding Salary
File Description
   • Upload any additional information
   • Upload audited utilization statements
   • Upload Details of budget allocation, excluding salary during the year (Data Template)	

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

4.2.3. Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1: Annual expenditure for purchase of books and journals year- wise during the year (INR in lakhs)

Year of expenditure	Expenditure on the purchase of books	Expenditure on the purchase of journals in ith year	Other related Information

File Description (Upload)
- Any additional information
- Audited statements of accounts

Details of annual expenditure for purchase of books and journals during the year (Data Template as of 4.2.2

5

4.2.4. 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)

4.2.4.1: Number of teachers and students using library per day over the last one year

Details of departmental Library if existing

Year	No of students visited	No. of teachers Visited	Number of users using the library through e-access	Number of physical users accessing the library	Any other

File Description (Upload)
- Any additional information

Details of library usage by teachers and students (Library accession register, online accession details to be provided as supporting documents

5

Key Indicator – 4.3 IT Infrastructure	**30**

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*

Name of the Department	Total Number of Class Rooms, Seminar Halls & Lecture Halls	Number of classrooms with LCD facilities	Number of classrooms with Wi-Fi/LAN facilities	Number of seminar halls with ICT facilities

Document to Attach:
- Relevant Supporting Document
- Any additional information

5

4.3.2. Institution's IT policy, appropriate budgetary provisions and updates of IT facilities including the Wi-Fi facility						**5**

Name of the Department	Name of the LMS used for the Department activities	Available Open source Software	Proprietary software through university computer center	ICT Methods of Teaching	ICT Methods of Evaluation

Provide 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 in maximum of 500 words
File Description
- Upload any additional information
- Provide the link for additional information

4.3.3 Student - Computer ratio (Data to be provided only for the latest completed academic year)	**10**

Sl. No.	Academic year	Total Number of Students	Total Number of Computers Available students for academic purpose	Total Number of Computers Available Faculty Members for academic purpose

Document to Attach:
- Relevant Supporting Document
- Any additional information

4.3.5. *The departmental having Facilities for e-content development*
1. Media centre
2. Audio visual centre
3. Lecture Capturing System(LCS)
4. Mixing equipment and software for editing
Options:
  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   **(Opt only one)**
 	
Data Requirements: (As per Data Template)
- Upload the names of the e-content development facilities
File Description
- Upload any additional information
- Provide links to the photographs
Facilities for e-content development such as Media Centre, Recording facility, LCS etc (Data Templates as in 3.4.7)
	5

Key Indicator - 4.4 Maintenance of Campus Infrastructure	**20**
4.4.1. *Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year* 4.4.1.1: Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the year (INR in lakhs) Expenditure details of the department	**10**

Year	Expenditure incurred on different items				Total
	Consumables	Non Consumables	Visiting Lectures	Conference/seminars	

Data to be provided during the year :(As per Data Template)
- Non- salary expenditure incurred
- Expenditure incurred on maintenance of campus infrastructure

File Description
- Upload any additional information
- Audited statements of accounts.

Details about assigned budget allocation and expenditure on physical facilities and academic facilities (Data Templates as in 4.1.4)

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

Optimal Utilization of departmental equipment

Description of the utilization	Number of events Used by the department (internal)	No. of events for other departments	No. of events for outside the university	Earnings through hiring/ outsourcing

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities within a minimum of 500 words and maximum of 1000 words

File Description
- Upload any additional information
- Provide the link for additional information

10

Criterion V - STUDENT SUPPORT AND PROGRESSION	100
Key Indicator - 5.1 Student Support	30

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).*

Year	Name of the scheme	Number of students benefited by government scheme and amount		Number of students benefited by the institution's schemes and amount		Number of students benefited by the non-government agencies (NGOs) and amount		
		No. of students	Amount	No. of students	Amount	No. of students	Amount	Name of the NGO/agency

Document to Attach:
- Relevant Supporting Document
- Any additional information

(10)

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

Name of the Activity conducted by the HEI to offer guidance for competitive examinations offered by the institution during the year		Name of the Activity conducted by the dept. to offer guidance for career counselling offered by the institution during the year		Number of students placed through campus placement	Link to the relevant document
Name of the Activity	Number of students attended / participated	Details of career counselling	Number of students attended/participated		

Document to Attach:
- Relevant Supporting Document
- Any additional information

(10)

5.1.3 *Capacity development and skills enhancement initiatives undertaken by the Schools / Departments / Centrs*
1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. *Awareness of trends in technology*

Sl. No.	Name of the capacity development and skills enhancement scheme	Year of Implementation	Number of Students Enrolled	Name of the agencies involved, with contact details

Document to Attach:
- Relevant Supporting Document
- Any additional information

(5)

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

Details of student Grievances:

Department	Year	Description of the students' grievances	Received online/offline grievances	Status of the resolved issues

File Description (Upload)
- Minutes of the meetings of student redressal committee, Internal Complaints Committee prevention of sexual harassment committee and Anti-Ragging committee
- Upload any additional information
- Details of student grievances including sexual harassment and ragging cases

5

Key Indicator - 5.2 Student Progression	**40**

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)*

Year	Reg. No. / Roll No. for the exam	Selected / Qualified	NET, SLET, GATE, GMAT, CAT, GRE, JAM, IELET, TOFEL, Civil Services	Other Examinations conducted by the

Document to Attach:
- Relevant Supporting Document
- Any additional information

10

5.2.2 *Outgoing students placed during the year*

Name of students Placed with contact details	Program graduated from	Name of the Company	Name of the employer with contact details	Pay package

Document to Attach:
- Relevant Supporting Document
- Any additional information

15

5.2.3 *Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)*

Name of student enrolling into higher education	Program graduated from	Name of institution joined

Document to Attach:
- Upload supporting data for student/alumni
- Relevant Supporting Document
- Any additional information

15

Key Indicator - 5.3 Student Participation and Activities	**20**

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*

Academic year	Name of the Award / Medal	Inter University/ State/ National/ International	Name of the Event

10

Document to Attach: • Upload Relevant Supporting Document • Any additional information	
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* within a maximum of 500 words Events that are organized with the involvement of Students (Student's organized): 	Year	Description of the Event	Dates of the event	Level of the event University/State/ National	Other information (if any)
---	---	---	---	---
				| **File Description** • Provide the link for additional information • Upload any additional information	**5**
5.3.3 *Sports and cultural events / competitions organized by the department during the year* 	Academic year	Name of the Event for Sports / Cultural Events / competitions	Inter University/ State/ National/ International	Name of the department
---	---	---	---
				  Document to Attach: • Upload Relevant Supporting Document • Any additional information	**5**
Key Indicator – 5.4 Alumni Engagement	**10**
5.4.1 *The Alumni Association/Chapters (registered and functional)contributes significantly to the development through financial and other support services during the year* Describe contribution of alumni association to the institution within a maximum of 200 words Upload relevant supporting document 	Year	No. of Alumni joined	No. of Alumni Visited the department	Significant contribution of alumni to the department
---	---	---	---
					2
5.4.2 *Alumni contribution during the year (INR in lakhs)* 	No. of Alumni's	Date of alumni meet	Details of alumni website	Alumni association / Name of the alumnus	Support from Alumni if any
---	---	---	---	---
				| **Document to Attach:** • Relevant Supporting Document • Any additional information	**8**

Criterion 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT	100
Key Indicator - 6.1 Institutional Vision and Leadership	**10**

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

Write description in a maximum of 500 words

File Description
- Relevant Supporting Document
- Upload any additional information

5

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

Description of the event proposed for the department's development	Name of the committee and scope of the works with the committee	Names of the team (members of the committee)

Write description in a maximum of 500 words

File Description
- Provide the link for additional information

Upload any additional information

5

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

6.2.1 The Departmental Strategic plan is effectively deployed.
Describe one successfully-implemented activity based on the strategic plan within a maximum of 500 words

Identified Objectives for department's development	Proposed Strategies	Proposed Road map/ action Plan	Any other related information

File Description
- Strategic Plan and deployment documents on the website
- Upload any additional information

3

6.2.2 Functioning of the department's activities for effective and efficient such as healthy practices and adopting procedures
Write description in a maximum of 500 words
File Description
- Provide the link for additional information
- Upload any additional information

2

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

Description of the administration	
Admissions	
Examinations	
Issue of certificates	
Program committee meetings	
Departmental Committees	
Department's Income and expenditure	
Purchases of small amount budget	
Any other item to specify	

File Description (Upload)
- ERP (Enterprise Resource Planning) Document
- Screen shots of user interfaces

5

- Any additional information

Details of implementation of e-governance in areas of operations, Administration etc., (Data Template)

Key Indicator - 6.3 Faculty Empowerment Strategies	30

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

<div align="center">Write description in a maximum of 500 words</div>

File Description
- Upload Relevant Supporting Document
- Any additional information

4

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

Name of the Teacher	Title of the paper presented	Name of conference/ workshop attended for which financial support provided	Organizing Agency/Institute Name	Name of the professional body for which membership fee is provided	Date (From-To)

File Description
- E-copies of supporting document
- Any additional information

10

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

Sl. No.	Title of the Professional Development and administrative training Programmes	Date [From – To]

File Description
- Upload Relevant Supporting Document
- Any additional information

8

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)

Sl. No.	Title of the Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course	Date [From – To]

File Description
- Upload Relevant Supporting Document
- Any additional information

8

Key Indicator – 6.4 Financial Management and Resource Mobilization	20

6.4.1 *Strategies for mobilization of funds and the optimal utilization of resources*
Describe the resource mobilization policy and procedures of the Institution within a maximum of 500 words

adopted methods to generate the income for the department	
Contribution of Student's Caution Money	
Contributions from Alumni	
Earnings from consultancy	
Earnings from skill development programs	
Earnings through the workshops and Training programs	
Spending Money for different activities	

File Description
- Provide the link for additional information
- Upload any additional information

Score: **4**

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*)

Name of the Project work	Name of the government funding agencies/ individuals	Funds/ Grants received	Level Major/Minor

Data to be provided during the year :(As per Data Template)
- Name of the government funding agencies/ individuals
- Funds/ Grants received

File Description (Upload)
- Annual statements of accounts
- Any additional information

Details of Funds / Grants received from government bodies during the year (Data Template)

Score: **8**

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*)

Name of the of the Project work	Name of the government funding agencies/ individuals	Funds/ Grants received	Level Major/Minor

Data to be provided during the year: (As per Data Template)
- Name of the non government funding agencies/ individuals
- Funds/ Grants received

File Description (Upload)
- Annual statements of accounts
- Any additional information

Details of Funds / Grants received from non-government bodies during the year (Data Template as of 6.4.2)

Score: **6**

(Not Applicable to Departments)
6.4.4 Institution regularly conducts internal and external financial audits
Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 500 words
File Description
  • Provide the link for additional information
    6.4.4. Upload any additional information
	2

Key Indicator - 6.5 Internal Quality Assurance System (IQAS)	**30**
(Not Applicable to Departments) **6.5.1** *Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals* Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words **File Description** • Provide the link for additional information Upload any additional information	**10**

(Not Applicable to Departments)
6.5.2 *Institution has adopted the following for Quality assurance:*
1. Academic and Administrative Audit (AAA) and follow up action taken
2.Conferences, Seminars, Workshops on quality conducted
3. Collaborative quality initiatives with other institution(s)
4.Orientation programme on quality issues for teachers and students
5. Participation in NIRF
6.Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA and such others)
Options:
A. Any 5 or all of the above
B. Any4 of the above
C. Any3 of the above
D. Any2 of the above
E. Any1of the above   **(Opt any one)**
 	
Data Requirement during the year :(As per Data Template)
    Quality initiatives
  • AQARs prepared/ submitted
  • Academic and Administrative Audit (AAA) and follow up action
  • Conferences, Seminars, Workshops on quality conducted
  • Collaborative quality initiatives with other institution(s)
  • Orientation programme on quality issues for teachers and students
  • Participation in NIRF
  • ISO Certification
  • NBA or any other certification received
File Description
  • Provide the web link of Annual reports of University
  • Upload e-copies of the accreditations and certifications
  • Upload any additional information
  • Upload details of Quality assurance initiatives of the institution (Data Template)
	10

(Not Applicable to Departments) **6.5.3 *Incremental improvements made for the preceding five years with regard to quality (in case of first cycle NAAC A/A)*** ***Post accreditation quality initiatives (second and subsequent cycles of NAAC A/A)*** Describe quality enhancement initiatives in the academic and administrative domains successfully implemented during the year within a Maximum of 500 words for either **File Description** • Provide the link for additional information Upload any additional information	**10**

Criterion VII–Institutional Values and Best Practices	
Key Indicator - 7.1 Institutional Values and Social Responsibilities	**50**

Gender Equity

(Not Applicable to Departments)
7.1.1 *Measures initiated for the promotion of gender equity during the year.*
Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words
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
	5

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 ☐
Options:
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   **(Opt any one)**
Upload:
• ***Geo-tagged Photographs***
• ***Any other relevant information***
	5

(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 **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	**4**
(Applicable to some Departments)	**4**

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 ☐
Options:
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   **(Opt any one)**
Upload:
  • Geo-tagged photographs / videos of the facilities
  • Any other relevant 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 ☐
Options:
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   **(Opt any one)**
Upload
  • Geo-tagged photos / videos of the facilities
  • Various policy documents / decisions circulated for implementation
  • Any other relevant documents
	4

(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 ☐ **Options:** 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 **(Opt any one)**	**5**

Upload: • Reports on environment and energy audits submitted by the auditing agency • Certification by the auditing agency • Certificates of any awards received • 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., **Options:** 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 **(Opt any one)** Upload: • 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	**4**
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 (within 500 words).*** ***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.	**5**
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*
    Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.
    Provide weblink to :
• Details of activities that inculcate values necessary to nurture students to become responsible citizens
• Any other relevant information
	4

(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.*** 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 ☐ **Options:** A. All of the above B. Any3 of the above C. Any2 of the above D. Any1of the above E. None of the above **(Opt any one)** **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	**5**
7.1.11 *national and international commemorative days, events and festivals that the department celebrates / organizes* Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 500 words 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	**5**
Key Indicator - 7.2 Best Practices	**30**
7.2.1 Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual. **Provide web link to:** • Best practices as hosted on the Institutional website • Any other relevant information	**30**

Note:
 Format for the Presentation of Institutional Best Practices
1. **Title of the Practice**
    The title/s should capture the key words 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 about100words)
 	
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)	

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 Practice in 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 Departmental Distinctiveness	20
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	20

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)

Auditing Format for Non-Teaching Sections (both in Main Admin Building and Departments)

ADMINISTRATIVE AUDIT COMMITTEE

DIARY OF DAILY ACTIVITY TURN OVER REPORT

Name of the Section/Department   :

In charge of the Section   :

Reference Period**:** Finance Year (From 1st April of Previous Year to 31st March of Succeeding Year

Sl. No.	Date	File No.	Subject of the file	File initiated Section/ department	Received Date (to the section)	Dispatched date (from the section)	Output/ decision	Action Taken (in Brief)