

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality**  
**Assurance Report (AQAR) by Accredited**  
**Institutions**

*[For Affiliated/Constituent Colleges]*

**(AQAR format based on the revised manual of**  
***Affiliated/Constituent Colleges***  
***(Revised in April, 2020)***

**Version 1.0**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

**विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान**

**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

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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***AQAR committee:***

<b>Sl.no</b>	<b>Name of the Officers</b>	<b>Designation</b>
1.	Dr.M.S. Shyamasundar	Adviser
2.	Dr. K.Rama	Adviser
3.	Dr. Ganesh Hegde	Deputy Adviser
4.	Prof. A.S.Rao	Academic Consultant
5.	Mr. Samuel	ICT
6.	Ms. Pragathi	ICT
7.	Mrs. Kavya	ICT

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## ***IQAC – Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

### ***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

### ***Some of the functions expected of the IQAC are:***

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## **Benefits**

### ***IQAC will facilitate / contribute to***

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## ***Composition of the IQAC***

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural

details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of the Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so



far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

***The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.***

### **Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response.

**AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31<sup>st</sup> December of every year.**

***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.***

## **Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

***Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.***

## **The Annual Quality Assurance Report (AQAR) of the IQAC**

*(For Affiliated/Constituent Colleges)*

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**

#### **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 e-mail:
- Alternate e-mail :
- Address :
- City/Town :
- State/UT :
- Pin Code :

##### **2. Institutional status:**

- Affiliated / Constituent:
- Type of Institution: Co-education/Men/Women
- Location : Rural/Semi-urban/Urban:
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)

- Name of the Affiliating University:
- Name of the IQAC Co-ordinator :
- 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.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 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. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries

***(Indicative list)***

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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

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

\*upload latest notification of formation of IQAC

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

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

If yes, mention the amount: \_\_\_\_\_ Year: \_\_\_\_\_

\*  
\*  
\*

\*

\*

- 13.** 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

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

Name of the Statutory body:

Date of meeting(s):

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

**Yes/No:**

**Date:**

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

Year:

Date of Submission:

- 17.** Does the Institution have Management Information System?

**Yes**

**No**

If yes, give a brief description and a list of modules currently operational.  
(Maximum 500 words)

## Extended Profile of the Institution

### 1 Programme:

#### 1.1 Number of courses offered by the Institution across all programs during the year

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

### 2 Student:

#### 2.1 Number of students DURING THE YEAR

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

#### 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule DURING THE YEAR

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

#### 2.3 Number of outgoing/ final year students DURING THE YEAR

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

### 3. Academic:

#### 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 Total number of Classrooms and Seminar halls \_\_\_\_\_

4.2 Total expenditure excluding salary DURING THE YEAR (INR in lakhs)

<b>Year</b>	
<b>Expenditure</b>	

4.3 Number of Computers \_\_\_\_\_



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

- Institution has to submit AQAR online in the prescribed format only. Institution has to provide Completed academic year data. Only one year data to be provided in AQAR.
- Duly filled Data template has to be submitted along with AQAR online. Data template 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 in time, it will be recorded as late submission
- After the approval of AQAR, the edit option will not be provided.
- If the institutions do not respond for clarification sought and do not re-edit in AQAR 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.
- All the glossaries used in AQAR shall be read in conjunction with the respective manuals.
- The Revised format of AQAR will be implemented from the academic year

2020 – 2021

## **PART B**

### **Criterion 1 – Curricular Aspects**

#### **Key Indicator – 1.1 Curricular Planning and Implementation**

Metric No.	
1.1.1.  Q <sub>i</sub> M	<p><b><i>The Institution ensures effective curriculum delivery through a well planned and documented process</i></b></p> <p>Write description of initiatives in not more than 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload Additional information</li> <li>• Link for Additional information</li> </ul>
1.1.2.  Q <sub>i</sub> M	<p><b><i>The institution adheres to the academic calendar including for the conduct of CIE</i></b></p> <p>Write description in maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload Additional information</li> <li>• Link for Additional information</li> </ul>
1.1.3.  Q <sub>n</sub> M	<p><b><i>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies DURING THE YEAR</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Academic council/BoS of Affiliating university</i></b></li> <li><b><i>2. Setting of question papers for UG/PG programs</i></b></li> <li><b><i>3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</i></b></li> <li><b><i>4. Assessment /evaluation process of the affiliating University</i></b></li> </ol> <p><b><i>Options</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. All of the above</i></b></li> <li><b><i>2. Any 3 of the above</i></b></li> <li><b><i>3. Any 2 of the above</i></b></li> <li><b><i>4. Any 1 of the above</i></b></li> <li><b><i>5. None of the above</i></b></li> </ol>

	<p>Data requirement: (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Number of teachers participated</li> <li>• Name of the body in which full time teacher participated</li> <li>• Total number of teachers</li> </ul> <p>Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions w.r.t the activity in which the teachers are involved.</p> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Details of participation of teachers in various bodies/activities provided as a response to the metric</li> <li>• Any additional information</li> </ul>
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### Key Indicator- 1.2 Academic Flexibility

Metric No.	
1.2.1.	<p><b><i>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</i></b></p>
Q <sub>n</sub> M	<p>1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented.</p> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Name of all Programmes adopting CBCS</li> <li>• Name of all Programmes adopting elective course system</li> </ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• Any additional information</li> <li>• Minutes of relevant Academic Council/ BOS meetings</li> <li>• Institutional data in prescribed format (Data Template)</li> </ul>
1.2.2.	<p><b><i>Number of Add on /Certificate programs offered DURING THE YEAR</i></b></p> <p><b>1.2.2.1: How many Add on /Certificate programs are added within the last 5 years</b></p>

<b>Q<sub>n</sub>M</b>	<p>Data requirement for year: (As per Data Template)</p> <p><b>The template is combined with 1.2.3</b></p> <ul style="list-style-type: none"> <li>Names of the Add on /Certificate programs 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> </ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Brochure or any other document relating to Add on /Certificate programs</li> <li>List of Add on /Certificate programs (Data Template )</li> </ul>
<p>1.2.3</p> <p><b>Q<sub>n</sub>M</b></p>	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students DURING THE YEAR</b></p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year</p> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> <li>Total number of students enrolled in certificate / Add –on programs</li> <li>Total number of students across all the programs</li> </ul> <p><b>File Description(Upload)</b></p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Details of the students enrolled in Subjects related to certificate/Add-on programs</li> </ul>

### Key Indicator- 1.3 Curriculum Enrichment

Metric No.	
<p>1.3.1.</p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</i></b></p> <p>Upload a description in maximum of 500 words</p>

	<p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.</li> </ul>
<p><b>1.3.2.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Average percentage of courses that include experiential learning through project work/field work/internship during the year</i></b></p> <p>1.3.2.1: Number of courses that include experiential learning through project work/field work/internship during the year</p> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> <li>Name of the Course</li> <li>Details of experiential learning through project work/field work/internship</li> <li>Name of the Programme</li> </ul> <p><b>File Description: (Upload)</b></p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Programme / Curriculum/ Syllabus of the courses</li> <li>Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses</li> <li>MoU's with relevant organizations for these courses, if any</li> <li>Average percentage of courses that include experiential learning through project work/field work/internship (Data Template)</li> </ul>
<p><b>1.3.3.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</i></b></p> <p>1.3.3.1. Number of students undertaking project work/field work / internships</p> <p>Data Requirement : ( As per Data Template)</p> <ul style="list-style-type: none"> <li>Name of the programme</li> <li>No. of students undertaking project work/field work / internships</li> </ul>

	<p><b>File Description:(Upload)</b></p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>List of programmes and number of students undertaking project work/field work/ /internships (Data Template)</li> </ul>
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### Key Indicator- 1.4 Feedback System

Metric No.	
1.4.1.  Q <sub>n</sub> M	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p><b><i>1) Students 2)Teachers 3)Employers 4)Alumni</i></b></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 Requirement:</p> <p>Report of analysis of feedback received from different stakeholders</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>URL for stakeholder feedback report</li> <li>Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</li> <li>Any additional information (Upload)</li> </ul>
1.4.2  Q <sub>n</sub> M	<p><b><i>Feedback process of the Institution may be classified as follows:</i></b></p> <p><b>Options:</b></p> <p>A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed</p>

	<p>D. Feedback collected E. Feedback not collected</p> <p>Documents:</p> <p>Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• URL for feedback report</li> </ul>
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## Criteria 2- Teaching- Learning and Evaluation

### Key Indicator- 2.1 Student Enrolment and Profile

Metric No.	
2.1.1.	<p><b><i>Average Enrolment percentage (AVERAGE OF YEAR)</i></b></p> <p>2.1.1.1. Number of students admitted during the year</p> <p>2.1.1.2. Number of sanctioned seats during the year</p> <p><b>Q<sub>n</sub>M</b></p> <p>Data Requirement last five years</p> <ul style="list-style-type: none"> <li>• Total number of Students admitted</li> <li>• Total number of Sanctioned seats</li> </ul> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Any additional information</li> <li>• Institutional data in prescribed format</li> </ul>
2.1.2.	<p><b><i>Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy DURING THE YEAR)</i></b></p>

Q <sub>n</sub> M	( exclusive of supernumerary seats)					
	2.1.2.1. Number of actual students admitted from the reserved categories during the year					
	Year					
	Number					

Data requirement for year: (As per Data Template)

- Number of Students admitted from the reserved category
- Total number of seats earmarked for reserved category as per GOI or State government rule

**File Description: (Upload)**

- Any additional information
- Average percentage of seats filled against seats reserved (Data Template)

### Key Indicator- 2.2. Catering to Student Diversity

Metric No.	
2.2.1.	<p><i>The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners</i></p> <p>Write description in maximum of 500 words</p> <p><b>QIM</b></p> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Past link for additional Information</li> <li>• Upload any additional information</li> </ul>



<b>2.2.2.</b>	<b><i>Student- Full time teacher ratio (Data for the latest completed academic year)</i></b>
<b>Q<sub>n</sub>M</b>	<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> </ul> <p>Formula: Students: teachers</p> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• Any additional information</li> </ul>

### **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>Upload a description in maximum of 500 words</p> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Link for additional information</li> </ul>
<b>2.3.2.</b>	<b><i>Teachers use ICT enabled tools for effective teaching-learning process.</i></b>
<b>Q<sub>n</sub>M</b>	<p>Write description in maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.</li> </ul>
<b>2.3.3.</b>	<b><i>Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )</i></b>
	2.3.3.1. Number of mentors



	<b><i>D.N.B Superspeciality / D.Sc. / D.Litt.</i></b> DURING THE YEAR					
	<b>Year</b>					
	<b>Number</b>					
	<p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> <li>Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</li> <li>Total number of full time teachers</li> </ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>List of number of full time teachers with <b><i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i></b> and number of full time teachers for year(Data Template)</li> </ul>					
<b>2.4.3.</b>	<b><i>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</i></b>					
<b>Q<sub>n</sub>M</b>	<p>2.4.3.1: Total experience of full-time teachers</p> <p>Data requirement for year (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> </ul> <p><b>File Description: (Upload)</b></p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>List of Teachers including their PAN, designation, dept and experience details(Data Template)</li> </ul>					

### Key Indicator- 2.5. Evaluation Process and Reforms (30)

<b>Metric No.</b>	
<b>2.5.1.</b>	<p><b><i>Mechanism of internal assessment is transparent and robust in terms of frequency and mode</i></b></p> <p>Upload a description not more than 500 words</p>

<b>Q<sub>i</sub>M</b>	<b>File Description:</b> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Link for additional information</li> </ul>
<b>2.5.2.</b>  <b>Q<sub>i</sub>M</b>	<b><i>Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient</i></b>  Upload a description not more than 500 words  <b>File Description:</b> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Link for additional information</li> </ul>

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

<b>Metric No.</b>	
<b>2.6.1.</b>  <b>Q<sub>i</sub>M</b>	<b><i>Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.</i></b>  Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 500 characters and maximum of 500 words  <b>File Description:</b> <ul style="list-style-type: none"> <li>Upload any additional information</li> <li>Past link for Additional information</li> <li>Upload COs for all courses (exemplars from Glossary)</li> </ul>
<b>2.6.2.</b>	<b><i>Attainment of Programme outcomes and course outcomes are evaluated by the institution.</i></b>

<b>Q<sub>i</sub>M</b>	<p>Describe the method of measuring the level of attainment of POs , PSOs and COs in not more than 500</p> <p><b>File Description:</b></p> <ul style="list-style-type: none"><li>• Upload any additional information</li><li>• Paste link for Additional information</li></ul>																		
<b>2.6.3.</b>	<p><b><i>Average pass percentage of Students during the year</i></b></p> <p>2.6.3.1. Total number of final year students who passed the university examination DURING THE YEAR</p> <p>2.6.3.2. Total number of final year students who appeared for the university examination DURING THE YEAR</p> <table><tr><td></td><td><b>Year 1</b></td><td><b>Year 2</b></td><td><b>Year 3</b></td><td><b>Year 4</b></td><td><b>Year 5</b></td></tr><tr><td><b>Number of students appeared</b></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><b>Number of students passes</b></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data Requirement (As per Data Template)</p> <ul style="list-style-type: none"><li>• Programme code</li><li>• Name of the Programme</li><li>• Number of Student 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 list of Programmes and number of students passed and appeared in the final year examination (Data Template)</li><li>• Upload any additional information</li><li>• Paste link for the annual report</li></ul>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Number of students appeared</b>						<b>Number of students passes</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>														
<b>Number of students appeared</b>																			
<b>Number of students passes</b>																			

### Key Indicator- 2.7 Student Satisfaction Survey

Metric No.	
2.7.1.  Q <sub>n</sub> M	<p><b><i>Online student satisfaction survey regarding to teaching learning process.</i></b></p> <p><b><i>(online survey to be conducted )</i></b></p> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Name/Class/Gender</li> <li>• Student Id Number/Adhar Id number</li> <li>• Mobile number</li> <li>• Email Id</li> <li>• Degree Programme</li> </ul> <p>(Database of all currently enrolled students need to be prepared and shared with NAAC along with the online submission of QIF)</p> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Upload database of all currently enrolled students (Data Template)</li> </ul>

### Criteria 3- Research, Innovations and Extension

#### Key Indicator 3.1- Resource Mobilization for Research

Metric No.	
3.1.1.  Q <sub>n</sub> M	<p><b><i>Grants received from Government and non-governmental agencies for research projects / endowments in the institution DURING THE YEAR (INR in Lakhs)</i></b></p> <p>3.1.1.1: Total Grants from Government and non-governmental agencies</p>

	<div>for research projects / endowments in the institution DURING THE YEAR (INR in Lakhs)</div> <div><table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>INR in Lakhs</td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div>Data requirement for year: (As per Data Template)</div> <div><ul style="list-style-type: none"><li>Name of the Project/ Endowments</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>Name of the Project/ Endowments</li></ul></div> <div>File Description(Upload)</div> <div><ul style="list-style-type: none"><li>Any additional information</li><li>e-copies of the grant award letters for sponsored research projects / endowments</li><li>List of endowments / projects with details of grants (Data Template)</li></ul></div>	Year						INR in Lakhs					
Year													
INR in Lakhs													
<div>3.1.2</div> <div>(in</div> <div>manu</div> <div>al its</div> <div>3.1.3)</div> <div>Q<sub>n</sub>M</div>	<div>Percentage of departments having Research projects funded by government and non government agencies DURING THE YEAR</div> <div>3.1.2.1: Number of departments having Research projects funded by government and non-government agencies DURING THE YEAR</div> <div><table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div>Data requirement for year: (As per Data Template)</div> <div><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></div>	Year						Number					
Year													
Number													

	<p><b>File Description(Upload)</b></p> <ul style="list-style-type: none"> <li>• List of research projects and funding details(Data Template)</li> <li>• Any additional information</li> <li>• Supporting document from Funding Agency</li> <li>• Paste link to funding agency website</li> </ul>												
<p><b>3.1.2.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b>Percentage of teachers recognized as research guides (latest completed academic year)</b></p> <p><b>3.1.2.1. Number of teachers recognized as research guides</b></p> <p><b>Data Requirement:</b></p> <ul style="list-style-type: none"> <li>• Number of teachers recognized as research guides</li> <li>• Total number of full time teachers</li> </ul> <p><b>Documents:</b> Upload copies of the letter of the university recognizing faculty as research guides</p> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Any additional information</li> <li>• Institutional data in prescribed format</li> </ul>												
<p><b>3.1.3</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b>Number of Seminars/conferences/workshops conducted by the institution DURING THE YEAR</b></p> <p><b>3.1.3.1: Total number of Seminars/conferences/workshops conducted by the institution during the year</b></p> <table border="1"> <tr> <td><b>Year</b></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td><b>Number</b></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p><b>Data Requirements: (As per Data Template)</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(Upload)</b></p>	<b>Year</b>						<b>Number</b>					
<b>Year</b>													
<b>Number</b>													



	<ul style="list-style-type: none"> <li>• Report of the event</li> <li>• Any additional information</li> <li>• List of workshops/seminars during last 5 years (Data Template)</li> </ul>
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### Key Indicator 3.2- Research Publication and Awards

(in manual it is 3.3)

Metric No.	
3.3.1.	<p><b>Number of Ph.Ds registered per eligible teacher during the last five years</b></p> <p><b>Q<sub>n</sub>M</b></p> <p>3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years</p> <p>3.3.1.2 Number of teachers recognized as guides during the last five years</p> <p>Data Requirements for last five years: (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Name of the Ph.D 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 Ph.D</li> </ul> <p>Formula:</p> $\frac{\text{Number of Ph.D registered during the last five years}}{\text{Number of Teachers and recognized guides during the last five years}}$ <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• URL to the research page on HEI web site</li> <li>• List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)</li> <li>• Any additional information</li> </ul>
3.2.1.	<p><b>Number of papers published per teacher in the Journals notified on UGC website DURING THE YEAR</b></p>

<b>Q<sub>n</sub>M</b>	<b>3.2.1.1. Number of research papers in the Journals notified on UGC website DURING THE YEAR</b>																	
	<table border="1"> <tr> <td><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data Requirement: (As per Data Template)</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> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• Any additional information</li> <li>• List of research papers by title, author, department, name and year of publication (Data Template)</li> </ul>						<b>Year</b>						<b>Number</b>					
<b>Year</b>																		
<b>Number</b>																		
<b>3.2.2.</b>	<b><i>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</i></b>																	
<b>Q<sub>n</sub>M</b>	<b>3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year</b>																	
<table border="1"> <tr> <td><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data requirement for year: (As per Data Template)</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</li> </ul>							<b>Year</b>						<b>Number</b>					
<b>Year</b>																		
<b>Number</b>																		

	<p>proceedings of the conference</p> <ul style="list-style-type: none"> <li>• Name of the publisher: National/International</li> <li>• National/international : ISBN/ISSN number of the proceedings</li> <li>• Year of publication:</li> </ul> <p><b>File Description: (Upload)</b></p> <ul style="list-style-type: none"> <li>• Any additional information</li> </ul> <p>List books and chapters edited volumes/ books published (Data Template)</p>
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### Key Indicator 3.2- Innovation Ecosystem

Metric No.													
3.2.1. Q <sub>i</sub> M	<p><i>Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge</i></p> <p>Write description in a maximum of 500 words</p> <p><b>File description</b></p> <ul style="list-style-type: none"><li>• Upload any additional information</li><li>• Paste link for additional information</li></ul>												
3.2.2. Q <sub>n</sub> M	<p><i>Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years</i></p> <p>3.2.2.1: Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years</p> <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Year						Number					
Year													
Number													

	<p><b>Data Requirements: (As per Data Template)</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(Upload)</b></p> <ul style="list-style-type: none"> <li>• Report of the event</li> <li>• Any additional information</li> </ul> <p>List of workshops/seminars during last 5 years (Data Template)</p>
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### Key Indicator 3.3- Extension Activities (in manual it is 3.4)

Metric No.													
3.3.1. Q <sub>i</sub> M	<p><b><i>Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof 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 500 words.</p> <p><b>File Description:</b></p> <ul style="list-style-type: none"><li>• Paste link for additional information</li></ul> <p>Upload any additional information</p>												
3.3.2. Q <sub>n</sub> M	<p><b><i>Number of awards and recognitions received for extension activities from government / government recognised bodies DURING THE YEAR</i></b></p> <p>3.3.2.1. Total number of awards and recognition received for extension activities from Government/ government recognised bodies DURING THE YEAR.</p> <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Year						Number					
Year													
Number													

	<p>Data requirement for year: (As per Data Template)</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: (Upload)</b></p> <ul style="list-style-type: none"> <li>• Any additional information</li> <li>• Number of awards for extension activities in last 5 year (Data Template)</li> </ul> <p>e-copy of the award letters</p>												
<p><b>3.3.3.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs ) DURING THE YEAR</i></b></p> <p>3.3.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., DURING THE YEAR</p> <table border="1"> <tr> <td><b>Year</b></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td><b>Number</b></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>Data Requirements for last five years (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Name and number of the extension and outreach Programmes</li> <li>• Name of the collaborating agency: Non-government, industry, community with contact details</li> </ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• Reports of the event organized</li> <li>• Any additional information</li> </ul>	<b>Year</b>						<b>Number</b>					
<b>Year</b>													
<b>Number</b>													

	Number of extension and outreach Programmes conducted with industry, community etc for the last five years (Data Template)												
3.3.4.	<b><i>Average percentage of students participating in extension activities at 3.3.3. above during the year</i></b>												
Q <sub>n</sub> M	<p>3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non-Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year</p> <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data Requirements for last five years: (As per Data Template)</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 teachers participating in such activities</li><li>• Number of students participating in such activities</li></ul> <p><b>File Description:</b></p> <ul style="list-style-type: none"><li>• Report of the event</li><li>• Any additional information</li><li>• Average percentage of students participating in extension activities with Govt. or NGO etc (Data Template)</li></ul>	Year						Number					
Year													
Number													

### Key Indicators 3.4 – Collaboration (20) (in manual it is 3.5)

Metric  No.	
3.4.1.  Q <sub>n</sub> M	<p><b><i>The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc DURING THE YEAR</i></b></p> <p><b><i>(questions are different)</i></b></p> <ul style="list-style-type: none"> <li>• Number of linkages for faculty exchange, student exchange,</li> </ul>

	<p>internship, field trip, on-the- job training, research etc DURING THE YEAR</p> <table border="1"> <tr> <td>Year</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Number</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>Data Requirements for last five years: (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Title of the linkage</li> <li>• Name of the partnering institution /industry/research lab with contact details</li> <li>• Year of commencement</li> <li>• Duration (From-To)</li> <li>• Nature of linkage</li> </ul> <p><b>File Description: (Upload)</b></p> <ul style="list-style-type: none"> <li>• e-copies of linkage related Document</li> <li>• Any additional information</li> <li>• Details of linkages with institutions/industries for internship (Data Template)</li> </ul>	Year						Number					
Year													
Number													
<p><b>3.4.2.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. DURING THE YEAR</i></b></p> <p>3.4.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. DURING THE YEAR</p> <table border="1"> <tr> <td>Year</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Number</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>Data requirement for year : (As per Data Template)</p>	Year						Number					
Year													
Number													

	<ul style="list-style-type: none"> <li>• Organization with which MoU is signed</li> <li>• Name of the institution/industry/corporate house</li> <li>• Year of signing MoU</li> <li>• Duration</li> <li>• List the actual activities under each MoU</li> <li>• Number of students/teachers participating under MoUs</li> </ul> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• e-Copies of the MoUs with institution./ industry/ corporate houses</li> <li>• Any additional information</li> <li>• Details of functional MoUs with institutions of national, international importance, other universities etc DURING THE YEAR</li> </ul>
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## Criterion 4 - Infrastructure and Learning Resources

### Key Indicator – 4.1 Physical Facilities

Metric No.	
4.1.1. Q <sub>i</sub> M	<p><b><i>The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.</i></b></p> <p>Describe the adequacy of infrastructure and physical facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum 500 words</p> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Paste link for additional information</li> </ul>
4.1.2. Q <sub>i</sub> M	<p><b><i>The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.</i></b></p> <p>Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of</p>



	<p>establishment and user rate within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"><li>• Upload any additional information</li><li>• Paste link for additional information</li></ul>												
<p><b>4.1.3.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.</i></b></p> <p>4.1.3.1: Number of classrooms and seminar halls with ICT facilities</p> <p>Data Requirements: (As per Data Template)</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 smart classrooms</li><li>• Number of classrooms with LMS 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 any additional information</li><li>• Paste link for additional information</li><li>• Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)</li></ul>												
<p><b>4.1.4.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Average percentage of expenditure, excluding salary for infrastructure augmentation during the year(INR in Lakhs)</i></b></p> <p>4.1.4.1. Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)</p> <table><tr><td><b>Year</b></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><b>INR in Lakhs</b></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data Requirements for last five years: (As per Data Template)</p> <ul style="list-style-type: none"><li>• Expenditure for infrastructure augmentation</li><li>• Total expenditure excluding salary</li></ul> <p><b>File Description:</b></p> <ul style="list-style-type: none"><li>• Upload any additional information</li></ul>	<b>Year</b>						<b>INR in Lakhs</b>					
<b>Year</b>													
<b>INR in Lakhs</b>													

	<ul style="list-style-type: none"> <li>• Upload audited utilization statements</li> <li>• Upload Details of budget allocation, excluding salary DURING THE YEAR (Data Template)</li> </ul>
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### Key Indicator – 4.2 Library as a learning Resource

Metric No.	
4.2.1. Q <sub>i</sub> M	<p><b>Library is automated using Integrated Library Management System (ILMS)</b></p> <p>Data requirement for year: Upload a description of library with,</p> <ul style="list-style-type: none"> <li>• Name of ILMS software</li> <li>• Nature of automation (fully or partially)</li> <li>• Version</li> <li>• Year of Automation</li> </ul> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Paste link for Additional Information</li> </ul>
4.2.2. Q <sub>n</sub> M	<p><b><i>The institution has subscription for the following e-resources</i></b></p> <ol style="list-style-type: none"> <li>1. <i>e-journals</i></li> <li>2. <i>e-ShodhSindhu</i></li> <li>3. <i>Shodhganga Membership</i></li> <li>4. <i>e-books</i></li> <li>5. <i>Databases</i></li> <li>6. <i>Remote access to e-resources</i></li> </ol> <p><b>Options:</b></p> <p>A. Any 4 or more of the above  B. Any 3 of the above  C. Any 2 of the above  D. Any 1 of the above  E. None of the above</p> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Details of membership:</li> <li>• Details of subscription:</li> </ul> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Details of subscriptions like e-journals, e-ShodhSindhu,</li> </ul>

	Shodhganga Membership etc (Data Template)												
4.2.3  Q <sub>n</sub> M	<p><b><i>Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals DURING THE YEAR (INR in Lakhs)</i></b></p> <p>4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</p> <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>INR in Lakhs</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"><li>Expenditure on the purchase of books/e-books</li><li>Expenditure on the purchase of journals/e-journals in i<sup>th</sup> year</li><li>Year of Expenditure:</li></ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"><li>Any additional information</li><li>Audited statements of accounts</li><li>Details of annual expenditure for purchase of books/e-books and journals/e- journals DURING THE YEAR (Data Template)</li></ul>	Year						INR in Lakhs					
Year													
INR in Lakhs													
4.2.4  Q <sub>n</sub> M	<p><b><i>Percentage per day usage of library by teachers and students ( foot falls and login data for online access)</i></b></p> <p><b><i>(Data for the latest completed academic year)</i></b></p> <p>4.2.6.1. Number of teachers and students using library per day over last one year</p> <p>Data Requirement</p> <ul style="list-style-type: none"><li>Upload last page of accession register details</li><li>Method of computing per day usage of library</li><li>Number of users using library through e-access</li><li>Number of physical users accessing library</li></ul>												

	<b>File Description(Upload)</b> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Details of library usage by teachers and students</li> </ul>
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### Key Indicator- 4.3 IT Infrastructure

Metric No.	
4.3.1.  Q <sub>i</sub> M	<p><b><i>Institution frequently updates its IT facilities including Wi-Fi</i></b></p> <p>Describe IT facilities including Wi-Fi with date and nature of updation within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload any additional information</li> <li>Paste link for additional information</li> </ul>
4.3.2.  Q <sub>n</sub> M	<p><b><i>Student – Computer ratio (Data for the latest completed academic year)</i></b></p> <p>Number of students : Number of Computers</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> <li>Number of computers in working condition</li> <li>Total Number of students</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Upload any additional information</li> <li>Student – computer ratio</li> </ul>
4.3.3.  Q <sub>n</sub> M	<p><b><i>Bandwidth of internet connection in the Institution</i></b></p> <p>Options:</p> <p>A. <math>\geq 50</math> MBPS  B. 30 - 50 MBPS  C. 10 - 30 MBPS  D. 10 - 5 MBPS  E. <math>&lt; 5</math> MBPS</p>

	<p>Data Requirement:</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 any additional Information</li> <li>Details of available bandwidth of internet connection in the Institution</li> </ul>
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### Key Indicator – 4.4 Maintenance of Campus Infrastructure

Metric No.													
4.4.1	<p><b><i>Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component DURING THE YEAR(INR in Lakhs)</i></b></p> <p><b>Q<sub>n</sub>M</b></p> <p>4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component DURING THE YEAR (INR in lakhs)</p> <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>INR in Lakhs</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data Requirement : (As per Data Template in Section 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 any additional information</li><li>• Audited statements of accounts.</li><li>• Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)</li></ul>	Year						INR in Lakhs					
Year													
INR in Lakhs													
4.4.2.	<p><b><i>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library,</i></b></p>												

Q <sub>i</sub> M	<p><i>sports complex, computers, classrooms etc.</i></p> <p>Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 1000 words</p> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Upload any additional information</li> <li>• Paste link for additional information</li> </ul>
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## Criterion 5- Student Support and Progression

### Key Indicator- 5.1 Student Support

Metric No.													
5.1.1	<b><i>Average percentage of students benefited by scholarships and freeships provided by the Government during the year</i></b>												
Q <sub>n</sub> M	<p>5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government during the year</p> <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data Requirement : (As per Data Template)</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 self attested letter with the list of students sanctioned scholarship</li><li>• Upload any additional information</li></ul> <p>Average percentage of students benefited by scholarships and</p>	Year						Number					
Year													
Number													

	freeships provided by the Government DURING THE YEAR (Data Template)												
5.1.2.	<b><i>Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies DURING THE YEAR</i></b>												
Q <sub>n</sub> M	<p>5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies during the year</p> <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"><li>• Name of the Scheme with contact information</li><li>• Number of students benefiting</li></ul> <p><b>File Description:</b></p> <ul style="list-style-type: none"><li>• Upload any additional information</li><li>• Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)</li></ul>	Year						Number					
Year													
Number													
5.1.3.	<b><i>Capacity building and skills enhancement initiatives taken by the institution include the following</i></b>												
Q <sub>n</sub> M	<p><i>1. Soft skills</i></p> <p><i>2. Language and communication skills</i></p> <p><i>3. Life skills (Yoga, physical fitness, health and hygiene)</i></p> <p><i>4. ICT/computing skills</i></p> <p><b>Options:</b></p> <p>A. All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. none of the above</p>												



	<p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"><li>• Name of the capability building and skills enhancement initiatives</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 (Upload)</b></p> <ul style="list-style-type: none"><li>• Link to Institutional website</li><li>• Any additional information</li><li>• Details of capability building and skills enhancement initiatives (Data Template)</li></ul>												
<p><b>5.1.4.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution DURING THE YEAR</i></b></p> <p>5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution during the year</p> <table><tr><td><b>Year</b></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><b>Number</b></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data requirement for year:(As per Data Template)</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 placed</li></ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"><li>• Any additional information</li><li>• Number of students benefited by guidance for competitive examinations and career counselling DURING THE YEAR (Data Template)</li></ul>	<b>Year</b>						<b>Number</b>					
<b>Year</b>													
<b>Number</b>													
<p><b>5.1.5.</b></p>	<p><b><i>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</i></b></p> <p><b><i>1. Implementation of guidelines of statutory/regulatory bodies</i></b></p>												

Q <sub>n</sub> M	<p>2. <i>Organisation wide awareness and undertakings on policies with zero tolerance</i></p> <p>3. <i>Mechanisms for submission of online/offline students' grievances</i></p> <p>4. <i>Timely redressal of the grievances through appropriate committees</i></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><b>Data Requirement:</b></p> <p>Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed.</p> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee</li> <li>• Upload any additional information</li> <li>• Details of student grievances including sexual harassment and ragging cases</li> </ul>
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### Key Indicator- 5.2 Student Progression

Metric No.	
5.2.1 Q <sub>n</sub> M	<i>Average percentage of placement of outgoing students DURING THE YEAR</i>

	<p>5.2.1.1: Number of outgoing students placed DURING THE YEAR</p> <table border="1" data-bbox="320 336 1262 483"> <tr> <td>Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data requirement for year (As per Data Template)</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 (Upload)</b></p> <ul style="list-style-type: none"> <li>• Self attested list of students placed</li> <li>• Upload any additional information</li> <li>• Details of student placement DURING THE YEAR (Data Template)</li> </ul>	Year						Number					
Year													
Number													
<p>5.2.2.</p> <p>Q<sub>n</sub>M</p>	<p><b><i>Average percentage of students progressing to higher education DURING THE YEAR</i></b></p> <p>5.2.2.1. Number of outgoing student progression to higher education</p> <p>Data Requirement: (As per Data Template)</p> <p>Number of students proceeding from</p> <ul style="list-style-type: none"> <li>• UG to PG:</li> <li>• PG to MPhil:</li> <li>• PG to PhD:</li> <li>• MPhil to PhD:</li> <li>• PhD to Post doctoral:</li> </ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>• Upload supporting data for student/alumni</li> <li>• Any additional information</li> <li>• Details of student progression to higher education</li> </ul>												

5.2.3.	<p><b><i>Average percentage of students qualifying in state/national/ international level examinations DURING THE YEAR (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</i></b></p>												
Q <sub>n</sub> M	<p>5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</p>												
	<table border="1"> <tr> <td><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Year</b>						<b>Number</b>					
	<b>Year</b>												
	<b>Number</b>												
	<p>5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) during the year</p>												
<table border="1"> <tr> <td><b>Year</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Year</b>						<b>Number</b>						
<b>Year</b>													
<b>Number</b>													
<p>Data requirement for year: (As per Data Template)</p> <p>Number of students selected to</p> <ul style="list-style-type: none"> <li>• JAM</li> <li>• CLAT</li> <li>• NET</li> <li>• SLET</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>													

	<b>File Description (Upload)</b> <ul style="list-style-type: none"> <li>• Upload supporting data for the same</li> <li>• Any additional information</li> <li>• Number of students qualifying in state/ national/ international level examinations DURING THE YEAR (Data Template)</li> </ul>
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### Key Indicator- 5.3 Student Participation and Activities

Metric No.													
5.3.1 Q <sub>n</sub> M	<p><b><i>Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) DURING THE YEAR.</i></b></p> <p>5.3.1.1: Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) DURING THE YEAR.</p> <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"><li>• Name of the award/ medal</li><li>• University /State/National/ International</li><li>• Sports/ Culture</li></ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"><li>• e-copies of award letters and certificates</li></ul>	Year						Number					
Year													
Number													

	<ul style="list-style-type: none"><li>Any additional information</li><li>Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level during the last five year (Data Template)</li></ul>												
<div>5.3.2</div> <div>Q<sub>n</sub>M</div>	<div><b><i>Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )</i></b></div> <div>Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 500 words</div> <div><b>File Description</b><ul style="list-style-type: none"><li>Paste link for additional information</li><li>Upload any additional information</li></ul></div>												
<div>5.3.3.</div> <div>Q<sub>n</sub>M</div>	<div><b><i>Average number of sports and cultural events/competitions in which students of the Institution participated during the year (organised by the institution/other institutions)</i></b></div> <div>5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated during the year</div> <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table> <div>Data requirement for year: (As per Data Template)</div> <div><ul style="list-style-type: none"><li>List of events/competitions</li></ul><b>File Description</b><ul style="list-style-type: none"><li>Report of the event</li><li>Upload any additional information</li><li>Number of sports and cultural events/competitions in which students of the Institution participated during the year (organised by the institution/other institutions (Data Template)</li></ul></div>	Year						Number					
Year													
Number													

### Key Indicator- 5.4 Alumni Engagement

Metric No.	
5.4.1  Q <sub>i</sub> M	<p><b><i>There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.</i></b></p> <p>Describe contribution of alumni association to the institution within a maximum of 500 words</p> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>• Paste link for additional information</li> <li>• Upload any additional information</li> </ul>
5.4.2  Q <sub>n</sub> M	<p><b><i>Alumni contribution DURING THE YEAR (INR in Lakhs)</i></b></p> <p><b>Options:</b></p> <p>A. ≥ 5 Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs D. 1 Lakhs - 3 Lakhs E. &lt;1 Lakhs</p> <p>Data requirement for year ():</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 any additional information</li> </ul>

### Criterion 6- Governance, Leadership and Management

### Key Indicator- 6.1 Institutional Vision and Leadership

Metric No.	
6.1.1	<p><b><i>The governance of the institution is reflective of and in tune with the vision and mission of the institution</i></b></p> <p><b>QM</b></p> <p>Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Paste link for additional information</li> <li>• Upload any additional information</li> </ul>
6.1.2	<p><b><i>The effective leadership is visible in various institutional practices such as decentralization and participative management.</i></b></p> <p><b>QM</b></p> <p>Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Paste link for additional information</li> <li>• Upload any additional information</li> </ul>

### Key Indicator- 6.2 Strategy Development and Deployment

Metric	
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No.	
<p><b>6.2.1</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>The institutional Strategic/ perspective plan is effectively deployed</i></b></p> <p>Describe one activity successfully implemented based on the strategic plan within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Strategic Plan and deployment documents on the website</li> <li>• Paste link for additional information</li> <li>• Upload any additional information</li> </ul>
<p><b>6.2.2</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.</i></b></p> <p>Describe the Organogram of the Institution within a maximum 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Paste link for additional information</li> <li>• Link to Organogram of the Institution webpage</li> <li>• Upload any additional information</li> </ul>
<p><b>6.2.3.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Implementation of e-governance in areas of operation</i></b></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>Options:</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> </ol>

	<p>D. Any 1 of the above</p> <p>E. None of the above</p> <p>Data Requirements: (As per Data Template)</p> <ul style="list-style-type: none"> <li>Areas of e-governance Administration</li> <li>Finance and Accounts</li> <li>Student Admission and Support</li> <li>Examination</li> <li>Name of the Vendor with contact details</li> <li>Year of implementation</li> </ul> <p><b>File Description (Upload)</b></p> <ul style="list-style-type: none"> <li>ERP (Enterprise Resource Planning) Document</li> <li>Screen shots of user interfaces</li> <li>Any additional information</li> <li>Details of implementation of e-governance in areas of operation, Administration etc (Data Template)</li> </ul>
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### Key Indicator- 6.3 Faculty Empowerment Strategies

Metric No.	
6.3.1	<p><b><i>The institution has effective welfare measures for teaching and non-teaching staff</i></b></p> <p>QIM</p> <p>Provide the list of existing welfare measures for teaching and non-teaching staff within a maximum of 500 words</p> <p><b>File Description</b></p>



	<p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"><li>Title of the professional development Programme organised for teaching staff</li><li>Title of the administrative raining Programme organised for non-teaching staff</li><li>Dates (From- to)</li></ul> <p><b>File Description (Upload):</b></p> <ul style="list-style-type: none"><li>Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).</li><li>Reports of Academic Staff College or similar centers</li><li>Upload any additional information</li><li>Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)</li></ul>												
<p>6.3.4</p> <p>Q<sub>n</sub>M</p>	<p><b><i>Average percentage of teachers undergoing online/face-to-face Faculty development Programmes (FDP) DURING THE YEAR</i></b></p> <p><b><i>(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)</i></b></p> <p>6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course DURING THE YEAR</p> <table><tr><td>Years</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Data requirement for year: (As per Data Template)</p> <ul style="list-style-type: none"><li>Number of teachers</li><li>Title of the Programme</li><li>Duration (From –to)</li></ul>	Years						Number					
Years													
Number													

	<b>File Description</b> <ul style="list-style-type: none"> <li>• IQAC report summary</li> <li>• Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).</li> <li>• Upload any additional information</li> <li>• Details of teachers attending professional development programmes DURING THE YEAR (Data Template)</li> </ul>
<b>6.3.5</b>  <b>Q<sub>M</sub></b>	<b><i>Institutions Performance Appraisal System for teaching and non-teaching staff</i></b>  Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within a maximum of 500 words  <b>File Description</b> <ul style="list-style-type: none"> <li>• Paste link for additional information</li> <li>• Upload any additional information</li> </ul>

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

Metric No.	
<b>6.4.1</b>  <b>Q<sub>M</sub></b>	<b><i>Institution conducts internal and external financial audits regularly</i></b>  Enumerate the various internal and external financial audits carried out DURING THE YEAR with the mechanism for settling audit objections within a maximum of 500 words  <b>File Description</b> <ul style="list-style-type: none"> <li>• Paste link for additional information</li> <li>• Upload any additional information</li> </ul>
<b>6.4.2</b>  <b>Q<sub>n</sub>M</b>	<b><i>Funds / Grants received from non-government bodies, individuals, philanthropers DURING THE YEAR (not covered in Criterion III)</i></b>  6.4.2.1: Total Grants received from non-government bodies, individuals, Philanthropers DURING THE YEAR (INR in Lakhs)

	<b>Year</b>					
	<b>INR in Lakhs</b>					
	<p>Data requirement for year (As per Data Template)</p> <ul style="list-style-type: none"> <li>Name of the non-government bodies, individuals, Philanthropers</li> <li>Funds / Grants received</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Annual statements of accounts</li> <li>Any additional information</li> <li>Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers DURING THE YEAR (Data Template)</li> </ul>					
<b>6.4.3</b>	<b><i>Institutional strategies for mobilisation of funds and the optimal utilisation of resources</i></b>					
<b>Q<sub>M</sub></b>	<p>Describe the resource mobilisation policy and procedures of the Institution within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>Paste link for additional information</li> <li>Upload any additional information</li> </ul>					

### Key Indicator- 6.5 Internal Quality Assurance System

<b>Metric No.</b>	
<b>6.5.1</b>	<b><i>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes</i></b>
<b>Q<sub>M</sub></b>	

	<p>Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Paste link for additional information</li> <li>• Upload any additional information</li> </ul>
<p><b>6.5.2</b></p> <p><b>Q<sub>1</sub>M</b></p>	<p><b><i>The institution reviews its teaching learning process, structures &amp; methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities</i></b></p> <p><b><i>( For first cycle - Incremental improvements made for the preceding five years with regard to quality</i></b></p> <p><b><i>For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )</i></b></p> <p>Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Paste link for additional information</li> <li>• Upload any additional information</li> </ul>
<p><b>6.5.3</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Quality assurance initiatives of the institution include:</i></b></p> <ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</li> <li>2. <b><i>Collaborative quality initiatives with other institution(s)</i></b></li> <li>3. Participation in NIRF</li> <li>4. <b><i>any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</i></b></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>Data requirement for year: (As per Data Template</p> <p><b>Quality initiatives</b></p> <ul style="list-style-type: none"> <li>• AQARs prepared/ submitted</li> <li>• Collaborative quality initiatives with other institution(s)</li> <li>• Participation in NIRF</li> <li>• Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</li> </ul> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Paste web link of Annual reports of Institution</li> <li>• Upload e-copies of the accreditations and certifications</li> <li>• Upload any additional information</li> <li>• Upload details of Quality assurance initiatives of the institution(Data Template)</li> </ul>
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## Criterion VII – Institutional Values and Best Practices

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

<b>7.1.1</b>	<b><i>Measures initiated by the Institution for the promotion of gender equity DURING THE YEAR.</i></b>
<b>QIM</b>	<p>Describe gender equity &amp; sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words</p> <p><b><i>Provide Web link to:</i></b></p> <ul style="list-style-type: none"> <li>• Annual gender sensitization action plan</li> <li>• Specific facilities provided for women in terms of: <ul style="list-style-type: none"> <li>a. Safety and security</li> <li>b. Counselling</li> <li>c. Common Rooms</li> </ul> </li> </ul>



	<p>d. Day care center for young children</p> <p>e. Any other relevant information</p>
	<b>Environmental Consciousness and Sustainability</b>
<p><b>7.1.2</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>The Institution has facilities for alternate sources of energy and energy conservation measures</i></b></p> <div> <div> 1. Solar energy  2. Biogas plant  3. Wheeling to the Grid  4. Sensor-based energy conservation  5. Use of LED bulbs/ power efficient equipment </div> <div> <input type="text"/>  <input type="text"/>  <input type="text"/>  <input type="text"/>  <input type="text"/> </div> </div> <p><b>Options:</b></p> <p>A. 4 or All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p> <p><b>Upload:</b></p> <ul style="list-style-type: none"> <li>• <i>Geotagged Photographs</i></li> <li>• <i>Any other relevant information</i></li> </ul>
<p><b>7.1.3</b></p> <p><b>Q<sub>i</sub>M</b></p>	<p><b><i>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)</i></b></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><b>Provide web link to</b></p> <ul style="list-style-type: none"> <li>• Relevant documents like agreements/MoUs with Government and other approved agencies</li> <li>• Geotagged photographs of the facilities</li> <li>• Any other relevant information</li> </ul>
<p><b>7.1.4</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Water conservation facilities available in the Institution:</i></b></p> <ol style="list-style-type: none"> <li>1. Rain water harvesting <input type="checkbox"/></li> <li>2. Borewell /Open well recharge <input type="checkbox"/></li> <li>3. Construction of tanks and bunds <input type="checkbox"/></li> <li>4. Waste water recycling <input type="checkbox"/></li> <li>5. Maintenance of water bodies and distribution system in the campus <input type="checkbox"/></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 :</p> <ul style="list-style-type: none"> <li>• Geotagged photographs / videos of the facilities</li> <li>• Any other relevant information</li> </ul>
<p><b>7.1.5</b></p> <p><b>Q<sub>n</sub>M</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 <input type="checkbox"/></li> <li>2. Battery-powered vehicles <input type="checkbox"/></li> <li>3. Pedestrian-friendly pathways <input type="checkbox"/></li> </ol>

	<p>4. Ban on the use of Plastics</p> <p>5. Landscaping with trees and plants <input type="checkbox"/></p> <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><b>Upload</b></p> <ul style="list-style-type: none"> <li>• Geotagged photos / videos of the facilities</li> <li>• Any other relevant documents</li> </ul>
<p><b>7.1.6</b></p> <p><b>QnM</b></p>	<p><b><i>Quality audits on environment and energy regularly undertaken by the Institution.</i></b></p> <p>7.1.6.1. The institutional environment and energy initiatives are confirmed through the following</p> <ul style="list-style-type: none"> <li>• Green audit <input type="checkbox"/></li> <li>• Energy audit <input type="checkbox"/></li> <li>• Environment audit <input type="checkbox"/></li> <li>• Clean and green campus recognitions / awards <input type="checkbox"/></li> <li>• Beyond the campus environmental promotion activities <input type="checkbox"/></li> </ul> <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:</p> <ul style="list-style-type: none"> <li>• Reports on environment and energy audits submitted by the auditing agency</li> <li>• Certification by the auditing agency</li> <li>• Certificates of the awards received</li> <li>• Any other relevant information</li> </ul>
<p><b>7.1.7</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>The Institution has disabled-friendly, barrier free environment</i></b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Built environment with ramps/lifts for easy access to classrooms. <input type="checkbox"/></li> <li>• Disabled-friendly washrooms <input type="checkbox"/></li> <li>• Signage including tactile path, lights, display boards and signposts <input type="checkbox"/></li> <li>• Assistive technology and facilities for persons with disabilities (<i>Divyangjan</i>) accessible website, screen-reading software, mechanized equipment <input type="checkbox"/></li> <li>• Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <input type="checkbox"/></li> </ul> <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:</p> <ul style="list-style-type: none"> <li>• Geotagged photographs / videos of the facilities</li> <li>• Policy documents and information brochures on the support to be provided</li> <li>• Details of the Software procured for providing the assistance</li> <li>• Any other relevant information</li> </ul>

	<b><i>Inclusion and Situatedness</i></b>
<b>7.1.8</b>  <b>Q<sub>i</sub>M</b>	<p><b><i>Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).</i></b></p> <p><b><i>Provide Web link to:</i></b></p> <ul style="list-style-type: none"> <li>Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)</li> <li>Any other relevant information.</li> </ul>
	<b><i>Human Values and Professional Ethics</i></b>
<b>7.1.9</b>  <b>Q<sub>i</sub>M</b>	<p><b><i>Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens</i></b></p> <p>Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.</p> <p><b><i>Provide weblink to :</i></b></p> <ul style="list-style-type: none"> <li>Details of activities that inculcate values; necessary to render students in to responsible citizens</li> <li>Any other relevant information</li> </ul>
<b>7.1.10</b>  <b>Q<sub>n</sub>M</b>	<p><b><i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</i></b></p> <div style="text-align: right;"> <input type="checkbox"/> </div> <p>1. The Code of Conduct is displayed on the website</p> <div style="text-align: right;"> <input type="checkbox"/> </div> <p>2. There is a committee to monitor adherence to the Code of Conduct</p> <div style="text-align: right;"> <input type="checkbox"/> </div> <p>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p> <div style="text-align: right;"> <input type="checkbox"/> </div> <p>4. Annual awareness programmes on Code of Conduct are organized</p> <div style="text-align: right;"> <input type="checkbox"/> </div> <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>Upload:</b></p> <ul style="list-style-type: none"> <li>• Code of ethics policy document</li> <li>• Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.</li> <li>• Any other relevant information</li> </ul>
<p><b>7.1.11</b></p> <p><b>Q<sub>i</sub>M</b></p>	<p><b><i>Institution celebrates / organizes national and international commemorative days, events and festivals</i></b></p> <p>Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals DURING THE YEAR within 500 words</p> <p>Provide weblink to :</p> <ul style="list-style-type: none"> <li>• Annual report of the celebrations and commemorative events for the last five years</li> <li>• Geotagged photographs of some of the events</li> <li>• Any other relevant information</li> </ul>

### Key Indicator - 7.2 Best Practices

<b>Metric No.</b>	
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<p><b>7.2.1</b></p> <p><b>Q<sub>i</sub>M</b></p>	<p><b>Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.</b></p> <p><b>Provide web link to:</b></p> <ul style="list-style-type: none"> <li>• Best practices in the Institutional web site</li> <li>• Any other relevant information</li> </ul>
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**Note:**

**Format for Presentation of Best Practices**

**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 outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

**3. The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

**4. The Practice**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

**5. Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

**6. Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

**7. Notes (Optional)**

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about 150 words)

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

<b>Metric No.</b>	<b>Key Indicator - 7.3 Institutional Distinctiveness</b>
<b>7.3.1 Q<sub>1</sub>M</b>	<p><i>Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words</i></p> <p><b>Provide web link to:</b></p> <ul style="list-style-type: none"> <li>• Appropriate web in the Institutional website</li> </ul>

**Future Plans of action for next academic year (500 words)**

Name \_\_\_\_\_

Name \_\_\_\_\_

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

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

\_\_\_\_\_ \*\*\* \_\_\_\_\_



**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
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

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For Communication with NAAC

**The Director**

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

*(An Autonomous Institution of the University Grants Commission)*

P.O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone : +91-80-2321 0261/62/63/64/65

Fax : +91-80-2321 0268, 2321 0270

E-mail : [director.naac@gmail.com](mailto:director.naac@gmail.com)

Website : [www.naac.gov.in](http://www.naac.gov.in)