**SECTION-B**

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

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

1. *Executive Summary*
2. *Profile of the University*

*2(a). Institutional preparedness for NEP*

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

1. *Extended Profile of the University*
2. *Quality Indicator Framework (QIF)*
3. *Evaluative report of the Departments*
4. *Data Templates/ Documents (Quantitative Metrics)*

**1**.**Executive Summary**

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

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

The Executive summary shall not be more than 5000 words.

1. **Profile of the University**

**Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of the University** | | | |
| **Name** |  | | |
| **Address** |  | | |
| **City** |  | **PinCode** |  |
| **State** |  | **Website** |  |

**Contact details for Communication**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Name** | **Telephone with STD Code** | **Mobile** | **Fax** | **Email** |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Nature of theUniversity** | Institution Status |  |
| **Type of University** | Type of University |  |
| **Establishment Details** | Date ofEstablishment of the University |  |
| Status Prior to Establishment(If applicable) | Autonomous  Constituent,  PG Centre,  Any other |
| Establishment date of the above status |  |

**Recognition Details**

|  |  |
| --- | --- |
| **Date of Recognition as a University by UGC or Any Other National Agency** | |
| **Under Section/s** | **Date** |
| **2f of UGC** |  |
| **12B of UGC** |  |

**University with Potential for Excellence**

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

**Location, CampusArea and Programmes offered**

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

**Academic Information**

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

|  |  |  |
| --- | --- | --- |
|  | | |
| **College Type** | **Number of colleges with permanent affiliation** | **Number of colleges with temporary affiliation** |
|  |  |  |

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

**Furnish the Details of Number ofColleges under theUniversity**

Top of Form

|  |  |
| --- | --- |
| **Constituent Colleges** |  |
| **Affiliated Colleges** |  |
| **Colleges Under 2(f)** |  |
| **Colleges Under 2(f) and 12B** |  |
| **NAAC Accredited Colleges** |  |
| **Colleges with Potential for Excellence(UGC)** |  |
| **Autonomous Colleges** |  |
| **Colleges with Postgraduate Departments** |  |
| **Colleges with Research Departments** |  |
| **University Recognized Research Institutes/Centers** |  |

Bottom of Form

|  |  |  |
| --- | --- | --- |
| **Does the University Offer any Programmes Recognized by any other Statutory Regulatory authority (SRA)** | Yes | No |

**Details of the Number ofTeaching & Non-Teaching Staff intheUniversity**

**Teaching Faculty**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Designation** | | | | | | | | | | | |
| **Professor** | | | | **Associate Professor** | | | | **Assistant Professor** | | | |
| **Male** | **Female** | **Others** | **Total** | **Male** | **Female** | **Others** | **Total** | **Male** | **Female** | **Others** | **Total** |
| **Sanctioned** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Recruited** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Yet to Recruit** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Contractual** |  |  |  |  |  |  |  |  |  |  |  |  |

**Non- Teaching Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Male** | **Female** | **Others** | **Total** |
| **Sanctioned** |  |  |  |  |
| **Recruited** |  |  |  |  |
| **Yet to Recruit** |  |  |  |  |
| **Contractual** |  |  |  |  |

**Technical Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Male** | **Female** | **Others** | **Total** |
| **Sanctioned** |  |  |  |  |
| **Recruited** |  |  |  |  |
| **Yet to Recruit** |  |  |  |  |
| **Contractual** |  |  |  |  |

**Qualifications of the Teaching Staff**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Permanent Teachers** | | | | | | | | | | |
| **Highest Qualification** | **Professor** | | | **Associate Professor** | | | **Assistant Professor** | | | **Total** |
| **Male** | **Female** | **Others** | **Male** | **Female** | **Others** | **Male** | **Female** | **Others** |
| **D.sc/D.Litt** |  |  |  |  |  |  |  |  |  |  |
| **Ph.D.** |  |  |  |  |  |  |  |  |  |  |
| **M.Phil.** |  |  |  |  |  |  |  |  |  |  |
| **PG** |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Temporary Teachers** | | | | | | | | | | |
| **Highest Qualification** | **Professor** | | | **Associate Professor** | | | **Assistant Professor** | | | **Total** |
| **Male** | **Female** | **Others** | **Male** | **Female** | **Others** | **Male** | **Female** | **Others** |
| **D.sc/D.Litt** |  |  |  |  |  |  |  |  |  |  |
| **Ph.D.** |  |  |  |  |  |  |  |  |  |  |
| **M.Phil.** |  |  |  |  |  |  |  |  |  |  |
| **PG** |  |  |  |  |  |  |  |  |  |  |

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

**Distinguished Academicians Appointed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Male** | **Female** | | **Others** | **Total** |
| **Emeritus Professor** |  |  |  | |  |
| **Adjunct Professor** |  |  |  | |  |
| **Visiting Professor** |  |  |  | |  |

**Chairs Instituted by the University**

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

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

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

Does the university offer any integrated programmes? Yes/No

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

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

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

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

**EVALUATIVE REPORT OF THE DEPARTMENTS**

|  |  |
| --- | --- |
| **Name of the Department** | **Evaluative report** |
|  |  |
|  |  |
|  |  |
|  |  |

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

**(Description in maximum 500 words)**

**1. Multidisciplinary / interdisciplinary:**

1. Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution.
2. Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations.
3. Does the institution offer flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. Explain
4. What is the institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples.
5. What are the institutional plans to engage in more multidisciplinary research endeavours to find solutions to society's most pressing issues and challenges?
6. Describe any good practice/s of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020.

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

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

**3. Skill development:**

1. Describe the efforts made by the institution to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework
2. Provide the details of the programmes offered to promote vocational education and its integration into mainstream education.
3. How the institution is providing Value-based education to inculcate positivity amongst the learner that include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills etc.
4. Enlist the institution’s efforts to:
5. Design a credit structure to ensure that all students take at least one vocational course before graduating.
6. Engaging the services of Industry veterans and Master Crafts persons to provide vocational skills and overcome gaps vis-à-vis trained faculty provisions.
7. To offer vocational education in ODL/blended/on-campus modular modes to Learners.
8. NSDC association to facilitate all this by creating a unified platform to manage learner enrolment (students and workers), skill mapping, and certification.
9. Skilling courses are planned to be offered to students through online and/or distance mode.
10. Describe any good practice/s of the institution pertaining to the Skill development in view of NEP 2020.

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

* 1. Delineate the strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc,) into the curriculum using both offline and online courses.
  2. What are the institutions plans to train its faculties to provide the classroom delivery in bilingual mode (English and vernacular)? Provide the details.
  3. Provide the details of the degree courses taught in Indian languages and bilingually in the institution.
  4. Describe the efforts of the institution to preserve and promote the following:

1. Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.)
2. Indian ancient traditional knowledge
3. Indian Arts
4. Indian Culture and traditions.
   1. Describe any good practice/s of the institution pertaining to the appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) in view of NEP 2020.

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

* + 1. Describe the institutional initiatives to transform its curriculum towards Outcome based Education (OBE)?
    2. Explain the efforts made by the institution to capture the Outcome based education in teaching and learning practices.
    3. Describe any good practice/s of the institution pertaining to the Outcome based education (OBE) in view of NEP 2020.

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

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

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

**(Description in maximum 500 words)**

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

**3.Quality Indicator Framework**

**Extended profile**

**(used as Denominators for calculation of metrics)**

|  |  |  |
| --- | --- | --- |
| **Ext. Pf. No.** |  | **Used in calculation of metric** |
| **1.1** | **Number of students on rolls year-wise during the last five years**  **(all students in campus needs to be considered here)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)** | **2.2.2**  **4.3.2**  **5.1.1** |
| **1.2** | **Number of final year outgoing students year wise during last five years**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)** | **2.6.2**  **5.2.1**  **5.2.2**  **5.2.3** |
| **2.1** | **Number of Full-time teachers in the institution year-wise during last five year**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note:**   * Appointment letter of selected teachers will be sought during the DVV clarification. * A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a fulltime teacher (including contractual) over a complete academic year is classified as a full-time teacher. | **2.2.2**  **2.4.1**  **2.4.3**  **6.3.2**  **6.3.3** |
| **2.2** | **Total Number of full time teachers worked/working in the institution (without repeat count) during the last five years:**  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)** | **2.4.2**  **3.1.3**  **3.2.2**  **3.4.4**  **3.4.5** |
| **3.1** | **Total Expenditure excluding salary year wise during the last five years *(INR in lakhs)***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **INR in Lakhs** |  |  |  |  |  |   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **The institutions are encouraged to provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)** | **4.1.2**  **4.2.2**  **4.4.1** |

**4. Quality Indicator Framework (QIF)**

**Essential Note:**

The SSR has to be filled in an online formatasavailable on the NAAC website.

The QIF given below presents the Metrics under each Key Indicator (KI) for all the seven Criteria.

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

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

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

For some Qualitative Metrics (QlM) which seek descriptive data, it is specified as to what kind of information has to be given and how much. It is advisable to keep data compiled accordinglybeforehand.

For the Quantitative Metrics (QnM) wherever formulasare given, it must be noted that these are given merely to inform the HEIs about the manner in which data submitted by themwill be used. *The actual online format seeks****only*** *data in aspecified manner which willthenbe processed digitally*.

Metric-wise weightage is also given.

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

**Criterion1–CurricularAspects (150)**

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **1.1.1**  **QlM** | **Curricula developed and implemented have relevance to the local, regional, national, and global developmental needs, which is reflected in the Programme outcomes (POs), and Course Outcomes(COs) of the Programmes offered by the University**  Write description in a maximum of 500 words  **File Description**   * Upload Additional information * Provide Link for Additional information | **20** |
| **1.1.2**  **QlM** | **The Programmes offered by the institution focus on employability/ entrepreneurship/ skill development and their coursesyllabiare adequately revised to incorporate contemporary requirements**  Write description in amaximum of 500 words  **File Description**   * Upload Additional information * ProvideLink for Additional information | **20** |

**For Directorate of Distance Education (DDE only)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **1.1.3**  **QnM** | **Electronic media and other digital components in the curriculum -** Percentage of the Courses on offer by DDE that have incorporated electronic/digital media and other digital components in their curriculum delivery over the last five years.  1.1.3.1: Number of the Courses on offer have incorporated electronic/ digital media and other digital components in their curriculum year wise during the last five years  1.1.3.2: Total Number of Courses on offer across all programs by DDE over the last five years  **Formula:**    **Upload the specific document as per description given below**   * **Institutional data in the prescribed format (data template)** * **Provide the relevant information in institutional website as part of public disclosure** * **Program suture clearly mentioning lesson plan and mode of instruction duly certified by BOS.** * **Program structure mentioning the courses and mode of academic content delivery hosted in institutional website (courses relevant to the metric intent need to highlighted clearly)**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1.1.3 Benchmark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<20** | **20-30** | **30-50** | **50-60** | **>=60** |   **Note: Repeat count of courses will not be considered** | **1.1.3**  **QnM** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **1.2.1**  **QnM** | **Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years**  1.2.1.1: Number of new courses introduced duringthe last five years  1.2.1.2 : Consolidated number of courses offered by the institution across all Programmes (without repeat count) during the last five years  Formula**:**    **Upload the specific document as per description given below**   * Institutional data in the prescribed format (data template) * **Provide the relevant information in institutional website as part of public disclosure** * **Minutes of Board of Studies meeting clearly specifying the syllabus approval of new courses** * **Subsequent Academic Council meeting extracts endorsing the decision of BOS**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1.2.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-10** | **10-15** | **15-20** | **>=20** | | **30** |

**Key Indicator – 1.3 Curriculum Enrichment (50)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightages** |
| **1.3.1**  **QlM** | **Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment & Sustainability and other value framework enshrined in Sustainable Development goals and National Education Policy – 2020 into the Curriculum**  Write description in amaximum of 500 words  **File Description**   * Upload Additional information   ProvideLink for Additional information | **15** |
| **1.3.2**  **QnM** | **Number of certificate / value-added courses /Diploma Programmes*offered by the institutions and* online courses ofMOOCs, SWAYAM / e\_Pathshala/ NPTEL** and other recognized platforms **where the students of the institution have enrolled and successfully completed*during the last five years***  1.3.2.1: Number of certificate/value added courses/Diploma Programmeoffered by the institutions andonline courses of MOOCs, SWAYAM/e Pathshala/ NPTEL and other recognized platforms(without repeat count) where the students of the institution have enrolled and successfully completed during the last five years  **Upload the specific document as per description given below**   * **Institutional data in the prescribed format (data template)** * **Provide the relevant information in institutional website as part of public disclosure** * **Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes** * **List of students and the attendance sheet for the above mentioned programs** * **Evidence of course completion, like course completion certificate etc**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (if any)**   **Note: No repeat count of courses will be considered**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1.3.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-20** | **20-40** | **40-50** | **>=50** | | **30** |
| **1.3.3**  **QnM** | **Percentage of Programmes that have components of field projects / research projects / internships during last five years**  1.3.3.1: Total Number of programmes that have components of field projects/research projects/internships (without repeat count) during last five years  1.3.3.2: Total Number of programmes offered (without repeat count) during the last five years    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure** * **Program and course contents having element offield projects / research projects / internships as approved by BOS** * **Sample Internship completion letter provided by host institutions** * **Sample Evaluated project report/field work report submitted by the students**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: The term internship is inclusive of Industry Immersion practices**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1.3.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<20** | **20-40** | **40-60** | **60-80** | **>=80** | | **5** |

**Key Indicator – 1.4 Feedback System (20)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **1.4.1**  **QnM** | **Structured feedback for curriculum and its transactions is obtained regularly from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes of the institution may be classified as follows:**   1. Feedback collected, analysed, action taken & communicated to relevant body and feedback hosted on the institutional website 2. Feedback collected, analysed, action has been taken and communicated to the relevant body 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected   **Opt anyone**  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.** * **Feedback analysis report submitted to appropriate committee/bodies** * **Action taken report on the feedback analysis and its report to appropriate committee/bodies** * **Link of institution’s website where comprehensive feedback, its analytics and action taken report are hosted**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any**  **Note: The institution is expected to take feedback from at least two stake holders**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1.4.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **20** |

**Criterion 2 – Teaching-Learning and Evaluation (200)**

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **2.1.1**  **QnM** | ***Enrollment Percentage***  2.1.1.1: Number of Sanctioned seats year-wise during the last five years  2.1.1.2: **Number of seats filled year-wise during the last five years,** (only first-year admissions to be considered)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number of sanctioned seats** |  |  |  |  |  | | **Number of seats filled** |  |  |  |  |  |   Formula**:**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure** * **Document relating to sanction of intake as approved by competent authority** * **Admission extract signed by the competent authority (only fresh admissions to be considered)**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.1.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<50** | **50-70** | **70-80** | **80-90** | **>=90** | | **5** |
| **2.1.2**  **QnM** | ***Percentage of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission year-wise during the last five years***  2.1.2.1: Number of actual students admitted against the reserved categories in the first year of the programme year-wise during the last five years  2.1.2.2: Total number of seats earmarked for reserved category as per GOI or State Government rule year-wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | Number of seats filled against reserved category |  |  |  |  |  | | Number of reserved seats as per state or GOI norms |  |  |  |  |  |   Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure** * **Copy of the letter issued by the State govt. or Central Government Indicating the reserved categories(SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)** * **Final admission list indicating the category as published by the HEI and endorsed by the competent authority.**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any**  **Note**  **1. Include only those reserved categories as specified by the**  **State/Central Government orders for admission.**   1. **Only those seats filled against the quota should be counted here.** 2. **In case of Minority institutions number of reserved seats for Minority candidates and number of Minority Students enrolled in the first year shall be considered**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.1.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<40** | **40-50** | **50-70** | **70-80** | **>=80** | | **2** |
| **2.1.3**  **QnM** | ***Average variation in enrolment of learners in the DDE during the last five year***  **2.1.3.1: Number of learners admitted afresh in the programmes offered by the DDE year-wise during last five years**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number of afresh admissions in DDE** |  |  |  |  |  |   Percentage of Variation in the ith year =  **Geometric Mean** =  **(Note: Considering 100% as the comparable base)**  **Upload the specific document as per description given below**   * Institutional data in the prescribed format (data template) * List of programme-wise fresh enrolled learners year-wise authenticated by the Registrar of the institution. * Provide the relevant information in institutional website as part of public disclosure   Apart from the above:   * Provide Links for any other relevant document to support the claim (if any)   **Note: Any value less than 100% shows declining enrollment.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.1.3 Benchmark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<100** | **100-102** | **102-105** | **105-110** | **>=110** | | **3** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **2.2.1**  **QlM** | ***The institution assesses the learning levels of the studentsand***  ***organises special Programmes to cater to differential learning***  ***needs of the student***  Write a description in maximum of 500 words  **File Description**   * Provide link for additional information * Upload Any additional information | **5** |
| **2.2.2**  **QnM** | ***Student - Full time teacher ratio (Data for the latest completed academic year)***  (automatically calculated)  Formula: (1.1) Students **:**(2.1)Teachers  **Upload the specific document as per description given below**   * No Template as the information is already provided in Extended profile 1.1 and 2.1 * **Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.** * **List showing the number of students in each of the programs for the latest completed academic year across all semesters**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  Note: A teacher employedfor at least 90 percent of the normal or statutorynumber of hours of work for a fulltime teacher (including contractual) over a completeacademic yearis classified as a full-time teacher.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.2.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **>60:1** | **50:1-60:1** | **30:1-50:1** | **20:1-30:1** | **<=20:1** | | **10** |
| **2.2.3**  **QnM** | **Learners from Special Target Group:** Average number of learners enrolled from social target groups namely: Persons with Disability, Transgender, Defence and Security Forces, Prison inmates, etc. enrolled as learners in DDE over the last five years  2.2.3.1 Number of learners enrolled from social target groups namely: Persons with Disability, Transgender, Defence and Security Forces, Prison inmates, etc. enrolled as learners in DDE year wise over the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year |  |  |  |  |  | | Number |  |  |  |  |  |   Average =  **Upload the specific document as per description given below**  • Data as per data template   * **Certified list of social target groups of learners admitted in the institution by the head of the institution.** * **Relevant certificate of authenticity of the target groups to be provided**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.2.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-50** | **50-150** | **150-200** | **>=200** | | **5** |

**Key Indicator - 2.3 Teaching-Learning Process (30)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **2.3.1**  **QlM** | ***Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience and teachers use ICT-enabled tools including online resources for effective teaching learning process***  Write a description in maximum of 500 words  **File Description**   * Upload any additional information * Provide Link for Additional Information | **5** |
| **2.3.2**  **QlM** | ***The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues***  Write a description in maximum of 500 words  **File Description**   * Upload any additional information * List of Active mentors * Provide Link for Additional Information | **5** |
| **2.3.3**  **(QlM)** | ***Development of Self-Learning Material (SLM) at DDE***  Process followed for development of Self-Learning Material by DDE.  Write description in maximum of 500 words  **Provide web-link to**   * Policy document on SLM * Any other relevant information | **5** |
| **2.3.4**  **QnM** | **Availability of digitized SLMs for the learners - Percentage of programs offered by DDE having access to online SLMs**  2**.3.4.1 Number of programmes offered by DDE where learning material of the Institution are digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners during the last five years**  **2.3.4.2: Total number of Programs offered by the DDE**  **Formula:**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **List of DIgilised SLM program wise** * **Links to digitized SLM hosted in the institutional website** * **Provide the relevant information in institutional website as part of public disclosure** * **The DVV may seek for selected SLM to be shared during clarification**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (ifany)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.3.4 Benchmark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<20** | **20-50** | **50-60** | **60-70** | **>=70** | | **5** |
| **2.3.5**  **QlM** | **DDE’s Mechanism to provide academic counseling support and**  **Academic counselling sessions conducted**  An Institutional mechanism is in place to provide academic counselling support to learners enrolled in different programs including strategies for learner participation and engagement as well as development of required competencies and skills; Regular conduct of academic counselling sessions (for theory and practical courses) at Learner Support Centres under each Regional Centre.  Write description in maximum of 500 words  **Provide web-link to**   * Schedules of different counseling activities * Report of academic Counseling sessions * Monitoring reports of LSCs * Payment vouchers to be producted Learner Support Centres under each Regional Centre year wise * Reports on counselling sessions from RCs / LSCs / Finance division.   Any other relevant information | **10** |

**Key Indicator - 2.4 Teacher Profile and Quality (50)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **2.4.1**  **QnM** | ***Average percentage of full time teachers appointed against the number of sanctioned posts year wise during the last five years***  2.4.1.1: Total Number of Sanctioned year wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year |  |  |  |  |  | | Number |  |  |  |  |  |   Formula:  Percentage per year**=**  Average Percentage =  **Upload the specific document as per description given below**   * Institutional data in the prescribed format (data template merged with 2.4.3 and 2.4.4) * **Provide the relevant information in institutional website as part of public disclosure** * **Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts).**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.4.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<50** | **50-70** | **70-80** | **80-90** | **>=90** |   **Note: Appointment letter of selected teachers will be sought during the DVV clarification.** | **10** |
| **2.4.2**  **QnM** | ***Percentage of full time teachers withPh.D./D.M/M.Ch./D.N.B/ Superspeciality/L.L.D/D.S.C/D.Litt. during the last five years***  2.4.2.1: Number of full time teachers with ***Ph.D./D.M/M.Ch./D.N.B/ Superspeciality/L.L.D/D.S.C/D.LittSuperspecialist***during the last five years  Formula**:**  Percentage  **=**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure** * **List of faculty having Ph.D./D.M/M.Ch./D.N. Superspeciality/ along with particulars of the degree awarding university, subject and the year of award per academic year.** * **Copies of Ph.D./D.M/M.Ch./D.N.B Superspeciality awarded by UGC recognized universities**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: (1) Honorary degrees shall not be considered**  **(2) Provisional Degree Certificate may be considered wherever Degree Certificate is not awarded**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.4.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<50** | **50-60** | **60-70** | **70-80** | **>=80** | | **10** |
| **2.4.3**  **QnM** | ***Average teaching experience of full time teachers (Data to be provided only for the latest completed academic year, in number of years)***  2.4.3.1: Total teaching experience of full-time teachers (for the latest completed academic year  Formula**:**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: Experience certificate/ appointment order of selected faculty will be**  **Sought during DVV clarification.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.4.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<6** | **6-9** | **9-12** | **12-15** | **>=15** | | **10** |

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|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | Weightage |
| **2.4.4**  **QnM** | ***Full-time teachers and other academics in positions – Percentage of the sanctioned posts occupied by full-time teachers and other academics in DDE respectively year wise over the last five years***  2.4.4.1: Number of Fulltime teachers and other academics appointed in DDE against the sanctioned post during last five years  2.4.4.2: Number of sanctioned post of full time teacher and other academics available in DDE   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Year | |  |  |  |  |  | | Number of teachers in DDE | |  |  |  |  |  | | Number of sanctioned post in DDE |  |  |  |  |  |   **Formula:**  **Geometric Mean** =  **Upload:**  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Proof of posts in sanction** * **List of full time teachers and other academics authenticated by the head of the institution** * **Provide the relevant information in institutional website as part of public disclosure** * **The DVV may seek for selected appointment order of full time teacher and other academics during DVV process**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (ifany)**   ***Note: As a measure of public disclosure, the details of the Full-time teacher and other academics in DDE along with their CV needs to be made available in the institutional website***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.4.4 Benchmark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<20** | **20-50** | **55-60** | **60-70** | **>=70** | | **10** |
| **2.4.5**  **QnM** | ***Learner : Academic Counsellor ratio***  2.4.5.1 Number of empanelled Academic Counsellors for the latest completed academic year:  2.4.5.2: Number of learners during the last completed academic year  **Formula:**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **List of Academic counsellor** * **Provide the relevant information in institutional website as part of public disclosure** * **Further details of payment or proof of engagement of Academic Counsellor of specific LSC will be sought by DVV during clarification**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (ifany)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.4.5 Benchmark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **>25** | **20-25 :1** | **15-20 :1** | **10-15 :1** | **<10:1** | | **10** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **2.5.1**  **QnM** | ***Average number of days from the date of last semester-end/ year- end examination till the last date of declaration of results year-wise during the last five years***  2.5.1.1: Number of days from the date of last semester-end/ year- end examination till the last date declaration of results year-wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Assessment Year** |  |  |  |  |  | | **Number of days** |  |  |  |  |  |   **Formula:**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure** * **Exam timetable released by the Controller of Examination** * **Result Sheet with date of publication** * **Policy document on Declaration of results (if any)**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: In terms of semester system, consider details of even semester only**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.5.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **>=50** | **40-50** | **30-40** | **20-30** | **<20** | | **10** |
| **2.5.2**  **QnM** | ***Percentage of student complaints/grievances about evaluation against total number of students appeared in the examinations during the last five years***  2.5.2.1: Number of complaints/grievances about evaluation year-wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number of complaints/grievances** |  |  |  |  |  |   **2.5.2.2:** Number of students appeared in the examination conducted by the institution year wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure** * List the number of students who have applied for re- valuation/re-totalling program wise and the total certified by the Controller of Examinations year-wise for the assessment period.   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: One student to be counted only once in a year irrespective of the number of papers/courses for which he/she has applied.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.5.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **>=15** | **10-15** | **5-10** | **1-5** | **<1** | | **5** |
| **2.5.3**  **QnM** | ***Status of automation of Examination division along with approved Examination Manual/ordinance***   1. ***100% automation of entire division & implementation of ExaminationManagement System (EMS)*** 2. ***Only student registration, Hall ticket issue & Result Processing*** 3. ***Only student registration and result processing*** 4. ***Only result processing*** 5. ***Only manual methodology (Opt any one)***   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **The report on the present status of automation of examination division including screenshots of various modules of the software.** * **The screenshot should reflect the HEI name and the name of the module.** * **Copies of the purchase order and bills/AMC of the software.** * **If the EMS is outsourced, copy of the relevant contract and copies of bills of payment to be provided.**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.5.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **10** |

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| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **2.5.4**  **QlM** | ***Formative Assessment procedures at DDE***  Standard Operating Procedures employed for continuous (internal) assessment followed by the DDE  Write description in maximum of 500 words  **Provide web-link to**   * Policy documents on Evaluation Methodology of DDE * Any other relevant information | **5** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **2.6.1**  **QlM** | ***The institution has stated learning outcomes (Program and Course outcomes)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents and the attainment of the same are evaluated by the institution***  Write a descriptionin maximum of 500 words  **File Description**   * Upload any additional information * Provide links asAdditional Information * Upload COs for all courses (exemplars from Glossary) | **10** |
| **2.6.2**  **QnM** | ***Pass percentage of students (excluding backlog students) (Data to be provided only for the latest completed academic year)***  2.6.2.1: Total number of final year students who passed the examination conducted by Institution  Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Provide the relevant information in institutional website as part of public disclosure** * **Annual report of COE highlighting the pass percentage of students** * **Certified report from the Controller of Examinations indicating the pass** * **percentage of students of the final year (final semester) eligible for the degree program-wise / year wise**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.6.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<60** | **60-70** | **70-80** | **80-90** | **>=90** | | **10** |

**For Directorate of Distance Education (DDE only)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2.6.3**  **QnM** | ***Submission of assignments - Percentage of learners submitting assignments***  2.6.3.1 Number of learners enrolled in the preceding academic year (only newly enrolled in programmes offered by DDE) have submitted assignments as per the academic calendar (Data for the latest completed academic year)  2.6.3.2 Total Number of learners enrolled in the preceding academic year (only in programmes offered by DDE who are newly enrolled)  **Formula:**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * Web-link to academic calendar of the Institution * **Report of the DDE on assignment submission status of learners duly endorsed by the Head of the institution for the latest completed academic year**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.6.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-20** | **20-30** | **30-50** | **>=50** | | **5** |
| **2.6.4**  **QnM** | **Percentage of learners passed out term end examination**  2.6.4.1 Number of learners passed out the term end examination (only newly enrolled in programmes offered by DDE in the latest completed academic year)  2.6.4.2 Total Number of learners enrolled in the preceding academic year (only in programmes offered by DDE who are newly enrolled)  **Formula:**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Annual Report of the DDE highlighting pass percentage of the learners who appeared in the exam** * **Result sheet of learners duly endorsed by the Head of the institution for the latest completed academic year**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.6.4 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<10** | **10-20** | **20-30** | **30-40** | **>=40** | | **5** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **2.7.1**  **QnM** | ***Online Student Satisfaction Survey regarding the teaching-learning process.***  ( **Online survey to be conducted)**  Data Requirements: (As per Data Template)  (Database of all currently enrolled students need to be prepared and shared with NAAC along with the online submission of QIF)  **File Description**   * Upload any additional information * Upload database of all currently enrolled students (Data Template)   **Benchmark : Actual score in the survey** | **20** |

**For Directorate of Distance Education (DDE only)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **2.7.2**  **QnM** | ***Online Learner Satisfaction Survey regarding teaching-learning process***  Furnish data regarding learner satisfaction with respect to teaching-learning process.(For Distance learners from Directorate of Distance Education)  **The online survey would be conducted by NAAC**  **Data Requirements**: (As per Data Template)   * Name of the Learner / Gender * Name of the Programme enrolled * Learner Id number * Mobile number * Email id   (Database of all currently enrolled Distance learners need to be prepared and shared with NAAC along with the online submission of QIF)  **Upload:**   * Database of all currently enrolled Distance Learners * As per Data Template * Any other relevant information   **Participation of one thousand learners or 10% of the learners enrolled in DDE (whichever is less) shall make the survey complete**  **Benchmark: Actual score in the survey** | **10** |

**Criterion 3 – Research, Innovations and Extension (250)**

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **3.1.1**  **QlM** | ***The institution’s Researchfacilities are frequently updated and there are well defined policy for promotion of research which is uploaded on the institutional website and implemented***  Write a descriptionin maximum of 500 words  **File Description**   * Upload any additional information * Provide links asAdditional Information   Upload COs for all courses (exemplars from Glossary) | **2** |
| **3.1.2**  **QnM** | ***The institution provides seed money to its teachers for research (average per year)***  3.1.2.1: Amount of seed money provided by institution to its teachersfor research year- wise during the last five years(INR in lakhs)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **INR in lakhs** |  |  |  |  |  |   Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **List of faculty who have been provided with seed money for research along with the title of the project, duration and amount year-wise.** * **Sanction letters of seed money to the teachers is mandatory.** * **Audited Income-Expenditure statement highlighting the expenditure towards seed money endorsed by the Finance Officer**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: Seed money grant less than one lakh per faculty shall not be considered.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.1.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<20** | **20-30** | **30-40** | **40-50** | **>=50** | | **3** |
| **3.1.3**  **QnM** | ***Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years***  3.1.3.1:  Number of teachers who received national/ international fellowship/financial support from various agencies, for advanced studies / research; year-wise during the last five years  Formula    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **E-copies of the award letters of the teachers.** * **List of teachers who have received the awards along with the nature of award, the awarding agency etc.** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: Sponsored International travel grant can also be included here**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.1.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-10** | **10-15** | **15-20** | **>=20** | | **5** |
| **3.1.4**  **QnM** | ***Percentage of JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years***  3.1.4.1: The Number of ***JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years***  ***3.1.4.1: Number of PhD Scholars enrolled during last five years***  **Formula**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **List of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows along with the details of the funding agency is to be provided.** * **E copies of fellowship award letters (mandatory)** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: Institution research fellows with grants equal to UGC JRF & SRF fellowships shall be considered**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.1.4 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<40** | **40-50** | **50-60** | **60-70** | **>=70** | | **10** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **3.2.1**  **QnM** | ***Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the last five years***  3.2.1.1: Total Grants for Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the last five years (INR in Lakhs***)***  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **List of Extramural funding received for research, Endowment Research Chairs received during the last five years along with the nature of award, the awarding agency and the amount.** * **E-copies of the letters of award for research, endowments, Chairs sponsored by non- government sources** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.2.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<500** | **500-1000** | **1000-1500** | **1500-2000** | **>=2000** | | **25** |
| **3.2.2**  **QnM** | ***Number of research projects per teacher funded by government, non-government , industry, corporate houses, international bodies during the last five years***  3.2.2.1: Number of research projects  funded by government and non-government agencies during the last five years  Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template merged with 3.2.1)   * **List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc.** * **E-copies of the grant award letters for research projects sponsored by government agencies.** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.2.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<0.5** | **0.5-1** | **1-1.5** | **1.5-2** | **>=2** | | **15** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **3.3.1**  **QlM** | ***Institution has created an ecosystem for innovations, Indian Knowledge System (IKS) including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of technology/knowledge and the outcomes of the same are evident***  Write description in maximum of 500 words  **File Description**   * Upload any additional information * Upload database of all currently enrolled students (Data Template) | **10** |
| **3.3.2**  **QnM** | ***Number of awards received for research/innovations by the institution/teachers/research scholars/students during the last five years***  3.3.2.1: Total number of awards received for *research/*innovations by institution/teachers/research scholars/students during the last five years  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **e- Copies of award letters issued by the awarding agency** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.3.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-10** | **10-20** | **20-30** | **>=30** | | **10** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **3.4.1**  **QnM** | ***The institutionensures implementation of its statedCodeofEthics for research***  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 through sofware       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)**  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Copy of the syllabus of the research methodology course work to indicate if research ethics is included.** * **Constitution of the ethics committee and its proceedings as approved by the appropriate body.** * **Constitution of research advisory committee and its proceedings as approved by the appropriate body.** * **Bills of purchase of licensed plagiarism check software in the name of the HEI.** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if**  **any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |
|
|
| **3.4.2**  **QnM** | ***Number of Patents awarded during the last five years***  3.4.2.1: Total number of  Patents awarded during the last five years  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **e-copies of letter of patent grant.** * **Patents granted / published in the name of the faculty with the institutional affiliation to the university working during the assessment period only to be given.** * **Provide the relevant information in institutional website as part of public disclosure** * In case of patents obtained outside India, provide us one of the following:  1. If the Indian Patent application is filed for the corresponding foreign patent, please provide us the current status of the Indian Patent application 2. If you have filed the foreign patent without filing corresponding Indian Patent application, please provide us a copy of foreign filing license obtained from Indian Patent office as per Section 39 of Indian Patent act, 1970.   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-3** | **3-5** | **5-7** | **>=7** | | **15** |
| **3.4.3**  **QnM** | ***Number of Ph.Ds awarded per recognized guideduring the last five years***  3.4.3.1: How many Ph.Ds were awarded during last 5 years  3.4.3.2 : Number of teachers recognized as guides during the last five years  Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **PhD Award letters to PhD students.** * **Letter from the university indicating name of the PhD student with title of the doctoral study and the name of the guide.** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-2** | **2-4** | **4-5** | **>=5** | | **15** |
| **3.4.4**  **QnM** | ***Number of research papers published per teacher in the Journals as notified on UGC CARE listduring the last five years***  3.4.4.1: Number of research papers published in the Journals as notified on UGC CARE list during the last five years  Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **List and links of the papers published in journals listed in UGC CARE list and** * **Link to the institutional website where the first page/full paper (with author and affiliation details) is published** * **Link re-directing to journal source-cite website in case of digital journals** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (if any)**   **Note:The HEI should indicate in the data template against each paper about the presence of the journal in which the paper is published in the UGC CARE as on date withCARE journal ID**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.4 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-4** | **4-7** | **7-10** | **>=10** | | **20** |
| **3.4.5**  **QnM** | ***Number of books and chapters in edited volumes published per teacher during the last five years***  3.4.5.1: Total number of books and chapters in edited volumes / books published during the last five years  Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **E-copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters** * **List of chapter/book with the links redirecting to the source website.** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.5 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-4** | **4-7** | **7-10** | **>=10** | | **10** |
| **3.4.6**  **QnM** | ***E-content is developed by teachers :***   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:*   1. *Any 4 or more of the above* 2. *Any 3 of the above* 3. *Any 2 of the above* 4. *Any 1 of the above* 5. *None of the above***(Opt any one)**   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Give links to upload document of e-content developed showing the authorship/contribution.** * **Supporting documents from the sponsoring agency for the e- content developed by the teachers need to be provided.** * **For institution LMS a summary of the e-content developed and the links to the e-content should be provided** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.6 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **15** |
| **3.4.7**  **QnM** | ***Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science***  Data to be provided for the last five years:   * Title of the paper * Name of the author * Title of the journal * Year of publication * Citation Index   Formula:    **File Description (Upload)**   * Any additional information * Bibliometrics of the publications during the last five years   \* *The Data obtained from inflibnet will be used for the purposes of calculation of scores.*  **Bibliometric of the publications: citation report for the last five calendaryears counting backward from SSR submission date to be uploaded**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.7 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<0.5** | **0.5-2** | **2-5** | **5-10** | **>=10** | | **20** |
| **3.4.8**  **QnM** | ***Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-Index of the University***  h-index of the institution based on publications made in Scopus Web of Science during the last five years  Data for the last five years will be considered   * Title of the paper * Name of the author * Title of the journal * Year of publication * H index   Formula:    **File Description (Upload)**   * **Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution** * Any additional information   \* The Data obtained from INFLIBNET will be used for the purpose of calculation of scores.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.8 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-15** | **15-25** | **25-35** | **>=35** | | **20** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  |  |
| **3.5.1**  **QnM** | ***Revenue generated from consultancy and corporate training during the last five years***  3.5.1.1: Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **INR in lakhs** |  |  |  |  |  |   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Audited statements of accounts indicating the revenue generated through and corporate training/consultancy.** * **Letter from the corporate to whom training was imparted along with the fee paid.** * **CA certified copy of statement of accounts as attested by head of the institution.** * **Letter from the beneficiary of the consultancy along with details of the consultancy fee.**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (if any)**   Note: Corporate training is inclusive of all monetized training   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.5.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<50** | **50-100** | **100-150** | **150-200** | **>=200** | | **20** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **3.6.1**  **QlM** | ***Outcomes of extensionactivitiesintheneighborhood community in terms of impact and sensitizing the students to social issues and holistic development, and awards received if any during the last five years***  ***(Showcase at least four case studies to the peer team)***  Describe the impact of extension activities in sensitising students to social issues and holistic development with four case studies within a maximum of 500 words  **File description**   * Provide the link for additional information * Upload any additional information * **Provide the relevant information in institutional website as part of public disclosure** | **10** |
| **3.6.2**  **QnM** | ***Number of extension and outreach programs conducted by the institution through organized forums like NSS/NCC with involvement of community year wise during the last five years***  3.6.2.1: Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Detailed list and report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency** * **Geo-tagged Photographs and any other supporting document of relevance should have proper captions and dates.** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.6.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<40** | **40-60** | **60-80** | **80-100** | **>=100** |   **Note: Celebration of commemorative days to be avoided here** | **10** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **3.7.1**  **QnM** | ***Number of functional MoUs/linkage with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years***  3.7.1.1: Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **List and Copies of documents indicating the functionaMoUs/linkage/collaboration activity-wise and year-wise** * **Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.** * **List of year wise activities and exchange should be provided** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note:MoUs /Linkage without any evidence of activity will not be considered**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.7.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-10** | **10-30** | **30-40** | **>=40** | | **10** |

**Criterion 4 – Infrastructure and Learning Resources (100)**

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

|  |  |  |
| --- | --- | --- |
| **Metric No** |  | **Weightage** |
| **4.1.1**  **QlM** | ***The institution has adequate infrastructure facilities for***  ***a. teaching - learning. viz., classrooms, laboratories,***  ***b. ICT enabled facilities such as smart classes, LMS etc.***  ***c. Facilities for cultural and sports activities , yoga centre, games (indoor and outdoor) gymnasium, auditorium etc.***  Describe the adequacy of facilities for teaching-learning as per the minimum specified requirement by the statutory bodies, within a maximum of 500 words  **File Description**   * Upload any additional information * Provide thelink for additional information | **10** |
| **4.1.2**  **QnM** | ***Percentage of expenditure excluding salary, for infrastructure development and augmentation year wise during the last five years***  4.1.2.1: Expenditure for infrastructure development and augmentation excluding salary, year wise during the last five years (INR in lakhs)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **INR in lakhs** |  |  |  |  |  |   Formula:  Percentage **=**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Institutional data in the prescribed format (data template)** * **Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentationshould be clearly highlighted)**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **.1.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<10** | **10-20** | **20-30** | **30-40** | **>=40** | | **10** |

**For Directorate of Distance Education (DDE only)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4.1.3**  **QnM** | ***Expenditure incurred for infrastructure augmentation and maintenance of DDE***  Percentage of expenditure incurred for infrastructure augmentation and maintenance of DDE  4.1.3.1: Expenditure incurred for infrastructure augmentation of DDE against total expenditure excluding salary year wise during the last five years (INR in lakhs)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | Expenditure incurred for infrastructure augmentation and maintenance for DDE |  |  |  |  |  |   **Data requirements**: (As per Data Template)   * Expenditure incurred for infrastructure augmentation year wise for five years * Total expenditure of the DDE excluding salary year wise for five years   **Formula:**  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Institutional data in the prescribed format (data template)** * **Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation of DDE should be clearly highlighted)**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **4.1.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-3** | **4-6** | **7-10** | **>=10** | | **10** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **4.2.1**  **QlM** | ***Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e-resources and journals are made. The library is optimally used by the faculty and students***  Write description in a maximum of 500 words.  **File Description**   * Upload any additional information * Provide the Paste link for additional information * **Provide the relevant information in institutional website as part of public disclosure** | **15** |
| **4.2.2**  **QnM** | ***Percentage expenditure for purchase of books/ e-books and subscription to journals/e-journals year wise during the last five years***  4.2.2.1: Annual expenditure for purchase of  books and journals  year- wise during the last five years (INR in lakhs)  Formula:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **INR in lakhs** |  |  |  |  |  |     **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template merged with 4.1.2)   * **Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority(relevant expenditure claimed for purchase of books/ e-books andsubscription to journals/e-journals should be clearly highlighted)**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **4.2.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<2** | **2-6** | **6-8** | **8-10** | **>=10** | | **5** |

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

|  |  |  |
| --- | --- | --- |
| **Metric** |  | **Weightage** |
| **4.3.1**  **QlM** | ***Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection***  Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words  **File Description**   * Upload any additional information * Provide the link for additional information | **10** |
| **4.3.2**  **QnM** | ***Student - Computer ratio (Data for the latest completed academic year)***  4.3.2.1: Number of computers available for student use  Auto generated from the extended profile  Formula:  ***Number of students : Number of Computers***  **Upload the specific document as per description given below**  (No template)   * **Stock register/extracts highlighting the computers issued to respective departments for student’s usage.** * **Purchased Bills/Copies highlighting the**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **4.3.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **>25:1** | **15:1-25:1** | **10:1-15:1** | **5:1-10:1** | **<=5:1** | | **10** |
| **4.3.3**  **QnM** | ***Institution has the following Facilities for e-contentdevelopment and other resource development***   1. Audio visual center, mixing equipment, editing facilities and Media Studio 2. Lecture Capturing System(LCS) 3. Central Instrumentation Centre 4. Animal House 5. Museum 6. Business Lab 7. Research/statistical database 8. Moot court 9. Theatre 10. Art Gallery 11. Any other facility to support research   **Options:**   1. Any 7 or more of the above 2. Any 6 of the above 3. Any 5 of the above 4. Any3-4 of the above 5. Any 2 or below**(Opt only one)**   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Purchase Bill / stock register, entry for lecture capturing system, mixing equipment, software for editing.** * **Videos and geo-tagged photographs of each of the facilities available in the HEI. Details of the structures of each of the facilities available in the HEI.** * **Copy of the subscription letter for database is essential for Option Research/Statistical Databases** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Provide Links for any other relevant document to support the claim (if any)4.3.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |

**For Directorate of Distance Education (DDE only)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4.3.4**  **QnM** | **The rooms of the DDE are IT enabled*:*** Percentage of the rooms and seminar halls of the DDE with ICT enabled facilities  4.3.4.1 Number of rooms and seminar halls of the DDE (cumulative) with ICT enabled facilities (data as on date)  4.3.4.2 Total number of rooms and seminar halls of the DDE (cumulative) (data as on date)   |  |  | | --- | --- | | Number of rooms and seminar halls of the DDE (cumulative) with ICT enabled facilities (data as on date) |  | | Total number of rooms and seminar halls of the DDE (cumulative) (data as on date) |  |   **Data requirements**: (As per Data Template)   * Number of rooms and seminar halls of the DDE (cumulative) with ICT enabled facilities (data as on date) * Total number of rooms and seminar halls of the DDE (cumulative) (data as on date)   **Formula:**    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Geotagged photos of the rooms and seminar halls of DDE with ICT facility** * **Videos and geo-tagged photographs of each of the facilities available in the DDE.**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  ***Note: As a measure of public disclosure, the institution needs to upload the geo-tagged photos/videos of ICT facilities of rooms and seminar halls of DDE in the institutional website***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **4.3.4 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<30** | **30-50** | **50-60** | **60-70** | **<=70** | | **5** |

**Key Indicator - 4.4 Maintenance of Campus Infrastructure (20)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **4.4.1**  **QnM** | ***Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years***  4.4.1.1: Expenditure incurred on  maintenance of  physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in lakhs)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **INR in lakhs** |  |  |  |  |  |   Data to be provided for the last five years:(As per Data Template)   * Non- salary expenditure incurred * Expenditure incurred on maintenance of campus infrastructure   Formula:  Percentage  **=**  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * Audited income and expenditure statement of the institution tobe signed by CA and counter signed by the competent authority(relevant expenditure claimed for maintenance of infrastructureshould be clearly highlighted)   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **4.4.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-10** | **10-20** | **20-30** | **>=30** | | **10** |
| **4.4.2**  **QlM** | ***There are established systems and procedures for maintaining and utilising physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.***  Describe policy details of systems and procedures for maintaining and utilising physical, academic and support facilities within 500 words  **File Description**   * Upload any additional information * Provide the link for additional information | **10** |

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

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **5.1.1**  **QnM** | ***Percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies,industries, individuals, philanthropistsduring the last five years***  5.1.1.1: Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists year-wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   Data to be provided for the last five years:(As per Data Template)   * Name of the scheme * Number of students benefiting   Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Upload Sanction letter of scholarship and free ships (in English).** * **Upload policy document of the HEI for award of scholarship and freeships.** * **Year-wise list of beneficiary students in each scheme duly signed by the competent authority.** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.1.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<20** | **20-40** | **40-50** | **50-60** | **>=60** | | **5** |
| **5.1.2**  **Qlm** | ***Efforts taken by the institution to provide career counseling including e-counseling and guidance for competitive examinations during the last five years***  Write description in a maximum of 500 words.  **File description**   * Provide the link for additional information * Upload any additional information | **5** |
| **5.1.3**  **QnM** | ***Following Capacity development and skills enhancement initiatives are undertaken by the institution for:***   1. ***Soft skills*** 2. ***Language and communication skills*** 3. ***Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)*** 4. ***Awareness of trends in technology***   **Options:**   1. All of the above 2. Any 3 of the above 3. Any 2 of the above 4. Any1of the above 5. None of the above **(Opt any one)**   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Report with photographs on soft skills enhancement programs** * **Report with photographs on Language &amp; communication skills enhancement programs** * **Report with photographs on Life skills (Yoga, physical fitness, health and hygiene) enhancement programs** * **Report with photographs on ICT/computing skills enhancement programs** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.1.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |
| **5.1.4**  **QnM** | ***The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases***   1. ***Implementation of guidelines of statutory/regulatory bodies*** 2. ***Organisation-wide awareness and undertakings on policies with zero tolerance*** 3. ***Mechanisms for submission of online/offline students’ grievances*** 4. ***Timely redressal of the grievances through appropriate committees***   **Options:**   1. All of the above 2. Any 3 of the above 3. Any 2 of the above 4. Any1 of the above 5. None of the above **(Opt any one)**   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Details of statutory/regulatory Committees (to be notified in institutional website also)** * **Proof for Implementation of guidelines of statutory/regulatory bodies** * **Report of Organisation wide awareness and undertakings on policies with zero tolerance** * **Proof related to Mechanisms for submission of online/offline students’ grievances** * **Annual report of the committee monitoring the activities and number of grievances** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.1.4 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |

**For Directorate of Distance Education (DDE only)**

|  |  |  |
| --- | --- | --- |
| **5.1.5**  **QlM** | ***Pre-admission Counselling Services, Online Admission and Related Activitiesat DDE***  Activities undertaken by DDE for providing pre-admission counselling services to prospective learners and induction of newly enrolled learners at DDE, The status and process of online admission including payment of fees at DDE  Write description in maximum of 500 words | **4** |
| **5.1.6**  **QlM** | ***Dispatch of Study Material to Learners by DDE***  Strategy followed by DDE for dispatch of study material to learners  Write description in maximum of 200 words  **Provide web-link to**   * Material dispatch related activities at DDE * Any other relevant information | **2** |
| **5.1.7**  **QnM** | **Attending to learners’ queries in DDE**  5.1.7.1: Modes/approaches employed by the DDE to attend to learners’ queries include:   1. Automated interactive voice response system 2. Call centre 3. Online Help Desk/ teleconferencing/ Web-Confrencing 4. Social media 5. App based support 6. Chat Box 7. E-mail Support 8. Learner Services Centre/ Inquiry Counter 9. Postal communication 10. Details of Student Grievance Redressal Cell (SGRC)   **Options: (Choose any one of the below)**   1. Any 8 or more of the above 2. Any 6-7of the above 3. Any 4-5 of the above 4. Any 1-3 of the above 5. None of the above   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Iinks of** Automated interactive voice response system of the DDE * **Details of Call centre of DDE hosted in the institutional website** * **Online Help Desk links of the DDE provided in the institutional website** * **Details of DDE’s support system in social media** * **Details of app for support, if any** * **Links of (active) chat box hosted in the institutional website** * **Links of contact emails for support hosted in institutional website** * **Links to teleconferencing/web conferencing facility including automated voice response system** * **Geotagged photos of Learner Services Centre/ Inquiry Counter in DDE and LSC** * **Details of letter box of postal communication details provided in the institutional website** * **Detail of Student Grievance Redressal Cell hosted in institutional website** * **Links to web conference facility Apart from the above:**   **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.1.7- Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **2** |
| **5.1.8**  **Qnm** | **Addressing learners’ grievances –** The Institution has a transparent mechanism for timely redressal of learner grievances.  Percentage of grievances received at HQ and redressed during the last five years  5.1.8.1 Number of grievances received at HQ that are redressed year wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year |  |  |  |  |  | | Number of grievances received at HQ |  |  |  |  |  |   5.1.8.2 Number of grievances received at HQ year wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year |  |  |  |  |  | | Number of grievances received |  |  |  |  |  |   **Data requirement**: (As per Data Template)   * Number of grievances received at HQ and redressedyear wise over the last five years   **Formula:**  Percentage =  **Upload the specific document as per description given below**   * Institutional data in the prescribed format (data template) * **Report of internal grievance redressal system submitted to concerned committee**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.1.8 Benchmark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<10** | **10-25** | **25-50** | **50-75** | **>=75** | | **2** |

**Key Indicator - 5.2 Student Progression (45)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
|  |  |
| **5.2.1**  **Qnm** | ***Percentage of placement of outgoing students during the last five years***  5.2.1.1: Number of outgoing students placed year wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order (the above list should be available in institutional website)**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.2.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<40** | **40-50** | **50-60** | **60-70** | **>=70** | | **15** |
| **5.2.2**  **Qnm** | ***Percentage of graduated students who have progressed to higher education year-wise during last five years***  5.2.2.1: Number of outgoing students progressing to higher education   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.**   **(the above list should be available in institutional website)**  **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.2.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-20** | **20-30** | **30-40** | **>=40** | | **15** |
| **5.2.3**  **Qnm** | ***Percentage of students qualifying in state/ national/ international level examinations out of the graduated students during the last five years***  ***5.2.3.1: Number of students qualifying in state/National/International level Examination during last five years (eg. SLET, NET, UPSC etc)***  Formula:    **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **List of students qualified year wise under each category and links toQualifying Certificates of the students taking the examination** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.2.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<0.4** | **0.4-0.6** | **0.6-0.8** | **0.8-1.0** | **>=1.0** | | **15** |

**Key Indicator - 5.3 Student Participation and Activities (15)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **5.3.1**  **QnM** | ***Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the last five years***  5.3.1.1: Number of awards/medals *won by students* for outstanding performance in sports/cultural activities at inter-university/state/ national/international level (award for a team event should be counted as one) year-wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **list and links to e-copies of award letters and certificates** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.3.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<10** | **20-10** | **20-50** | **50-80** | **>=80** | | **05** |
| **5.3.2**  **Q1M** | ***Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution***  Describe the Student Council activity and students’ role in academic & administrative bodies within a maximum of 500 words  **File Description**   * Provide the link for additional information * Upload any additional information | **5** |
| **5.3.3**  **QnM** | ***The institution conducts /organizes following activities***  1. Sports competitions/events  2.Cultural competitions/events  3. Technical fest/academic fests  4. Any other events through active clubs and forums  **Options:**  A. All four of the above  B. Any three of the above  C. Any two of the above  D. Any one of the above  E. None of the above  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Report of the Sports competitions/events along with photographs appropriately dated and captioned year- wise.** * **Report of the Cultural competitions/events along with photographs appropriately dated and captioned year- wise.** * **Report of the Technical fest/academic fests along with photographs appropriately dated and captioned year- wise.** * **Report of the Any other events through active clubs and forums along with photographs appropriately dated and captioned year- wise.** * **Copy of circular/brochure indicating such kind of activities.** * **List of students participated in different events year wise signed by the head of the Institution.** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.3.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |

**Key Indicator - 5.4 Alumni Engagement (10)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **5.4.1**  **QnM** | ***Alumni contribution during the last five years to the University through registered Alumni Association***  5.4.1.1. Total Amount of alumni contribution during the last five years (INR in lakhs) to the institution through registered Alumni association:  **Upload the specific document as per description given below**  • (No template)   * **Annual audited statements of accounts of the HEI highlighting the Alumni contribution duly certified by the Chartered Accountant/Finance Officer.** * **List of alumnus/alumni with the amount contributed year-wise**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.4.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-20** | **20-50** | **50-100** | **>=100** | | **5** |
| **5.4.2**  **QlM** | ***Alumni contributes and engages significantly to the development of University through academic and other support system***  Describe the ***alumni contributions and engagements*** within a maximum of 500 words  **File Description**   * Provide the link for additional information   Upload any additional information | **5** |

**Criterion 6 – Governance, Leadership and Management (100)**

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **6.1.1**  **QlM** | ***The Institutional governance and leadership are in accordance with Vision and mission of the institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, de-centralization, participation in the institutional governance and in their Short term and Long term institutional perspective plan.***  Write description in a maximum of 500 words  **File Description**   * Provide the link for additional information * Upload any additional information | **15** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **6.2.1**  **QlM** | ***The institutional perspective plan is effectively deployed and functioning of the Institutional bodies are effective and efficient as visible from policies, administrative set-up, appointment, service rules, procedures etc.***  **File Description**   * Strategic Plan and deployment documents on the website * Provide the link for additional information * Upload any additional information | **5** |
| **6.2.2**  **QnM** | ***Institution Implements e-governance in its operations***  6.2.2.1 e-governance is implemented covering the following areas of operations:   1. Administration including complaint management 2. Finance and Accounts 3. Student Admission and Support 4. Examinations   **Options:**   1. All of the above 2. Any3 of the above 3. Any2 of the above 4. Any1 of the above 5. None of the above   **(Opt any one)**  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Institutional expenditure statements for the budget heads of e-governance implementation ERP Document** * **Screen shots of user interfaces of each module reflecting the name of the HEI.** * **Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6.2.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |

**Key Indicator - 6.3 Faculty Empowerment Strategies (25)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **6.3.1**  **QlM** | ***The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression***  Write description in a maximum of 500 words  **File Description**   * Provide the link for additional information * Upload any additional information | **4** |
| **6.3.2**  **QnM** | ***Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years***  6.3.2.1: Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year-wise during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   Formula:  Percentage =  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Policy document on providing financial support to teachers** * **E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.** * **Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies.**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6.3.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<10** | **10-25** | **25-40** | **40-60** | **>=60** | | **15** |
| **6.3.3**  **QnM** | ***Percentage of teachers undergoing online/ face-to-faceFaculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years***  6.3.3.1: Total number of  teachers who have undergone online/ face-to-face Faculty Development Programmes (FDP)/ *Management Development Programs (MDP)*during the last five years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **Number** |  |  |  |  |  |   (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course )  Formula:  Percentage  **=**  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.** * **E-copy of the certificates of the program attended by teachers.** * **Annual reports highlighting the programmes undertaken by the teachers** * **Provide the relevant information in institutional website as part of public disclosure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**  **Note: FDP less than 5 days will not be considered**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6.3.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<10** | **10-25** | **25-40** | **40-60** | **>=60** | | **6** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **6.4.1**  **QlM** | ***Institutional strategies for mobilisation of funds other than salary and fees and the optimal utilisation of resources***  Describe the resource mobilisation policy and procedures of the Institution within a maximum of 500 words  **File Description**   * Provide the link for additional information * Upload any additional information | **4** |
| **6.4.2**  **QnM** | ***Funds / Grants received from government bodies/non governmentand philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V )***  6.4.2.1: Total Grants received from government and non-government bodies and philanthropists for development and maintenance of infrastructure (not covered under Criteria III and V) year-wise during the last five years (INR in ***Lakhs***)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** |  |  |  |  |  | | **INR in *Lakhs*** |  |  |  |  |  |   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Annual audited statements of accounts highlighting the grants received.** * **Copy of the sanction letters received from government/ nongovernment bodies and philanthropists for development and maintenance of infrastructure**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6.4.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<30** | **30-60** | **60-80** | **80-100** | **>=100** | | **12** |
| **6.4.3**  **QlM** | ***Institution regularly conducts internal and external financial audits***  Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words  **File Description**   * Provide the link for additional information * Upload any additional information | **4** |

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **6.5.1**  **QlM** | ***Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals***  ***Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –***  ***Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)***  ***Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)***  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** |
| **6.5.2**  **QnM** | ***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 and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc***  ***6.Any other quality audit recognized by state, national or international agencies***  **Options:**   1. Any 5 or more of the above 2. Any4 of the above 3. Any3 of the above 4. Any2 of the above 5. Any1of the above **(Opt any one)**   **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Supporting documents pertaining to NIRF (along with link to the HEI’s ranking in the NIRF portal) / NBA / ISO as applicable and valid for the assessment period.** * **List of Conferences / Seminars / Workshops on quality conducted along with brochures and geo-tagged photos with caption and date.** * **List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.** * **List of Orientation programmes conducted on quality issues for teachers and students along with geotagged photos and supporting documents.**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6.5.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **10** |
| **6.5.3**  **QlM** | ***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 last five years 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 (100)**

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

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
|  | **Gender Equity** |  |
| **7.1.1**  **QlM** | ***Institution has initiated Gender audit and measure for the promotion of gender equity***  Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words  **File Description**   * Provide the link for additional information   Upload any additional information | **5** |
|  | **Environmental Consciousness and Sustainability** |  |
| **7.1.2**  **QnM** | ***The Institution has 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 6. Wind will or any other clean green energy   **Options:**  A. Any 4 or more of the above  B. Any3 of the above   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **7.1.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** |   C. Any2 of the above  D. Any1of the above  E. None of the above **(Opt any one)**  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Geo-tagged photographs of the facilities.** * **Bills for the purchase of equipment’s for the facilities created under this metric.** * **Permission document for connecting to the grid from the Government/ Electricity authority.**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)** | **5** |
| **7.1.3**  **QlM** | ***Describe the facilities in the Institution 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 | **5** |
| **7.1.4**  **QnM** | ***Water conservation facilities available in the Institution:***   1. Rainwater harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Wastewater recycling 5. Maintenance of waterbodies 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 the specific document as per description given below**  • **Institutional data in the prescribed format (data template)**   * **Geo-tagged photographs of the facilities.** * **Bills for the purchase of equipment’s for the facilities created under this metric.** * **Green audit reports on water conservation by recognised bodies**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **7.1.4 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |
| **7.1.5**  **QlM** | ***Green campus initiatives include***  Describer the Green campus initiative of the institution including Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles, Pedestrian Friendly pathways , Ban on use of Plastic, landscaping with trees and plantsetc in 500 words  **Upload the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Policy document on the green campus/plastic free campus.** * **Geo-tagged photographs/videos of the facilities.** * **Circulars and report of activities for the implementation of the initiatives document**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)** | **5** |
| **7.1.6**  **QnM** | ***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 /Environment audit  2. Energy audit  3.Clean and green campus initiatives  4. Beyond the campus environmental promotion and sustainability activities  **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 the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Policy document on environment and energy usage Certificate from the auditing agency.** * **Certificates of the awards received from recognized agency (if any).** * **Report on environmental promotional activities conducted beyond the campus with geo-tagged photographs with caption and date.** * **Green audit report of all the years from recognized bodies**   **Apart from the above:**  **Provide Links for any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **7.1.6- Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |
| **7.1.7**  **QlM** | ***The Institution has Differently-abled (Divyangjan) friendly, barrier free environment***  ***Write description covering the various components of barrier free environment in your institution within 500 words***   * Built environment with ramps/lifts for easy access to classrooms. * Divyangjanfriendly washrooms * Signage including tactile path, lights, display boards and signposts * Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment * Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading, font enlargement etc.,   ***Upload supporting document*** | **5** |
| **7.1.8**  **QlM** | ***Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and suchother 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** |
| **7.1.9**  **QlM** | ***Sensitization of students and employees of the Institution 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 nurturestudents to becomeresponsible citizens * Any other relevant information | **5** |
| **7.1.10**  **QnM** | ***The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.***  The institutionalCode of Conduct principles aredisplayed on the website  There is a committee to monitor adherence to the institutionalCode of Conduct principles  Institution organizes professional ethics programmes for students,  teachers, administrators and other staff  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 the specific document as per description given below**  • Institutional data in the prescribed format (data template)   * **Policy document on code of ethics.** * **Constitution and proceedings of the monitoring committee.** * **Circulars and geo-tagged photographs with date and caption of the activities organized under this metric for teachers, students, administrators and other staff.** * **Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority.** * **Handbooks, manuals and brochures on human values and professional ethics** * **Report on the student attributes facilitated by the Institution**   **Apart from the above:**   * **Provide Links for any other relevant document to support the claim (if any**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **7.1.10- Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |

**Key Indicator - 7.2 Best Practices (30)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **7.2.1**  **QlM** | **Describe two Best practices successfully implemented by the Institution 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 conceptsof this practice? (inabout100words)

3. **The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice?(inabout 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 Institutional Distinctiveness (20)**

|  |  |  |
| --- | --- | --- |
| **Metric No.** |  | **Weightage** |
| **7.3.1**  **QlM** | ***Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words***  **Provide web link to:**   * Appropriate webpage in the Institutional website * Any other relevant information | **20** |