National Assessment & Accreditation Council (NAAC)

AKS University, 2023

NAAC Presentation

by

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Vice-Chancellor

28/04/2022 , 12/05/2023

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NAAC for Quality and Excellence in Higher Education

Preface to NAAC Presentation by Professor B.A.Chopade

This NAAC presentation is most up - to - date information as per revised accreditation framework of NAAC for assessment and accreditation of universities in India and prepared as per the revised NAAC manual dated 21/12/2023. It consists of 7 criteria in detail containing the following :

- Key indicators of each criteria,
- Weightage of criteria for university , autonomous college & affiliated collage.
- Metrics for each criteria.

- Detailed explanation of key indicators
- Metrics : QIM : 65 , QnM : 85, Total : 150 Metrics

- Contents of each criteria.
- Data template for each criteria,
- . Standard Operating Procedure (SOP).
   (Published on 14/12/2022 by NAAC)
- Benchmarks.
- Weightage for each indicator and sub indicators.

- Colored PPTs are prepared to highlights the important points and for best impact along with simplified version and important tips.
- This path has been followed by AKS University , Satna during its preparation for NAAC assessment and accreditation from 2023 onwards. This information can be used for faculty development programmes (FDPs) for universities across the country.
- I hope and trust that this NAAC presentation would be of immense help to all Indian universities as practical guidelines for NAAC assessment and accreditation.
- It is important to note that universities and colleges who had done NAAC accreditation in 2024-2025 will remain valid for 5 years . Therefore as on today the existing NAAC framework is bound to remain valid until 2030. Therefore these higher education institutions which are going to submit their Annual Quality Assurance Report (AQAR) to NAAC. Therefore this presentation will be very useful to all higher education institutions in India. Very recently on November 12, 2025, NAAC has granted a one year extension to higher education institutions whose accreditation expired last year, ensuring that their grades remain valid until a new evaluation framework is implemented.
- NAAC's decision to extent accreditation validity by one year aims to safeguard universities from the technical fall out of policy delays, while maintaining the integrity of the evaluation process.
- I am very thankful to Miss Renuka Singh , office assistant for her meticulous work of typing and designing these PPTs.

About the Author : **Professor B.A. Chopade**

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- Professor B.A.Chopade has been working as a Vice-Chancellor of AKS University, Satna from January 2023. He is former Vice-Chancellor of Dr. Babasaheb Ambedkar Marathawada University Sambhaji Nagar , Maharashtra (2014- 2019). He is former Director of Institute of Bioinformatics and biotechnology (IBB) at the S.P.Pune University, Pune from (2006-2014) and senior Professor of Microbiology from 1982 to 2016 He is a former Head of the Department of microbiology for more than a decade at S.P. Pune University Pune and Senior professor of Microbiology & Biotechnology from 1982 to 2016 .

- Professor B.A. Chopade has been working as chairman of more than 40+ NAAC committees for assessment & accreditation of more than 40+ Universities and autonomous collages as well as affiliated colleges in India. He is most recognized name in NAAC assessment and accreditation in Universities across India.

- His total Google scholar citations are more than 13900+ with H-Index 62 and I10 Index 120, Research Gate reads are more than 108250+ and citations 12010+.
- He has guided 36+ Ph.D. Scholars in microbiology and Biotechnology.

- He is pioneer in starting India's first 5/6 years integrated M.Sc./M.Tech. programme in biotechnology in India starting from 2003 at S.P. Pune University, Pune.

- He has successfully established benchmarking of research at undergraduate and PG level through this unique program. Similarly he started M.Sc. Virology post – graduate programme at IBB with the collaboration of National Institute of Virology (NIV) Pune in 2008.

- Professor B.A. Chopade is microbiologists, academician and distinguished scientist . and is ranked among top 50,000 scientists in the world. He has published 164+ research papers in international journals , 01 USA and 01 indian patents and 04 published books.

- He is recipient of Bronze Medal by International Genetically Engineered Machines (iGEM) 2009 by Massachusetts Institute of Technology (MIT) , Cambridge U.S.A. He is also recipient of Life Time Achievement Award by National Institute of Cleanliness Education and Research (NICER) New Delhi in 2018.

- Most Outstanding Vice-Chancellor in India (2016) by World Education Congress.

- Govt. of U.S.A. awarded him the NIH International Research Fellowship Award (1994-96) for Post-Doctoral research in genetic engineering of microorganism at the university of Illinois, Chicago , U.S.A..

- Govt. of India awarded him the most prestigious National Overseas Scholarship (NOS) of Govt. of India for Ph.D. research at the university of Nottingham, Great Britain . He Completed his Ph.D. in microbiology and molecular biology (1983-86) returned and rejoined at the Department of Microbiology, S.P. Pune University, Pune .

NAAC Criteria 1

Curricular Aspect : **150 Marks**

Key Indicators : 04, Sub Indicators : 07

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28/04/2022   12/05/2023

Criteria : 1

Key Indicators : 4
Marks : 150

1.1   Curriculum Design & Development   :   50

1.2   Academic Flexibility   :   30

1.3   Curriculum Enrichment   :   50

1.4   Feed Back System   :   20

Contents of Criteria : 1
Curricular Aspects

Sn	Metrics	Topic	Marks
		Key Indicator : 1.1, Curriculum Design & Development : 50	
1.	1.1.1 QIM	Curricula Developed and Implemented have Relevance to the Local, Regional, National and Global Development needs, which is Reflected in the Programme Outcomes (POs), and Course Outcomes (COs) of the Programmes offered by the University.	20
2.	1.1.2 QIM	The Programmers offered by the institution Focus on Employability/ Entrepreneurship/ Skill development and their Course Curricula are Adequately Revised to Incorporate Contemporary Requirements.	30
		Key Indicator : 1.2, Academic Flexibility : 30	
3	1.2.1 QnM	Percentage of New Courses Introduced out of the total number of courses Across All Programmes offered.	30
		Key Indicator : 1.3, Curriculum Enrichment : 50	
4	1.3.1 QIM	Institution Integrates Cross-Cutting Issues Relevant to Professional Ethics, Gender, Human Values, Environment & Sustainability and other values framework enshrined in Sustainable Development Goals & NEP – 2020 into the Curriculum.	15
5	1.3.2 QnM	Number of Certificate/ Values-Added Courses/ Diploma Programmes offered by the institutions and Online Courses of MOOCs, SWAYAM/ e-Pathshala/ NPTEL.	30

Contents of Criteria : 1
Curricular Aspects

S. N.	Metrics	Topic	Marks
		Key Indicator : 1.3, Curriculum Enrichment : 50	
6	**1.3.3 QnM**	Percentage of Programmes that have component s of Field Projects/ Research Projects/ Internship during last five years.	05
		Key Indicator : 1.4, Feedback System : 20	
7	**1.4.1 QnM**	Structured Feedback for Curriculum and its Transactions is Regularly Obtained from Stakeholders like Students, Teachers, Employers, Alumni, Academic Peers etc.	20

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Weightage : Criteria 1
Curricular Aspects : 150

S.N	Key Indicator	University		Autonomous College	Affiliated/College/ Constituent/College	
					UG	PG
1.1	Curriculum Design & Development	50		50	NA	NA
1.1*	Curriculum Planning and Implementation	NA		NA	20	20
1.2	Academic Flexibility	30 New	50 Old	40	30	30
1.3	Curriculum Enrichment	50 New	30 Old	40	30	30
1.4	Feed back System	20		20	20	20
	Total	150		150	100	100

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Metrics : 65 + 85 = **150**

Qualitative Metrics (QIM)			Quantitative Metrics (QnM)		
1.1.1	1	20	1.3.2	01	30
1.1.2	1	30	1.3.3	01	05
1.3.1	1	15	1.4.1	01	20
1.2.1	1	30			
1.2.1 : Data Template (1)			1.3.2 / 1.3.3 / 1.4.1 : Data Template (3)		
03	03	65	04	04	85

Key Indicator : 1.1
Curriculum Design & Development : 50

Metrics	Metric Description	Weightage
1.1.1 QnM	Curriculum Developed & Implemented Its Relevance To: • Local / • National / • Regional / • Global / Development Needs Reflection of Above in Programmes offered by the University Write Description in 500 Words. Program Outcomes (POs) Course Outcomes (COs) **File Description :** • Upload Additional Information • Provide Link for Additional Information	**20**

Key Indicator : 1.1
Curriculum Design & Development : 50

Metrics	Metric Description	Weightage
1.1.2 QIM	Programmes Offered by the University with Focus On : Employability / Entrepreneurship / Skill Development / & Their Course Curricula Are Adequately Revised to Incorporate Contemporary Requirements.	**30**
	Give Year wise Data : Last 05 Years Write Description : 500 Words. **File Description :** Any Additional Information. Provide Link : for Additional Information.	

Key Indicator : 1.2 , **Academic Flexibility : 30**

Metrics	Metric Description	Weightage
1.2.1 QnM 1.2.1.1 1.2.1.2	Percentage of New Courses Introduced out of the Total Number of Courses Across all Programmes offered. Number of New Courses Introduced during last 5 years. ☐ Consolidated Number of Courses offered by the Institution Across All Programmes ☐ during last 5 years. **Formula:** <u>Number of **Courses Introduced** During the last 5 yr</u> X 100 Number of Courses Offered During the last 5 yr **Upload the Specific Document** as per description given below: • Institution Data in the Prescribed Format (data template). • Provide the Relevant Information in Institutional Website as part of Public Disclosure. • Minutes of BOS Meeting Clearly Specifying the Syllabus approval of New Courses. • Subsequent Academic Council Meeting Extracts Endorsing the Decision of BOS.	30

Data Template : 1.2.1

Name of Programmes	Name of the Courses Offered Under Each Program	Weather Newly Introduced During Assessment Years (Yes/No)

Benchmark : 1.2.1

Metric	Description	4	3	2	1	0
1.2.1 QnM	Percentage of New Course/s Introduced Out of the Total of Number of Courses Across All Programmes offered during the last five year (30)	>= 20	15-20	10-15	5- 10	<5

Standard Operating Procedure (SOP) : 1.2.1

(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**1.2.1.** Percentage of New Courses Introduced Out of the Total Number of Courses Across All Programmes Offered During the last five years.	1. Minutes of Board of Studies Meeting clearly specifying the Curriculum Approval of New Courses. 2. Subsequent Academic Council Meeting Extracts Endorsing the Decision of BOS **Apart from the Above:** • Provide Links for any other relevant document to support the claim. (if any)	• Refer the Glossary in the Manual to Understand the Terminologies: Course, Program.	

Key Indicator 1.3
Curriculum Enrichment : 50

Metrics	Metric Description	Weightage
1.3.1 QIM	**University Integrates Cross Cutting Issues* Relevant to:** • Professional Ethics • Gender • Human Values • Environment & Sustainability & Other Value Framework Enshrined in Sustainable Development Goals (SDGs) • National Education Policy 2020 Into the Curriculum **Write a Description : 500 Words.** **File Description:** • (Upload) : Any Additional Information • Provide Link : for Additional Information.	15

Key Indicator 1.3.2

Number of Certificate/ Value Added Courses/ Diploma Programmes : 30

Metrics	Metric Description		Weightage
1.3.2 QnM **1.3.2.1**	• Certificate • Value-Added Courses	• Diploma Programmes (PG Diploma)	**30**
	Online Courses like MOOCS SWAYAM, e-Pathshala NPTEL & Other Recognized Platforms		
	• Students Enrollment for Above Courses & • Successfully Completed (last 05 years).		

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Metrics	Metric Description	Weightage
1.3.2 QnM	Upload the Specific Document (as below given below) : • Institutional Data in the Prescribed Format. • Provide the Relevant Information in University Website as Part of Public Disclosure.	30
1.3.2.1	• Notice for Certificate / Value Added Program with Course Modules & Outcomes • List of Students & the Attendance Sheet for the above mentioned Programs. • Evidence of Course Completion, Course Completion Certificate etc. **Institutional Programme/s Brochure/s** Apart from the above : • Provide Link : for Any Other Relevant Document to Support the Claim (if any) Note : No Repeat Count of Courses will be Considered.	

Data Template : 1.3.2

Name of the Add On / Certificate / Value Added Program / Diploma Programs / Online Courses of MOOCS / SWAYAM /e-Patashala / NPTEL etc.	Program Duration Number of Contact Hours	No. of Students Benefitted Through the Program

Benchmark : 1.3.2

Metrics	Description	4	3	2	1	0
1.3.2 QnM	Number of Certificate / Value- Added Courses / Diploma Programmes / Online Courses like MOOCS / SWAYAM / e_Pathshala / NPTEL etc. where the Students of the Institution have Enrolled and Benefitted.	>=50	40-50	20-40	5-20	< 5

Standard Operating Procedure (SOP) : 1.3.2

(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric 1.3.2	Documents Needed	Specific instruction to HEI	Avoid the Following While Uploading Data
1.	Number of Certificate/ Value Added Courses/ Diploma Programme / Online Courses of MOOCS/ SWAYAM/ e- Pathshala / NPTEL etc Where the students of the institution have Enrolled & Successfully Completed.	• Institutional Program Brochure/ Notice for Add on/ Certificate/ Value Added Programs with Course Modules & Outcomes. • List of Students & the Attendance Sheet for the above mentioned programs. • Evidence of Course Completion, like Course Completion Certificate etc.	• Courses of varying durations (at least 30 Contact Hours), that are Optional & Offered. • Outside the Curriculum that Adds Value to the Holistic Development of the students.	• Online courses opted by students which are Not Offered by the Institutions are Not to be Considered. • No Repeat Count of Courses will be considered.

Key Indicator : 1.3

Number of Programmes having Components of

Field Projects, Research Projects, Internship

Metrics	Metric Description	Weightage
1.3.3 QnM **1.3.3.1** **1.3.3.2**	Total Number of Programmes that have Components of Field Projects / Research Projects / Internships during last five years. ☐ Total Number of Programmes offered during last five years. ☐ **Formula:** Total Number of Programmes that have Components of $$\frac{\text{Field Projects / Research Projects / Internships}}{\text{Total No. of Programs Offered}} \times 100$$ **Upload** the Specific document as per Description given below : • Institutional Data in the Prescribed Format. • Provide Relevant Information in Website Public Disclosure. • Program & Course Contents having Element of Field Projects/ Research Projects / Internships as Approved by BOS . • Sample Internship Completion Letter Provided by Host Institutions. • Sample Evaluated Projects Report / Field Work Report Submitted by Students. Apart from the Above : Provide Links for any other relevant document to support the claim. *Note Internship is inclusive of Industry Immersion Practices*	05

Data Template : 1.3.3

Name of Programme	Components of • Field Projects/ • Research Projects/ • Internships along with Course Code	Links of Relevant Document

Benchmark : 1.3.3

Metrics	Description	4	3	2	1	0
1.3.3 QnM	Percentage of Programs that has Components of Field Projects/ Research Projects/ Internships during Last 05 years.	>= 80	60-80	40-60	20-40	<20

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Standard Operating Procedure (SOP) : 1.3.3

(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific Instruction to HEI	Avoid the Following while Uploading Data
1.	1.3.3 Percentage of Programmes that have Components of Field Projects / Research Projects / Internships during last five years.	• Programmes & Course Contents having element of Field Projects/ Research Projects/ Internships as Approved by BOS. • Internship Completion Letter Provided by Host Institutions. • Evaluated Project Reports/ Field Work Reports submitted by the students.	• Only Latest Completed Academic Year Data to be Considered. • One student involved in multiple field works and/ or research projects and/ or Internship should be counted as one. • Internship/ research project completion certificate given to the students by the host organization will be asked during the DVV Process with Specific List of Students. • In case of field visit, mentioning Objectives and Outcomes of Field Visit along with the Field Visit Report is Necessary for Consideration.	• Mere list of students cannot be considered without Relevant Supporting Documents. • The Term Internship is Inclusive of Industry Immersion Practices.

Feedback System : 20

Metrics	Metric Description	Weightage
1.4.1 QnM	Structured Feedback for Curriculum and its Transactions is Regularly Obtained from Stakeholders like : Students, Teachers, Employers, Alumni, Academic, Peers & Feedback Process of the University may be Classified As Fellows: A. Feedback Collected, Analyzed, Action Taken & Communicate to Relevant Body Feed Back Hosted on University Website B. Feed Back Collected, Analyzed & Action Taken. C. Feed Back Collected, Analyzed D. Feed Back Collected E. Feed Back Not Collected	20 Opt Anyone

Feedback Process of University : 20

Metrics	Metric Description	Weightage
1.4.1 QnM	**Upload** the Specific Document as per Description given below :- • Institutional Data in the Prescribed format . (Data Template) • At least 4 Filled- in Feedback Form from different stake holders like Students, Teacher, Employers, Alumni etc. • Feedback Analysis Report Submitted to Appropriate Committee/ Bodies. • Link of Institution's Website where Comprehensive feedback, its Analytics and Action Taken Report are Hosted. **Apart from the Above:** Provide Links : for any other Relevant Document to support the claim. Note : The Institution is Expected to Take Feedback From At Least Two Stake Holders.	20

Data Template :1.4.1

A. Feedback Collected, Analyzed, Action Taken & Communicated to Relevant Body & feedback hosted on the institutional Website.	B. Feedback Collected, Analyzed, Action has been Taken and Communicated to the Relevant Body	Feedback Collected & Analyzed	Feedback collected	Feedback not collected
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No
If Yes, pls Provide Links to the documents	If Yes, pls Provide Links to the Documents	If Yes, pls provide links to the documents	If Yes, pls provide links to the documents	If Yes, pls provide links to the documents

Key Indicator - 1.4 : Feedback System
Criterion 1 – Curricular Aspects : 150 Marks
Benchmark Document : General University Manual

Metric	Description	4	3	2	1	0
1.4.1 QnM	Structured Feedback for Curriculum and Its Transactions is Obtained Regularly from Stakeholders like Students, Teachers, Employers, Alumni, Academic Peers etc., & Feedback Process of the Institution may be classified as follows (20)	A	B	C	D	E
	A. Feedback Collected, Analyzed, Action Taken & Communicated to Relevant Body & Feedback Hosted on the Institutional Website. B. Feedback Collected, Analyzed, Action has been taken and Communicated. C. Feedback Collected and Analyzed D. Feedback Collected. E. Feedback Collected.					

1.4.1 Standard Operating Procedure (SOP)

(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1	1.4.1 Structured Feedback for Curriculum and its Transactions is Obtained Regularly from stakeholders like Students, Teachers, Employers, Alumni, Academic Peers etc., and Feedback Processes of the institution may be Classified as follows: • Feedback Collected, Analysed and Action has been Taken • Feedback Collected and analysed • Feedback collected • Feedback not collected	• At Least 4 Filled-in Feedback Forms from different stake holders like Students, Teachers, Employers, Alumni etc. • Feedback Analysis Report Submitted to Appropriate Committee. • Action Taken Report on the feedback analysis. • Link of institution's Website where Comprehensive Feedback, Its Analytics and Action Taken Report are Hosted on Website.	• The Feedback Concerned with Curriculum Development only can be Considered. • Only Filled –in Feedback Report will be Considered. In case of selecting A, B, C or D provide three filled forms from each category. • The DVV Partner May Ask for Filled in Forms of Randomly Selected Stakeholders	• Feedback Not Related to the Design & Review of Curriculum Will Not Be Considered. • The institution is expected to take feedback from at least two stake holders.

Criteria 2

Teaching Learning & Evaluation

Marks : 200

Key Indicators : 07, Sub Indicators : 15

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19/04/2023

Criteria : 2
Teaching Learning & Evaluation
Key Indicators : 07 : 200 Marks

2.1	Student Enrollment and Profile	:	10
2.1	Catering to Student Diversity	:	20
2.3	Teaching Learning Process	:	20
2.4	Teacher Profile and Quality	:	60
2.5	Evaluation Process and Reforms	:	30
2.6	Students Performance and Learning Outcomes	:	30
2.7	Student Satisfaction Survey	:	30

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Contents of Criteria 2
Teaching Learning & Evaluation : 200 Marks

S.n.	Metric	Topic	Marks
		Key Indicator : 2.1, Student Enrolment & Profile : 10 Marks	
1	**2.1.1 QnM**	Enrollment Percentage	05
2	**2.1.2 QnM**	Percentage of Seats Filled Against Reserved Categories (SC, ST, OBC, etc) as per Applicable Reservation Policy for the First Years Admission Year-Wise during the last five years.	05
		Key Indicator : 2.2 Catering to Student Diversity (20)	
1	**2.2.1 QIM**	The Institution Assesses the Learning Levels of the Students and Organizes Special Programmes to Cater to Differential Learning Needs of the Students.	05
2	**2.2.2 QnM**	Student – Full Time Teacher Ratio (Data for the Latest Completed Academic Year)	15

Contents of Criteria 2
Teaching Learning & Evaluation

S.N.	Metrics	Topic	Marks
		**Key Indicator : 2.3, Teaching –Learning Process (20)**	
1	**2.3.1 QIM**	Student Centric Methods, Such as Experiential Learning, Participative Learning and Problem Solving Methodology are Used for Enhancing Learning Experience and Teachers Use ICT- Enabled Tools Including Online Resources for Effective Teaching Learning Process..	10
2	**2.3.2 QIM**	The Institution Adopts Effective Mentor – Mentee Schemes to Address Academics and Student- Psychological Issues.	10
		Key Indicator : 2.4, Teacher Profile and Quality : 60 Marks	
1	**2.4.1 QnM**	Average Percentage of Full Time Teachers Appointed Against the Number of Sanctioned Posts During the Last Five Years.	10
2	**2.4.2 QnM**	Percentage of Full Time Teachers with Ph.D/D.M/M.Ch./D.N.B. Superspeciality / D.Sc./ D'Litt. During the Last Five Years.	40
3	**2.4.3 QnM**	Average Teaching Experience of Full Time Teachers in the Same Institution (Data to be Provided Only for the Latest Completed Academic Year, In Number of Years)	10

Contents of Criteria 2
Teaching Learning & Evaluation

S.N	Metrics	Topic	Mark
		Key Indicator – 2.5, Evaluation Process and Reforms : Marks 30	
1	**2.5.1 QnM**	Average Number of Days from The Date of Last Semester - End/ Year-End Examination till the last date of Declaration of Results Year-Wise During the Last Five Years.	10
2	**2.5.2 QnM**	Percentage of Student Complaints/ Grievances about Evaluation Against Total Number of Students Appeared in the Examination During the Last Five Year.	10
3	**2.5.3 QnM**	Status of Automation of Examination Division along with Approved Examination Manual.	10

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Contents of Criteria 2
Teaching Learning & Evaluation

S.N.	Metrics	Topic	Marks
		**Key Indicator : 2.6, Student Performance and Learning Outcomes (30)**	
1	2.6.1 QIM	The Institution has stated Learning Outcomes (Programme and Course Outcomes)/ Graduate Attributes Which are Integrated into the Assessment Process and widely Publicized Through the Website and Other Documents and the Attainment of the same are Evaluated by the institution.	15
2	2.6.2 QnM	Pass Percentage of Students (Excluding Backlog students) (Data to be Provided Only for the Latest Completed Academic Year.)	15
		**Key Indicator : 2.7, Student Satisfaction Survey (30)**	
1	2.7.1 QnM	Online Student Satisfaction Survey Regarding the Teaching – Learning Process.	30

Criteria : 2
Weightage : Teaching Learning & Evaluation

	Key Indicators	University		Autonomous Colleges	Affiliated /College/ Constituent/ Colleges	
					UG	PG
2.1	Student Enrolment and Profile	10		20	40	40
2.2	Catering to Student Diversity	20		30	50	50
2.3	Teaching-Learning Process	20		50	50	50
2.4	Teacher Profile & Quality	60 New	50 Old	50	60	60
2.5	Evaluation Process & Reform	30 New	40 Old	50	30	30
2.6	Student Performance & Learning Outcomes	30		50	60	60
2.7	Student Satisfaction Survey	30		50	60	60
	Total	200		300	350	350

Metrics : Marks 200 (160 + 40)

Qualitative Metrics (QIM)			Quantitative Metrics (QnM)		
Metric	**No.**	**Marks**	**Metric**	**No.**	**Marks**
2.2.1	01	05	2.1.1 To 2.1.2	02	10
			2.2.2	01	15
2.3.1	01	10	2.4.1	01	10
			2.4.2	01	40
2.3.2	01	10	2.4.3	01	10
			2.5.1 to 2.5.3	03	30
2.6.1	01	15	2.6.2	01	15
			2.7.1	01	30
Total	04	40	Total	11	160

2.1.1/ 2.1.2/ 2.4.1/ 2.4.3/ 2.5.1/ 2.5.3/ 2.6.2/ 2.7.1 = 8 Data Templates

Metrics	Metric Description	Weightage
2.1.1 QnM	2.1.1.1: Number of Sectioned Seats Year- Wise During the last **5 years**. 2.1.1.2: Number of Seats Filled year-wise during the last five years. (Only First- Year Admissions to be Considered) _(See table below)_ Formula : $$\frac{\text{Total Number of Seats Filled Year Wise}}{\text{Total Number of Sanctioned Seats Year Wise}} \times 100$$ **Upload** the Specific Document as per description given below – • Institutional data in the prescribed format. (Data Template) • Provide the Relevant Information in Institutional Website as part of Public Disclosure. • Document Relating to Sanction of Intake as Approved by Competent Authority. • Admission Extract Signed by the Competent Authority (Only Fresh Admission to be Considered) Apart from the above: Provide Links for Any Other Relevant Document to Support the Claim.	5

Year					
Number of Sanctioned Seats					
Number of Seats Filled					

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Data Template of 2.1.1

Year- 1……5		
Programme	Number of Sanctioned Strength	Number of Admitted Strength
Total		

Benchmark of 2.1.1

Metric	Description	4	3	2	1	0
2.1.1 QnM	Enrollment Percentage (5)	>=90	80-90	70-80	50-70	<50

Standard Operating Procedure (SOP) : 2.1.1

(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the Following while Uploading Data
1	2.1.1 Enrollment Percentage	• Document Relating to Sanction of Intake as Approved by Competent Authority. • Extract of Sanctioned Admission Strength in Each Program VS Number of Applications Received for Each Program. (Only Fresh Admissions to be Considered)	• Sanctioned Admission Strength in Each Program VS Number of Applications Received for Each Program. • During the DVV process, verification of the data for any selected program may be sought. • Documents Relating to Sanction of Intake From the Concerned Regulatory Body (if applicable)	

Percentage of Seat Filled
Against Reserved Categories : 05

Metrics	Metric Description	Weightage
2.1.2 Qn M	Percentage of Seat Filled Against Reserved Categories (SC, ST, OBC, etc.) as per Applicable Reservation Policy for the First year Admission : 05 Yr. year- wise 2.1.2.1: Number of Actual Students Admitted against the Reserved Categories in the First Year of the Programme year-wise during the last five years.	**05**

Year					
Number of Sanctioned Seats					
Number of Seats filled					

Formula

$$\frac{\text{Total Number of Students Admitted Against the Reserved Categories}}{\text{Total Number of Seats Earmarked for Reserved Category as per GoI or State Government Rule}} \times 100$$

Percentage of Seat Filled Against
Reserved   Categories : 05

2.1.2 QnM	**Upload the Specific Document** as per description given below • Institutional Data in the Prescribed Format (Data Template). • Provide the Relevant Information in Institutional Website as part of Public Disclosure. • Copy of the Letter Issued by the State Govt. or Central Government . Indicating the Reserved Categories. (SC, ST, OBC, Divyangjan etc.) to be considered as per the state rule. (Translated copy in English to be provided as applicable). • Final Admission List Indicating the Category as published by the HEI and Endorsed by the Competent Authority. **Apart from the above :** Provide Links for any other relevant document to support the claim. (if any) Note : 1. Include Only those Reserved Categories as Specified by the State/Central Government Orders for Admission. 2. Only those Seats filled Against the Quota should be counted here. 3. In case of Minority Institutions number of Reserved Seats for Minority Candidates and number of Minority Students Enrolled in the First year shall be considered.	05

Data Template of 2.1.2

Year- 1		
Programme	Number of Sanctioned Strength	Number of admitted Strength
Total		

Benchmark of 2.1.2

Metric	Description	4	3	2	1	0
2.1.2 Q_nM	Percentage of Seats Filled Against Reserved Categories (SC, ST, OBC, Etc.) as per Applicable Reservation Policy for the First Year Admission Year-wise during the last five year (5)	>=80	70-80	50-70	40-50	<40

Standard Operating Procedure (SOP) : 2.1.2

(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**2.1.2** Percentage of Seat Filled Against Reserved Categories (SC, ST, OBC, etc.) as per Applicable Reservation Policy for the First year Admission year-wise during the last five years	• Copy of the Letter Issued by the State govt. or Central Government Indicating the Reserved Categories (SC, ST, OBC, Divyangjan, etc.) to be Considered as per the State Rule (Translated Copy in English to be provided as applicable) • Final Admission List indicating the Category as published by the HEI and endorsed by the competent authority.	• Include only those reserved categories as specified by the State/Central Government orders for admission. • Only those Seats Filled Against the Quota should be Counted Here	

Key Indicator 2.2
Catering to Student Diversity : 20

Metrics	Metric Description	Weightage
2.2.1 QnM	Learning Levels of the Students The Institution Assesses The Learning Levels of the Students & Organizes Special Programmes to Cater to Differential Learning Needs of the Student. Write a Description in Maximum of **500** Words. **File Description:** • Provide Link for Additional Information. • Upload Any Additional Information.	05

Catering to Student Diversity : 20

Metrics	Metric Description	Weightage
2.2.2 QnM	**Student - Full Time Teacher Ratio** (Automatically Calculated) **Formula** : 1.1 Students 2.1 Teachers Data for the Latest Completed Academic Year **Upload the Specific Document as per Description Given Below** • No Template as the information is already provided in Extended profile 1.1 and 1.2. • Certified List of Full Time Teachers along with the Department Affiliation in the Latest Completed Academic Year. • List Showing the Number of Students in Each of the Programs for the Latest Completed Academic year Across All Semesters. Apart from the above: **Provide link** for Any Other relevant Document to Support the Claim. (if any) Note: A Teacher Employed for At Least 90 Percent of the Normal or Statutory Number of Hours of Work for a Fulltime Teacher (Including Contractual) Over a Complete Academic Year is Classified as a Full-Time Teacher.	15

Benchmark of 2.2.2

Metric	Description	4	3	2	1	0
2.2.2 QnM	Student - Full time Teacher Ratio (Data for the latest completed academic year) (15)	<=20:1	20:1-30:1	30:1 – 50:1	50:1 – 60:1	>60:1

Standard Operating Procedure (SOP) : 2.2.2
(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**2.2.2** Student - Full time Teacher Ratio (Data for the Latest Completed Academic Year)	• **Certified List** of Full Time Teachers along with the Departmental Affiliation in the Latest Completed Academic 8Year. • List showing the Number of students in each of the programs for the latest completed academic year.	• A teacher employed for at least **90** percent of the normal or statutory number of hours of work for a full- time teacher over a complete academic year is classified as a full-time teacher.	• Part-time / Adhoc /visiting faculty not be included/ considered

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Key Indicator 2.3
Teaching Learning Process : 06

Metrics	Metric Description	Weightage
2.3.1 QIM	**Student Centric Methods, Such as** • Experiential learning • Participative learning • Problem Solving Methodologies are used for Enhancing Learning Experience & Teachers use ICT- Enabled Tools including Online Resources for effective teaching learning process. Write a Description in Maximum of 500 words. **File Description :** • Upload any Additional Information. • Provide Link for Additional information.	10

Key Indicator 2.3

Teaching Learning Process : 06

Metrics	Metric Description	Weightage
2.3.2 QIM	The Institution Adopt Effective Mentor-Mentee Schemes to Address Academics & Student-Psychological Issues. Write a description in maximum of 500 words. File Description : • Upload any Additional Information. • List of Active Mentors. • Provide link for Additional Information.	10

Teacher Profile & Quality : 50

Metrics	Metric Description	Weightage
2.4.1 QnM	Average Percentage of Full Time Teachers Appointed Against the Number of Sanctioned Posts for Latest Completed Academic year. 2.4.1.1: Total Number of Sanctioned year wise during the last five year. <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> **Formula:** Percentage Per Year = **Number of Full Time Teachers** X 100 Number of Sanctioned Posts Average Percentage = 5√Percentage Per year	10

Teacher Profile & Quality : 50

2.4.1 QnM	**Upload the specific document** as per description given below: • Institutional Data in Prescribed Format (Data Template Merged with 2.4.3 & 2.4.4) • Provide the Relevant Information in Institutional Website as part of public disclosure. • Sanction Letters indicating number of posts sanctioned by the competent authority (Including Management sanctioned posts) Apart from the above: Provide Links for Any Other Relevant Document to Support the Claim (if any) Note : Appointment Letter of Selected Teachers will be sought during the DVV Clarification.	10

Data Template : 2.4.1

Year	Sanctioned Faculty Strength	Appointed Faculty Strength

Benchmark : 2.4.1

Metric	Description	4	3	2	1	0
2.4.1 Q_nM	Percentage of Full Time Teachers Appointed Against the Number of Sanctioned Posts during the last five years (10)	>=90	80-90	70-80	50-70	<50

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Standard Operating Procedure (SOP) : 2.4.1

(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific Instruction to HEI	Avoid the following while uploading data
1.	**2.4.1** Percentage of Full Time Teachers Appointed Against the Number of Sanctioned Posts during the last five years	• **Sanction Letters** Indicating Number of posts sanctioned by the competent authority (Including Management Sanctioned Posts).	• Appointment Letter of Selected Teachers will be sought during the DVV clarification. • All Full-time Teachers with at least 90% Prescribed Workload should be Counted as Full-time Teachers	• Mere Appointment Letters provided in Regional Language Cannot be Considered

Metrics	Metric Description	Weightage
2.4.2 QnM	Percentage of Full Time Teachers with Ph.D./D.M./M.Ch./D.N.B./ Superspeciality /L.L.D./D.S.C./D.Litt. During the last five year. 2.4.2.1: Number of Full Time Teachers with Ph.D./D.M./M.Ch./D.N.B./ Superspeciality /L.L.D./D.S.C./D.Litt. During the last five year. **Formula:** $$\text{Percentage} = \frac{\text{Number of full time teachers Ph.D./D.M./M.Ch./D.N.B./ Super specialty /L.L.D./D.S.C./D.Litt.}}{\text{Total Number of Full-time teachers in the institution}}$$ **Upload** the specific document as per description given below: • Institutional data in prescribed format (data template) • Provide the Relevant Information in Institutional Website as part of Public Disclosure. • List of Faculty having Ph.D./ D.M./ M.Ch./ D.N. Superspeciality/ along with particulars of the Degree Awarding University, Subject and the year of Award Per Academic Year. • Copies of Ph.D./D.M./M.Ch./D.N.B. Superspeciality awarded by UGC recognized universities. Apart from the above: Provide Links for any other relevant document to support the claim (if Any) Note: 1. Honorary Degree shall not be Considered. 2. **Provisional Degree Certificate May be Considered** wherever Degree Certificate is not awarded.	40

Data Template : 2.4.2

S.N.	Name of the Faculty	Year of joining the Institution	Weather the faculty possess qualification like Ph.D./ D.M./ M.Ch./ D.N.B. Superspeciality/ D.Sc./ D'Lit (Yes/No)

Benchmark : 2.4.2

Metric	Description	4	3	2	1	0
2.4.2 QnM	Percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Super specialty during the last five years (40)	>=80	70-80	60-70	50-60	<50

Standard Operating Procedure (SOP) : 2.4.2

(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**2.4.2** Percentage of Full Time Teachers with Ph.D./ D.M/ M.Ch./ D.N.B/ Super specialty / L.L.D/D.S.C/D.Litt. During the Last Five Years	• List of Faculty having Ph.D./D.M/ M.Ch./D.N.Super specialty/ D.Sc./D'Lit Along with Particulars of the Degree Awarding University, Subject and the Year of Award Per Academic Year. • Copies of Ph.D./D.M/M.Ch./D.N.B Super Specialty /D.Sc./D'Lit. Degrees awarded by UGC Recognized Universities.	• Mention number of full-time teachers with Ph.D./D.M/M.Ch./ D.N.B • Superspeciality/ D.Sc./D'Lit year-wise irrespective of the year of the award. Ph.D./D.M/M.Ch./ D.N.BSu • Perspeciality/ D.Sc./D'Lit certificates of selected faculty will be sought during DVV clarification. • List of certificate should be provided as per academic year.	• Honorary Doctorate Degrees are not to be included/ considered • Provisional Degree Certificate may be Considered wherever Degree Certificate is not Awarded

Key Indicator 2.4
Teacher Profile & Quality : 50

Metrics	Metric Description	Weightage
2.4.3 **QnM**	Average Teaching Experience of Full Time Teachers (Data to be Provided Only for the Latest Completed Academic year, in number of years) 2.4.3.1: Total teaching experience of Full- Time Teacher (for the latest completed academic year. Formula: Total Teaching Experience of Full Time Teachers X 100 / 2.1 Number of full time teachers (Latest completed year) **Upload** the Specific Document as Per Description Given Below: • Institutional Data in Prescribed format (Data Template) • Provide the Relevant Information in Institutional Website as part of Public Disclosure. Apart from the Above : Provide Links for any other Relevant Document to support the claim. (if Any) Note: Experience Certificate/ Appointment Order of Selected Faculty will be sought during DVV clarification.	10

Data Template : 2.4.3

S.N.	Name of the Faculty	Year of Joining the Institution	Total experience of the faculty (Considering Previous experience as well) in no. of Years.

Benchmark : 2.4.3

Metric	Description	4	3	2	1	0
2.4.3 QₙM	Average Teaching Experience of Full Time Teachers (Data to be provided only for the Latest Completed Academic Year, in number of years) (10)	>=15	12-15	9-12	6-9	<6

Standard Operating Procedure (SOP) : 2.4.3

(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1	2.4.3 Average Teaching Experience of Full Time Teachers (Data to be provided Only for the Latest Completed Academic Year, in Number of Years)	• Experience Certificate/ Appointment Order of Selected Faculty will be sought during DVV Clarification.	• Experience Certificate/ Appointment Order of Selected Faculty will be sought during DVV Clarification. • Previous Work Experience of the teacher in other institutions will be considered here with appropriate documents.	

Key Indicator 2.5
Evaluation Process & Reforms : 30

Metric No.	Metric Description	Weightage
2.5.1 QnM	Average Number of Days from the Date of Last Semester End/Year- End Examination till the Last Date of Declaration of Results year-wise during the Last Five Year. 2.5.1.1: Number of days from the Date of Last Semester- End/Year- End Examination till the last date of declaration of results Year-Wise during the Last Five Year.	10

Assessment year					
Number of days					

Formula-
Last Semester - End Examination Till the last Date Declaration of Results X 100
Number of Years in the Assessment Period

Key Indicator 2.5
Evaluation Process & Reforms : 30

Upload the Specific Document as per description given below: • Institutional data in prescribed format (data template) • Provide the relevant information in institutional Website as part of Public Disclosure. • Exam Timetable Released by the Controller of Examination. • Result Sheet with Date of Publication. • Policy Document on Declaration of Results. (if any) Apart from the above:- • Provide Links for Any Other Relevant and Document to Support the claim (if any) Note :- In terms of semester system, consider details of even semester only.	

Benchmark : 2.5.1

Metric	Description	4	3	2	1	0
2.5.1 QnM	Number of Days from the Date of Last Semester End/Year- End Examination till the Last Date of Declaration of Results year-wise during the Last Five Year. (10)	<20	20-30	30-40	40-50	>=50

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Data Template : 2.5.1

Year	Date of end of even semester/ year end examination	Date of Announcement of Last Results	No of Days Between End of Even Semester / year end examination and announcement of results

Standard Operating Procedure (SOP) : 2.5.1
(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	2.5.1 Average Number of Days from the Date of Last Semester End/Year- End Examination till the Last Date of Declaration of Results year-wise during the Last Five Years	• Exam timetable released by the Controller of Examination. • Result Sheet with date of Publication • Policy document on Declaration of results (if any)	• Documentary Evidence of Academic Sessions / Academic Year Planner as Endorsed by Competent Authority	• In terms of Semester System, Consider Details of Even Semester Only

Key Indicator : 2.5
Evaluation Process & Reforms : 30

Metric	Metric Description	Weightage
2.5.2 QnM	Percentage of Student Complain/Grievances About Evaluation Against Total Number of Students Appeared in the Examinations during the last Five Years. 2.5.2.1: Number of Complains/ Grievances about Evaluation Year-Wise during the last five years. <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number of Complaints/ Grievances</td><td></td><td></td><td></td><td></td><td></td></tr></table> 2.5.2.2 : Number of Students Appeared in the Examination Conducted by the Institution year wise during the last five years. <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> Percentage = $$\frac{\text{Total Number of Complaints or Grievances about Evaluation}}{\text{Total Number of Students Appeared year wise during last five years}} \times 100$$	10

Evaluation Process & Reforms : 40

2.5.2 QnM	**Upload the Specific Document** as per description given below: • Institutional Data in the Prescribed format (Data Template) • Provide the Relevant Information in Institutional Website as part of Public Disclosure. • List the Number of Students who have Applied for Re-Valuation/ Re-Totaling Program Wise and the total Certified by the Controller of Examination Year-wise for the Assessment Period. Apart from the above: Provide Links for any other Relevant Document to Support the Claim (if any). Note : One Students to be Counted Only once in a year Irrespective of the Number of Papers/ Courses for which he/ she has Applied.	10

Benchmark of 2.5.2

Metric	Description	4	3	2	1	0
2.5.2 QnM	Percentage of Student Complaints/Grievances about Evaluation against Total Number of Students Appeared in the Examinations during the last five years (10)	<1	1-5	5-10	10-15	>=15

Data Template : 2.5.2

Year- 1…………..5	
Name of the student	Type of Complaints/ Grievances about Evaluation like (Re-totaling/ Revelation etc.)
Total Number of Students Opting Grievance Redressal for Evaluation.	

Standard Operating Procedure (SOP) : 2.5.2
(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while Uploading data
1	2.5.2 Percentage of Student Complain/ Grievances About Evaluation Against Total Number of Students Appeared in the Examinations during the last Five Years.	• List the Number of Students who have Applied for Valuation/ Re-Totaling Program Wise and the Total Certified by the Controller of Examinations year-wise for the Assessment Period.	• One Student to be Counted Only Once in a Year irrespective of the number of papers/courses for whichhe/she has applied.	

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Evaluation Process & Reforms : 30

Metrics	Metric Description	Weightage

2.5.3
QnM
	Automation of Examination Division
	Status of Automation of Examination Division Along with Approved Examination Manual/ Ordinance.
	   A. 100% Automation of Entire Division & Implementation of Examination Manual / Ordinance.
	   A. Only Student Registration, Hall Ticket Issue & Result Processing.
	   B. Only student Registration and result processing.
	   C. Only Result processing.
	   D. Only Manual methodology.
	
	Upload the specific document as per description given below.
	• Institutional Data in Prescribed Format (Data Template).
	• The Report on the Present status of Automation of Examination Division Including Screenshots of Various Modules of the Software.
	• The Screenshot should Reflect the HEI name and the Name of the Module.
	• Copies of the Purchase Order and Bills/ AMC of the Software.
	• If the EMS is Outsourced, Copy of the Relevant Contract and Copies of Bills of Payment to Be Provided.
	
	Apart from the above:
	• Provide Links for any Other Relevant Document to Support the Claim.
		10

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Data Template : 2.5.3

100% Automation of Entire Division & Implementation of Examination Management System (EMS)	Only student registration, hall ticket issue & Result processing.	Only student registration & result processing	Only result processing	Only manual methodology
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Standard Operating Procedure (SOP) : 2.5.3
(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	• Status of Automation of Examination division along with Approved Examination Manual/ordinance A. 100% Automation of Entire Division & implementation of Examination Management System (EMS) B. Only student registration, Hall ticket issue & Result Processing C. Only student registration and result processing D. Only result processing E. Only manual methodology	• The Report on the Present status of Automation of Examination Division Including Screenshots of Various Modules of the software. • The screenshot should reflect the HEI name and the name of the module. • Copies of the purchase order and bills/AMC of the software. • If the EMS is outsourced, copy of the relevant contract and copies of bills of payment to be provided	• The Screenshot should Reflect the HEI Name and the Name of the Module. • Bills/AMC should be in the Name of the HEI.	• Bills/AMC/ Software etc in the name of the Trust/Society Not to be considered.

Key Indicator – 2.6
Student Performance & Learning Outcomes : 30

Metrics	Metric Description	Weightage
2.6.1 QIM	The Institutions has Stated Learning Outcomes (Program & Course Outcomes)/ Graduate Attributes which are Integrated into the Assessment Process and Widely Published Through the Website and Other Documents and the Attainment of the Same are Evaluated by the Institution. Write a Description in Max of 500 words. **File Description:** • Upload Any Additional Information. • Provide Links as Additional Information. • Upload COs for All Courses. (Exemplars from Glossary). Graduate Attributes	15

Key Indicator – 2.6
Student Performance & Learning Outcomes : 30

Metrics	Metric Description	Weightage
2.6.2 QnM	**Pass Percentage of Students** (Excluding Backlog Students) (Data to be Provided Only for the Latest Completed Academic Year). 2.6.2.1: Total Number of Final Year Students who Passed the Examination Conducted by Institution. Upload the Specific Document as per Description Given Below: • Institutional Data in the Prescribed Format (Data Template). • Provide the Relevant Information in institutional Website as part of Public Discloser. • Annual Report of COE Highlighting the Pass Percentage of Students. • Certified Report fort the Controller of Examinations indicating the pass. • Percentage of Students of the Final year (Final Semester) Eligible for the Degree Program-Wise / Year Wise. Apart from the above: Provide Links for any other Relevant and Document to Support the Claim (if any).	15

Data Template : 2.6.2

S.N.	Name of the final year students appearing for end semester examination.	Weather cleared the final exam and qualified to obtain degree.

Benchmark : 2.6.2

Metrics	Description	4	3	2	1	0
2.6.2 QnM	Pass percentage of students (excluding backlog students) (Data to be provided only for the Latest Completed Academic Year) (15)	>=90	80-90	70-80	60-70	<60

Standard Operating Procedure (SOP) : 2.6.2

(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**2.6.2** Pass percentage of students (excluding backlog students) (Data to be Provided Only for the Latest Completed Academic Year)	• Annual Report of COE highlighting the pass percentage of students • Certified Report from the Controller of Examinations indicating the pass • Percentage of students of the final year (final semester) Eligible for the Degree Program-Wise / Year Wise	• Only Current Final Year for the Latest Completed Academic Year. • Student's Data of All Programs to be Considered	• Results pertaining to the students Other Than The Final Year are • Not to be Submitted.

Key Indicator : 2.7
Students Satisfaction Survey : 30

Metrics	Metric Description	Weightage
2.7.1 QnM	Online Student Satisfaction Survey Regarding the Teaching – Learning Process. (Online Survey to be Conducted) Data Requirement: (As per Data Template) (Database of All Currently Enrolled Students Need to be Prepared and Shared with NAAC Along with the Online Submission of QIF) **File Description :** • Upload Any Additional Information. • Upload Database of all Currently Enrolled Students (Data Template)	30

Data Template : 2.7.1

Name of student	Gender	Category	State of Domicile	Nationality if other than Indian	Email ID	Programme name	Student Unique Enrolment ID	Mobile No.	Yr of joining

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NAAC Criteria 3

Research Innovations & Extension

250 Marks

Key Indicators : 07, Sub Indicators : 27

NAAC Presentation

by

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15/04/2023

Contents of Criteria 3

S.N.	Metrics	Topic	Marks
		**Key Indicator- 3.1, Promotion of Research and Facilities (20), Marks : 20**	
1	**3.1.1 QIM**	The Institution's Research Facilities are Frequently Updated and there are Well Defined Policy for Promotion of Research which is Uploaded on the Institutional Website & Implemented.	2
2	**3.1.2 QnM**	The Institution Provides Seed Money to its Teachers for Research (Average per year).	3
3	**3.1.3 QnM**	Percentage of Teachers Receiving National/ International Fellowship/ Financial Support by Various Agencies for Advanced Studies/ Research (Last five years).	5
4	**3.1.4 QnM**	Percentage of JRFs, SRFs among the Enrolled PhD Scholars in Institution the last five years.	10

Contents of Criteria 3

S.N.	Metrics	Topic	Marks
		Key Indicator- 3.2, Resource Mobilization for Research : Marks : 40	
1	3.2.1 QnM	Research Funding Received by the Institution and its Faculties through Government and Non-Government Sources such as Industry, Corporate house, International Bodies for Research Project, Endowment Research Chairs (the last five years).	25
2	3.2.2 QnM	Number of Research Projects per Teacher Funded by Government, Non-Government, industry, Corporate Houses, International Bodies During the Last five years.	15
		Key Indicator – 3.3 Innovation Ecosystem , Marks : 30	
1	3.3.1 QIM	Institution has Created an Ecosystem for Innovation, Indian Knowledge System (IKS) including awareness about IPR, establishment of IPR Cell, Incubation Centre and other initiatives for the Creation and Transfer of Technology/ Knowledge and the outcomes of the same are Evident.	15
2	3.3.2 Qnm	Number of awards received for research/ innovation by the institution/ teachers/ research/ scholars/ students during the last five years.	5

Contents of Criteria 3

S.N.	Metrics	Topic	Marks
**Key Indicators- 3.4, Research Publications & Awards , Marks : 100**			
1	**3.4.1 QnM**	The Institution Ensures Implementation of its Stated Code of Ethics for Research.	5
2	**3.4.2 QnM**	Number of Patents Awarded during the last five years.	15
3	**3.4.3 QnM**	Number of Ph.Ds Awarded per Recognized Guide during the last five years.	15
4	**3.4.4 QnM**	Number of Research Papers Published per Teacher in the Journals as notified on UGC CARE list during the last five year.	20
5	**3.4.5 QnM**	Number of Books and Chapters in Edited Volumes Published Per Teacher (Last Five Years).	10
6	**3.4.6 QnM**	E-Content is Developed by Teachers	15

Contents of Criteria 3

S.N.	Metrics	Topic	Marks
7	**3.4.7 QnM**	Bibliometrics of the Publications during the last five years Based on Average Citation Index in Scopus/ Web of Science.	20
8	**3.4.8 QnM**	Bibliometrics of the Publications during the last five years based on Scopus/ Web of Science - H-Index of the University.	20
Key Indicator – 3.5, Consultancy, Marks : 20			
1	**3.5.1 QnM**	Revenue Generated from Consultancy and Corporate Training during the last five years.	20
Key Indicator – 3.6, Extension Activities : 20			
1	**3.6.1 QIM**	Outcomes of Extension Activities in the Neighborhood Community in Terms of Impact and Sensitizing the Students to Social Issues and Holistic Development, and Awards Received if any during the last five years. (Showcase at least four case studies to the peer team)	10

Contents of Criteria 3

S.N.	Metrics	Topic	Marks
1	3.6.2 QnM	Number of Extension and Outreach Programmes Conducted by the Institution through Organized Forums like NSS/NCC with Involvement of Community year wise during the last five years.	10
		Key Indicator : 3.7, Collaboration : 10	
1	3.7.1 QnM	Number of Functional MoU's/ Linkage with Institutions/ Industries in India and Abroad for Internship, On-the Job Training, Project Work, Student/ Facult y Exchange and Collaboration Research during the last five years.	10

Weightage for Criteria 3

	Key Indicators	University		Autonomous Colleges	Affiliated /College/ Constituent/ Colleges	
					UG	PG
3.1	Promotion of Research & Facilities	20		20	NA	NA
3.2	Resource Mobilization	40 New	20 Old	10	15	15
3.3	Innovation Ecosystem	20 New	30 Old	10	NA	10
3.4	Research Publications & Award	120 New	100 Old	30	19	25
3.5	Consultancy	20		10	NA	NA
3.6	Extension Activities	20/40		50	60	50
3.7	Collaboration	20		20	20	20
	Total	**250**		**150**	**110**	**120**

Metrics of Criteria 03

Qualitative Metrics (QIM)			
3.1.1	QIM	01	02
3.3.1	QIM	01	15
3.6.1	QIM	01	10
		03	27

Quantitative Metrics (QnM)			
3.1.2	QnM	01	03
3.1.3	QnM	01	05
3.1.4	QnM	01	10
3.2.1	QnM	01	25
3.2.2	QnM	01	15
3.3.1	QnM	01	15
3.3.2	QnM	01	05
3.4.1	QnM	01	05
3.4.2	QnM	01	15
3.4.3	QnM	01	15
3.4.4	QnM	01	20
3.4.5	QnM	01	10
3.4.6	QnM	01	15
3.4.7 to 3.5.1	QnM	03	60
3.6.2	QnM	01	10
		15	227

3.1.2/ 3.1.3/ 3.1.4/ 3.2.1/ 3.3.2/ 3.4.1/ 3.4.2/ 3.4.3/ 3.4.4/ 3.4.5/ 3.4.6/ 3.5.1/ 3.6.2/ 3.7.1 = 14 Data Template

Promotion of Research Facilities : 20

Metrics	Metric Description	Weightage
3.1.1 QIM	The Institution's Research Facilities are Frequently Updated and there are Well Defined Policy for Promotion of Research which is Uploaded on the Institutional Website & Implemented. Write a Description in Max of 500 Words. File Description: • Upload Any Additional Information. • Provide Links as Additional Information. • Upload COs for All Courses (Exemplars from Glossary)	

Key Indicator : 3.1
Promotion of Research Facilities : 20

Metrics	Metric Description	Weightage
3.1.2 QnM	The Institution Provides Seed Money to its Teachers for Research (Average per year). 3.1.2.1: Amount of Seed Money provided by institution to its Teachers for Research Year- Wise during the last five years. (INR in Lakhs)	03

Year					
INR in Lakhs					

Formula :

$$\frac{\text{Total Amount of Seed Money}}{5}$$

Promotion of Research Facilities : 20

Metrics	Metric Description	Weightage
3.1.2 QnM	Upload the Specific Document as per Description Given Below: • Institutional Data in the Prescribed Format (Data Template). • List of Faculty Who have been provided with Seed Money for Research along with the Title of the Project, Duration & Amount Year-Wise. • Sanction Letters of Seed to the Teachers is Mandatory. • Audited Income-Expenditure Statement highlighting the Expenditure towards Seed Money Endorsed by the Finance Officer. **Apart from the above:** • Provide Links for any other Relevant Document to support the claim. (if any) Note : Seed Money Grant Less than One Lakh per Faculty Shall not be Considered.	3

Benchmark

Metric	Description	4	3	2	1	0
3.1.2 QnM	The Institution Provides Seed Money to its Teachers for Research (Average Per Year; INR in Lakhs) (3)	>=50	40-50	30-40	20-30	<20

Data Template : 3.1.2

S.N.	Name of the faculty recipient of seed money	Date of grant	Amount granted (Amount less than one lakh shall not be considered)

Standard Operating Procedure (SOP) : 3.1.2
(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.1.2 The Institution Provides Seed Money to its Teachers for Research (Average per year; INR in Lakhs)	• List of Faculty who have been provided with Seed Money for Research along with the Title of the Project, Duration and Amount year-Wise. • Sanction Letters of Seed Money to the teachers is Mandatory. • Audited Income- Expenditure statement highlighting the relevant expenditure endorsed by the Finance Officer	• In case of large data, the DVV will ask for valid documents for specific enlisted teachers. • Only Formal Research Project Seed Money will be Considered	• Grants for other than research projects are not to be considered • Sponsorship to Conferences / Seminars etc are not to be considered. • Grants Received from Outside Agencies for Research are not to be Included. • Seed Money grant Less than one lakh per Faculty shall not be Considered.

Key Indicator : 3.1
Promotion of Research Facilities : 20

Metrics	Metric Description	Weightage
3.1.3 QnM	Percentage of Teachers Receiving National/ International Fellowship/ Financial Support by Various Agencies for Advanced Studies/ Research (Last five years). 3.1.3.1: Number of Teachers who Received National/ International Fellowship/ Financial Support from Various Agencies, for Advanced Studies/ Research; year- wise during the last Five Years. **Formula :** Total No. of Teachers who Received **National/ International Fellowship/ Financial Support** by Various Agencies for Advanced Studies/ Research (Last five years). _____ X 100 (2.2) **Total No. of Full Time Teachers** (**Without repeat count**) the last five years Upload the specific document as per description given below • Institutional Data in the prescribed format (data template). • E-copies of the Award Letters of the teachers. • List of Teachers who have received the awards along with the nature of award, the awarding agency etc. • Provide the Relevant Information in Institutional Website as part of Public Disclosure. **Apart from the above:** • Provide Links for any other Relevant Document to Support the Claim. (if any) Note: Sponsored International Travel Grant Can Also be included here.	5

Data template : 3.1.3

SN	Name of the recipient faculty	Stature of fellowship (National/ International)	Awarding agency	Details of advanced studies	Year of award

Benchmark : 3.1.3

Metric	Description	4	3	2	1	0
3.1.3 QnM	Percentage of Teachers Receiving National/ International Fellowship/ Financial Support by Various Agencies for Advanced Studies/ Research during the last five years (5)	>=20	15-20	10-15	5-10	<5

Standard Operating Procedure (SOP) : 3.1.3

(SOP Published on : 14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**3.1.3** Percentage of Teachers receiving National/ International Fellowship/ Financial support by various agencies for advanced studies/ research during the last five years	• E-Copies of the Award Letters of the teachers. • List of teachers who have received the awards along with the nature of award, the awarding agency etc.	Documents for all Awards are Compulsory	• Awards without any financial support are not to be included . (Eg.: Best Teacher Award, Certificate of Appreciation). • Sponsored International travel grant can also be included here

Key Indicator : 3.1
Promotion of Research Facilities : 20

Metrics	Metric Description	Weightage
3.1.4 QnM	Percentage of JRFs, SRFs among the Enrolled PhD Scholars in Institution the last five years. 3.1.4.1: The Number of JRFs, SRFs among the Enrolled PhD Scholars in the Institution during the last five years. 3.1.4.1: Number of PhD Scholars Enrolled during the last Five years. **Formula:** $$\frac{\text{Total No. JRF} + \text{SRF During Last Five years}}{\text{No. of Ph.D. Scholars Enrolled during last Five years}} \times 100$$ **Upload the Specific Document as per Description given below :** • Institutional Data in the Prescribed Format. (Data Template) • List of JRFs, SRFs, Post - Doctoral Fellows, Research Associates and other research fellows along with the details of the funding agency is to be provided. • E-Copies of Fellowship Award Letters (Mandatory). • Provide the relevant information in institutional website as part of public disclosure. **Apart from the Above:** Provide Links for any other relevant document to support the claim. (if any) **Note:** Institution Research Fellows with Grants Equal to UGC, JRF & SRF Fellowships shall be considered.	10

Data Template : 3.1.4

Metric	Description	4	3	2	1	0
3.1.4 QₙM	Percentage of JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years (10)	>=70	60-70	50-60	40-50	<40

Benchmark : 3.1.4

S.N.	Year of award	Period of award (in years)	Name of the Scholar	Specify the grants viz JRF/ SRF/ PDF/ RA/ etc.	Awarding agency

Standard Operating Procedure (SOP) : 3.1.4

SOP Published on : 14/12/2022 by NAAC

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1	**3.1.4** Percentage of JRFs, SRFs among the Enrolled PhD Scholars in Institution. during the Last five years.	• List of JRFs, SRFs, Post Doctoral Fellows, Research Associates and Other Research Fellows along with the details of the Funding Agency is to be Provided. • E - copies of fellowship award letters (mandatory)		• Research fellowships to the teachers/students/ research assistants etc given by the HEI will not be considered. • Institution Research Fellows with Grants Equal to UGC JRFs & SRFs Fellowships Shall be Considered

Key Indicator 3.2
Research Mobilization for Research : 20

Metrics	Metric Description	Weightage
3.2.1 QnM	**Research Funding Received by the Institution and its Faculties** through Government and Non-Government Sources such as Industry, Corporate house, International bodies for Research Project, Endowment Research Chairs (the last five years). **3.2.1.1:** Total Grants for Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs (the last five years). (INR in Lakhs) **Upload the Specific Document as per Description Given below :** • Institutional Data in the prescribed format (Data Template Merged with 3.2.1) • List of Project Titles with details of Principal Investigator, amount Sanctioned and Sanctioning agency etc. • E-Copies of the Grant Award Letters for research Projects Sponsored by Govt. Agencies. • Provide the Relevant Information in Institutional Website as part of Public Disclosure. **Apart from the above :** **Provide Links** for Any Other Relevant Document to Support the claim. (if any)	25

Data Template : 3.2.1

S.N.	Name of the PI/ Co-PI	Title of the research Project	Name of the funding agency	Year of award or sanction	Amount in Rs.

Benchmark : 3.2.1

Metric	Description	4	3	2	1	0
3.2.1 QnM	Research Funding Received by the Institution and its Faculties through Government and Non-government Sources such as Industry, Corporate Houses, International bodies for Research Project, Endowment Research Chairs during the last five years (INR in Lakhs) (25)	>=2000	1500-2000	1000-1500	500-1000	<500

Standard Operating Procedure (SOP) : 3.2.1
14/12/2022

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.2.1 Research Funding Received by the Institution and its Faculties through Government and Non-Government Sources such as Industry, Corporate house, International bodies for Research Project, Endowment Research Chairs (the last five years).	• List of Extramural Funding received for research, Endowment Research Chairs received during the last five years along with the nature of award, the awarding agency and the amount. • E-Copies of the letters of award for research, endowments, Chairs sponsored by non-government sources	• Sanction Letter of Grants by the funding • Agency is Mandatory to support the claim, and the source of funding should be from non-government organizations. • The Duration of the grant period should align with the last five years period.	• Grants given by their Own Trust / sister institutions are not to be included. • Grants in the form of Equipments / Software / Skill Development Centers will not be Considered

Key indicator 3.2
Research Mobilization for Research : 20

Metrics	Metric Description	Weightage
3.2.2 QnM	Number of Research Projects per Teacher Funded by Government, Non-Government, industry, Corporate Houses, International Bodies During the Last five years. 3.2.2.1: Number of Research Projects funded by government and non-government agencies During the last five years. **Formula:** Total Number of Research Projects Funded by Government & Non-Government Industry, Corporate Houses, International Bodies during the Last five years X 100 _____ (2.2 Number of Full Time Teachers (Without Repeat Count) during the last five years) **Upload the Specific Document as per description given below : -** • Institutional data in the Prescribed Format. (data template merged with 3.2.1) • List of Project Titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc. • E-Copies of the Grant Award Letters for Research Projects sponsored by Government Agencies. • Provide the Relevant Information in Institutional website as part of Public Disclosure. **Apart from the above:** • Provide Links for any other Relevant document to support the Claim. (if any)	15

Benchmark : 3.2.1

Metric	Description	4	3	2	1	0
3.2.2 QnM	Number of research projects per teacher funded by government, non- government , industry, corporate houses, international bodies during the last five years (15)	>= 2	1.5-2	1-1.5	0.5-1	<0.5

Standard Operating Procedure (SOP) : 3.2.1

SOP Published on :14/12/2022 by NAAC

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.2.2 Number of Research Projects per Teacher Funded by Government, Non-Government, Industry, Corporate Houses, International Bodies during the last five years	• List of Project Titles with details of Principal investigator, amount sanctioned and sanctioning agency etc. • **E-Copies** of the grant awardletters for research projects sponsored by government agencies.	• Sanction Letter of Grants by the funding agency is mandatory to support the claim. • The duration of the grant period should align with the last five years.	• Grants in the form of Equipments / Software / Skill Development Centers will not be considered

Key Indicator : 3.3
Innovation Ecosystem : 20

Metrics	Metric Description	Weightage
3.3.1 QIM	Institution has Created an Ecosystem for Innovation, Indian Knowledge System (IKS) including awareness about IPR, establishment of IPR Cell, Incubation Centre and other initiatives for the Creation and Transfer of Technology/ Knowledge and the outcomes of the same are evident. **File Description:** • Upload any additional information. • Upload database of all currently enrolled students. (Data Template)	15

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Key Indicator : 3.3
Innovation Ecosystem : 20

Metrics	Metric Description	Weightage
3.3.2 **QnM**	Number of **Awards received** for **Research/ Innovation** by the Institution/ **Teachers/ Research/ Scholars/ Students** during the last five years. ▭ **3.3.2.1** Total number of awards received for Research/ Innovation by institution/ teachers scholars/ students during the last five years. **Upload the specific document as per description given below:** • Institutional data in the prescribed format (data template). • E- Copies of award letters issued by the awarding agency. • Provide the relevant information in institutional website as part of Public Disclosure**.** **Apart from the above:** **Provide Links** for any other relevant document to support the claim. (if any)	05

Data Template : 3.3.2

Name of the awardees	Name of the award	Name of the awarding body	Category of award (innovation/ technology Transfer etc.)

Benchmark : 3.3.2

Metric	Description	4	3	2	1	0
3.3.2 QnM	Number of Awards received for Research/ Innovation by the Institution/ Teachers/ Research/ Scholars/ Students during the last five years.(5)	>=30	20-30	10-20	5-10	<5

Standard Operating Procedure (SOP) : 3.3.2

SOP Published on : 14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1	3.3.2. Number of Awards Received for Research/ Innovations by the Institution/ Teachers/ Research Scholars/ Students during the last five years	• E- Copies of award letters issued by the awarding agency.	• Awards for Research/ Innovation Received by the Institution/ Teachers/ Research Scholars/ Students to be Considered here. • Claims without Certificate or Award Letter will not be Considered	• Participation / Presentation Certificates in workshops / conferences etc., are not to be included. • Awards claimed in 2.4.4 not to be claimed here. • Patents not to be included here.

Research Publications & Awards : 120

Metrics	Metric Description	Weightage

3.4.1 QnM	**The Institution Ensures Implementation of its Stated Code of Ethics for Research.**
	3.4.1.1 The Institution has a Stated code of Ethics for Research and the Implementation of which is Ensured through the following:
	
	1. Inclusion of Research Ethics in the Research Methodology Course Work.
	2. Presence of Institutional Ethics Committees (Animal, Chemical, Bio- Ethics etc.)
	3. Plagiarism Check through Software.
	4. Research Advisory Committee.
	Options:
	   A. All of the above
	   B. Any 3 of the above
	   C. Any 2 of the above
	   D. Any 1 of the above
	   E. None of the above (Opt any one)
	Upload the specific document as per description given below:
	• Institutional data in the prescribed format . (Data Template)
	• Copy of the Syllabus of the Research Methodology Course Work to indicate if research ethics is included.
	• Constitution of the Ethics Committee and its Proceedings as Approved by the Appropriate Body.
	• Bills of Purchase of Licensed Plagiarism Check Software in the name of the HEI.
	• Provide the relevant information in institutional website as part of public disclosure.
	Apart from the above:
	   Provide Links for any other relevant document to support the claim (if any).
		05

Data Template : 3.4.1

Inclusion of research ethics in the Research Methodology course work	Presence of Institutional Ethics Committees (Animal, chemical, bio-ethics etc.)	Plagiarism check	Research Advisory Committee

Benchmark : 3.4.1

Metric	Description	4	3	2	1	0
3.4.1 QnM	**The institution ensures implementation of its stated Code of Ethics for research (5)** The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of institutional Ethics committees (Animal, chemical,bio-ethics etc.,) 3. Plagiarism Check 4. Research Advisory Committee	A	B	C	D	E

100

Standard Operating Procedure (SOP) : 3.4.1

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1	**3.4.1** The institution ensures implementation of its stated Code of Ethics for research **3.4.1. 1** The Institution has a Stated Code of Ethics for Research and the Implementation of which is Ensured through the following: 1. Inclusion of Research Ethics in the Research Methodology Course Work. 2. Presence of Institutional Ethics Committees (Animal, Chemical, Bio- Ethics etc.) 3. Plagiarism Check through Software. 4. Research Advisory Committee.	• Copy of the Syllabus of the Research Methodology Course work to indicate if research ethics is included. • Constitution of the Ethics Committee and its Proceedings as Approved by the appropriate body. • Constitution of Research Advisory Committee and its proceedings as approved by the appropriate body. • Bills of Purchase of licensed plagiarism check software in the name of the HEI.	• Provide Web Link on the Institutional Website which should lead to the Landing Page where Code of Ethics for research is hosted. • Report of Research Content Checked through Licensed Plagiarism Check Software.	• If the link leads only to the home page, the claim will not be considered.

Key Indicator : 3.4
Research Publications & Awards : 120

Metrics	Metric Description	Weightage

3.4.2
QnM
	Number **of Patents Awarded** during the last five years.
	
	3.4.2.1: Total number of Patents awarded during the last five years. ⬜
	
	Upload the specific document as per description given below
	
	• Institutional Data in the Prescribed Format . (Data Template)
	• E-Copies of Letter of Patent Grant.
	• Patent Granted/ Published in the Name of the Faculty with the Institutional Affiliation to the University Working during the assessment period only to be given.
	• Provide the Relevant Information in Institutional Website as part of public disclosure.
	• In case of Patents obtained outside India, provide us one of the following :
	  1. If the Indian Patent application is filed for the corresponding foreign patent, please provide us the current status of the Indian patent application.
	  2. If you have filled the foreign patent without filing corresponding Indian patent application, please provide us a copy of foreign filing license obtained from Indian patent office as per section 39 of Indian Patent act, 1970.
	
	Apart from the above :
	
	Provide Links for any other relevant document to support the claim. (if any)
		15

Data Template : 3.4.2

Name of the Faculty / Student author of the Patent	Patent Number	Date of Award	Patent awarding Agency

Benchmark : 3.4.2

Metric	Description	4	3	2	1	0
3.4.2 QnM	Number of Patents Awarded during the last five years (15)	>=7	5-7	3-5	1-3	<1

Standard Operating Procedure (SOP) : 3.4.2

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.4.2 Number of Patents awarded during the last five years	• E-copies of the Letters of Granted Patents, and the current status. Patents granted in the name of the faculty with the institutional affiliation to the university working during the assessment period.	• Only Awarded / published patents to be considered. • Patent awarded / published during the last five year assessment period only to be considered. • Patents awarded should be supported with a Letter of Award and the Unique Patent Number which can be cross-verified. • Patents awarded / published in the name of faculty working in the University during the assessment period • only to be considered.	• Mere submission of application/or published patent will not be considered until it is awarded.

Key Indicator : 3.4
Research Publications & Awards : 120

Metrics	Metric Description	Weightage
3.4.3 QnM	Number of Ph.Ds Awarded per Recognized Guide during the last five years. 3.4.3.1: How many Ph.Ds were awarded during the last 5 years. ☐ 3.4.3.2: Number of Teachers Recognized as Guides during the last five years. ☐ **Formula:** $$\frac{\textbf{Number of Ph.D. Degrees Awarded during the last five years}}{\textbf{Number of Teachers Recognized as Guides during the last five years}} \times 100$$ Upload the specific document as per description given below: • Institutional Data in the Prescribed format. (data template) • PhD Award letters to Ph.D. Students. • Letter from the university indicating name of the Ph.D. Student with title of the doctoral study and the name of the guide. • Provide the Relevant Information in institutional website as part of Public Disclosure. Apart from the above: Provide Links for any other relevant document to support the claim. (if any)	15

Data Template : 3.4.3

Name of the Ph.d research Scholar	Name of the Research Supervisor	Year of Registration	Year of completion and award of PhD

Benchmark : 3.4.3

Metric	Description	4	3	2	1	0
3.4.3 QnM	Number of Ph.Ds Awarded per recognized guide during the last five years (15)	>=5	4-5	2-4	1-2	<1

Standard Operating Procedure (SOP) : 3.4.3

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.4.3 Number of Ph.Ds Awarded per Recognized Guide during the last five years • How many Ph.D's are awarded within last 5 years • Number of teachers recognized as guides during the last five years	• PhD Award Letters to PhD Students. • Letter from the university indicating Name of the PhD Student with Title of The doctoral study and the Name of the Guide.	• Ph.D's awarded (Not- Ongoing) under every eligible research guide working as faculty in the institution should be considered, during the last five year period. • If the data is large, details of guide ship letter/award details for selected faculty will be sought during the DVV clarification process	

Key Indicator : 3.4
Research Publications & Awards : 120

Metrics	Metric Description	Weightage
3.4.4 QnM	**Number of Research Papers Published** per **Teacher** in the Journals as notified on **UGC CARE** list during the last five year. 3.4.4.1: Number of research papers published in the journals as notified on UGC CARE list during the last five years. Upload the specific document as per description given below: • Institutional data in the prescribed format. (data template) • List and Links of the Papers Published in Journals listed in UGC CARE List. • Link to the institutional website where the first page/ full paper (with author and affiliation details) is published. • Link Re- Directing to Journal Source- Cite Website in case of Digital Journals. • Provide the Relevant Information in Institutional Website as part of public. Apart from the above: • Provide Links for any other relevant document to support the claim. (if any) Note: The HEI should indicate in the Data Template against Each Paper about the presence of the journal in which the paper is published in the UGC CARE as on date with Care journal ID.	20

Data Template : 3.4.4

Title of Paper	Name of the Author/s	Dept. of the teacher	Name of journal	Year of Publication	ISSN number	Link to the recognition in UGC enlistment of the journal		

Benchmark : 3.4.4

Metric	Description	4	3	2	1	0
3.4.4 QnM	Number of Research Papers published per teacher in the Journals as notified on UGC website during the last five years (20)	>=10	7-10	4-7	1-4	<1

Standard Operating Procedure (SOP) : 3.4.4

SOP Published on : 14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**3.4.4** Number of Research Papers Published per Teacher in the Journals as Notified on UGC Website during the last five year.	• List and Links of the Papers Published in journals listed in UGC CARE list and • Link to the Institutional Website where the First Page/ Full Paper (with author and affiliation details) is published Link Re-Directing to Journal Source-cite Website in case of Digital Journals. Apart from the above: Provide Links for any other relevant document to support the claim (if any)	• Publication of the authors with Institution Affiliation will be considered for assessment years only.	• Incomplete entries will not be considered. • If details given are not complete with The links/screenshot, the respective publication will not be considered.

Key Indicator : 3.4
Research Publications & Awards : 120

Metrics	Metric Description	Weightage
3.4.5 QnM	Number of Books & Chapters in Edited Volumes Published Per Teacher : 5 Yr 3.4.5.1: Total Number of Books & Chapters in Edited Volumes/ Books Published : 5 Yr **Formula:** $$\frac{\textbf{Total Number of Books \& Chapters in Edited Volumes, Books Published : 5 Yr} \times 100}{\textbf{Number of Full Time Teachers (Without Repeat Count) : 5Yr}}$$ **Upload** the Specific Document as per Description given below: • Institutional Data in the Prescribed Format. (Data Template). • E-Copy of the Cover Page, Content Page and First Page of the Publication Indicating ISBN Number and year of publication for Books/ Chapters. • List of Chapter/ Book with the Links Redirecting to the Source Website. • Provide the Relevant Information in Institutional Website as Part of Public Disclosure. Apart from the above: Provide Links for any other relevant document to support the claim. (if any)	10

Data Template : 3.4.5

S.N.	Name of the Teacher	Title of the Book/ Chapters Published	Title of the Paper	Title of the Proceedings of the conference	Year of Publication	ISBN No. of the Proceeding	Whether at the time of publication affiliating Institution was same YES/No	Name of the Published

Benchmark : 3.4.5

Metric	Description	4	3	2	1	0
3.4.5 QnM	Number of Books and C hapters in Edited Volumes Published per Teacher during the last five years (10)	>=10	7-10	4-7	1-4	<1

Standard Operating Procedure (SOP) : 3.4.5

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.4.5 Number of Books and Chapters in Edited Volumes Published per Teacher during the last five years	• E-Copy of the Cover Page, Content Page and First Page of the Publication Indicating ISBN Number and year of publication for books/chapters. • List of Chapter/ Book with the Links Redirecting to the Source Website.	• Books with ISBN Number only would be considered • The details of Select Publications would be sought during the DVV Clarification Process, if the data is large. • Book's Publication Year and Publisher Name should be Mentioned	• Publication claimed under 3.4.5 • Not to be Included in this Metric.

Research Publications & Awards : 120

Metrics	Metric Description	Weightage
3.4.6 QnM	**E-Content is Developed by Teachers:** 1. For e-PG - Pathshala 2. For CEC (Undergraduate) 3. For SWAYAM 4. For other MOOCs Platforms 5. Any other Government Initiatives 6. For Institutional LMS Options: A. Any 4 or more of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above **Opt Anyone** Upload the Specific Document as per Description Given Below: • Institutional Data in the prescribed format. (Data Template). • Give Links to Upload Document of E-Content Developed showing the Authorship/ Contribution. • Supporting Documents from the Sponsoring Agency for the E-content developed by the Teachers need to be provide. • For Institution LMS a summary of the E-Content developed and the links to the E-Content should be provided. • Provide the Relevant Information in institutional website as part of public disclosure. **Apart from the above:** Provide Links for any other relevant document to support the claim. (if any)	15

Data Template : 3.4.6

1. For e-PG-Pathshala	2. For CEC (Undergraduate)	3. For SWAYAM	4. For Other MOOCs Platforms	5. Any Other Govt. Initiatives	6. For Institutional LMS
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No
If yes, provide links to the contents					

Benchmark : 3.4.6

Metrics	Description	4	3	2	1	0
3.4.6 QnM	E-content is developed by teachers : (15) 1. For e-PG-Pathshala 2. For CEC (Undergraduate) 3. For SWAYAM 4. For other MOOCs platforms 5. For Institutional LMS 6. Any other Government Initiatives	A	B	C	D	E

Standard Operating Procedure (SOP) : 3.4.6

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific Instruction to HEI	Avoid the following while uploading data
1.	3.4.6 E-Content is Developed by Teachers: E-PG Pathshala CEC (Under Graduate) SWAYAM Other MOOCs Platform Any Other Government Initiative Institutional LMS	• Give Links to Upload Document of E- Content developed showing the Authorship/ Contribution . • Supporting Documents from the sponsoring agency for the E- Content developed by the teachers need to be provided. • For Institution LMS a Summary of the E-Content Developed and the links to the e-content should be provided	• Only the Content Developed by the Teachers of the Institution will be Considered.	• Informal e-content will not be accepted. • Open Source e-Content should not be Included

Key Indicator : 3.4
Research Publications & Awards : 120

Metrics	Metric Description	Weightage
3.4.7 QnM	**B**ibliometrics of the Publications during the last five years Based on Average Citation Index in Scopus/ Web of Science. Data to be Provided for the last five years: • Title of the Paper • Name of the Author • Title of the Journal • Year of Publication • Citation Index **Formula** $$\frac{\text{Total Number of Citations in Scopus in 5 yr} + \text{Total Number of Citation in Web of Science in 5 yr}}{\text{Total Number of Publication in SCOPUS in 5yr} + \text{Total Number of Publication in Web of Science in 5 yr}} \times 100$$ **File Description (Upload)** • Any Additional Information. • Bibliometrics of the Publications during the last five years. • The Data Obtained from INFLIBNET will be used for purposes of the Calculation of Scores. Bibliometric of the publications: Citation Report for the last five Calendar years Counting backward from **SSR** submission date to be upload.	**20**

Benchmark : 3.4.7

Metric	Description	4	3	2	1	0
3.4.7 QnM	Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science/ PubMed (20)	>=10	5-10	2-5	0.5-2	<0.5

Standard Operating Procedure (SOP) : 3.4.7

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1	**3.4.7** Bibliometrics of the Publications during the last five years based on average Citation Index in Scopus/ Web of Science/ PubMed	· Bibliometric of the Publications: Citation Report for the last five Calendar years Counting Backward from SSR Submission date to be Uploaded	• The data for this metric will be fetched by INFLIBNET directly • The HEI can Seek Clarification for the data given by INFLIBNET through the Portal only.	

Key Indicator : 3.4
Research Publications & Awards : 120

Metrics	Metric Description	Weightage
3.4.8 QnM	Bibliometrics of the Publications during the last five years based on Scopus/ Web of Science - H– Index of the University. H-index of the Institution Based on Publications made in Scopus / Web of Science during the last five years. Data for the last five years will be Considered • Title of the paper • Name of the author • Title of the journal • Year of publication • H - Index **Formula:** $$\dfrac{\text{H- Index of Scopus} + \text{H – Index of Web of Science during the last five years.}}{2}$$ **File Description (Upload) :** • Bibliometrics of Publications based on Scopus/ Web of Science – H- Index of the Institution. **Any Additional information.** ❖ The Data obtained from INFLIBNET will be used for the Purpose of Calculation of Scores.	20

Benchmark : 3.4.8

Metric	Description	4	3	2	1	0
3.4.8 QnM	Bibliometrics of the Publications during the last five years based on Scopus/ Web of Science / H-Index of the University (20)	>=35	25-35	15-25	5-15	<5

Standard Operating Procedure (SOP) : 3.4.8
SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – H-Index of the University	• Bibiliometrics of Publications Based on Scopus/ Web of Science - H-index of the Institution • Any additional information	• The Data for this metric will be fetched by INFLIBNET Directly • The HEI can seek Clarification for the data given by INFLIBNET through the Portal only.	

Key Indicator 3.5
Consultancy : 20

Metrics	Metric Description	Weightage
3.5.1 QnM	Revenue Generated from Consultancy and Corporate Training during the last five years. 3.5.1.1: Total Amount Generated from Consultancy and Corporate Training year-wise during the last five years. (INR in Lakhs) <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> **Upload the Specific Document as per Description given below:** • Institutional Data in the Prescribed Format. (Data Template). • Audits Statement of Accounts Indicating the Revenue Generated through and Corporate Training year-wise during the last five years (INR in Lakhs) • Letter from the Corporate to whom Training was Imparted along with the Fee Paid. • CA Certified Copy of Statement of Accounts as Attested by Head of the Institution. • Letter from the beneficiary of the consultancy along with details of the Consultancy Fee. **Apart from the above:** • Provide Links for any other relevant document to support the claim. (if any) Note : Corporate training is inclusive of all monetized training.	20

Data Template : 3.5.1

Metric	Description	4	3	2	1	0
3.5.1 QnM	Revenue Generated from Consultancy & Corporate Training during the last five years (INR in Lakhs) (20)	>=200	150-200	100-150	50-100	<50

Benchmark : 3.5.1

Name of the Faculty Consultant or Trainer	Organization to which Consultancy or Corporate Training Provided	Data/ Duration of Consultancy	Amount Generated in INR

Standard Operating Procedure (SOP) : 3.5.1

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.5.1 Revenue Generated from Consultancy and Corporate Training . during the last five years (INR in Lakhs)	• Audited Statements of Accounts Indicating the Revenue Generated through Corporate Training/ Consultancy. • Letter from the Corporate where Training was Imparted along with the Fee Paid. • CA Certified Copy of statement of accounts as Attested by Head of the Institution. • Letter from the Beneficiary of the Consultancy along with details of the Consultancy Fee.	• Amount generated through consultancy and corporate training will be considered here.	• Grant Received for Research Projects are not to be Included. • Consultancy Fee from any Sister Institution / same Trust will not be Considered. • Corporate training is inclusive of all monetized training

Key Indicator : 3.6
Extension Activities : 20

Metrics	Metric Description	Weightage
3.6.1 QIM	Outcomes of Extension Activities in the Neighborhood Community in Terms of Impact and Sensitizing the Students to Social Issues and Holistic Development, and Awards Received if any during the last five years. (Showcase at least four case studies to the peer team) Describe the Impact of Extension Activities in Sensitizing Students to Social Issues and Holistic Development with four Case Students within a Maximum of 500 words. **File description:** • Provide the link for additional information. • Upload any additional information. • Provide the Relevant Information in Institutional Website as part of Public Disclosure.	10

Key Indicator : 3.6
Extension Activities : 20

Metrics	Metric Description	Weightage
3.6.2 QnM	Number of Extension and Outreach Programmes Conducted by the Institution through Organized Forums like NSS/NCC with Involvement of Community year wise during the last five years. 3.6.2.1: Number of Extension & Outreach Programms Conducted by the Institution through organized forums including NSS/NCC with involvement of community year wise during the last five years. Upload the Specific Document as per Description given below: • Institutional data in the prescribed format. (data template). • Detailed List and Report for Each Extension and Outreach Programmes to be made Available with Specific Mention of number of students participated and details of the collaborating Agency. • Geo- tagged Photographs and Any Other Supporting Document of Relevance should have Proper Captions and Dates. • Provide the Relevant Information in institutional Website as part of Public Disclosure. Apart from the above: • Provide Links for any other relevant document to support the claim. (if any) Note: Celebration of commemorative days to be avoided here.	**10**

Data Template : 3.6.2

Name of the activity	Organization unit/ agency/ collaborating agency	Year of the activity	No. of students participated in such activities.

Benchmark : 3.6.2

Metric	Description	4	3	2	1	0
3.6.2 QnM	Number of Extension and Outreach Programmes Conducted by the Institution during the last five years (10)	>=100	80-100	60-80	40-60	<40

Standard Operating Procedure (SOP) : 3.6.2

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.6.2 Number of Extension and Outreach Programs Conducted by the Institution during the last five years. Number of Extension and Outreach Programs conducted by the institution through NSS/NCC, Government and Government Recognized bodies during the last five years.	• Detailed List and Report for Each Extension and Outreach Programme to be Made Available, with Specific Mention of Number of Students participated and the details of the Collaborating Agency	• Extension Activities: The Aspect of Education, which Emphasizes Neighborhood Services. These are Often Integrated with Curricula as Extended Opportunities Intended to help, Serve Reflect and Learn. The Curriculum-Extension Interface has Educational Values, Especially	• Events Conducted for the Benefit of their own Students not to be Included Under Outreach Programs. • Events and Activities Organized within Campus Cannot be Considered

Key Indicator : 3.7
Collaboration : 10

Metrics	Metric Description	Weightage
3.7.1 QnM	Number of Functional MoU's/ Linkage with Institutions/ Industries in India and Abroad for Internship, On-the Job Training, Project Work, Student/ Faculty Exchange and Collaboration Research during the last five years. 3.7.1.1: Number of Functional MoUs with Institutions/ Industries in India and Abroad for Internship, On-the-Job Training, Project Work, Student/ Faculty Exchange and Collaborative Research during the last five years. **Upload the Specific Document as per Description given below:** • Institutional Data in the Prescribed Format. (Data Template). • List and Copies of Documents Indicating the Functions MoUs/ Linkage/ Collaboration Activity- Wise and Year Wise. • Summary of the Functional MoUs/ Linkage/ Collaboration Indicating Start Date, End Date, Nature of Collaboration etc. • List of Year Wise Activities & Exchange should be provided. • Provided the Relevant Information in Institutional Website as part of public disclosure. **Apart from the above:** Provide Links for any other relevant document to support the claim. (if any) Note: MoUs/ Linkage without any Evidence of Activity will not be Considered.	10

Data Template : 3.7.1

Year of signing MoU	Name of the organization with whom MoU/ Collaboration being signed	Duration	Purpose of MoU/ Collaboration	List the actual activities under each MoU year-wise

Benchmark : 3.7.1

Metric	Description	4	3	2	1	0
3.7.1 QnM	Number of Functional MoUs /Linkage with Institutions/ Industries in India and Abroad for Internship, on-the-Job Training, Project Work, Student / Faculty Exchange & Collaborative Research during the last five years (10)	>=40	30-40	10-30	5-10	<5

Standard Operating Procedure (SOP) : 3.7.1

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	3.7.1 Number of Functional MoUs /Linkage with Institutions/ Industries in India and abroad for Internship, on-the-Job Training, Project Work, Student / Faculty exchange and collaborative research during the last five years	• List and Copies of Documents Indicating the Functional MoUs/ Linkage/ Collaboration Activity-Wise and Year-Wise. • Summary of the Functional MoUs/ Linkage/ Collaboration Indicating Start date, End Date, Nature of Collaboration etc. • List of Year Wise Activities and Exchange Should be Provided	• Functional MoUs/ Linkage/Collaboration to be Valid and within the Assessment Period. • The Functional MoUs/ Linkage/ Collaboration activities for Research and Academic Development of Faculty and Students Facilitated through the Mentioned Functional MoUs/ Linkage/ Collaboration only will be Considered.	• Activities Mentioned Under 3.6.3, 3.7.2 and 3.7.3 not to be included here. • Collaborations with the Sister Institutions Under the Same Trust are not to be Included.

NAAC Criteria 4

Infrastructure & Learning Resources
100 Marks

Key Indicators : 04,   Sub Indicators : 15

NAAC Presentation

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06/06/2023

Criteria 4 : 100 Marks
Infrastructure & Learning Resources

	Key Indicators	:	04
4.1	Physical Facilities	:	30
4.2	Library & Learning Resource	:	20
4.3	IT Infrastructure	:	30
4.4	Maintenance of Campus Infrastructure	:	20
		:	**100**

Contents of Criteria 4
Infrastructure and Learning Resources :100

S.N.	Metrics	Topic	Marks
Key Indicator- 4.1, Physical Facilities, Marks: 30
1	4.1.1 QIM	The Institution has Adequate Infrastructure Facilities.	20
2	4.1.2 QIM	Percentage of Expenditure Excluding Salary, for Infrastructure Development and Augmentation year wise during the last five years	10
Key Indicator- 4.2, Library as a Learning Resource, Marks : 20
1	4.2.1 QIM	Library is Automated with Digital Facilities using Integrated Library Management System (ILMS) , adequate subscription to E-Resources and Journals are made. The Library is Optimally Used by the Faculty and Students.	15
2	4.2.2 QnM	Percentage Expenditure for Purchase of Books/ E-books and Subscription to Journals/ E- journals year wise during the last five year.	5

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Contents of Criteria 4
Infrastructure and Learning Resources :100

		Key Indicator – 4.3, IT Infrastructure , Marks : 30	
1	**4.3.1 QnM**	Institution Frequently updates its IT Facilities and Provides Sufficient Bandwidth for Internet Connection.	15
2	**4.3.2 QIM**	Student - Computer Ratio (Data to be provided only for the latest completed academic year)	10
3	**4.3.3 QnM**	Institution has the following Facilities for E-content Development and Order Resource Development.	5
		Key Indicator – 4.4, Maintenance of Campus Infrastructure (20)	
1	**4.4.1 QnM**	Percentage Expenditure Incurred on Maintenance of Physical Facilities and Academic Support Facilities Excluding Salary Component during the last five year.	10
2	**4.4.2 QIM**	There are Established Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities, Laboratories, Library, Sports Complex, Computers, Classrooms etc.	10

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Weightage for Criteria : 4

	Key Indicators	University	Autonomous Colleges	Affiliated /College/ Constituent/ Colleges	
				UG	PG
4.1	Physical Facilities	30	30	30	30
4.2	Library as a learning resource	20	20	20	20
4.3	IT Infrastructure	30	30	30	30
4.4	Maintenance of Campus Infrastructure	20	20	20	20
	Total	100	100	100	100

Metrics : (50+50 = 100)

Metrics	Number	Marks
4.1.1	01	20
4.2.1	01	15
4.3.1	01	15
4.4.2	01	10
Total	04	50

Metrics	Number	Marks
4.1.2	01	10
4.2.2	01	05
4.3.2	01	10
4.3.3	01	05
4.4.1	01	10
Total	05	50

4.1.2, 4.2.2, 4.3.3, 4.4.1 = 4 Data Templates

Key Indicator – 4.1
Physical Facilities : 30

Metric No.	Metrics Description	Weightage
4.1.1 QIM	The Institution has Adequate Infrastructure Facilities for : 1. Teaching-Learning, Viz, Classrooms, Laboratories. 2. ICT Enabled Facilities such as Smart Classes, LMS etc. 3. Facilities for Cultural and Sports Activities, Yoga Centre, Games (Indoor and Outdoor), Gymnasium, Auditorium etc. Describe the Adequacy of Facilities for Teaching - Learning as per the minimum Specified Requirement by the Statutory Bodies, within Maximum of 500 Words. File Description : • Upload any Additional Information. • Provide the Link for Additional Information. Apart from the above: • Provide Links for any other Relevant Document to Support the Claim. (if any)	20

Key Indicator – 4.1
Physical Facilities : 30

Metrics	Metrics Description	Weightage
4.1.2 QnM	Percentage of Expenditure Excluding Salary, for Infrastructure Development and Augmentation year wise during the last five years. 4.1.2.1: Expenditure for Infrastructure Development and Augmentation Excluding Salary year wise during the last five years. (INR in lakhs) <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> Upload the Specific Document as per Description given below • Institutional Data in the Prescribed Format. (Data Template) • Audited Income and Expenditure Statement of the institution to be Signed by CA and Counter signed by the competent authority. Relevant Expenditure claimed for Infrastructure Augmentation should be Clearly Highlighted Apart from the above: • Provide Links for any other Relevant Document to Support the Claim. (if any)	10

Data Template : 4.1.2

Year	Tata Expenditure Excluding Salary	Expenditure on Infrastructure Augmentation	Expenditure on Maintenance of Physical Facilities	Expenditure for Purchase of Books/ E-Books and Subscription to Journals/ e-Journal

Benchmark : 4.1.2

Metric	Description	4	3	2	1	0
4.1.2 Q_nM	Percentage of Expenditure Excluding salary for Infrastructure Development and Augmentation during the last five years (INR in Lakhs) (10) 4.1.2.1: Expenditure for Infrastructure Augmentation Excluding Salary, during the last five years (INR in lakhs)	>=40	30 - 40	20 - 30	10 - 20	< 10

Standard Operating Procedure (SOP) : 4.1.2

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	4.1.2 Percentage of Expenditure Excluding Salary, for Infrastructure Development and Augmentation during the last five years (INR in Lakhs)	• Institutional Data in the Prescribed format (Data Template) • Audited Income and Expenditure Statement of the Institution to be Signed by CA and Counter Signed by the Competent Authority . • Relevant Expenditure Claimed for Infrastructure Augmentation should be clearly Highlighted	• This Metric is supposed to be looked at with the Perspective of Infrastructure Augmentation only • In case of Privately funded HEI the document should be Certified by Chartered Accountant. • Focus of this Metric is on to Acquiring new Infrastructure.	• Avoid Recurring Expenditure on Laboratory, maintenance of infrastructure and acquisition of books and journals under this metric.

Key Indicator: 4.2
Library as a Learning Resource : 20

Metrics	Metrics Description	Weightage
4.2.1 QIM	Library is Automated with Digital Facilities using Integrated Library Management System (ILMS) , adequate subscription to E-Resources and Journals are made. The Library is Optimally Used by the Faculty and Students. Write description in a Maximum of 500 Words. File Description : • Upload any Additional Information. • Provide the Paste Link for Additional Information. • Provide the Relevant Information in institutional Website as part of Public Disclosure.	15

Library as a Learning Resource : 20

Metrics	Metrics Description	Weightage
4.2.2 QnM	Percentage Expenditure for Purchase of Books/ E-books and Subscription to Journals/ E-journals year wise during the last five year. 4.2.2.1: Annual Expenditure for Purchase of Books and Journals year-wise during the last five years. (INR in Lakhs) Formula: $$\frac{\text{Total Expenditure for Purchase of books, e-books and Subscriptions}}{3.1 \text{ Total Expenditure Excluding Salary}} \times 100$$ | Year					
---	---	---	---	---	---
INR in lakhs					| **Upload the Specific Document as per Description given below:** • Institutional Data in the Prescribed Format (data template merged with 4.1.2) • Audited Income and Expenditure Statement of the institution to be signed by CA and Counter Signed by the Competent Authority (Relevant Expenditure claimed for purchase of books/ e-books and subscription to journals/e-journals should be clearly highlighted) Apart from the above: • Provide Links for any other Relevant Document to support the claim. (if any)	5

Data Template : 4.2.2

Year	Tata Expenditure Excluding Salary	Expenditure on Infrastructure Augmentation	Expenditure on Maintenance of physical facilities	Expenditure for purchase of books/ e- books and Subscription to journals/ e-journal

Benchmark : 4.2.2

Metric	Description	4	3	2	1	0
4.2.2 QnM	Percentage expenditure for purchase of books/ e-books and subscription to Journals/ E-journals during the last five years (INR in Lakhs) (5)	>=10	8-10	6-8	2-6	<2

Standard Operating Procedure (SOP) : 4.2.2

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	4.2.2 Percentage Expenditure for Purchase of Books/ e- Books and Subscription to Journals/ E-Journals during the last five years (INR in Lakhs)	• Audited Income and Expenditure Statement of the Institution to be signed by CA and Counter Signed by the Competent Authority. • Relevant Expenditure Claimed for Purchase of Books/ E-books and Subscription to Journals/ E-journals should be clearly Highlighted		

Key Indicator – 4.3

IT Infrastructure : 30

Metrics	Metrics Description	Weightage
4.3.1 QIM	Institution Frequently updates its IT Facilities and Provides Sufficient Bandwidth for Internet Connection. Describe IT Facilities including Wi-Fi with Date and Nature of Updation, Available Internet Bandwidth within a maximum of 500 Words. **File Description:** • Upload any Additional Information. • Provide the Link for Additional Information.	15

Key Indicator – 4.3

IT Infrastructure : 30

Metrics	Metrics Description	Weightage
4.3.2 QnM	**Student - Computer Ratio** (Data for the Latest Completed Academic Year) 4.3.2.1: Number of Computers available for Student Use. Auto Generated from the Extended Profile ┌───┐ │ **Formula: Number of Students : Number of Computers** │ └───┘ Upload the Specific Document as per Description Given Below: (No Template) • Stock Register/ Extract Highlighting the Computer Issued to Respective Departments for Student's Usage. • Purchased Bills/ Copies Highlighted. Apart from the above: • Provide Links for any other Relevant Document to Support the Claim. (if any)	10

Standard Operating Procedure (SOP) : 4.3.2

SOP Published on :14/12/2022 by NAAC

SN.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1	4.3.2 Student - Computer Ratio (Data to be Provided only for the latest Completed Academic year)	• Stock Register/ Extracts Highlighting the Computers Issued to respective Departments for Student's Usage. • Purchased Bills/ Copies Highlighted.	• The Data Pertaining to the Latest Completed Academic Year.	• The computers for office and faculty use will not be considered. • Computers purchased after the latest completed academic year not to be considered.

Key Indicator – 4.3
IT Infrastructure : 30

Metrics	Metrics Description	Weightage
4.3.3 QnM	Institution has the following Facilities for E-content Development and Order Resource Development. 1. Audio Visual Center, Mixing Equipment, Editing Facilities and Media Studio. 2. Lecture Capturing System. (LCS) 3. Central Instrumentation Centre. 4. Animal House 5. Museum 6. Business Lab 7. Research/ Statistical database 8. Moot court 9. Theatre 10. Art Gallery 11. Any other facility to support research.	5

Key Indicator – 4.3
IT Infrastructure : 30

Metrics	Metrics Description	Weightage
4.3.3 QnM	Upload the Specific Document as per description given below: • Institutional Data in the prescribed format (data template) • Purchase Bill/ Stock Register, Entry for Lecture Capturing System, Mixing Equipment, Software for Editing. • Videos and Geo-Tagged Photographs of Each of the Facilities available in the HEL. Details of the structures of each of the facilities available in the HEI. • Copy of the Subscription Letter for database is Essential for Option Research/ Statistical Database. • Provide the Relevant Information in Institutional Website as part of public disclosure. Apart from the above: • Provide Links for any other Relevant Document to Support the Claim. (if any)	5

Benchmark

Metric	Description	4	3	2	1	0
4.3.3 QnM	Institution has the following Facilities for e-Content & Other Resource Development (5) 1. Audio visual center, mixing equipment, editing facilities center and Media Studio 2. Lecture Capturing System(LCS) 3. Theatre 4. Central Instrumentation Centre 5. Animal House 6. Museum 7. Business Lab 8. Research/statistical database 9. Moot court	A	B	C	D	E

Data Template of 4.3.3

1.	Audio Visual Center, Mixing Equipment, Editing Facilities Center and Media Studio.	Yes/ No
2.	Lecture Capturing System. (LCM)	Yes/ No
3.	Central Instrumentation Centre	Yes/ No
4.	Animal House	Yes/ No
5.	Museum	Yes/ No
6.	Business Lab	Yes/ No
7.	Research/ Statistical Database	Yes/ No
8.	Moot Court	Yes/ No
9.	Theatre	Yes/ No
10.	Art Gallery	Yes/ No
11.	Any Other Faculty to Support Research	Yes/ No

Standard Operating Procedure (SOP) : 4.3.3

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**4.3.3** Institution has the following Facilities for E-Content development 1. Audio Visual Center, Mixing Equipment, Editing Facilities Center and Media Studio 2. Lecture Capturing System (LCS) 3. Central Instrumentation Centre (CIC) 4. Animal House 5. Museum 6. Business Lab 7. Research/Statistical Databases 8. Moot court 9. Theatre 10. Art Gallery Any other facility to support research	• Purchase Bill / Stock Register, Entry for Lecture Capturing System, Mixing Equipment, Software for Editing. • Videos and Geo-Tagged photographs of each of the facilities available in the HEI. Details of the structures of each of the facilities available in the HEI. • Copy of the Subscription Letter for Database is essential for Option 10 (Research/Statistical Databases)	• List of e-Content developed by the HEI. For large data , DVV will seek a sample link to the e-Content from the list provided by the HEI.	• Mere Claiming of Facility without Sufficient Supporting Documents will not be Considered.

Maintenance of Campus Infrastructure : 20

Metrics	Metrics Description	Weightage

4.4.1 QnM	Percentage Expenditure Incurred on Maintenance of Physical Facilities and Academic Support Facilities Excluding Salary Component during the last five year.
	
	4.4.1.1 : Expenditure Incurred on Maintenance of Physical Facilities and Academic Support Facilities Excluding Salary Component year-wise during the last five years (INR in Lakhs)
	
	<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>
	Data to be provided for the last five years: (As per Data Template)
	• Non - Salary Expenditure Incurred
	• Expenditure Incurred on Maintenance of Campus Infrastructure.
	
	Formula:
	      Percentage: Total Expenditure on Maintenance of Physical & Academic Support Facilities Excluding Salary Component X 100
	      ────────────────────────────────────
	      3.1 **Total** Expenditure Excluding Salary Component
		10

Maintenance of Campus Infrastructure : 20

Metrics	Metrics Description	Weightage
4.4.1 QnM	Upload the Specific Document as per Description given below: • Institutional Data in the Prescribed Format (Data Template). • Audited Income and Expenditure Statement of the institution to be Signed by CA and Counter Signed by the Competent Authority (Relevant Expenditure claimed for maintenance of infrastructure should be clearly highlighted) Apart from the above: Provide Links for any other relevant document to support the claim. (if any)	10

Benchmark : 4.4.1

Metric	Description	4	3	2	1	0
4.4.1 QnM	Percentage Expenditure Incurred on Maintenance of Physical Facilities and Academic Support Facilities Excluding Salary Component during the last five years (10)	>= 30	20-30	10-20	5-10	<5

Data Template : 4.4.1

Year	Tata Expenditure Excluding Salary	Expenditure on Infrastructure Augmentation	Expenditure on Maintenance of Physical Facilities	Expenditure for purchase of Books/ E- Books and Subscription to journals/ E- journal

Standard Operating Procedure (SOP) : 4.4.1

SOP Published on :14/12/2022 by NAAC

SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**4.4.1** Percentage Expenditure Incurred on Maintenance of Physical Facilities and Academic Support Facilities Excluding.	• Audited Income and Expenditure Statement of the institution to be Signed by CA and Counter signed by the Competent Authority. • Relevant Expenditure Claimed for Maintenance of Infrastructure should be clearly Highlighted.	• Focus of this metric is only on the maintenance of physical and academic support facilities.	• Mere Statement of last five years data on the Metric without Audited Statement will not be Considered.

Maintenance of Campus Infrastructure : 20

Metrics	Metrics Description	Weightage
4.4.2 QIM	There are Established Systems and Procedures for Maintaining and Utilizing : Physical, Academic and Support Facilities, Laboratories Library, Sports Complex Computers Classrooms Describe Policy Details : of Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities Within 500 Words. File Description: • Upload any Additional Information. • Provide the Link for Additional Information.	10

NAAC Criteria 5

Student Support & Progression

100 Marks

Key Indicators : 04,   Sub Indicators : 12

NAAC Presentation

by

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06/06/2023

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Content of Criteria 5

Student Support & Progression

S.N	Metrics	Topic	Marks
Key Indicator – 5.1, Student Support (30)			
1	5.1.1 QnM	Percentage of Students Benefited by Scholarships and Free Ships Provided by the Institution, Government and Non-Government Bodies, Industries, Individuals, Philanthropists during the last five years.	15
2	5.1.2 QnM	Efforts Taken by the Institution to Provide Career Counseling Including E-Counseling and Guidance for Competitive Examinations during the last five years.	5
3	5.1.3 QnM	Following Capacity Development and Skills Enhancement Initiatives and Undertaken by the Institution.	5
4	5.1.4 QnM	The Institution Adopts the following for Redressal of Student Grievances Including Sexual Harassment and Ragging Cases	5
Key Indicator – 5.2 Student Progression (45)			
1	5.2.1 QnM	Percentage of Placement of Outgoing Students during the last five years.	15
2	5.2.2 QnM	Percentage of Graduate Students who have Progressed to Higher Education during the last five years.	15
3	5.2.3 QnM	Percentage of Students Qualifying in State/ National/ International Level Examination out of the Graduated Students.	15

Content of Criteria 5

Student Support & Progression

S.N	Metrics	Topic	Marks
**Key Indicator : 5.3, Student Participate and Activities : 15**			
1	**5.3.1 QnM**	Number of Awards/ Medals Won by Students for Outstanding Performance in Sports/ Cultural Activities at Inter-University/ State/ National/ International Events (Award for a team event should be counted as one) During the last five years.	5
2	**5.3.2 QIM**	Presence of an Active Student Council & Representation of Students on Academic & Administrative Bodies/ Committees of the institution.	5
3	**5.3.3 QnM**	The Institution Conducts / Organize following Activities.	5
Key Indicator – 5.4, Alumni Engagement (10)			
1	**5.4.1 QIM**	Alumni Contribution during the last five years to the University though registered Alumni Association.	5
2	**5.4.2 QnM**	Alumni Contributes and Engages Significantly to the Development of University through academic and other support system.	5

Distribution of Weightages : Criteria 5

No.	Key Indicator	University		Autonomous College	Affiliated College/s Constituent College/s	
					UG	PG
5.1	Student Support	30		30	50	50
5.2	Student Progression	45 New	40 Old	30	30	25
5.3	Student Participation and Activities	15 New	20 Old	30	50	45
5.4	Alumni Engagements	10		10	10	10
		100		100	140	130

Metrics : 85+15 = 100 Marks

Qualitative Metrics (QIM)				Quantitative Metrics (QnM)			
				5.1.1	1	01	15
5.1.2	01	05		5.1.3	1	01	05
5.3.2	01	05		5.1.4	1	01	05
5.4.2	01	05		5.2.1	1	01	15
				5.2.2	1	01	15
				5.2.3	1	01	15
				5.3.1	1	01	05
				5.3.3	1	01	05
				5.4.1	1	01	05
	02	**15**			**10**	**10**	**85**

5.1.1, 5.1.3, 5.1.4, 5.2.1, 5.2.2, 5.2.3, 5.3.1, 5.3.3 = 8 Data Templets

Key Indicator 5.1
Student Support : 30

Metrics	Metrics Description	Weightage
5.1.1 QnM	Percentage of Students Benefited by Scholarships and Free Ships Provided by the Institution, Government and Non-Government Bodies, Industries, Individuals, Philanthropists during the last five years. 5.1.1.1: Number of Students Benefitted by Scholarships and Free Ships provided by the Institution, Government and Non- Government bodies, Industries, Individuals, philanthropists year-wise during the last five years. <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> Data to be provided for the last five years: (As per Data Template) • Name of the Scheme. • Number of Students Benefiting. **Formula:** Total Number of Students Benefited by Scholarships and Free Ships by Institution, Government and Non- Government Agencies X 100 1.1 Total number of students on Rolls	15

Key Indicator 5.1
Student Support : 30

5.1.1 QnM	**Upload the specific document as per description given below**	
	• Institutional data in the prescribed format. (Data Template).	
	• Upload Sanction letter of Scholarship and Free Ships (in English).	
	• Upload Policy Document of the HEI for award of Scholarship and Free ship.	
	• Year- Wise List of Beneficiary Students in Each Scheme duly signed by the Competent Authority.	
	• Provide the Relevant Information in Institutional Website as part of Public Disclosure.	
	Apart from the above : Provide Links for any other Relevant Document to support the claim. (if any)	

Data Template

Year	Title of Scholarship	Name of the Student	Amount Received as Scholarship	Type of Scholarship (Institution, Government and Non-Government bodies, Industries, Philanthropists.	Links to Relevant Document

Benchmark

Metric	Description	4	3	2	1	0
5.1.1 Q_nM	Percentage of Students Benefited by Scholarships and Freeships Provided by the Institution, Government and Non-Government bodies, Industries, Individuals, Philanthropists during the last five years (15)	>=60	50-60	40-50	20-40	<20

NAAC Manual Revised – 21/12/2022

Standard Operating Procedure (SOP) : 5.1.1

14/12/2022

S.N.	Metric	Documents Needed	Specific Instruction to HEI	Avoid the following while uploading data
1	5.1.1 Percentage of Students Benefited by Scholarships and Free ships Provided by the Institution, Government and Non- Government Bodies, Industries, Individuals, Philanthropists during the last five years.	• Upload Sanction Letter of Scholarship and Free Ships (in English). • Upload Policy Document of the HEI for Award of Scholarship and Free Ships. • Year-wise List of Beneficiary Students in Each Scheme duly Signed by the Competent Authority.	• Consider scholarships and Free ships sanctioned by the institution and Government and Non-Government agencies. For large data, the DVV will seek documents for randomly selected students in specific schemes, during the DVV clarification	

Key Indicator 5.1
Student Support : 30

Metrics	Metrics Description	Weightage
5.1.2 QIM	Efforts Taken by the Institution to Provide Career Counseling Including E-Counseling and Guidance for Competitive Examinations during the last five years. Write Description in Maximum of 500 Words. **File Description :** • Provide the Link for additional information. • Upload any additional information.	05

NAAC Manual Revised – 21/12/20227

Student Support : 30

Metrics	Metrics Description	Weightage
5.1.3 QnM	Following Capacity Development and Skills Enhancement Initiatives and Undertaken by the Institution for: 1. Soft skills 2. Language and Communication Skills. 3. Life skills Yoga, Physical Fitness, Health & Hygiene, Self-Employment & Entrepreneurial Skills 4. Awareness of Trends in Technology. 5. **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above (Opt any one) D. Any 1 of the above E. None of the above	5

Key Indicator 5.1
Student Support : 30

5.1.3 QnM	**Upload** the specific document as per description given below : • Institutional data in the prescribed format (Data Template) • Report with Photographs on Soft Skill Enhancement Programs. • Report with Photographs on Language & amp; Communication Skills Enhancement Programs. • Report with Photographs on Life skills (Yoga, physical fitness, health and hygiene) Enhancement Programs. • Report with Photographs on ICT/ Computing Skills Enhancement Programs. • Provide the Relevant Information in Institutional Website as part of Public Disclosure. **Apart from the above:** Provide Links for any other relevant document to support the claim. (if any)

Data Template

1.	Soft Skill	Yes/ No
2.	Language and Communication Skills.	Yes/ No
3.	Life Skills (Yoga, Physical Fitness, Health and Hygiene, Self-Employment and Entrepreneurial skills)	Yes/ No
4.	Awareness of trends in technology	Yes/ No

Benchmark

Metric	Description	4	3	2	1	0
5.1.3 QnM	Following Capacity development and skills Enhancement Initiatives are undertaken by the institution for (5) 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene, self- employment & entrepreneurial skills) 4. Awareness of trends in technology	A	B	C	D	E

Standard Operating Procedure (SOP) : 5.1.3

14/12/2022

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	Following Capacity Development and Skills Enhancement Initiatives are Undertaken by the Institution 1. Soft Skills 2. Language and Communication skills, Life skills (Yoga, Physical Fitness, Health & Hygiene, Self-Employment & Entrepreneurial Skills) 3. Awareness of Trends in Technology.	• Report with Photographs on Soft Skills Enhancement Programs. • Report with Photographs on Language & amp; Communication Skills Enhancement Programs. • Report with Photographs on Life Skills (Yoga, physical fitness, health and hygiene) enhancement programs. • Report with Photographs on ICT/Computing Skills Enhancement Programs	• Consider All the Students who have Enrolled for Various Initiatives. DVV can Seek the Documents regarding the Attendance and Certificates of Selected Students from the list of Programs/Students Enrolled in the Specified /Initiatives	• Mere circulars and student lists will not be accepted.

Key Indicator 5.1
Student Support : 30

Metrics	Metrics Description	Weightage
5.1.4 QnM	The Institution Adopts the following for Redressal of Student Grievances Including Sexual Harassment and Ragging Cases. 1. Implementation of Guidelines of Statutory/ Regulatory Bodies. 2. Organization – Wide Awareness and Undertakings on Policies with Zero Tolerance. 3. Mechanism for Submission of Online/ Offline Student's Grievances. 4. Timely Redressal of the Grievances through Appropriate Committees. **Options:** A. Any 3 of the above B. Any 2 of the above　　(Opt any one) C. Any 1 of the above D. None of the above	5

Key Indicator 5.1
Student Support : 30

5.1.4 **QnM**	**Upload** the **Specific Document** as per description given below: • Institutional data in the prescribed format. (Data Template) • Details of Statutory/ Regulatory Committee (to be Notified in Institutional Website also) • Proof for Implementation of Guidelines of Statutory/ Regulatory Bodies. • Report of Organization wide Awareness and Undertakings on Policies with Zero Tolerance. • Proof Related to Mechanisms for submission of Online/ Offline Students' Grievances. • Annual Report of the Committee Monitoring the Activities and Number of Grievances. • Provide the Relevant Information in Institutional Website as part of Public Disclosure. **Apart from the above;** Provide Links for any other relevant document to support the claim. (if any)	50

Data Template : 5.1.4

1. Implementation of guidelines of statutory/ regulatory bodies.	Yes/ No
2. Organization-wide awareness and undertakings on policies with zero tolerance.	Yes/ No
3. Mechanisms for submission of online/ offline students' grievances.	Yes/ No
4. Timely redressal of the grievances through appropriate committees.	Yes/ No

Benchmark : 5.1.4

Metric	Description	4	3	2	1	0
5.1.4 QnM	The Institution adopts the following for Redressal of Student Grievances Including Sexual Harassment and Ragging Cases (5) 1. Implementation of Guidelines of statutory/regulatory bodies 2. Organisation-wide awareness and undertakings on policies with zero tolerance. 3. Mechanisms for submission of online/offline students' grievances. 4. Timely Redressal of the grievances through appropriate committees.	A	B	C	D	E

Standard Operating Procedure (SOP) : 5.1.4
14/12/2022

S.N.	Metric	Documents Needed	Specific Instruction to HEI	Avoid the following while uploading data
1.	**5.1.4** The Institution adopts the following for Redressal of Student Grievances Including Sexual Harassment and Ragging Cases	• Details of Statutory/ Regulatory Committees (to be Notified in Institutional Website also) • Proof for Implementation of Guidelines of Statutory/ Regulatory Bodies • Report of Organization Wide Awareness and Undertakings on policies with zero tolerance • Proof Related to Mechanisms for submission of Online/Offline Students' Grievances • Annual Report of the Committee monitoring the Activities and Number of grievances		

Key Indicator : 5.2
Student Progression : 40

Metrics	Metrics Description	Weightage
5.2.1 QnM	Percentage of Placement of Outgoing Students during the last five years. 5.2.1.1: Number of Outgoing Students Placed year wise during the last five years. | Year					
---	---	---	---	---	---
Number					| **Formula :** $$\frac{\text{Number of Outgoing Students Placed}}{(1.2 \text{ Total Number of Outgoing Final year Students}) - (5.2.2.1 \text{ Total Progressed to Higher Education})} \times 100$$ Upload the Specific Document as per description given below: • Institutional Data in the Prescribed format (Data Template) • List of Students Progressing for Higher Education, with details of Program and Institution that they are/have Enrolled along with links to proof of Continuation in Higher Education. (the above list should be available in institutional website) Apart from the above: Provide Links for any other Relevant Document to support the claim. (if any)	15

Benchmark : 5.2.1

Metric	Description	4	3	2	1	0
5.2.1 Qnm	Percentage of Placement of outgoing students during the last five years(15)	>=70	60-70	50-60	40-50	<40

Data Template : 5.2.1

SN	Name of the outgoing placed	Organization in which placed	Package committed per annum in INR

Standard Operating Procedure (SOP) : 5.2.1

14/12/2022

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	5.2.1 **Percentage of Placement** of **Outgoing Students** during the last five years	• Number and List of Students Placed along with Placement Details Such as Name of the Company, Compensation, etc and links to Placement Order. (the above list should be available in institutional website)	• Placements through HEI placement drive and Through Pool Campus Interviews / Recruitment Drives at other Colleges can also be Considered. If the Data is Large, DVV Partner will seek for the Appointment Orders of Selected Students.	• If Same Student has Multiple Offers it has to be Counted Only once.

Student Progression : 40

Metric	Metrics Description	Weightage
5.2.2 QnM	Percentage of Graduate Students : 5 Yr Who have Progressed to Higher Education Year- Wise 5.2.2.1: Number of Outgoing Students Progressing to Higher Education. | Year					
------	-	-	-	-	-
Number					| **Formula:** $$\frac{\text{Total Number of Outgoing Students Progressing to Higher Education}}{(1.2\ \text{Total Number of Outgoing Final year Students}) - (5.2.2.1\ \text{Total Progressed to Higher Education})} \times 100$$ **Upload the Specific Document as per Description Given Below :** • Institutional Data in the Prescribed Format. (Data Template) • List of Students Progressing for Higher Education, with Details of Programmes and Institution that they are/ have Enrolled along with links to Proof of Continuation in Higher Education. (The above list should be available in institutional Website) **Apart from the above:** Provide Links for any other Relevant Document to Support to Claim. (if any)	15

Benchmark : 5.2.2

Metric	Description	4	3	2	1	0
5.2.2 Qnm	Percentage of Graduated Students who have Progressed to Higher Education year-wise : 5 Yr.	>=40	30-40	20-30	5-20	<5

Data Template : 5.2.2

SN	Name of the outgoing progressed to Higher Education	Organization joined for Higher Education	Details of the Program enrolled

Standard Operating Procedure (SOP) : 5.2.2
14/12/2022

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**5.2.2** Percentage of Graduate Students Who have Progressed to Higher Education Year- Wise. During last five years	• List of Students Progressing for Higher Education, with Details of Programmes and Institution that they are/ have Enrolled along with links to Proof of Continuation in Higher Education. (The above list should be available in institutional website)	• Evidences such as Admission Letters or Identity Cards for Selected Students Progressing to Higher Education will be sought by the DVV partner.	Appearing / Passing of Competitive Examinations for Higher Education Cannot be Considered as. Progression to Higher Education unless Students get Admitted.

Key Indicator : 5.2
Student Progression : 40

Metrics	Metrics Description	Weightage
5.2.3 QnM	Percentage of Students Qualifying in State/ National/ International Level Examination out of the Graduated Students. : 5 Yr. 5.2.3.1: Number of Students Qualifying in State/ National/ International Level Examination during Last Five Years. (eg. SLET, NET, UPSC etc) **Formula :** $$\frac{\text{Number of Students Qualifying in State/ National/ International Level Examination}}{1.2 \text{ Total Final Year – Outgoing Students}} \times 100$$ **Upload the Specific Document as per Description Given Below :** • Institutional data in the prescribed format. (Data Template) • List of Students Qualified year wise under Each Category and Links to Qualifying Certificates of the Students Taking the Examination. • Provide the Relevant Information in Institutional Website as Part of Public Disclosure. **Apart from the above:** Provide Links for any other Relevant Document to Support to Claim. (if any)	15

Data Template : 5.2.3

Year – 1…….5			
Name of the qualifying student	**Level of Exam**	**Name of competitive Examination**	**Links to relevant document**

Standard Operating Procedure (SOP) : 5.2.3
14/12/2022

S.N	Metric	Documents Needed	Specific Instruction to HEI	Avoid the following while uploading data
1.	**5.2.3** Percentage of Students Qualifying in State/ National/ International Level Examination during last five years (eg. SLET, NET, UPSC etc)	List of Students Qualified Year Wise Under Each Category and Links to Qualifying Certificates of the Students taking the Examination . **Apart from the above:** Provide Links for any other Relevant Document to Support the Claim. (if any)		

Key Indicator : 5.3
Student Participation & Activities : 15

Metrics	Metrics Description	Weightage
5.3.1 QnM	Number of Awards/ Medals Won by Students for Outstanding Performance in Sports/ Cultural Activities at Inter-University/ State/ National/ International Events (Award for a Team Event should be Counted as one) during the Last Five Years. 5.3.1.1: Number of Awards/ Medals Won by Students for Outstanding Performance in Sports/ Cultural Activities at Inter-University/ State/ National/ International Level (Award from a Team Event should be Counted as one) Year-Wise during the Last Five years.

Year					
Number					

Upload the Specific Document as per Description given below :
- Institutional data in the prescribed format (Data Template)
- List and Links to E-Copies of Awards, Letters and Certificate.
- Provide the Relevant Information in Institutional Website as part of Public Disclosure.

Apart from the above:
 Provide Links for any other Relevant Document to Support the Claim. | 05 |

Data Template : 5.3.1

SN	Date of the Event	Name of the Student	Level of Achievement (at Inter-University/State/ national/ international	Details of Sports/ Cultural activity	Position Secured

Benchmark : 5.3.1

Metric	Description	4	3	2	1	0
5.3.1 QnM	Number of Awards/Medals Won by Students for Outstanding Performance in Sports/Cultural Activities at Inter-University/ State/ National/ International Level (Award for a Team Event should be Counted as one) during the last five years) (10)	>=80	50-80	20-50	20-10	<10

NAAC Manual Revised – 21/12/2022

Standard Operating Procedure (SOP) : 5.2.2

14/12/2022

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**5.3.1** Number of Awards/ Medals Won by Students for Outstanding Performance in Sports/ Cultural Activities at Inter-University/ State/ National/ International Events (Award for a Team Event should be Counted as one) during the last five years	• List and Links to E-copies of Award Letters and Certificates	• Participation in Republic Day Parade by NCC Candidates may be Considered. • Only Inter-University / State / National / International Achievement will be Considered. • Award for team Event will be Counted as one.	• Participation/ Appreciation Certificates at the Regional/ Local/ Institutional Levels will not be Considered. • Awards from Intra or Inter Institutions / Departments will Not Be Considered.

Key Indicator : 5.3
Student Participation and Activities: 15

Metrics	Metrics Description	Weightage
5.3.2 QIM	Presence of : An Active Students Council Representation of Students on Academic & Administrative Bodies Committees of the Institution Describe the Student Council Activity and Students' Role in Academic & Administrative Bodies within a maximum of 500 Words. **File Description:** • Provide the Link for Additional Information. • Upload any Additional Information.	5

Criteria : 5.3

Student Participation and Activities: 15

Metrics	Metrics Description	Weightage
5.3.3 QnM	The Institution Conducts/ Organized following Activities. • Sports Competition/ Events. • Cultural Competitions/ Events. • Technical Fest/ Academic Fests • Any other Events through Active Clubs and Forums. **Options:** A. All Four of the Above. B. Any Three of the Above. C. Any Two of the Above. D. Any One of the Above. E. None of the Above. **Upload** the Specific Document as per Description Given Below : • Institutional Data in the prescribed format. (Data Template) • Report of the Sports Competitions/ Events along with Photographs Appropriate Dated and Captioned year-wise. • Report of the Culture Competitions/ Events along with Photographs Appropriately Dated and Captioned year-wise.	05

Data Template : 5.3.3

1.	Sports Competitions/ Events	Yes / No	Links to Relevant Document
2.	Cultural Competitions/ Events	Yes / No	Links to Relevant Document
3.	Technical Fest/ Academic Fests	Yes / No	Links to Relevant Document
4.	Any other events through active Clubs and Forums.	Yes / No	Links to Relevant Document

Benchmark : 5.3.3

Metric	Description	4	3	2	1	0
5.3.3 QnM	The Institution Conducts/ Organized following Activities. (5) 1. Sports Competitions/Events 2. Cultural Competitions/Events 3. Technical Fest/Academic Fests 4. Any other events through active clubs and forums	A	B	C	D	E

Standard Operating Procedure (SOP) : 5.3.3

14/12/2022

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**5.3.3** The Institution Conducts /Organizes following Activities • Sports Competition/ Events. • Cultural Competitions/ Events. • Technical Fest/ Academic Fests. • Any other Events through Active Clubs and Forums. Options: All four of the above Any three of the above Any two of the above Any one of the above None of the above	• Report of the Sports competitions/events along with photographs appropriately dated and captioned year-wise. • Report of the Cultural competitions/ events along with photographs appropriately dated and captioned year- wise. • Report of the Technical fest/academic fests along with photographs appropriately dated and captioned year- wise. • Report of the Any other events through active clubs and forums along with photographs appropriately dated and captioned year- wise. • Copy of circular/brochure indicating such kind of activities. List of students participated in different events year wise signed by the head of the Institution.	• All Activities Conducted Under an Event will be counted as one event. • Only the events Organized by the University need to be considered For Large Data DVV will seek Participation Certificates of Specified Students.	• Events Cannot be Further Split into Activities.

Key Indicator: 5.4
Alumni Engagement : 10

Metrics	Metrics Description	Weightage
5.4.1 QnM	Alumni Contribution during the last five years to the University through Registered Alumni Association. **5.4.1.1** Total Amount of Alumni Contribution during the last five years (INR in Lakhs) to the Institution through Registered Alumni Association. **Upload** the Specific Document as per Description Given Below: • No template. • Annual Audited Statements of accounts of the HEI highlighting the Alumni Contribution duly certified by the Charted Accountant/ Finance Officer. • List of Alumnus/ Alumni with the Amount Contribution year- wise. **Apart from the above:** Provide Links for any other Relevant Document to Support the claim. (if any)	05

Benchmark : 5.4.1

Metric	Description	4	3	2	1	0
5.4.1 QnM	Alumni Contribution during the last five years (INR in lakhs) to the University through Registered Alumni Association (5)	>=100	50-100	20-50	5-20	<5

Standard Operating Procedure (SOP) : 5.4.1

14/12/2022

S.N	Metric	Documents Needed	Specific Instruction to HEI	Avoid the following while uploading data
1.	5.4.1. Alumni Contribution during the Last Five years to the University through Registered Alumni Association . Options: ≥ 100 Lakhs 50Lakhs - 100 Lakhs 20 Lakhs - 50 Lakhs 5 Lakhs - 20 Lakhs <5 Lakhs	• Annual Audited Statements of Accounts of the HEI Highlighting the Alumni Contribution duly Certified by the Chartered Accountant/ Finance Officer. • List of Alumnus/Alumni with the Amount Contributed Year-Wise	• Institutional expenditure statements for the budget heads of e-governance implementation ERP Document . • Screen Shots of user Interfaces of Each Module Reflecting the Name of the HEI. • Annual E-governance Report approved by the Governing Council / Board of Management / Syndicate Policy document on E-governance.	• Bills for the Expenditure on Implementation of E-Governance in the Areas of Operation.

Key Indicator : 5.4
Alumni Engagement : 10

Metrics		Weightage
5.4.2 QIM	Alumni Contributes and Engages Significantly to the Development of University through Academic and Other Support System. Describe the Alumni Contribution and Engagements within a Maximum of 500 Words. **File Description:** • Provide the link for additional information. **Upload any Additional Information.**	05

NAAC Criteria 6

Governance, Leadership & Management
100 Marks

Key Indicators : 05,   Sub Indicators : 16

NAAC Presentation

by

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09/06/2023

Content of Criteria 6
Governance, Leadership & Management : 100 Marks

S.N.	Metrics	Topic	Marks
		Key Indicator – 6.1, Institutional Vision & Leadership : 15 Marks	
1	**6.1.1 QIM**	The Institutional Governance and Leadership are in Accordance with Vision and Mission of the Institution and it is Visible in Various Institutional Practices such as NEP Implementation, Sustained Institutional Growth, de-Centralization, Participation in the Institutional Governance and in their Short Term and Long Term Institutional Perspective Plan.	15
		Key Indicator – 6.2, Strategy Development & Deployment : 10 Marks	
1	**6.2.1 QIM**	The Institutional Perspective Plan is Effectively Deployed and Functioning of the Institutional Bodies are Effective and Efficient as Visible from Policies, Administrative Set-Up, Appointment, Service Rules, Procedure etc.	5
3	**6.2.2 QnM**	Institution Implements E-governance in its Operations.	5

NAAC for Quality and Excellence in Higher Education

Content of Criteria 6
Governance, Leadership & Management : 100 Marks

S. N.	Metrics	Topic	Marks
Key Indicator : 6.3 , Faculty Empowerment Strategies : 25 Marks			
1	6.3.1 QIM	The Institution has a Performance Appraisal System, Effective Welfare Measures for Teaching & Non-Teaching staff and avenue for career development/ progression.	4
2	6.3.2 QnM	Average Percentage of Teachers Provided with Financial Support to Attend Conferences/ Workshops and Towards Membership Fee of Professional Bodies During the Last Five Years.	15
3	6.3.3 QnM	Average Percentage of Teachers Undergoing Online/Face-to-Face Faculty Development Programmes (FDP) / Management Development Programs (MDP) during the last five years.	06
Key Indicator : 6.4, Financial Management and Resource Mobilization : 20 Marks			
1	6.4.1 QIM	Institutional Strategies for Mobilization of Funds other than salary and fees and the Optimal Utilization of Resources	4
2	6.4.2 QnM	Funds/Grants Received from Government Bodies/ non government and philanthropists during the Last Five Years for Development & Maintenance of Infrastructure (not Covered Under Criteria III and V)	12
3	6.4.3 QIM	Institution Regularly Conducts Internal and External, Financial Audits.	4

Content of Criteria 6
Governance, Leadership & Management : 100 Marks

S.N.	Metrics	Topic	Marks
		Key Indicator – 6.5, **Internal Quality Assurance System (IQAC) : 30 Marks**	
1	**6.5.1 QIM**	Internal Quality Assurance Cell (IQAC) has Contributed Significantly for Institutionalizing the Quality Assurance Strategies and Process, by Constantly Reviewing the Teaching- Learning Process, Structures & Methodologies of Operation and Learning Outcomes, at Periodic Intervals.	10
2	**6.5.2 QnM**	Institution has Adopted Quality Assurance.	10
3	**6.5.3 QIM**	Incremental Improvements Made for Preceding five years with Regard to Quality (in Case of First Cycle of NAAC Assessment & Accreditation)	10

NAAC for Quality and Excellence in Higher Education

Criteria 6

Weightage : Marks : 100

S.N.	Key Indicator	University		Autonomous College	Affiliated College/ Constituent College	
					UG	PG
6.1	Institutional Vision & Leadership	15 New	10 Old	10	10	10
6.2	Strategy Development and Deployment	10		10	10	10
6.3	Faculty Empowerment Strategies	25 New	30 Old	30	30	30
6.4	Financial Management and Resource Mobilization	20		20	20	20
6.5	Internal Quality Assurance System	30		30	30	30
		100		100	100	100

NAAC for Quality and Excellence in Higher Education

Criteria 6: Marks : 100
Key Indicators : 5

- 6.1 Institutional Vision & Leadership   : 15/10
- 6.2 Strategy Development and Deployment   : 10
- 6.3 Faculty Empowerment Strategies   :   25/30
- 6.4 Financial Management and Resource   :   20
      Mobilization
- 6.5 Internal Quality Assurance System (IQAC)   :   30

			:	100

Metrics : 52 + 48 =100 Marks

Qualitative Metrics (QIM)		
6.1.1	1	15
6.2.1	1	05
6.3.1	1	04
6.4.1	1	04
6.4.3	1	04
6.5.1	1	10
6.5.3	1	10
Total	07	52

Quantitative Metrics (QnM)		
6.2.2	1	05
6.3.2	1	15
6.3.3	1	06
6.4.2	1	12
6.5.2	1	10
Total	05	48

6.2.2, 6.3.2, 6.3.3, 6.4.2, 6.5.2 = Total 5 Data Templates

Key Indicator 6.1
Institutional Vision & Leadership

Metric No.	Metric Description	Weightage
6.1.1 QIM	The Institutional Governance and Leadership are in Accordance with Vision and Mission of the Institution and it is Visible in Various Institutional Practices such as NEP Implementation, Sustained Institutional Growth, de-Centralization, Participation in the Institutional Governance and in their Short Term and Long Term Institutional Perspective Plan. Write Description in a Maximum of 500 Words. **File Description** • Provide the Link for Additional Information. • Upload any Additional Information.	15

Key Indicator : 6.2
Strategy Development and Deployment :10

Metric	Metric Description	Weightage
6.2.1 QIM	The Institutional Perspective Plan is Effectively Deployed and Functioning of the Institutional Bodies are Effective and Efficient as Visible from Policies, Administrative Set-Up, Appointment, Service Rules, Procedure etc. **File Description:** • Strategic Plan and Deployment Document on the Website. • Provide the Link for Additional Information. • Upload any Additional Information.	**5**

Strategy Development and Deployment (10)

Metric	Metric Description	Weightage

6.2.2
QnM
	Institution Implements E-governance in its Operations.
	6.2.2.1
	E- governance is Implemented Covering the following Areas of Operations:
	
	1. Administration Including Complaint Management.
	2. Finance and Accounts.
	3. Student Admission and Support.
	4. Examinations.
	
	Options:
	  A. All of the Above
	  B. Any 3 of the above
	  C. Any 2 of the above Opt any one
	  D. Any 1 of the above
	  E. None of the above
		5

Strategy Development and Deployment :10

6.2.2 **QnM**	**Upload** the **Specific Document** as per Description Given Below : • Institutional Data in the Prescribed Format (Data Template) • Institutional Expenditure Statement for the Budget heads of E-governance Implementation ERP Document. • Screen shots of user interfaces of each module reflecting the name of the HEI. • Annual E-governance Report Approved by the | Governing Council	Board of Management
Syndicate Policy Document	E-Governance | • Provide the Relevant Information in Institutional Website as Part of Public Disclosure. **Apart from the above:** Provide Links for any other Relevant Document Support the Claim. (if any)

Data Template : 6.2.2

1. Administration	Yes/ No	Link to Relevant Document
2. Finance and Accounts	Yes/ No	Link to Relevant Document
3. Student Admission and Support	Yes/ No	Link to Relevant Document
4. Examinations	Yes/ No	Link to Relevant Document

Benchmark : 6.2.2

Metric	Description	4	3	2	1	0
6.2.2 QnM	Institution Implements E-Governance in its Areas of Operations (5) 6.2.2.1 E-governance is implemented covering The following areas of operations: 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examinations	A	B	C	D	E

Standard Operating Procedure (SOP) : 6.2.2

(SOP Published on :14/12/2022 by NAAC)

S.N.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**6.2.2** Institution Implements E-governance in its Operations. **6.2.3.1** E-governance is Implemented Covering The following areas of operations: 1. Administration 2. Finance and Accounts 3. Student Admission & Support 4. Examinations Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	• Institutional Expenditure Statements for the Budget heads of E-governance Implementation ERP Document • Screen Shots of User Interfaces of Each Module Reflecting the Name of the HEI. • Annual E-governance Report approved by the Governing Council/ Board of Management/ Syndicate Policy Document on E-governance	• Bills for the Expenditure on Implementation of E-governance in the Areas of Operation	

Key Indicator – 6.3
Faculty Empowerment Strategies : 25

Metric	Metric Description	Weightage
6.3.1 QIM	The Institution has Performance Appraisal System, Effective Welfare Measures for Teaching and Non-teaching Staff and Avenues for Career Development/ Progression. Write Description in a Maximum of 500 Words. File Description: • Provide the Link for Additional Information. • Upload any Additional Information.	4

Faculty Empowerment Strategies : 25

Metric	Metric Description	Weightage
6.3.2 QnM	Percentage of Teachers Provided with Financial Support to Attend Conferences/ Workshops and Towards Membership Fee of Professional Bodies. : 5 Yr. 6.3.2.1: Number of Teachers Provided with Financial Support to attend Conference/ Workshops and towards Membership Fee of Professional Bodies year-wise. : 5 Yr. **Formula :** <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> Total Number of Teachers Provided with Financial Support to Attend Percentage : Conferences, Workshops and Towards Membership Fee of Professional Bodies : 5 Yr. X 100 ÷ (2.1) Total Number of Full time Teachers : 5 Yr.	15

6.3.2 QnM	**Upload** the Specific Document as per Description given below : • Institutional Data in the Prescribed Format. (Data Template) • Policy Document on Providing Financial Support to Teachers. • E-copy of Letter/s Indicating Financial Assistance to Teachers and List of Teachers Receiving Financial Support year-wise under each head. • Audited Statement of Account Highlighting the Financial Support to Teachers to Attend Conferences/ Workshops and towards Membership Fee or Professional Bodies. **Apart from the above:** Provide Links for any other Relevant Document to Support the Claim (if any) Note: Financial Support of Minimum of Rs. 5000/- per year per faculty will be Considered.	15

Benchmark : 6.3.2

Metric	Description	4	3	2	1	0
6.3.2 QnM	Percentage of teachers provided with financial support to attend Conferences/ Workshops and towards Membership Fee of Professional Bodies during the last five years (15)	>=60	40-60	25-40	10-25	<10

Data Template : 6.3.2

Year - 1………..5					
Year	Name of Teacher	Name of Conference/ Workshop Attended for which Financial Support Provided	Name of the Professional Body for which Membership Fee is provided	Amount of support	Amount of support (in INR)

Standard Operating Procedure (SOP) : 6.3.2
(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	6.3.2 Percentage of Teachers Provided with Financial Support to Attend Conferences/ Workshops and Towards Membership Fee of Professional Bodies during the last five years.	• Policy Document on Providing Financial Support to Teachers. • E-copy of Letter/s Indicating Financial Assistance to Teachers and List of Teachers Receiving Financial Support year-wise under each head. • Audited Statement of Account Highlighting the Financial Support to Teachers to Attend Conferences/ Workshops and towards Membership Fee or Professional Bodies..	• If the Data is Large Documents Related to Specific Teachers will be Sought during the DVV Clarification. • Receipt of Institution in Favors of teacher with Amount given should be Considered.	• Without proof of payment on financial support for faculty development, mere name/ list of the faculty will not be considered. • Mere Cash Vouchers for Payment will not be considered. • Financial Support of Minimum of Rs. 5000/- per year per faculty will be Considered.

Faculty Empowerment Strategies (25)

Metric	Metric Description	Weightage
6.3.3 QnM	Percentage of Teachers Undergoing Online/ Face-to-Face Faculty Development Programmes (FDP) / Management Development Programs (MDP) : 5 Yr 6.3.3.1: Percentage of Teachers Undergoing Online/ Face-to-Face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years. 	**6**

<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>

(Professional Development Programmes, Orientation/ Induction Programmes, Refresher Course, Short Term Course)

Formula:

$$\text{Percentage} = \frac{\textbf{Total No}.\text{of } \textbf{Teaching Staff Attending} \text{ Such } \textbf{Programmes}}{(2.1) \ \textbf{Total No.} \text{ of } \textbf{Full Time Teachers}} \ \text{X } 100$$

Upload the Specific Document as per Description given below

• Institutional data in the Prescribed Format (Data Template).

6.3.3 QnM	• Refresher Course/ Faculty Orientation or Other Programmes as per UGC/ AICTE stipulated periods, as Participated by Teachers year wise. • E-copy of the Certificates of the Program Attended by Teacher. • Annual Reports Highlighting the Programmes undertaken by the Teachers. • Provide the Relevant Information in Institutional Website as part of Public Disclosure. **Apart from the above :** Provide Links for any other Relevant Document to Support the Claim. (if any) Note: FDP less than 5 days will not be considered.	6

Benchmark : 6.3.3

Metric	Description	4	3	2	1	0
6.3.3 QnM	Percentage of Teachers Undergoing Online/ face-to-face Faculty Development Programmes (FDP), Management Development Programs (MDP) during the last five years (Professional Development Programmes, Orientation/ Induction Programmes, Refresher Course, Short Term Course) (6)	>=60	40-60	25-40	10-25	<10

Data Template : 6.3.3

Year - 1			
Name of the Faculty	Type of Program (Professional Development Programmes, Orientation/ Induction Programmes, Refresher Course, Short Term Course)	Duration (in No. of days)	Start Date and End date

Standard Operating Procedure (SOP) : 6.3.3

(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**6.3.3** Percentage of Teachers Undergoing Online/ Face-to-Face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) : 5 Yr.	• Refresher Course/ Faculty Orientation or Other Programmes as per UGC/ AICTE stipulated periods, as Participated by Teachers year wise. • E-copy of the Certificates of the Program Attended by Teacher. • Annual Reports Highlighting the Programmes Undertaken by the Teachers	• One Teacher Attending more than One Professional Development Program in a year to be counted as one only. • If the Data is Large Documents Related to Specific Teachers will be sought during the DVV Clarification.	• Attending Seminars/ Invited talks are not to be Considered. • Programs of duration less than those stipulated by UGC/ AICTE or one week will not be considered. • **FDP Less than 5 days** will not be **Considered**

Financial Management & Resource Mobilization (20)

Metric	Metric Description	Weightage
6.4.1 **QIM**	Institutional Strategies for Mobilization of Funds other than Salary and Fees the Optimal Utilization of Sources. Describe the Resource Mobilization Policy and Procedures of the Institution within a maximum of 500 words. **File Description:** • Provide the Link for Additional Information. • Upload any Additional Information.	4

Financial Management and Resource Mobilization : 20

Metric	Metric Description	Weightage
6.4.2 QnM	Funds/ Grants Received from Government Bodies/ Non Government Philanthropists for Development & Maintenance of Infrastructure (Not Covered under Criteria III and V) : 5 Yr. **6.4.2.1:** Total Grants Received from Government and Non-Government Bodies and Philanthropists for Development & Maintenance of Infrastructure (not covered under Criteria III and V) : 5 Yr. <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> **Upload the Specific Document as per description given below** • Institutional Data in the Prescribed Format (Data Template). • Annual Audited Statement of Accounts Highlighting the Grants Received. • Copy of the Sanction letters Received from Government Bodies/ Non Government bodies and Philanthropists for Development & Maintenance of Infrastructure . **Apart from the above:** Provide Links for any other Relevant Document to Support the Claim. (if any)	12

NAAC Manual Revised – 21/12/2022

NAAC for Quality and Excellence in Higher Education

Data Template : 6.4.2

Year	Name of the Non - Government Funding Agencies/ Individuals	Purpose of the Grant	Funds/ Grants Received (INR in lakhs)	Link to Audited Statement of Account Reflecting the Receipts

Benchmark : 6.4.2

Metric	Description	4	3	2	1	0
6.4.2 QnM	Funds/ Grants Received from Government Bodies/ Non Government during the last five years for Development and Maintenance of Infrastructure (not covered under Criteria III and V) (INR in Lakhs) (12)	>= 100	80- 100	60- 80	30-60	<30

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Standard Operating Procedure (SOP) : 6.3.2

(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**6.4.2** Funds/ Grants Received from Government Bodies/ Non Government Philanthropists for Development & Maintenance of Infrastructure (Not Covered Under Criteria III and V (INR in Lakhs)	• Annual Audited Statement of Accounts Highlighting the Grants Received. • Copy of the Sanction Letters Received from Government/ Non government Bodies and Philanthropists for Development and Maintenance of Infrastructure.		• Avoid Duplication Contribution in kind in the form of equipment / software etc cannot be counted. • Grants Received Under Criterion III & V Not to be Repeated here. • Grants Received from Government other than Development & Maintenance of Infrastructure cannot be Considered.

NAAC Manual Revised – 21/12/2022   NAAC for Quality and Excellence in Higher Education

Key Indicator – 6.4
Financial Management and Resource Mobilization : 20

Metric	Metric Description	Weightage
6.4.3 QIM	Institution Regularly Conducts Internal and External Financial Audits. Enumerate the Various Internal and External Financial Audits. Carried Out during the last five years with the Mechanism for Settling Audit Objections within a Maximum of 500 Words. File Description • Provide the Link for additional information. • Upload any additional information.	04

Internal Quality Assurance System (IQAS) : 30

Metric	Metric Description	Weightage
6.5.1 QIM	Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has Contribution Significantly for Institutionalizing the Quality Assurance Strategies and Process, by Constantly Reviewing the Teaching-Learning Process, Structures & Methodologies of Operations and Learning Outcomes, at Periodic Intervals. **6.5.1.1** Internal Quality Assurance Cell (IQAC) has Contributed Significantly for Institutionalizing the Quality Assurance Strategies and Process Visible in Terms of Incremental Improvements made for the Preceding five years with regard to quality (in case of first cycle)	10

Key Indicator – 6.5
Internal Quality Assurance System (IQAS) : 30

| 6.5.1 QIM | Incremental Improvements made for the Preceding five years with Regard to Quality and Post Accreditation Quality Initiatives (Second and Subsequent Cycles)

Describe Two Practices Institutionalized as a result of IQAC Initiatives within a maximum of 500 Words.

File Description :
• Provide the Link for Additional Information.
• Upload any Additional Information. | 10 |

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Internal Quality Assurance System (IQAS) : 30

Metric	Metric Description	Weightage
6.5.2 QnM	Institution has Adopted the following for Quality Assurance : 1. Academic and Administrative Audit (AAA) and follow up Action Taken . 2. Conference, Seminars, Workshops on Quality Conducted. 3. Collaborative Quality Initiatives with other Institution (s) 4. Orientation Programme on Quality Issues for Teachers and Students. 5. Participation in NIRF and Other Recognized Ranking like Shanghai Ranking, QS Ranking Times Ranking etc. 6. Any other Quality Audit Recognized by State, National or International Agencies. **Options:** A. **Any 5 or more of the above** B. Any 4 of the above C. Any 3 of the above **Opt any one** D. Any 2 of the above E. Any 1 of the above	10

6.5.2 QnM	**Upload** the **Specific Document** as per description given below : • Institutional data in the prescribed format (Data Template) • Supporting Documents Pertaining to NIRF (Along with link to the HEI's Ranking in the NIRF Portal)/ NBA/ ISO as Applicable and Valid for the Assessment Period. • List of Conferences/ Seminars/ Workshops on Quality Conducted along with Brochures and Geo-Tagged Photos with caption and date. • List of Collaborative Quality Initiatives with other Institutions (s) along with Brochures and Geo-Tagged Photos with Caption and Date. • List of Orientations Programmes Conducted on Quality Issues for Teachers and Students along with Geo Tagged Photos and Supporting Documents. **Apart from the above :** • Provide Links for any other relevant document to support the claim (if any)	10

Data Templates : 6.5.2

1. Academic and Administrative Audit (AAA) and follow up action taken.	Yes/ No	Linked to relevant document
2. Conferences, Seminars, Workshops on quality conducted.	Yes/ No	Linked to relevant document
3. Collaborative quality initiatives with other institution (s)	Yes/ No	Linked to relevant document
4. Orientation Programme on quality issues for teachers and students.	Yes/ No	Linked to relevant document
5. Participation in NIRF and other recognized ranking like shanghai Ranking, QS Ranking Times Ranking etc.	Yes/ No	Linked to relevant document
6. Any other quality audit recognized by state, national or international agencies (ISO Cortication, NBA and such others)	Yes/ No	Linked to relevant document

NAAC for Quality and Excellence in Higher Education

Benchmark : 6.5.2

Metric	Description	4	3	2	1	0
6.5.2 QnM	Institution has adopted the following for Quality Assurance : (10) 1. Academic and Administrative Audit (AAA) and Follow up Action Taken . 2. Conferences, Seminars, Workshops on quality conducted 3. Collaborative quality initiatives with other institution (s) 4. Orientation programme on quality issues for teachers and students 5. Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking, Times Ranking etc 6. Any other quality audit recognized by state, national or international agencies **Options:** A. Any 5 or all of the above B. Any4 of the above C. Any3 of the above Opt Any One D. Any2 of the above E. Any1of the above	A	B	C	D	E

Standard Operating Procedure (SOP) : 6.5.2

(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**6.5.2** Institution has Adopted the following for Quality Assurance 1. Academic and Administrative Audit (AAA) and follow up Action Taken . 2. Conference, Seminars, Workshops on Quality Conducted. 3. Collaborative Quality Initiatives with other Institution (s) 4. Orientation Programme on Quality Issues for Teachers and Students. 5. Participation in NIRF and Other Recognized Ranking like Shanghai Ranking, QS Ranking Times Ranking etc. 6. Any other Quality Audit Recognized by State, National or International Agencies.	• Supporting Documents Pertaining to NIRF (Along with Link to the HEI's Ranking in the NIRF Portal) / NBA / ISO as Applicable and Valid for the Assessment period. • List of Conferences/ Seminars/ Workshops on Quality Conducted along with Brochures and Geo-Tagged Photos with Caption and Date. • List of Collaborative Quality Initiatives with other Institutions (s) along with Brochures and Geo-Tagged Photos with Caption and Date. • List of Orientations Programmes Conducted on Quality Issues for Teachers and Students along with Geo Tagged Photos and Supporting Documents	• AQAR not Applicable for Cycle I • For Large data, DVV will seek proof of list of attendance, participation certificates etc forthe randomly selected activities.	• Collaborative **Quality Initiatives** with Sister Organizations under the same **management** not to be **Considered**

Key Indicator – 6.5
Internal Quality Assurance System (IQAS) : 30

Metric	Metric Description	Weightage
6.5.3 QIM	Incremental Improvement made for the Preceding five years with Regard to Quality (in Case of First Cycle NAAC A/A) Post Accreditation Quality Initiatives (Second and Subsequent Cycle of NAAC A/A) Describe Quality Enhancement Initiatives in the Academic and Administrative domains successfully Implemented during the last five years within a Maximum of 500 Words for Either. **File Description:** • Provide the Link for Additional Information. • Upload any Additional Information.	10

NAAC Criteria 7

Institutional Values & Best Practices
100 Marks

Key Indicators : 03,   Sub Indicators : 13

NAAC Presentation

by

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13/06/2023

Criteria : 7
Institutional Values & Best Practices : 100
Key Indicators : 3

7.1   Institutional Values & Social   :   50
            Responsibilities

7.2   Best Practices   :   30

7.3   Institutional Distinctiveness   :   20
                                                                    _____
                                                                         100

Criteria 7

Institutional Values & Social Responsibilities

Weightage : Marks : 100

S.N.	Key Indicator	University	Autonomous Collage	Affiliated Collage/ Constituent Collage	
				UG	PG
7.1	Institutional Values & Social Responsibilities	50	50	50	50
7.2	Best Practices	30	30	30	30
7.3	Institutional Distinctiveness	20	20	20	20
		100	100	100	100

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Metrics : 80 + 20 = 100

Qualitative Metrics (QIM)		
7.1.1	1	05
7.1.3	1	05
7.1.5	1	05
7.1.7	1	05
7.1.8	1	05
7.1.9	1	05
7.2.1	1	30
7.3.1	1	20
Total	08	80

Quantitative Metrics (QnM)		
7.1.2	01	05
7.1.4	01	05
7.1.6	01	05
7.1.10	01	05
Total	04	20

7.1.2, 7.1.4, 7.1.6, 7.1.10 = **4 Data Template**

NAAC for Quality and Excellence in Higher Education

Key Indicator : 7.1
Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.1 QIM	**Gender Equity** Institution has Initiative Gender Audit and Measure for the Promotion of Gender Equity. Describe the Gender Equity & Sensitization in Curricular and Co-curricular Activities, Facilities for Women on campus etc., within 500 Words. File Description: • Provide the Link for Additional Information • Upload any Additional Information.	5

Key Indicator : 7.1
Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.2 QnM	**Environment Consciousness and Sustainability** The Institution has Facilities for Alternate Sources of Energy and Energy Conservation Measures. Solar Energy Biogas Plant Wheeling to the Grid Sensor-Based Energy Conservation Use of LED Bulbs Power Efficient Equipment Wind Mill or any Other Clean Green Energy Option: 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	5

NAAC for Quality and Excellence in Higher Education

Data Template : 7.1.2

1. Solar Energy	Yes/ No	Links to Relevant Document
2. Bio Gas Plant	Yes/ No	Links to Relevant Document
3. Wheeling to the Grid	Yes/ No	Links to Relevant Document
4. Sensor-based Energy Conservation	Yes/ No	Links to Relevant Document
5. Use of LED Bulbs/ Power Efficient Equipment	Yes/ No	Links to Relevant Document

Benchmark : 7.1.2

Metric	Description	4	3	2	1	0
7.1.2 QnM	The Institution has Facilities for Alternate Sources of Energy and Energy Conservation Measures (5) 1. Solar Energy 2. Biogas Plant 3. Wheeling to the Grid 4. Sensor-Based Energy Conservation 5. Use of LED Bulbs/ Power Efficient Equipment 6. Wind Mil or any other Clean Green Energy	A	B	C	D	E

Standard Operating Procedure (SOP) : 7.1.4

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**7.1.2** The Institution has Facilities for Alternate Sources of Energy and Energy Conservation Measures. 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-Based Energy Conservation 5. Use of LED Bulbs 6. Power Efficient Equipment 7. Wind will or any Other Clean Green Energy Options: A. 4 or All of the above B. 3 of the above C. 2 of the above D. 1of the above E. None of the above	• Geo Tagged Photographs of the Facilities. • Bills for the Purchase of Equipment's for the Facilities Created under this Metric. • Permission Document for Connecting to the grid from the Government/ Electricity Authority.		• Having Diesel Generator Set as Backup Cannot be Considered in this Metric.

Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.3 QiM	Describe the Facility in the Institution for the Management of the following types of Degradable and Non-Degradable Waste. (within 500 words) • Solid Waste Management. • Liquid Waste Management. • Biomedical Waste Management. • E-Waste Management. • Waste Recycling System. • Hazardous Chemical & Radioactive Waste Management. Provide Web Link to • Relevant Document like Agreements/ MoUs with Government & other Approved Agencies. • Geo-Tagged Photographs of the Facilities. • Any other Relevant Information.	5

Key Indicator : 7.1
Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.4 QnM	Water Conservation Facilities Available in the Institution: 1. Rainwater Harvesting. 2. Bore well/ Open Well Recharge 3. Construction of Tanks and Bunds 4. Wastewater Recycling 5. Maintenance of Water Bodies and Distribution System in the Campus. Options: A. Any 4 or all of the above. B. Any 3 of the above C. Any 2 of the above (Opt any one) D. Any 1 of the above E. None of the above Upload the Specific Document as per Description Given Below : • Institutional Data in the prescribed format (Data Template). • Geo – Tagged Photographs of the Facilities. • Bills for the Purchase of Equipment's for the Facilities Created under this Metric. • Green Audit Reports on Water Conservation by Recognized Bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any)	5

Data Template : 7.1.4

1. Rainwater Harvesting	Yes/ No	Links to Relevant Document
2. Bore well/ Open Well Recharge	Yes/ No	Links to Relevant Document
3. Construction of Tanks and Bunds	Yes/ No	Links to Relevant Document
4. Wastewater Recycling	Yes/ No	Links to Re/levant Document
5. Maintenance of Water Bodies and Distribution System in the Campus.	Yes/ No	Links to Relevant Document

Benchmark : 7.1.4

Metric	Description	4	3	2	1	0
7.1.4 QnM	Water Conservation Facilities Available in the Institution: (5) 1. Rainwater Harvesting 2. Borewell /Open well recharge (Opt any one) 3. Construction of Tanks and Bunds 4. Wastewater recycling 5. Maintenance of Water Bodies and Distribution System in the Campus	A	B	C	D	E

Standard Operating Procedure (SOP) : 7.1.4

(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific Instruction to HEI	Avoid the following while Uploading Data
1	7.1.4 Water Conservation facilities available in the Institution: **Rainwater Harvesting** **Bore well/ Open Well Recharge** **Construction of Tanks and Bunds** **Maintenance of Water Bodies and Distribution System in the Campus**	• Geo-Tagged Photographs of the Facilities. • Bills For the Purchase of Equipment's for the Facilities Created under this Metric. • Green Audit Reports on Water Conservation by Recognized Bodies.		

Key Indicator : 7.1
Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.5 QIM	**Green Campus Initiatives Include** Describe the Green Campus Initiatives of the Institution Including Restricted Entry of Automation. Use of Bicycles/ Battery Powered Vehicle, Pedestrian Friendly Pathways, Ban on Use of Plastic, Landscaping with Trees and Plants etc. in 500 Words. **Upload the Specific Document as per Description Given Below** • Institutional Data in the Prescribed Format (Data Template). • Policy Document on the Green Campus/ Plastic Free Campus. • Geo-Tagged Photography / Videos of the Facilities. • Circulars and Report of Activities for the Implementation of the Initiatives Documents. **Apart from the Above:** Provide Links for any other relevant document to support the claim. (if any)	05

Key Indicator : 7.1
Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.6 **QnM**	Quality Audits on Environment and Energy are Regularly Undertaken by the Institution. **7.1.6.1.** The Institutional Environment and Every Initiatives are Confirmed through the following : 1. Green Audit / Environment Audit 2. Energy Audit 3. Clean and Green Campus Initiatives 4. Beyond the Campus Environmental Promotion and Sustainability Activities. Options: A. All of the Above B. Any 3 of the above C. Any 2 of the above ⎤ Opt any one D. Any 1 of the above E. None of the above	6

NAAC for Quality and Excellence in Higher Education

7.1.6 QnM	**Upload** the specific document as per description given below • Institutional Data in the Prescribed Format (Data Template) • Policy Document on Environment and Energy usage Certificate from the Auditing Agency. • Report on Environment Promotional Activities Conducted beyond the Campus with Geo-Tagged Photographs with Caption and Date. • Green Audit Report of all the years from Recognized Bodies. **Apart from the above:** Provide Links for any other Relevant Document to Support the Claim. (if any)	06

Benchmark : 7.1.6

Metric	Description	4	3	2	1	0
7.1.6 QnM	Quality Audits on Environment and Energy are Regularly Undertaken by the Institution (5) 7.1.6.1. The institutional Environment and Energy Initiatives are Confirmed through the following 1. Green Audit /Environment Audit 2. Energy Audit 3. Clean and Green Campus initiatives 4. Beyond the Campus Environmental Promotion Sustainability Activities	A	B	C	D	E

Data Template : 7.1.6

1. Green audit/ Environment Audit	Yes/ No	Links to Relevant Document
2. Energy Audit	Yes/ No	Links to Relevant Document
3. Clean and Green Campus Recognitions/ Awards.	Yes/ No	Links to Relevant Document
4. Beyond the campus environment promotional activities.	Yes/ No	Links to Relevant Document

Standard Operating Procedure (SOP) : 7.1.6

(SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	• Quality Audits on Environment and Energy are Regularly Undertaken by the Institution. The Institutional environment and energy initiatives are confirmed through the following 1. Green Audit / Environment Audit 2. Energy Audit 3. Clean and Green Campus Initiatives 4. Beyond the Campus Environmental Promotion and Sustainability Activities.	• Policy Document on Environment and Energy usage Certificate from the Auditing Agency. • Certificates of the awards received from recognized agency (if any). • Report on Environment Promotional Activities Conducted beyond the Campus with Geo-Tagged Photographs with Caption and Date. • Green Audit Report of all the years from recognized bodies		

Key Indicator : 7.1
Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.7 QIM	The Institution has Differently – Abled (Divyangjan) Friendly, Barrier Free Environment. Write Description Covering the Various Components of Barrier Free Environment in your Institution within 500 Words. • Built Environment with Ramps/Lifts for Easy Access to classrooms. • Divyangjan Friendly Washrooms. • Signage Including Tactile Path, Lights, Display Boards and Signpost Screen- Reading Software, Mechanized Equipment. • Provision for Enquiry and Information : Human Assistance, Reader, Scribe, Soft Copies of Reading Material, Screen Reading, Font Enlargement etc. **Upload Supporting Document**	5

Key Indicator : 7.1
Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.8 QIM	Describe the Institutional Efforts/ Initiatives in Providing an Inclusive Environment i.e., Tolerance and Harmony Towards Cultural, Regional, Linguistic, Communal, Socio-economic and such other Diversities (within 500 Words). Provide Web link to: • Supporting Documents on the Information Provided (as Reflected in the Administrative and Academic Activities of the Institution) • Any other Relevant Information.	5

Key Indicator : 7.1
Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.9 QnM	Sensitization of Students and Employees of the Institution to the Constitutional Obligation : • Values, • Rights, • Duties • Responsibilities of Citizens. Describe the Various Activities in the Institution for Inculcating Values for being Responsible Citizens as Reflected in the Constitution of India within 500 Words. **Provide Web Link to:** • Details of Activities that Inculcate Values Necessary to Nurture Students to become Responsible Citizens. • Any other Relevant Information.	05

Key Indicator : 7.1
Institutional Values & Social Responsibilities

Metrics	Metric Description	Weightage
7.1.10 QnM	The Institution has a Prescribed Code of Conduct for Students, Teachers, Administration and Other Staff and conducts Periodic Programmes in this Regard. 1. The Institutional Code of Conduct Principles are Displayed on the Website. 2. There is a Committee to Monitor Adherence to the Institutional Code of Conduct Principle. 3. Institution Organize Professional Ethics Programmes for Students, Teacher, Administrators and Other Staff. 4. Annual Awareness Programmes on Code of Conduct are Organized. Options: A. All of the above B. Any 3 of the above C. Any 2 of the above — Opt any one D. Any 1 of the above E. None of the above	5

| 7.1.10 QnM | **Upload** the Specific Document as per Description Given Below :
• Institutional data in the Prescribed Format. (Data Template).
• Constitution and Proceeding of the Monitoring Committee.
• Circulars and Geo-tagged Photographs with Date and Caption of the Activities Organized under this Metric for Teachers, Students, Administrators and Other Staff
• Document Showing the Code of Conduct for Students, Teachers, Governing Body and Administration as Approved by the Competent Authority.

• Handbooks, Manuals and Brochures on Human Values and Professional Ethics

• Report on the Student Attributes Facilitated by Institution.

Apart from the above:
• Provide Links for any other Relevant Document to Support the Claim. (if any) | 05 |

Benchmark : 7.1.10

Metric	Description	4	3	2	1	0
7.1.10 QnM	The Institution has a Prescribed Code of Conduct for Students, Teachers, Administrators & Staff Conducts Periodic Programmes in this Regard. (5) 1. The institutional Code of Conduct Principles are Displayed on the Website 2. There is a Committee to Monitor Adherence to the institutional Code of Conduct Principles 3. Institution Organizes Professional Ethics Programmes for Students, Teachers, Administrators and Other Staff 4. Annual Awareness Programmes on Code of Conduct are organized	A	B	C	D	E

Data Template 7.1.10

1. The institutional Code of Conduct principle are displayed on the website.	Yes/ No	Links to Relevant Document
2. There is a Committee to Monitor Adherence to The Institutional Code of Conduct Principles.	Yes/ No	Links to Relevant Document
3. Institution Organizes Professional Ethics Programmes for Students, Teachers, Administrators and Other Staff.	Yes/ No	Links to Relevant Document
4. Annual awareness programmes on Code of Conduct are organized.	Yes/ No	Links to Relevant Document

Standard Operating Procedure (SOP) : 7.1.10 : (SOP Published on :14/12/2022 by NAAC)

S.N	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	**7.1.10** The Institution has a Prescribed Code of Conduct for Students, Teachers, Administration and Other Staff and conducts Periodic Programmes in this Regard 1. The Code of Conduct Displayed on the Website. 2. There is a Committee to Monitor Adherence to the Institutional Code of Conduct Principle. 3. Institution Organize Professional Ethics Programmes for Students, Teacher, Administrators and Other Staff. 4. Annual Awareness Programmes on Code of Conduct are organized	• Institutional data in the Prescribed Format. (Data Template). • Constitution and Proceeding of the Monitoring Committee. • Circulars and Geo-tagged Photographs with Date and Caption of the Activities Organized under this Metric for Teachers, Students, Administrators and Other Staff • Document Showing the Code of Conduct for Students, Teachers, Governing Body and Administration as Approved by the Competent Authority. • Handbooks, Manuals and Brochures on Human Values and Professional Ethics • Report on the Student Attributes Facilitated by Institution.		

Key Indicator : 7.2
Best Practices : 30

Metrics	Metric Description	Weightage
7.2.1 QIM	Describe Two Best Practices Successfully Implemented by the Institution as per the NAAC format Provided in the Manual. **Provide Web Link to :** • Best Practices as Hosted on the Institutional Website. • Any other Relevant Information.	30

Institutional Distinctiveness : 20

Metric No.	Metric Description	Weightage
7.3.1 QIM	Portray the Performance of the Institution in One Area Distinctive to its Priority and thrust within 1000 Words. **Provide Web Link to :** • Appropriate Webpage in the Institution Website. • Any other Relevant Information.	20

Contents of Criteria 7
Institutional Values & Best Practices : 100 Marks

S.N	Metrics	Topic	Marks
		Key Indicator 7.1 , Institutional Values and Social Responsibilities : 50 Marks	
		Gender Equity	
1	7.1.1 QIM	Institution has Initiative Gender Audit and Measure for the Promotion of Gender Equity.	5
		Environmental Consciousness and Sustainability	
2	7.1.2 QnM	The Institution has Facilities for Alternate Sources of Energy and Energy Conservation Measures.	5
3	7.1.3 QIM	Describe the Facility in the Institution for the Management of the following types of Degradable and Non-Degradable Waste. (500 Marks)	5
4	7.1.4 QnM	Water Conservation Facilities Available in the Institution.	5
5	7.1.5 QnM	Green Campus Initiatives.	5
6	7.1.6 QnM	Quality Audits on Environment and Energy are Regularly Undertaken by the Institution.	5
7	7.1.7 QnM	The Institution has Differently – Abled (Divyangjan) Friendly, Barrier Free Environment.	5

Contents of Criteria 7
Institutional Values & Best Practices : 100 Marks

S.N	Metrics	Topic	Marks
8	7.1.8 QIM	Describe the Institutional Efforts/ Initiatives in Providing an Inclusive Environment i.e., Tolerance and Harmony Towards Cultural, Regional, Linguistic, Communal, Socio-economic and such other Diversities (within 500 Words).	5
9	7.1.9 QIM	Sensitization of Students and Employees of the Institution to the Constitutional Obligation : Values, Rights, Duties and Responsibilities of Citizens.	5
10	7.1.10 QnM	The Institution has a Prescribed Code of Conduct for Students, Teachers, Administration and Other Staff and conducts Periodic Programmes in this Regard	5

Contents of Criteria 7
Institutional Values & Best Practices : 100 Marks

S.N	Metrics	Topic	Marks
		Key Indicator – 7.2 : Best Practices : Marks 30	
1	7.2.1 QIM	Describe Two Best Practices Successfully Implemented by the Institution as per the NAAC format Provided in the Manual.	30
		Key Indicator – 7.3 : Institutional Distinctiveness : Marks 20	
1	7.3.1 QIM	Portray the Performance of the Institution in One Area Distinctive to its Priority and thrust within 1000 Words.	20

Thank you

We are what we repeatedly do ;
Excellence then is not an act, but a habit