

# ***Guidelines for the Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions***

***(AQAR format in line with the revised Manual of Universities,  
with effect from the academic year 2020-21)***



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

### **Guidelines to HEIs to fill in AQAR**

- All institutions have to submit AQAR online in the prescribed format only. They have to provide data for the academic year completed. Only one year's data needs to be provided in AQAR.
- Duly filled-in Data template has to be submitted online along with the AQAR in appropriate metrics. Data templates along with supporting documents need to be uploaded in the institutional website.
- QIM responses to be recorded in 100-200 words only.
- If the institution does not submit the AQARs on time, it will be recorded as late submission
- If institutions do not respond to the clarification(s) sought and do not edit AQAR accordingly within the stipulated time line even after 3 reminders, NAAC will accept AQAR as it is and an automated email will be sent to the HEI.
- After the approval of AQAR, the edit option will not be provided.
- All the terms provided in the glossary and used in the AQAR shall be read in conjunction with the respective manuals.
- The revised AQAR format will be implemented from the academic year 2020-2021. Format of AQAR for earlier years is also available on NAAC website.
- In the AQAR, during the year has been specified which means latest completed academic year.
- The HEI's which are submitting AQAR after the first cycle (and subsequent cycle) should provide previous year AQAR links, however, those HEI's which are submitting AQAR for the first year after first cycle of accreditation may provide the SSR link instead of AQAR link.
- The data to be submitted from 1<sup>st</sup> June 2019 to 31<sup>st</sup> December 2020 for the AQAR Academic year' 2019-20 and for 2020-21 data to be submitted from 1<sup>st</sup> June 2020 to 31<sup>st</sup> December 2021.

**The Annual Quality Assurance Report (AOAR) of the IOAC**  
**(For Universities)**

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

**Part – A**

**1. Data of the Institution**

*(Data may be Captured from IIQA)*

**1. Name of the Institution**

- Name of the Head of the institution :
- Designation:
- Does the institution function from own campus:
- Phone no./Alternate phone no.
- Mobile no.
- Registered Email
- Alternate Email
- Address :
- City/Town :
- State/UT :
- Pin Code :

**2. Institutional status:**

- University: State/Central/Deemed/Private:  
(Tick appropriate)
- Type of Institution: Co-  
education/Men/Women
- Location : Rural/Semi-urban/Urban:
- Financial Status: Centrally funded/state funded/Private  
(please specify)

- Name of the IQAC Co-ordinator/Director:
- Phone no. /Alternate phone no. :
- Mobile:
- IQAC e-mail address:
- Alternate Email address:

**3. Website address:**

Web-link of the AQAR: (Previous Academic Year):

For ex. [http://www.nou.nic.in/AQAR\\_REPORT\\_2018-2019.pdf](http://www.nou.nic.in/AQAR_REPORT_2018-2019.pdf)

**4. Whether Academic Calendar prepared during the year?**

Yes/No...., if yes, whether it is uploaded in the Institutional website:

Weblink:

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>				from: to:
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

**6. Date of Establishment of IQAC: DD/MM/YYYY:****7. Provide the list of Special Status conferred by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

**8. Whether composition of IQAC as per latest NAAC guidelines: Yes/No:**

\*upload latest notification of formation of IQAC

**9. No. of IQAC meetings held during the year:**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.

Yes/No

(Please upload, minutes of meetings and action taken report)

- 10.** Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

No

If yes, mention the amount:

Year:

- 11.** Significant contributions made by IQAC during the current year (maximum five bullets)

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\*

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- 12.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes

- 13.** Whether the AQAR was placed before statutory body? Yes /No:

Name of the statutory body:

Date of meeting(s):

- 14.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?

Yes/No:

Date:

- 15.** Whether institutional data submitted to AISHE: Yes/No:

Year:

Date of Submission:

## **2. Institutional Preparedness for NEP 2020**

**(Description in maximum 500 words)**

### **1. Multidisciplinary / interdisciplinary:**

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

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

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

**3. Skill development:**

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

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

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



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

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

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

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

- a) Delineate the possibilities of offering vocational courses through ODL mode in the institution.
- b) Describe about the development and use of technological tools for teaching learning activities. Provide the details about the institutional efforts towards the blended learning.

Describe any good practice/s of the institution pertaining to the Distance education/online education in view of NEP 2020.



### 3. Extended Profile of the University

#### 1 Programme:

1.1. Number of Programmes offered during the year

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

1.2 Number of departments offering academic programmes -----

#### 2. Student:

2.1 Number of students during the year

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

2.2 Number of outgoing / final year students during the year

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

2.3 Number of students appeared in the University examination during the year

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

2.4 Number of revaluation applications during the year

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

#### 3 Academic:

3.1 Number of courses in all Programmes during the year

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

3.2 Number of full time teachers during the year

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

3.3 Number of sanctioned posts during the year

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

**4. Institution:**

4.1 Number of eligible applications received for admissions to all the Programmes during the year

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

4.2 Number of seats earmarked for reserved category as per GOI/State Govt. rule during the year

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

4.3 Total number of classrooms and seminar halls: \_\_\_\_\_

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

4.4 Total number of computers in the campus for academic purpose: \_\_\_\_\_

4.5 Total Expenditure excluding salary during the year (INR in Lakhs)

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

## **Part – B**

### **Criterion I –Curricular Aspects**

#### **Key Indicator – 1.1 Curriculum Design and Development**

<b>Metric No.</b>					
<b>1.1.1</b> <b>Q<sub>i</sub>M</b>	<p><i>Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the University</i></p> <p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
<b>1.1.2</b> <b>Q<sub>n</sub>M</b>	<p><i>Number of Programmes where syllabus revision was carried out during the year</i></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Programme Code</li> <li>• Names of the Programme revised</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>1.1.3</b> <b>Q<sub>n</sub>M</b>	<p><i>Total number of courses having focus on employability/ entrepreneurship/ skill development offered by the University during the year</i></p> <p>1.1.3.1 : Number of courses having focus on employability/ entrepreneurship/ skill development during the year</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the Course with Code</li> <li>• Activities with direct bearing on Employability/ Entrepreneurship/ Skill development</li> <li>• Name of the Programme</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

#### **Key Indicator – 1.2 Academic Flexibility**

<b>Metric No.</b>					
<b>1.2.1</b> <b>Q<sub>n</sub>M</b>	<p><i>Number of new courses introduced of the total number of courses across all programs offered during the year</i></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the new course introduced</li> <li>• Name of the Programme</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

<b>1.2.2</b>  <b>Q<sub>n</sub>M</b>	<b><i>Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year</i></b>	
	<b>Year</b>	
	<b>Number</b>	
	Data Requirements: <ul style="list-style-type: none"> <li>Names of all Programmes adopting CBCS</li> <li>Names of all Programmes adopting elective course system</li> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	

### **Key Indicator – 1.3 Curriculum Enrichment**

<b>Metric No.</b>					
<b>1.3.1</b>  <b>Q<sub>n</sub>M</b>	<b><i>Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</i></b> Write description in maximum of 200 words <ul style="list-style-type: none"> <li>Upload relevant supporting document</li> </ul>				
<b>1.3.2</b>  <b>Q<sub>n</sub>M</b>	<b><i>Number of value-added courses for imparting transferable and life skills offered during the year</i></b> <table border="1" style="width: 100%;"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> Data Requirement: <ul style="list-style-type: none"> <li>Names of the value added courses with 30 or more contact hours</li> <li>No. of times offered during the same year</li> <li>Total no. of students completing the course in the year</li> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>1.3.3</b>  <b>Q<sub>n</sub>M</b>	<b><i>Total number of students enrolled in the courses under 1.3.2 above</i></b> 1.3.3.1 : Number of students enrolled in value-added courses imparting transferable and life skills offered during the year <table border="1" style="width: 100%;"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> Data Requirement: <ul style="list-style-type: none"> <li>Names of the value added courses with 30 or more contact hours</li> <li>No. of times offered during the same year</li> <li>Total no. of students completing the course in the year</li> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>1.3.4</b>  <b>Q<sub>n</sub>M</b>	<b><i>Number of students undertaking field projects / research projects / internships during the year</i></b> <table border="1" style="width: 100%;"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

	<p>Data Requirements:</p> <ul style="list-style-type: none"> <li>Names of the Programme</li> <li>No. of students undertaking field projects /research projects/ internships</li> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>
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### Key Indicator – 1.4 Feedback System

Metric No.	
<p><b>1.4.1</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Structured feedback for design and review of syllabus – semester wise / is received from</i></p> <p>1) Students, 2) Teachers, 3) Employers, 4) Alumni</p> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>All 4 of the above</li> <li>Any 3 of the above</li> <li>Any 2 of the above</li> <li>Any 1 of the above</li> <li>None of the above</li> </ul> <p style="text-align: right;"><b>Opt one</b></p> <p>Data Requirements:</p> <p>Report of analysis of feedback received from different stakeholders' year wise</p> <ul style="list-style-type: none"> <li>Upload relevant supporting document</li> </ul>
<p><b>1.4.2</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Feedback processes of the institution may be classified as follows:</i></p> <ul style="list-style-type: none"> <li>Feedback collected, analysed and action taken and feedback available on website</li> <li>Feedback collected, analysed and action has been taken</li> <li>Feedback collected and analysed</li> <li>Feedback collected</li> <li>Feedback not collected</li> </ul> <p style="text-align: right;"><b>Opt one</b></p> <p>Upload relevant supporting document</p>

## Criterion II – Teaching-Learning and Evaluation

### Key Indicator - 2.1 Student Enrolments and Profile

Metric No.					
2.1.1	<p><b><i>Demand Ratio</i></b></p> <p>2.1.1.1 : Number of seats available during the year</p> <p>Q<sub>n</sub>M</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Number of seats available in all the Programmes</li> <li>• Total number of eligible applications received</li> <li>• Total number of Seats filled against sanctioned seats</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
2.1.2	<p><b><i>Total number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year (Excluding Supernumerary Seats)</i></b></p> <p>Q<sub>n</sub>M</p> <p>2.1.2.1 : Number of actual students admitted from the reserved categories during the year</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Number of students admitted from the reserved category</li> <li>• Total number of seats earmarked for reserved category as per GOI or State Government rule</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					

### Key Indicator - 2.2 Catering to Student Diversity

Metric No.	
2.2.1	<p><b><i>The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners</i></b></p> <p>Q<sub>n</sub>M</p> <p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>

<b>2.2.2</b>	<b><i>Student - Full time teacher ratio during the year</i></b>						
<b>Q<sub>n</sub>M</b>	<table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number of Students</b></td><td></td></tr> <tr> <td><b>Number of teachers</b></td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Total number of students enrolled in the institution</li> <li>• Total number of full time teachers in the institution</li> <li>• Upload relevant supporting document</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>	<b>Year</b>		<b>Number of Students</b>		<b>Number of teachers</b>	
<b>Year</b>							
<b>Number of Students</b>							
<b>Number of teachers</b>							

### **Key Indicator - 2.3 Teaching - Learning Process**

<b>Metric No.</b>					
<b>2.3.1</b>	<b><i>Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences</i></b>				
<b>Q<sub>n</sub>M</b>	<p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
<b>2.3.2</b>	<b><i>Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year</i></b>				
<b>Q<sub>n</sub>M</b>	<p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
<b>2.3.3</b>	<b><i>Ratio of students to mentor for academic and other related issues during the year</i></b>				
<b>Q<sub>n</sub>M</b>	<p>2.3.3.1 : Number of mentors: Number of students assigned to each mentor:</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number of mentors</b></td><td></td></tr> </table> <p>Formula: Mentor: Mentee</p> <p>Data requirement:</p> <ul style="list-style-type: none"> <li>• Number of mentors</li> <li>• Number of students assigned to each Mentor</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>	<b>Year</b>		<b>Number of mentors</b>	
<b>Year</b>					
<b>Number of mentors</b>					



### Key Indicator - 2.4 Teacher Profile and Quality

Metric No.					
2.4.1 Q <sub>n</sub> M	<p><b>Total Number of full time teachers against sanctioned posts during the year</b></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Number of full time teachers</li> <li>• Number of sanctioned posts</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
2.4.2 Q <sub>n</sub> M	<p><b>Total Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Super speciality/D.Sc./D’Lit. during the year</b></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Number of full time teachers with <b>Ph.D./D.M/M.Ch./D.N.B Super speciality/D.Sc./D’Lit.</b></li> <li>• Total number of full time teachers</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
2.4.3 Q <sub>n</sub> M	<p><b>Total teaching experience of full time teachers in the same institution during the year</b></p> <p>2.4.3.1 : Total experience of full-time teachers</p> <p>Data Requirements: (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Name and Number of full-time teachers with years of teaching experiences</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>				
2.4.4 Q <sub>n</sub> M	<p><b>Total number of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year</b></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Number of full time teachers receiving awards from State, National, International level</li> <li>• Number of full time teachers</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					

### Key Indicator - 2.5 Evaluation Process and Reforms

Metric No.					
2.5.1 Q <sub>n</sub> M	<p><b><i>Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year</i></b></p> <p>2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the year:</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>Semester wise/ year wise</li> <li>Last date of the last semester-end/ year- end examination</li> <li>Date of declaration of results of semester-end/ year- end examination</li> <li>Number of days taken for declaration of the results</li> <li>Number of days for declaration of results during the year</li> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
2.5.2 Q <sub>n</sub> M	<p><b><i>Total number of student complaints/grievances about evaluation against total number appeared in the examinations during the year</i></b></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>Number of complaints/grievances about evaluation</li> <li>Total number of students appeared in the examinations</li> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>	Year		Number	
Year					
Number					
2.5.3 Q <sub>i</sub> M	<p><b><i>IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution</i></b></p> <p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>Upload relevant supporting document</li> </ul>				
2.5.4 Q <sub>n</sub> M	<p><b><i>Status of automation of Examination division along with approved Examination Manual</i></b></p> <p>A. 100% automation of entire division &amp; implementation of Examination Management System (EMS)</p> <p>B. Only student registration, Hall ticket issue &amp; Result Processing</p> <p>C. Only student registration and result processing</p> <p>D. Only result processing</p> <p>E. Only manual methodology</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>				

### Key Indicator - 2.6 Student Performance and Learning Outcomes

Metric No.	
2.6.1 Q <sub>n</sub> M	<p><i>The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents</i></p> <p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>
2.6.2 Q <sub>n</sub> M	<p><i>Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year</i></p> <p>Describe the method of measuring the level of attainment of POs , PSOs and COs in not more than 200 words.</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>
2.6.3 Q <sub>n</sub> M	<p><i>Number of students passed during the year</i></p> <p>2.6.3.1 : Total number of final year students who passed the university examination 2.6.3.2: Total number of final year students who appeared for the examination Data Requirement:</p> <ul style="list-style-type: none"> <li>• Programme Code</li> <li>• Name of the Programme</li> <li>• Number of students appeared</li> <li>• Number of students passed</li> <li>• Pass percentage</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>

### Key Indicator- 2.7 Student Satisfaction Survey

Metric No.	
2.7.1 Q <sub>n</sub> M	<p><i>Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a web link)</i></p>

## Criterion III – Research, Innovations and Extension

### Key Indicator - 3.1 Promotion of Research and Facilities

Metric No.					
3.1.1 Q <sub>1</sub> M	<p><i>The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented</i></p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
3.1.2 Q <sub>n</sub> M	<p><i>The institution provides seed money to its teachers for research (amount INR in Lakhs)</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>(INR in Lakhs):</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the teacher getting seed money</li> <li>• The amount of seed money</li> <li>• Year of receiving grant</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		(INR in Lakhs):	
Year					
(INR in Lakhs):					
3.1.3 Q <sub>n</sub> M	<p><i>Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number of teachers</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the teacher received national/ international fellowship/financial support by various agencies for advanced studies / research</li> <li>• Name of the award received</li> <li>• Year received</li> <li>• Awarding Agency</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number of teachers	
Year					
Number of teachers					
3.1.4 Q <sub>n</sub> M	<p><i>Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of Research fellow</li> <li>• Year of enrolment</li> </ul>	Year		Number	
Year					
Number					

	<ul style="list-style-type: none"> <li>• Duration of fellowship</li> <li>• Type of the fellowship</li> <li>• Granting agency</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>				
<p><b>3.1.5</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i><b>Institution has the following facilities to support research</b></i></p> <ul style="list-style-type: none"> <li>• Central Instrumentation Centre</li> <li>• Animal House/Green House</li> <li>• Museum</li> <li>• Media laboratory/Studios</li> <li>• Business Lab</li> <li>• Research/Statistical Databases</li> <li>• Moot court</li> <li>• Theatre</li> <li>• Art Gallery</li> <li>• <b>Any other facility to support research</b></li> </ul> <p><b>Options:</b></p> <p>A. Any 4 or more of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>• Name of the facility</li> <li>• Year of establishment</li> <li>• Geotagged pictures</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>				
<p><b>3.1.6</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i><b>Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year</b></i></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>• Name of the Department</li> <li>• Name of the Scheme</li> <li>• Name of the funding agency</li> <li>• Year of Award</li> <li>• Funds provided</li> <li>• Duration of award</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

	<b>File Description</b> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>
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### Key Indicator - 3.2 Resource Mobilizations for Research

Metric No.					
3.2.1 Q <sub>n</sub> M	<p><i>Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year(INR in Lakhs)</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the Project/ Endowments, Chairs</li> <li>• Name of the Principal Investigator</li> <li>• Department of Principal Investigator</li> <li>• Year of Award</li> <li>• Funds provided</li> <li>• Duration of the project</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
3.2.2 Q <sub>n</sub> M	<p><i>Grants for research projects sponsored by the government agencies during the year(INR in Lakhs)</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the Project</li> <li>• Name of the Principal Investigator</li> <li>• Department of Principal Investigator</li> <li>• Year of Award</li> <li>• Funds provided</li> <li>• Duration of the project</li> <li>• Funding Agency</li> <li>• Total amount of funds received</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
3.2.3 Q <sub>n</sub> M	<p><i>Number of research projects funded by government and non-government agencies during the year</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table>	Year		Number	
Year					
Number					

	<p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of Principal Investigator</li> <li>• Duration of project</li> <li>• Name of the research project</li> <li>• Amount / Fund received</li> <li>• Name of funding agency</li> <li>• Year of sanction</li> <li>• Department of recipient</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>
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### **Key Indicator - 3.3 Innovation Ecosystem**

<b>Metric No.</b>					
<b>3.3.1</b> <b>Q<sub>i</sub>M</b>	<p><b><i>Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge</i></b></p> <p>Describe available incubation centre and evidence of its usage (activity) within a maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
<b>3.3.2</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the year</i></b></p> <p>3.3.2.1 : Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year wise during the year</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>• Name of the workshops / seminars</li> <li>• Number of Participants</li> <li>• Date (From -to)</li> <li>• Link to the activity report on the website</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>3.3.3</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year</i></b></p> <p>3.3.3.1: Total number of awards / recognitions received for research/innovations won by institution/teachers/research scholars/students year wise during the year</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					



	<b>Data Requirement:</b> <ul style="list-style-type: none"> <li>• Name of the Awardee</li> <li>• Name of the Awarding Agency with contact details</li> <li>• Year of Award</li> </ul> <b>File Description</b> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>
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### Key Indicators - 3.4 Research Publications and Awards

Metric No.	
<b>3.4.1</b> <b>Q<sub>n</sub>M</b>	<p><i>The institution ensures implementation of its stated Code of Ethics for research</i></p> <p>3.4.1.1 The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:</p> <ul style="list-style-type: none"> <li>• Inclusion of research ethics in the research methodology course work</li> <li>• Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc)</li> <li>• Plagiarism check</li> <li>• Research Advisory Committee</li> </ul> <p><b>Options:</b></p> <p>A. All of the above  B. Any 3 of the above  C. Any 2 of the above  D. Any 1 of the above  E. None of the above</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>
<b>3.4.2</b> <b>Q<sub>n</sub>M</b>	<p><i>The institution provides incentives to teachers who receive state, national and international recognitions/awards</i></p> <p>1. Commendation and monetary incentive at a University function  2. Commendation and medal at a University function  3. Certificate of honor  4. Announcement in the Newsletter / website</p> <p><b>Options:</b></p> <p>A. All of the above  B. Any 3 of the above  C. Any 2 of the above  D. Any 1 of the above  E. None of the above</p> <p>Data Requirements: (As per of 2.4.4)</p> <ul style="list-style-type: none"> <li>• Name of the Awardee with contact details</li> <li>• Name of the Awarding Agency</li> <li>• Year of Award</li> <li>• Incentive details</li> </ul>

	<b>File Description</b> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>								
<b>3.4.3</b>  <b>Q<sub>n</sub>M</b>	<p><b><i>Number of Patents published/awarded during the year</i></b>  3.4.3.1: Total number of Patents published/awarded during the year</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the Patent published/awarded</li> <li>• Patent Number</li> <li>• Year of Award</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>					
<b>Year</b>									
<b>Number</b>									
<b>3.4.4</b>  <b>Q<sub>n</sub>M</b>	<p><b><i>Number of Ph.Ds awarded during the year</i></b>  3.4.4.1: How many Ph.Ds are awarded during the year</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p>3.4.4.2: Number of teachers recognized as guides during the year</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the PhD scholar</li> <li>• Name of the Department</li> <li>• Name of the guide/s</li> <li>• Year of registration of the scholar</li> <li>• Year of award of PhD</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>		<b>Year</b>		<b>Number</b>	
<b>Year</b>									
<b>Number</b>									
<b>Year</b>									
<b>Number</b>									
<b>3.4.5</b>  <b>Q<sub>n</sub>M</b>	<p><b><i>Number of research papers in the Journals notified on UGC website during the year</i></b></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>• Title of paper</li> <li>• Name of the author/s</li> <li>• Department of the teacher</li> <li>• Name of journal</li> <li>• Year of publication</li> <li>• ISBN/ISSN number</li> </ul>	<b>Year</b>		<b>Number</b>					
<b>Year</b>									
<b>Number</b>									

	<b>File Description</b> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>				
<b>3.4.6</b>  <b>Q<sub>n</sub>M</b>	<p><b><i>Number of books and chapters in edited volumes published during the year</i></b>  3.4.6.1: Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the teacher: Title of the paper</li> <li>• Title of the book published: Name of the author/s: Title of the proceedings of the conference</li> <li>• Name of the publisher: National / International</li> <li>• National / international: ISBN/ISSN number of the proceeding</li> <li>• Year of publication:</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>3.4.7</b>  <b>Q<sub>n</sub>M</b>	<p><b><i>E-content is developed by teachers:</i></b></p> <ol style="list-style-type: none"> <li>1. For e-PG-Pathshala</li> <li>2. For CEC (Under Graduate)</li> <li>3. For SWAYAM</li> <li>4. For other MOOCs platform</li> <li>5. Any other Government Initiatives</li> <li>6. For Institutional LMS</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. Any 5 or all of the above</li> <li>B. Any 4 of the above</li> <li>C. Any 3 of the above</li> <li>D. Any 2 of the above</li> <li>E. None of the above</li> </ol> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>• Name of the teacher</li> <li>• Name of the module</li> <li>• Platform on which module is developed</li> <li>• Date of launching e-content</li> <li>• Number of platforms on which e-content has been developed by teachers</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>				

<b>3.4.8</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed</i></b></p> <p>Data Requirements for during the year:</p> <ul style="list-style-type: none"> <li>• Title of the paper</li> <li>• Name of the author</li> <li>• Title of the journal</li> <li>• Year of publication</li> <li>• Citation Index</li> </ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• Any additional information</li> <li>• Bibliometrics of the publications during the year</li> </ul> <p>* The Data obtained from infolibnet will be used for the purpose.  <b>(Data template is not applicable to this metric)</b></p>
<b>3.4.9</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University</i></b></p> <p>Data Requirements for during the year:</p> <ul style="list-style-type: none"> <li>• Title of the paper</li> <li>• Name of the author</li> <li>• Title of the journal</li> <li>• Year of publication</li> <li>• H index</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution</li> <li>• Any additional information</li> </ul> <p>* The Data obtained from INFLIBNET will be used for the purpose.  <b>(Data template is not applicable to this metric)</b></p>

### **Key Indicators – 3.5 Consultancy**

<b>Metric No.</b>					
<b>3.5.1</b> <b>Q<sub>i</sub>M</b>	<p><b><i>Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy</i></b></p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
<b>3.5.2</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Revenue generated from consultancy and corporate training during the year(INR in Lakhs)</i></b></p> <p>3.5.2.1 : Total amount generated from consultancy and corporate training during the year (INR in lakhs)</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Names of the consultants</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

	<ul style="list-style-type: none"> <li>• Name of consultancy project</li> <li>• Consulting/Sponsoring agency with contact details</li> <li>• Revenue generated (amount in rupees)</li> <li>• Total revenue generated in rupees</li> <li>• Details of Corporate training provided (Title of the training, corporate for which training has been provided, number of participants).</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>
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### **Key Indicators - 3.6 Extension Activities**

<b>Metric No.</b>					
<b>3.6.1</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the year</i></b></p> <p>Describe the impact of extension activities in sensitising students to social issues and holistic development within a maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
<b>3.6.2</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year</i></b></p> <p>3.6.2.1 : Total number of awards and recognition received for extension activities from Government / Government recognised bodies during the year</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the activity</li> <li>• Name of the Award/ recognition</li> <li>• Name of the Awarding Government/Government recognized bodies</li> <li>• Year of the Award</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>3.6.3</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Number of extension and outreach programs conducted by the institution including those through NSS/NCC/ Government and Government recognised bodies during the year</i></b></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name and number of the extension and outreach Programmes</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

	<ul style="list-style-type: none"> <li>Name of the collaborating agency: Non- government, industry, community with contact details</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>				
<b>3.6.4</b>  <b>Q<sub>n</sub>M</b>	<p><i>Total number of students participating in extension activities listed at 3.6.3 above during the year</i></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>Name of the activity</li> <li>Name of the scheme</li> <li>Year of the activity</li> <li>Number of students participating in such activities</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

### **Key Indicator - 3.7 Collaboration**

<b>Metric No.</b>					
<b>3.7.1</b>  <b>Q<sub>n</sub>M</b>	<p><i>Number of collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year</i></p> <p>3.7.1.1 : Total number of Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year</p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>Title of the collaborative activity</li> <li>Name of the collaborating agency with contact details</li> <li>Source of financial support</li> <li>Year of collaboration</li> <li>Duration</li> <li>Nature of the activity</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>3.7.2</b>  <b>Q<sub>n</sub>M</b>	<p><i>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 year</i></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

	<p><b>Data Requirement:</b></p> <ul style="list-style-type: none"><li>• Organisation with which MoU is signed</li><li>• Name of the institution/ industry</li><li>• Year of signing MoU</li><li>• Duration</li><li>• List the actual activities under each MoU</li><li>• Number of students/teachers participated under MoUs</li></ul> <p><b>File Description</b></p> <ul style="list-style-type: none"><li>• Upload the data template</li><li>• Upload relevant supporting document</li></ul>
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## Criterion IV – Infrastructure and Learning Resources

### Key Indicator - 4.1 Physical Facilities

Metric No					
4.1.1 Q <sub>M</sub>	<p><i>The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.</i></p> <p>Describe the adequacy of facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
4.1.2 Q <sub>M</sub>	<p><i>The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)</i></p> <p>Describe the adequacy facilities for cultural activities, yoga, games (indoor, outdoor) and sports which include specification about area/size, year of establishment and user rate within minimum of 200 characters and maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
4.1.3 Q <sub>M</sub>	<p><i>Availability of general campus facilities and overall ambience</i></p> <p>Describe the general campus facilities and its utilization in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
4.1.4 Q <sub>nM</sub>	<p><i>Total expenditure excluding salary for infrastructure augmentation during the year (INR in Lakhs)</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Budget allocated for infrastructure augmentation</li> <li>• Total expenditure for infrastructure augmentation</li> <li>• Audited statement of accounts</li> <li>• Total expenditure excluding Salary</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					

### Key Indicator - 4.2 Library as a Learning Resource

Metric No.	
4.2.1 Q <sub>M</sub>	<p><i>Library is automated using Integrated Library Management System (ILMS) and has digitisation facility</i></p> <p>Describe the implementation of the automation of the Library and the digitization facility available and used in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>
4.2.2 Q <sub>nM</sub>	<p><i>Institution has subscription for e-Library resources</i></p> <p>Library has regular subscription for the following:</p> <ol style="list-style-type: none"> <li>1. e – journals</li> </ol>

	<p>2. e-books 3. e-ShodhSindhu 4. Shodhganga 5. Databases</p> <p><b>Options:</b></p> <p>A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p> <p>• Upload relevant supporting document</p>				
<p><b>4.2.3</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)</i></b></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Expenditure on the purchase of books</li> <li>• Expenditure on the purchase of journals in i<sup>th</sup> year</li> <li>• Year of expenditure:</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<p><b>4.2.4</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Number of usage of library by teachers and students per day (foot falls and login data for online access)</i></b></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>• Upload last page of accession register details</li> <li>• per day login/online users of library</li> <li>• Number of users using library through e-access</li> <li>• Number of physical users accessing library</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

### Key Indicator – 4.3 IT Infrastructure

Metric No.					
4.3.1 Q <sub>n</sub> M	<p><i>Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirements:</p> <ul style="list-style-type: none"> <li>Number of classrooms with LCD facilities</li> <li>Number of classrooms with Wi-Fi/LAN facilities</li> <li>Number of seminar halls with ICT facilities</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
4.3.2 Q <sub>i</sub> M	<p><i>Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility</i></p> <p>Providing the salient features of the IT Policy and describe the process of implementation and adherence to the policy, budgetary provisions made and utilized and the expansion plan in maximum of 200 words</p> <ul style="list-style-type: none"> <li>Upload relevant supporting document</li> </ul>				
4.3.3 Q <sub>n</sub> M	<p><i>Student - Computer ratio during the year</i></p> <p>Number of students: Number of Computers available to students for academic purposes</p> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>Number of computers for academic purposes in working condition</li> <li>Total Number of students</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>				
4.3.4 Q <sub>n</sub> M	<p><i>Available bandwidth of internet connection in the Institution (Leased line)</i></p> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>≥1 GBPS</li> <li>500 MBPS - 1 GBPS</li> <li>250 MBPS - 500 MBPS</li> <li>50 MBPS - 250 MBPS</li> <li>&lt;50 MBPS</li> </ul> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>Available internet bandwidth</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>				
4.3.5 Q <sub>n</sub> M	<p><i>Institution has the following Facilities for e-content development</i></p> <ol style="list-style-type: none"> <li>Media centre</li> <li>Audio visual centre</li> </ol>				

	<p>3. Lecture Capturing System(LCS)</p> <p>4. Mixing equipment's and softwares for editing</p> <p><b>Options:</b></p> <p>A. All of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>• Upload the names of the e-content development facilities</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>
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#### Key Indicator - 4.4 Maintenance of Campus Infrastructure

Metric No.					
4.4.1 Q <sub>n</sub> M	<p><i>Total expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Non salary expenditure incurred</li> <li>• Expenditure incurred on maintenance of campus infrastructure</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
4.4.2 Q <sub>i</sub> M	<p><i>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</i></p> <p>Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities within maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				

## Criterion V - Student Support and Progression

### Key Indicator - 5.1 Student Support

Metric No.					
5.1.1 Q <sub>n</sub> M	<p><i>Total number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the year (other than the students receiving scholarships under the government schemes for reserved categories)</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the scheme</li> <li>• Number of students benefiting</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
5.1.2 Q <sub>n</sub> M	<p><i>Total number of students benefited by career counselling and guidance for competitive examinations offered by the Institution during the year</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the scheme</li> <li>• Number of students who have passed in the competitive exam</li> <li>• Number of students benefited by career counselling.</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
5.1.3 Q <sub>n</sub> M	<p><i>Following Capacity development and skills enhancement initiatives are taken by the institution</i></p> <ol style="list-style-type: none"> <li>1. Soft skills</li> <li>2. Language and communication skills</li> <li>3. Life skills (Yoga, physical fitness, health and hygiene)</li> <li>4. Awareness of trends in technology</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol> <p><b>Data Requirements:</b></p> <ul style="list-style-type: none"> <li>• Name of the capacity development and skills enhancement scheme</li> <li>• Year of implementation</li> <li>• Number of students enrolled</li> <li>• Name of the agencies involved with contact details</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>				

<b>5.1.4</b>  <b>Q<sub>n</sub>M</b>	<p><b><i>The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</i></b></p> <ul style="list-style-type: none"> <li>• Implementation of guidelines of statutory/regulatory bodies</li> <li>• Organisation wide awareness and undertakings on policies with zero tolerance</li> <li>• Mechanisms for submission of online/offline students' grievances</li> <li>• Timely redressal of the grievances through appropriate committees</li> </ul> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• All of the above</li> <li>• Any 3 of the above</li> <li>• Any 2 of the above</li> <li>• Any 1 of the above</li> <li>• None of the above</li> </ul> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>
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### Key Indicator - 5.2 Student Progression

Metric No.									
<b>5.2.1</b>  <b>Q<sub>n</sub>M</b>	<p><b><i>Number of students qualifying in state/ national/ international level examinations during the year (eg: NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations)</i></b></p> <p>5.2.1.1: Number of students who qualified in state/ national/ international examinations (e.g.: IIT/JAM/NET/SET/JRF/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) during the year:</p> <table border="1" data-bbox="295 1254 603 1332"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p>5.2.1.2: Number of students who appeared in state/ national/ international examinations (e.g.: IIT/JAM/ NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) during the year:</p> <table border="1" data-bbox="295 1444 603 1523"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <p>Number of students who cleared</p> <ul style="list-style-type: none"> <li>• IIT-JAM</li> <li>• NET</li> <li>• SET</li> <li>• JRF</li> <li>• GATE</li> <li>• GMAT</li> <li>• CAT</li> <li>• GRE</li> <li>• TOEFL</li> <li>• Civil Services</li> <li>• State Government examinations</li> </ul> <p><b>File Description</b></p> <p>Upload the data template</p>	<b>Year</b>		<b>Number</b>		<b>Year</b>		<b>Number</b>	
<b>Year</b>									
<b>Number</b>									
<b>Year</b>									
<b>Number</b>									

	Upload relevant supporting document				
5.2.2 Q <sub>n</sub> M	<p><b>Total number of outgoing students placed during the year</b></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>Name of the employer with contact details</li> <li>Number of students placed</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
5.2.3 Q <sub>n</sub> M	<p><b>Number of recently graduated students who have progressed to higher education during the year</b></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement: (as data template)</b></p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					

### Key Indicator - 5.3 Student Participation and Activities

Metric No.					
5.3.1 Q <sub>n</sub> M	<p><b>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 year</b></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>Name of the award/ medal</li> <li>Inter-university/State/National/ International</li> <li>Name of the event</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	Year		Number	
Year					
Number					
5.3.2 Q <sub>i</sub> M	<p><b>Presence of Student Council and its activities for institutional development and student welfare.</b></p> <p>Describe the Student <i>Council and its activities for institutional development and student welfare</i> within a maximum of 200 words</p> <ul style="list-style-type: none"> <li>Upload relevant supporting document</li> </ul>				
5.3.3 Q <sub>n</sub> M	<p><b>Number of sports and cultural events / competitions organised by the institution during the year</b></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table>	Year		Number	
Year					
Number					

	<b>Data Requirement:</b> <ul style="list-style-type: none"> <li>• Name of the event / competition</li> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>
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### **Key Indicator – 5.4 Alumni Engagement**

<b>Metric No.</b>	
<b>5.4.1</b> <b>Q<sub>i</sub>M</b>	<p><i>The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services during the year</i></p> <p>Describe contribution of alumni association to the institution within a maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>
<b>5.4.2</b> <b>Q<sub>n</sub>M</b>	<p><i>Alumni contribution during the year(INR in lakhs)</i></p> <p><b>Options:</b></p> <p>A. ≥ 100 Lakhs            B. 50Lakhs - 100 Lakhs            C. 20 Lakhs - 50 Lakhs            D. 5 Lakhs - 20 Lakhs            E. &lt;5 Lakhs</p> <p>Data Requirement (year wise):</p> <ul style="list-style-type: none"> <li>• Alumni association / Name of the alumnus</li> <li>• Quantum of contribution</li> <li>• Audited Statement of account of the institution reflecting the receipts.</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul> <p><b>(Data template is not applicable to this metric)</b></p>



## Criterion VI – Governance, Leadership and Management

### Key Indicator - 6.1 Institutional Vision and Leadership

Metric No.	
6.1.1 Q <sub>1</sub> M	<p><i>The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance</i></p> <p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>
6.1.2 Q <sub>1</sub> M	<p><i>The effective leadership is reflected in various institutional practices such as decentralization and participative management.</i></p> <p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>

### Key Indicator - 6.2 Strategy Development and Deployment

Metric No.	
6.2.1 Q <sub>1</sub> M	<p><i>The institutional Strategic plan is effectively deployed.</i></p> <p>Describe one successfully implemented activity based on the strategic plan within a maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>
6.2.2 Q <sub>1</sub> M	<p><i>The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.</i></p> <p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>
6.2.3 Q <sub>n</sub> M	<p><b><i>Institution Implements e-governance in its areas of operations</i></b></p> <p>6.2.3.1 e-governance is implemented covering following areas of operation</p> <ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Finance and Accounts</li> <li>3. Student Admission and Support</li> <li>4. Examination</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol> <p><b>Data Requirements:</b></p>

	<ul style="list-style-type: none"> <li>• Areas of e-governance Administration Finance and Accounts Student Admission and Support Examination</li> <li>• Name of the Vendor with contact details</li> <li>• Year of implementation</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>
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### **Key Indicator - 6.3 Faculty Empowerment Strategies**

<b>Metric No.</b>					
<b>6.3.1</b> <b>Q<sub>n</sub>M</b>	<p><i>The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff</i></p> <p>Write description in maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
<b>6.3.2</b> <b>Q<sub>n</sub>M</b>	<p><i>Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year</i></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of teacher</li> <li>• Name of conference/ workshop attended for which financial support provided</li> <li>• Name of the professional body for which membership fee is provided</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>6.3.3</b> <b>Q<sub>n</sub>M</b>	<p><i>Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the year</i></p> <table border="1"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Title of the professional development Programme organised for teaching staff</li> <li>• Title of the administrative training Programme organised for non-teaching staff</li> <li>• Dates (From-to)</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

<b>6.3.4</b>  <b>Q<sub>n</sub>M</b>	<p><b>Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year</b>  <b>(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)</b></p> <table border="1" data-bbox="352 421 662 499"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Name of teachers</li> <li>• Title of the Programme</li> <li>• Duration (From -to)</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

### Key Indicator – 6.4 Financial Management and Resource Mobilization

Metric No.					
<b>6.4.1</b>  <b>Q<sub>i</sub>M</b>	<p><b>Institutional strategies for mobilisation of funds and the optimal utilisation of resources</b></p> <p>Describe the resource mobilisation policy and procedures of the Institution within a maximum of 200 words</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>				
<b>6.4.2</b>  <b>Q<sub>n</sub>M</b>	<p><b>Funds / Grants received from government bodies during the year for development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)</b></p> <table border="1" data-bbox="316 1395 625 1473"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Name of the government funding agencies/ individuals</li> <li>• Funds/ Grants received</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

<b>6.4.3</b>  <b>Q<sub>n</sub>M</b>	<p><i><b>Funds / Grants received from non-government bodies, individuals, philanthropists during the year for development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)</b></i></p> <table border="1" data-bbox="336 371 646 450"> <tr> <td><b>Year</b></td><td></td></tr> <tr> <td><b>Number</b></td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>Name of the non-government funding agencies/ individuals</li> <li>Funds/ Grants received</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload the data template</li> <li>Upload relevant supporting document</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>6.4.4</b>  <b>Q<sub>i</sub>M</b>	<p><i><b>Institution conducts internal and external financial audits regularly</b></i></p> <p>Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words</p> <ul style="list-style-type: none"> <li>Upload relevant supporting document</li> </ul>				

### **Key Indicator - 6.5 Internal Quality Assurance System**

Metric No.	
<b>6.5.1</b>  <b>Q<sub>i</sub>M</b>	<p><i><b>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures &amp; methodologies of operations and learning outcomes at periodic intervals</b></i></p> <p>Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 200 words</p> <ul style="list-style-type: none"> <li>Upload relevant supporting document</li> </ul>
<b>6.5.2</b>  <b>Q<sub>n</sub>M</b>	<p><i><b>Institution has adopted the following for Quality assurance</b></i></p> <ol style="list-style-type: none"> <li>Academic Administrative Audit (AAA) and follow up action taken</li> <li>Conferences, Seminars, Workshops on quality conducted</li> <li>Collaborative quality initiatives with other institution(s)</li> <li>Orientation programme on quality issues for teachers and students</li> <li>Participation in NIRF</li> <li>Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>Any 5 or all of the above</li> <li>Any 4 of the above</li> <li>Any 3 of the above</li> <li>Any 2 of the above</li> <li>Any 1 of the above</li> </ol>

	<p><b>Data Requirement:</b></p> <p><b>Quality initiatives</b></p> <ul style="list-style-type: none"> <li>• AQARs prepared/ submitted</li> <li>• Academic Administrative Audit (AAA) and follow up action</li> <li>• Conferences, Seminars, Workshops on quality conducted</li> <li>• Collaborative quality initiatives with other institution(s)</li> <li>• Orientation programme on quality issues for teachers and students</li> <li>• Participation in NIRF</li> <li>• ISO Certification</li> <li>• NBA or any other certification received</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload the data template</li> <li>• Upload relevant supporting document</li> </ul>
<p><b>6.5.3</b></p> <p><b>Q<sub>1</sub>M</b></p>	<p><i>Incremental improvements made for the preceding during the year with regard to quality (in case of first cycle)</i></p> <p><i>Post accreditation quality initiatives(second and subsequent cycles)</i></p> <p>Describe quality enhancement initiatives in the academic and administrative domains successfully implemented during the year within a Maximum of 200 words each</p> <ul style="list-style-type: none"> <li>• Upload relevant supporting document</li> </ul>

## Criterion VII - Institutional Values and Best Practices

### Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric No.	
	<b>Gender Equity</b>
7.1.1 QIM	<p><i>Measures initiated by the Institution for the promotion of gender equity during the year</i></p> <p>Highlight the curricular and co- and extra-curricular activities promoting gender equity and sensitization and the facilities available for women on campus (within a maximum of 200 words).</p> <p><b>Provide the weblink to:</b></p> <ul style="list-style-type: none"> <li>• Annual gender sensitization action plan(s)</li> <li>• Specific facilities provided for women in terms of: <ul style="list-style-type: none"> <li>a. Safety and security</li> <li>b. Counseling</li> <li>c. Common rooms</li> <li>d. Daycare Centre</li> <li>e. Any other relevant information</li> </ul> </li> </ul> <p>Upload relevant supporting document</p>
	<b>Environmental Consciousness and Sustainability</b>
7.1.2 QnM	<p><i>The Institution has facilities for alternate sources of energy and energy conservation</i></p> <ol style="list-style-type: none"> <li>1. Solar energy</li> <li>2. Biogas plant</li> <li>3. Wheeling to the Grid</li> <li>4. Sensor-based energy conservation</li> <li>5. Use of LED bulbs/ power-efficient equipment</li> </ol> <p><b>Options:</b></p> <p>A. Any 4 or All of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p> <p>Upload relevant supporting document</p> <p><b>(Data template is not applicable to this metric)</b></p>
7.1.3 QIM	<p><i>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)</i></p> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• Biomedical waste management</li> <li>• E-waste management</li> <li>• Waste recycling system</li> <li>• Hazardous chemicals and radioactive waste management</li> </ul> <p>Upload relevant supporting document</p>
7.1.4 QnM	<p><i>Water conservation facilities available in the Institution:</i></p> <ol style="list-style-type: none"> <li>1. Rainwater harvesting</li> <li>2. Bore well /Open well recharge</li> </ol>

	<ol style="list-style-type: none"> <li>3. Construction of tanks and bunds</li> <li>4. Waste water recycling</li> <li>5. Maintenance of water bodies and distribution system in the campus</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. Any 4 or All of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol> <p>Upload relevant supporting document (Data template is not applicable to this metric)</p>
<p><b>7.1.5</b></p> <p><b>QnM</b></p>	<p><b><i>Green campus initiatives include</i></b></p> <p>7.1.5.1. The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of bicycles/ Battery-powered vehicles</li> <li>3. Pedestrian-friendly pathways</li> <li>4. Ban on use of plastic</li> <li>5. Landscaping</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. Any 4 or all of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol> <p>Upload relevant supporting document (Data template is not applicable to this metric)</p>
<p><b>7.1.6</b></p> <p><b>QnM</b></p>	<p><b><i>Quality audits on environment and energy are regularly undertaken by the institution</i></b></p> <p>7.1.6.1. The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following</p> <ol style="list-style-type: none"> <li>1. Green audit</li> <li>2. Energy audit</li> <li>3. Environment audit</li> <li>4. Clean and green campus recognitions/awards</li> <li>5. Beyond the campus environmental promotional activities</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. Any 4 or all of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol> <p>Upload relevant supporting document (Data template is not applicable to this metric)</p>

<p><b>7.1.7</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>The Institution has a Divyangjan -friendly and barrier-free environment</i></b></p> <ol style="list-style-type: none"> <li>1. Ramps/lifts for easy access to classrooms and centres.</li> <li>2. <b><i>Divyangjan-friendly</i></b> washrooms</li> <li>3. Signage including tactile path lights, display boards and signposts</li> <li>4. Assistive technology and facilities for persons with <i>Divyangjan access website</i>, screen-reading software, mechanized equipment, etc.</li> <li>5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</li> </ol> <p><b>Options:</b></p> <p>A. Any 4 or all of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p> <p>Upload relevant supporting document</p> <p><b>(Data template is not applicable to this metric)</b></p>
	<p><b><i>Inclusion and Situatedness</i></b></p>
<p><b>7.1.8</b></p> <p><b>Q<sub>i</sub>M</b></p>	<p><b><i>Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).</i></b></p> <p>Upload relevant supporting document</p>
	<p><b><i>Human Values and Professional Ethics</i></b></p>
<p><b>7.1.9</b></p> <p><b>Q<sub>i</sub>M</b></p>	<p><b><i>Sensitization of students and employees of the Institution to constitutional obligations: values, rights, duties and responsibilities of citizens.</i></b></p> <p>Describe the various activities of the institution for inculcating values for becoming responsible citizens as reflected in the Constitution of India (within a maximum of 200 words).</p> <p>Upload relevant supporting document</p>
<p><b>7.1.10</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard.</i></b></p> <ol style="list-style-type: none"> <li>1. The Code of Conduct is displayed on the website</li> <li>2. There is a committee to monitor adherence to the Code of Conduct</li> <li>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</li> <li>4. Annual awareness programmes on the Code of Conduct are organized</li> </ol> <p><b>Options:</b></p> <p>A. All of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p> <p>Upload relevant supporting document</p> <p><b>(Data template is not applicable to this metric)</b></p>



<b>7.1.11</b>	<b><i>Institution celebrates / organizes national and international commemorative days, events and festivals</i></b>
<b>QIM</b>	Describe the efforts of the institution in celebrating /organizing national and international commemorative days, events and festivals during the year (within a maximum of 200 words). Upload relevant supporting document

### **Key Indicator - 7.2 Best Practices**

<b>Metric No.</b>	
<b>7.2.1</b>	<b>Describe one best practice successfully implemented by the Institution as per NAAC format provided in the Manual.</b>
<b>QIM</b>	<b>Provide the weblink on the Institutional website</b> regarding the Best practices as per the prescribed format of NAAC.

### **Format for Presentation of Best Practices**

**(While submitting the Best Practices Institution should submit the practices in this format only)**

#### **1. Title of the Practice**

This title should capture the keywords that describe the practice.

#### **2. Objectives of the Practice**

What are the objectives/intended out comes of this “best practice” and what are the underlying principles or concepts of this practice?(in about20words)

#### **3. The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice? (inabout30 words)

#### **4. The Practice**

Describe the best practice and its uniqueness in the context of India higher education. What were the constraints/limitations, if any, faced ? (in about50words)

#### **5. Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe inabout40words.

#### **6. Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice (in about 30words).

### 7. Notes (Optional)

Please add any other information that may be relevant for adopting/implementing the Best Practice in other institutions (in about 30 words)

Any other information regarding Institutional Values and Best Practices which the institution would like to include.

### **Key Indicator - 7.3 Institutional Distinctiveness**

<b>Metric No.</b>	
<b>7.3.1</b>	<i>Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)</i>
<b>Q1M</b>	<b>Provide the weblink to:</b> <ul style="list-style-type: none"> <li>• Institutional Distinctiveness on the Institutional website</li> </ul>

### **Plan of action for the next academic year (200 words)**

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

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### **Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self-Financing
SLET	-	State Level Eligibility Test
SET	-	State Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

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