

Standard Operating Procedure (SOP) For Data Validation and Verification of Affiliated UG Colleges for HEIs as on 01/01/2021

A: General Guidelines for HEIs:

Note: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letterhead in the documents for proof of evidence shall not be acceptable.

- The NAAC HEI Portal supports only 5MB data for each metric. If the attachments exceed 5MB, the HEI should host the supporting documents on the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification response.
- Data/supporting documents should not be provided on Google Drive, Microsoft one drive, Amazon Cloud or any third-party websites. Any such uploads will not be considered for the data validation and verification process.
- While providing the links of the HEI's website where the supporting documents are hosted, the institution should provide the link in the HEI's clarification box. While providing the links in the running text, to enable the hyperlink, press "Enter Key", then paste the link, and again press, "Enter Key". Provide the relevant supporting documents as per the SOP during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to fill the templates in the specific formats provided by NAAC. The HEI is not supposed to alter the template format in which the data is sought. The documents uploaded should be clearly readable for the claims made.
- It is mandatory to respond to all clarifications raised by the DVV for the items in the extended profile and metrics, within the stipulated time.

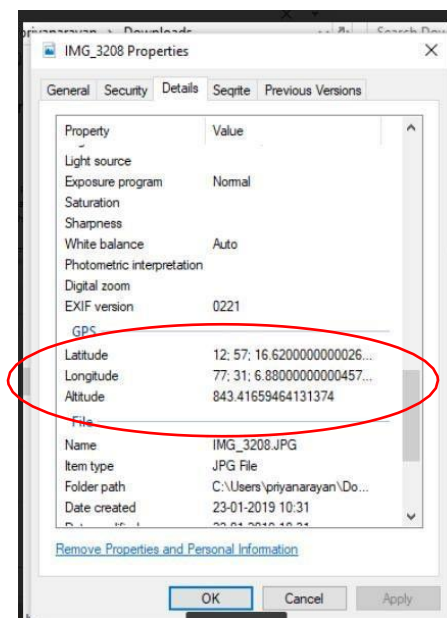
- Whenever the data is voluminous, the DVV Partner will seek for details from selected sample documents for validation. Before submitting the clarification responses to the DVV, the institution should report to NAAC.
- HEI should ascertain that all documents sought by the DVV Partner are uploaded before submitting the clarification responses.
- Once the data is uploaded and the links are submitted to the NAAC, changes/ additions are not permissible and such changes in the documents (if any) will be tracked and viewed seriously, which may lead to actions against the HEI. While providing links, the institution should ensure that links are operational.
- The institution should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links do not work during the DVV validation/clarification stage, the decision of NAAC will be final.
- Content of the supporting documents in regional languages should be translated to English and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the original regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during the DVV clarification process should be duly endorsed by the competent authority.

To reduce the enormous use of paper and printing the entire data, sign and a seal by the Competent Authority for all the papers, the Digital Signature will be accepted by NAAC in filling of SSR. Higher Education Institutions (HEIs) can use the Class-3 Digital signatures (*Means Digital Signature Class-3 is the highest level of DSC where a Registration Authority verifies the identity of a person*) of the head of the institution to authenticate and upload a large number of documents in the SSR.

B: Guidelines for specific operations:

Geo-tagging: Kindly follow the following steps to obtain a Geo-tagged photo:

- (1) While setting your digital camera, set the location on.
- (2) If you are taking photos using a smart phone, then set the location on.
- (3) Take pictures only after setting the 'location on' mode.
- (4) Download the pictures on to a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see a picture as shown below, the value entries for latitude and longitude will determine the location where the photo is taken.



- It is possible that both, the Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in the Extended Profile. That is, if

the data/documents sought are given in response to the Extended Profile they need not be repeated under those specific Quantitative Metrics (QnM) of the SSR.

- Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses, make sure that data/documents are provided for those Quantitative Metrics (QnM) which match with the corresponding data/documents given in the Extended Profile.
- Any other clarifications may be sought from the NAAC, by the HEIs
- **Programme:** A range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree / PG Degree / PG Diploma. All possible formal Degree Programmes are defined/identified by the UGC. Examples: BA (Economics, History, Sociology), B.Sc., (Physics, Chemistry, Mathematics), B.Sc., (Hons Chemistry), BE/B.Tech (Computer Science and Engineering), B.Arch, MSc (Mathematics), M.Com, M.A(English), ME/M.Tech (Textile Technology), PG Diploma (Library Science) and so on etc.,
- **Course:** A course is a paper/subject with specified number of credits/hours in a formal program. Examples: Organic Chemistry, Real Analysis, Solid State Physics, Indian History, Macro Economics, English, Hindi, Marathi, Telugu etc are courses under BSc/BA/B.Com Programs. A laboratory course having separate credits and examined separately is to be considered as a course.
- **Gender Equity:** Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.

(Extended Profile)

STANDARD OPERATING PROCEDURE (SOP)

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
1.1	Number of courses offered by the Institution across all programs during the last five years	<ul style="list-style-type: none">• Provide the number of courses in each program year-wise.• List of Courses (year wise) should be specified on the letter head of HEI with signature of Head of the Institution.	<ul style="list-style-type: none">• Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM	
1.2	Number of Programmes offered year wise for the last five years	<ul style="list-style-type: none">• Provide year-wise list of ALL programs that have been operational by HEI during the assessment Period.• Brochure/Prospectus mentioning program offered during last five years.• List of Programs (year wise) should be specified on the letter head of HEI with signature of Head of the Institution.	<ul style="list-style-type: none">• Program list approved by the affiliating University / Competent Authority to be provided• Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM• Programs to be considered are UG, PG, PG diploma, Post Masters like DM, MCh etc	<ul style="list-style-type: none">• Short term programs which do not lead to a degree are not to be included• Courses under each program not to be included here.• Diploma not awarded by the University not to be included.• Diploma programs other than PG Diplomas not to be included

2.1	Number of students year wise during the last five years	<ul style="list-style-type: none"> • Provide appropriate document duly certified by competent authorities. • Year wise list of students approved by the affiliating University 	<ul style="list-style-type: none"> • Include the total number of students on rolls across all the programs (consider 1st, 2nd, 3rd years etc., of each program) for all the assessment years. • Consider only the students on the rolls during the odd semesters if the program is of semester scheme. 	<ul style="list-style-type: none"> • If a program is offered under the semester scheme, do not add the number of students of both odd and even semesters, because what is required is that of one batch.
2.2	Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise during the last five years	<ul style="list-style-type: none"> • Provide document showing the Reserved category should be mentioned separately for each category as State government / Central Government reservation policy for admission to higher education and also provide the number of seats reserved for each of the programmes and the program-wise total authenticated by the Registrar of the affiliating university/admission authority. 	<ul style="list-style-type: none"> • Admission to only the first year classes of all the programs to be considered. 	
2.3	Number of outgoing / final year students year wise during the last five years	<ul style="list-style-type: none"> • Provide authenticated document showing the number of outgoing/final year students in different programs during the assessment period • Provide the data separately for each program year wise 	<ul style="list-style-type: none"> • Include all students eligible for registration for the final examination • The Students admitted to the final year of studies of all the programs for all the five years to be indicated. 	

			<ul style="list-style-type: none"> During the DVV process, the HEI may be asked to provide the list of final year students of specific programs as identified by the DVV partner. 	
3.1	Number of full time teachers year wise during the last five years	<ul style="list-style-type: none"> Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the Principal on the letter head of HEI. 	<ul style="list-style-type: none"> A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year 	<ul style="list-style-type: none"> A teacher employed only for a part of a year not to be considered Inclusion of part-time / Ad-hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teacher
3.2	Number of sanctioned posts year wise during the last five years	<ul style="list-style-type: none"> Official letter(s) of sanction of posts from the statutory body/Government / Board of Management during the assessment period (year wise), if applicable 	<ul style="list-style-type: none"> State/Central Government/Board of Management sanctioned posts to be considered 	<ul style="list-style-type: none">
4.1	Total number of classrooms and seminar halls	<ul style="list-style-type: none"> List of number of classrooms and seminar hall. Geo tagged photos of classrooms and seminar halls. 	<ul style="list-style-type: none"> All rooms used for academic purpose to be considered only and geo-tagged photos of all the classrooms to be provided. 	<ul style="list-style-type: none"> Laboratory and workshops are not to be included.
4.2	Total Expenditure excluding salary-year wise during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> Audited Statement of income and expenditure duly certified by Principal and Chartered Accountant in case of Privately funded institutions highlighting the salary component. Also provide a statement 		<ul style="list-style-type: none"> Claims made without audited Income Expenditure statements not to be considered

		showing the total expenditure excluding the salary component for each of the years certified by the Principal and Chartered Accountant		
4.3	Total number of computers in the campus for academic purpose	<ul style="list-style-type: none"> • Stock register extracts/invoice copy duly certified 		<ul style="list-style-type: none"> • Exclude computers used for administrative purpose

Metric Wise Standard Operating Procedure (SOP)

Sl. No.	Metric	Documents Needed	Specific Instructions to HEIs	Not to be Included /Considered
1.	<p>1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 	<ul style="list-style-type: none"> • Nomination Letter from their Affiliating University clearly indicating membership in BoS /Academic Council/ PG Council valid for the assessment period. • Letters from the affiliating university to the faculty for setting question paper for UG/PG programs. • Document showing the faculty participation in the design and development of Curriculum for add on/ certificate/ Diploma Courses. • The letters from the affiliating university inviting the faculty for Assessment /evaluation 	<ul style="list-style-type: none"> • Supporting document for the selected option to be provided. • DVV can seek the supporting document for the randomly selected teachers for verification. • Invitations / Appointment letters for valuations / Practical exams / Viva-Voce exams can also be considered. 	<ul style="list-style-type: none"> • Participation of the faculty in other than the affiliating university not to be included.

	<p>4. Assessment /evaluation process of the affiliating University</p> <p>Options</p> <p>A. All of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p>			
2.	<p>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>	<ul style="list-style-type: none"> • List of programs in which CBCS/Elective course system implemented in the last completed academic year certified by the Registrar of the affiliating university. • Minutes of relevant Academic Council/BOS 	<ul style="list-style-type: none"> • Either CBCS or Elective or both can be considered • If CBCS, course structure along with credit details to be given. • If elective, list of elective offered for the program to be given • If both, CBCS details alone is sufficient 	

		<p>meetings highlighting the relevant documents to this metric of the affiliating university.</p> <ul style="list-style-type: none"> • Affiliating University letter stating implementation of CBCS. • Structure of the program clearly indicating courses, credits/Electives as approved by the competent board. 	.	
3.	1.2.2 Number of Add on /Certificate programs offered during the last five years	<ul style="list-style-type: none"> • Details of each program such as: <ul style="list-style-type: none"> • Name of the program, duration, list of students enrolled (with signature of students), curriculum, assessment procedures year-wise • Summary report of each program year-wise along with their outcome. 	<ul style="list-style-type: none"> • Add on/Certificate programs of minimum 30 hours duration to be considered. 	<ul style="list-style-type: none"> • Avoid programs conducted under regular university Curriculum. • Avoid considering certificate / add on programmes of less than 30hours.
4.	1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	<ul style="list-style-type: none"> • Year-wise List of the students enrolled in the Program as defined in 1.2.2. • Attendance sheet of student participating with signature should be provided. 	<ul style="list-style-type: none"> • The DVV may seek for certificates of random selected students in selected courses and the attendance sheet for specific dates maintained for the course. 	

5.	1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years	<ul style="list-style-type: none"> Document showing the experimental learning through project work/field work/internship as prescribed by the affiliating university / affiliating university curriculum. 	<ul style="list-style-type: none"> Only the courses having project work/field work/internship as per the affiliating university curriculum. 	<ul style="list-style-type: none"> The courses that support experimental learning through project work/field work/internship not prescribed by the affiliating university not to be included.
6.	1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	<ul style="list-style-type: none"> List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc. Internship completion certificate / project work completion certificate from the organization where internship / project was completed along with the duration Report of the field visit / sample photographs of the field visit / permission letter only for field visit from the competent authority will be considered 	<ul style="list-style-type: none"> Only latest completed academic year data to be considered. One student involved in multiple field works and/or project work and/or internship in the same academic session should be counted as one. Internship completion certificate / project completion certificate given to the students by the host organization will be asked during DVV process with specific student list. In case of field visit, mentioning objectives and outcomes of field visit along with field visit report. Data given here should match with the metric 1.3.2 for the latest completed academic year. 	<ul style="list-style-type: none"> Mere list of students cannot be considered without relevant supporting documents Training Internship during the job-enroll will not be considered.

7.	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <p>1) <i>Students</i> 2) <i>Teachers</i> 3) <i>Employers</i> 4) <i>Alumni</i></p> <p>Options:</p> <p>A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p>	<ul style="list-style-type: none"> • Sample Filled in feedback forms from the stakeholders to be provided. 	<ul style="list-style-type: none"> • 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 provides three filled forms from each category. • The DVV partner may ask for filled in forms of randomly selected stakeholders. 	<ul style="list-style-type: none"> • Feedback not related to design and review of syllabus will not be considered
8.	<p><i>1.4.2 Feedback process of the Institution may be classified as follows:</i></p> <p>Options:</p> <p>A. Feedback collected,</p>	<ul style="list-style-type: none"> • Stakeholder feedback analysis report signed by the Principal to be provided. • Department wise Action taken Report on feedback signed by the competent authority • Document showing the communication with the 	<ul style="list-style-type: none"> • Feedback reports should be hosted in the institutional website. • Provide links which directly leads to reports on the items listed in the chosen option. 	<ul style="list-style-type: none"> • Feedback not related to design and review of syllabus will not be considered. • Feedback reports reflected in other websites will not be considered.

	<p>analyzed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>E. Feedback not collected</p>	<p>Affiliating University for the Feedback provided.</p> <ul style="list-style-type: none"> Action taken by the affiliating university on the feedback. 		
9.	<p>2.1.1 Average Enrolment percentage (Average of last five years)</p>	<ul style="list-style-type: none"> Document related to Sanction of intake from affiliating University/Government/statutory body. Approved admission list year-wise/ program-wise from the affiliating university. 	<ul style="list-style-type: none"> Sanctioned admission strength in each program vs. student's enrolment for each program year-wise 	

10.	2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (exclusive of supernumerary seats)	<ul style="list-style-type: none"> • Copy of letter issued by state govt. or Central Government indicating the reserved categories 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 signed by the principal. • Admission extract submitted to the state OBC, SC and ST cell every year. • Number of seats year marked for the reserved categories 	<ul style="list-style-type: none"> • Include only those reserved categories as specified by State/central Government orders for admission. • Only those seats filled against the quota should be counted here 	<ul style="list-style-type: none"> • Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded. • Exclude admission to supernumerary seats.
-----	--	---	---	--

11.	2.2.2 Student- Full time teacher ratio <i>(Data for the latest completed academic year)</i>	<ul style="list-style-type: none"> • Certified list of full time teachers along with the departmental affiliation in the latest completed academic year. • List showing the number of students across all year in each of the programs in the latest completed academic year. 	<ul style="list-style-type: none"> • A teacher employed for at least 90 per cent 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 / Ad-hoc / visiting faculty not be included/ considered
12.	2.3.3 Ratio of mentor to students for academic and other related issues <i>(Data for the latest completed academic year)</i>	<ul style="list-style-type: none"> • Copy of circular pertaining the details of mentor and their allotted mentees. • Approved Mentor list as announced by the HEI • In addition, issues raised and resolved in the mentor system has to be attached mentor-wise 	<ul style="list-style-type: none"> • Only full-time teachers can be considered as mentors. • In case of large data, the DVV will seek for the relevant documents for specific list of mentors/mentees during DVV clarification. 	<ul style="list-style-type: none"> • Mere list of names of mentors and mentees will not suffice for this metric.

13.	2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	<ul style="list-style-type: none"> Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts). List of full time teachers appointed along with their departmental affiliation. 	<ul style="list-style-type: none"> Appointment letter of selected teachers will be sought during DVV clarification stage All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers 	<ul style="list-style-type: none"> Mere appointment letters provided in regional language cannot be considered. Avoid inclusions of part-time/ Ad-hoc/Visiting faculty.
14.	2.4.2 Average 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 (consider only highest degree for count)	<ul style="list-style-type: none"> List of faculties having Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt certificate should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award and upload the relevant documents in the same order. Doctorate Degrees awarded by UGC recognized universities only to be considered. 	<ul style="list-style-type: none"> Mention number of full-time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year-wise irrespective of the year of award. Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. Certificates of selected faculty will be asked during DVV clarification stage. List of certificate should be provide as per academic session wise. Provisional Degree Certificate may be considered wherever Degree Certificate is not available. 	<ul style="list-style-type: none"> Honorary Doctorate Degrees not to be included/consider ed

15.	2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	<ul style="list-style-type: none"> List of faculties along with particulars of the date of Appointment in the HEI and years of his experience. 	<ul style="list-style-type: none"> Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large. 	<ul style="list-style-type: none"> Previous work experience of the teacher in other institution not to be considered here. Experience less than one year will not be considered.
-----	---	---	--	--

16.	2.6.3 Average pass percentage of Students during last five years	<ul style="list-style-type: none"> • Result sheet published by the affiliating university attested by the principal. • Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise. • Annual report of COE highlighting the pass percentage of students 	<ul style="list-style-type: none"> • Only final year student data will be considered for all the five years of the assessment period. 	<ul style="list-style-type: none"> • Results pertaining to students other than the final year are not to be submitted.
17.	3.1.1. Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • List of grants for research projects 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 projects sponsored by Government and non-government sources. 	<ul style="list-style-type: none"> • Sanction letter of grants by the funding agency is mandatory to support the claim. • The duration of the grant period to be aligned with the assessment period. 	<ul style="list-style-type: none"> • Grants given by their own trust / sister institutions not to be included • Grants in the form of Equipments / software / skill development centres will not be considered

18.	3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years	<ul style="list-style-type: none"> List of teachers along with the department affiliation, title of the funded project, the amount and the funding agency during the last five years. 	<ul style="list-style-type: none"> Data provided in this metric to match with that of 3.1.1 	<ul style="list-style-type: none"> Grants given by their own trust / sister institutions not to be included Grants in the form of Equipments/ software / skill development centres will not be considered
19.	3.1.3 Number of Seminars/ conference /workshops conducted by the institution during the last five years	<ul style="list-style-type: none"> Detailed report for each program. Brochure/Photograph with date and captions; title of the workshops / seminars conducted. Details of resource persons. 	<ul style="list-style-type: none"> If the data is large, DVV can seek additional documents such as attendance and certificates of the participants of the randomly selected seminars /conferences/workshops. Certificate of programmes should be provided 	
20.	3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years	<p>The HEI should provide the link landing to the paper/article.</p> <ul style="list-style-type: none"> The HEI should provide the link to the journal website. The HEI should provide screenshots of research articles clearly showing the title of the article, affiliation, name of 	<ul style="list-style-type: none"> Publication of the authors with Institution affiliation will be considered for assessment years only. 	<ul style="list-style-type: none"> Incomplete entries will not be considered. If details given are not complete with the links/screenshot, the respective publication will not be considered.

		<p>the journal, year and authors name if the links and DOI number are not available.</p> <ul style="list-style-type: none"> The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list. 		
21.	<p><i>3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</i></p>	<ul style="list-style-type: none"> Cover page, content page and first page of the publication Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication 	<ul style="list-style-type: none"> Books with ISBN number only would be considered The details of selected publications would be sought during the DVV clarification process, if the data is large. Book's publication year should be mentioned 	<ul style="list-style-type: none"> Publication claimed under 3.2.1 not to be included/ repeated in this metric.

22.	3.3.2 Number of awards and recognitions received for extension activities from government / government recognized bodies during the last five years	<ul style="list-style-type: none"> • E-copy of the award letters • Any supporting document in relevance to the metric 	<ul style="list-style-type: none"> • These awards are to the institution and not to the individual and for extension activities only. 	<ul style="list-style-type: none"> • Awards to the individuals should not be considered here. • Awards received other than Extension activities are not to be considered. • Awards from own trust / sister institutions not to be considered. • Awards local in nature such as Urban/local bodies/ Panchayat etc are to be avoided.
23.	3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community	<ul style="list-style-type: none"> • Geo tagged Photographs and any other supporting document of relevance should have proper captions and dates. • Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency 	<ul style="list-style-type: none"> • Can be supplemented with Newspaper reports of events. 	<ul style="list-style-type: none"> • Events conducted for the benefit of their own students not to be included under outreach programs.

	<i>and NGOs) during the last five years</i>			
24.	3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years	<ul style="list-style-type: none"> Detailed report for each program extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency. Photographs or any supporting document of relevance should have proper captions and dates 	<ul style="list-style-type: none"> During the DVV process, HEI may be asked for student attendance documents / certificates for selected extension activities. Data given here should match with that of the activities indicated in metric 3.3.3. Attendance sheet provided should contain event details date and signature of students. 	
25.	3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student	<ul style="list-style-type: none"> Copies of collaboration/related documents indicating the nature of collaboration and activities year-wise. 	<ul style="list-style-type: none"> The Collaboration should be valid for the assessment period. The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work should be facilitated through the mentioned collaboration only. 	<ul style="list-style-type: none"> The collaborations mentioned in metric 3.3.3 not to be considered here. Collaborations with the sister institutions under the same trust not to be included. Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student

				exchange/ internship cannot be the proof for having collaboration with the external agency.
26.	3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years	<ul style="list-style-type: none"> List of activities conducted under each MoU along with dates of starting and completion year-wise as endorsed by both parties E-copy of the letters showing MOUs with other institutions. 	<ul style="list-style-type: none"> The MoU should be functional during the assessment period If the MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU during the assessment period to qualify as a functional MOU with institutions. 	<ul style="list-style-type: none"> MOU's with the sister institutions under the same Trust not to be included.
27.	4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.	<ul style="list-style-type: none"> Geo-tagged photographs of ICT enabled class rooms /seminar halls with caption 	<ul style="list-style-type: none"> Only classrooms and/or seminar halls with ICT enabled facilities to be considered here. 	<ul style="list-style-type: none"> Labs and workshops with ICT facility not to be considered.
28.	4.1.4 Average Percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)	<ul style="list-style-type: none"> Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Principal and Chartered Accountant in case of Privately funded institutions Highlight the relevant items in the audited income and expenditure statement. 	<ul style="list-style-type: none"> This metric is supposed to be looked at with the perspective of <u>infrastructure augmentation only</u> In case of privately funded HEI the document should be certified by Chartered Accountant. 	<ul style="list-style-type: none"> Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under

				this metric.
29.	4.2.2. The institution has subscription for the following e-resources <ol style="list-style-type: none"> 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership <ol style="list-style-type: none"> 4. e-books 5. Databases 6. Remote access Options: <ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • E-copy of the letter of subscription /membership in the name of HEI. • Screenshots of the facilities claimed with the name of HEI. • Specific details in respect of e-resources selected. 	<ul style="list-style-type: none"> • Ensure that the letter of subscription contains complete details • Provide a link in the institutional website for the selected options for verification by DVV. 	<ul style="list-style-type: none"> • Soft copy of printed books cannot be accepted as e-books.

30.	4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Head of the Institution and Chartered Accountant. • Audited Income/Expenditure statement highlighting the expenditure for purchase of books and journals. 		
31.	4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) <i>(Data for the latest completed academic year)</i>	<ul style="list-style-type: none"> • Certified E-copy of the ledger for footfalls for any 5 working days. • Certified screenshots of the data for the same 5 working days of online access. 	<ul style="list-style-type: none"> • During DVV clarification process library log-book entries and data of online access for randomly selected five days will be sought. 	
32.	4.3.2 Student – Computer ratio (Data for the latest completed academic year)	<ul style="list-style-type: none"> • Number of Computers available for student use only will be considered. • Bills for the purchase of computers. • Highlight the entries of computers purchased in the stock registers. 	<ul style="list-style-type: none"> • The data pertaining to the latest completed academic year. 	<ul style="list-style-type: none"> • The computers for office and faculty use will not be considered. • Computers purchased after the latest completed academic year not to be considered.

33.	<p><i>Bandwidth of internet connection in the Institution</i></p> <p>Options:</p> <p>A. ≥ 50 MBPS B. 30 -50 MBPS C. 10 -30 MBPS D. 10 - 5 MBPS E. < 5 MBPS</p>	<ul style="list-style-type: none"> Bills for any one month/one quarter maximum three months old of the latest completed academic year indicating internet connection plan, speed and bandwidth and the HEI's name. E-copy of document of agreement with the service provider. 		<ul style="list-style-type: none"> Snap shot of speed test for wifi/internet facility will not be considered
34.	<p><i>4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</i></p>	<ul style="list-style-type: none"> Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Head of the Institution and CA. 	<ul style="list-style-type: none"> Focus of this metric is only on the maintenance of physical and academic support facilities. 	<ul style="list-style-type: none"> Mere statement of last five years data on the metric without audited statement will not be considered.
35.	<p><i>5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years</i></p>	<ul style="list-style-type: none"> Upload sanction letter Of scholarship /freeships. Year-wise list of students benefitted in each scheme. 	<ul style="list-style-type: none"> Only Government Scholarships/freeships (both state and central) For large data, the DVV will ask documents for randomly selected students in specific schemes. 	

36.	5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non-government agencies during the last five years	<ul style="list-style-type: none"> • Upload policy document of the HEI for award of scholarships and freeships. • Year wise list of students benefitted. • Copies of award of freeships, scholarships along with the sponsoring agency. 	<ul style="list-style-type: none"> • Consider scholarships and freeships sanctioned by the institution/non-government agencies only. • Audited Statement showing the expenditure on scholarships / freeships etc. • For large data, the DVV will ask documents for specific no of students in specific schemes. 	<ul style="list-style-type: none"> • Data given in metric 5.1.1 to be excluded here.
37.	Capacity building and skills enhancement initiatives taken by the institution include the following <ol style="list-style-type: none"> 1. <i>Soft skills</i> 2. <i>Language</i> 3. <i>and communication skills</i> 4. <i>Life skills (Yoga, physical fitness, health and hygiene)</i> 5. <i>ICT/computing skills</i> Options: <ol style="list-style-type: none"> A. <i>All of the above</i> B. <i>3 of the</i> 	<ul style="list-style-type: none"> • Web-link to particular program/scheme mentioned in the metric • Copy of circular /brochure /report of the event • Geo tagged Photographs with date and caption for each scheme or event. • List of programs conducted and the number of students enrolled for each of the events. 	<ul style="list-style-type: none"> • Consider all the students who have enrolled for the schemes • DVV can seek the documents regarding the attendance and certificates for the selected list of programs/students enrolled in the specified programs. 	<ul style="list-style-type: none"> • Mere circulars and student list will not be accepted. • Avoid programs conducted as part of the University curriculum.

	<p><i>above</i></p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. none of the above</p>			
38.	<p>5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years</p>	<ul style="list-style-type: none"> • Copy of circular/brochure/ report of such programs details with photographs having caption of there source persons. • Year-wise list of students attending each of these schemes signed by Competent authority 	<ul style="list-style-type: none"> • “Students benefited” refers to students enrolled / attending the said programs • DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled. 	
39.	<p>5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <p>1. Implementation of guidelines of statutory/regulatory bodies</p> <p>2. Organisation wide awareness and undertakings on policies with zero</p>	<ul style="list-style-type: none"> • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. • Circular/web-link/ committee report justifying the objective of the metric • Proof of constitution of Internal Complaints Committee/ Grievances Redressal Committee formation/Anti Ragging 	<ul style="list-style-type: none"> • Report of incident, management of grievances from the concerned cell is essential. • The mechanism of addressal should be available as document and should be hosted in the HEI’s Website. The link of the same shall be provided to validate the same. 	

	<p><i>tolerance</i></p> <p>3. Mechanisms for submission of online/offline students' grievances</p> <p>4. Timely redressal of the grievances through appropriate committees</p> <p>Options:</p> <p>A. All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	Committee as per UGC regulations.		
40.	5.2.1 Average percentage of placement of outgoing students during the last five years	<ul style="list-style-type: none"> List of students placed along with placement details such as name of the company, compensation, etc year wise. 	<ul style="list-style-type: none"> The 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 ask for the appointment orders of the selected students. Multiple offers to the same students to be counted once. 	<ul style="list-style-type: none"> If same student has multiple offers it has to be counted only once.

41.	5.2.2 Average percentage of students progressing to higher education during the last five years	<ul style="list-style-type: none"> • Upload supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period. 	<ul style="list-style-type: none"> • Proof like admission letters or identity cards or higher degree certificates for selected students progressing to higher education will be asked by DVV partner. • For the same institution, admission letter should be provided by the head of the institution. 	<ul style="list-style-type: none"> • Appearing/passing competitive exams for higher education cannot be considered as per progression to higher education unless students get admitted.
42.	5.2.3 Average percentage of students qualifying in state/national/international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	<ul style="list-style-type: none"> • List of students year-wise under each head • Qualifying Certificates of the students taking the examination year wise under each category 		<ul style="list-style-type: none"> • In absence of Certificate, the claim will not be considered. • Exams conducted for job recruitments other than the examinations conducted by State/Central Government not to be included/ considered.
43.	5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at university / state / national / international	<ul style="list-style-type: none"> • e-copies of award letters and certificates. 	<ul style="list-style-type: none"> • Only inter-university /state /national or international achievements will be considered. • Participation in Republic Day Parade at Rajpath, New Delhi by NCC candidates. • Award for a team event 	<ul style="list-style-type: none"> • Participation/appreciation certificates and awards from regional/local /institutional levels should be avoided. • Awards from intra or inter institutions will not be

	<i>level (award for a team event should be counted as one) during the last five years.</i>		should be counted as one.	considered.
44.	5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)	<ul style="list-style-type: none"> • Report of the events/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. 	<ul style="list-style-type: none"> • All activities conducted under an event will be counted as one event. • For large data DVV will seek participation certificates of selected students. 	<ul style="list-style-type: none"> • Events cannot be split into activities • The competitions organized by the institution without the participation of their own students will not be considered here.
45.	Alumni contribution during the last five years (INR in Lakhs) Options: A. ≥ 5 Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs D. 1 Lakhs - 3 Lakhs E. <1 Lakhs	<ul style="list-style-type: none"> • Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant • List of alumnus/alumni with the amount contributed year wise. 	<ul style="list-style-type: none"> • Contribution in form of monetary or equivalent to considered. 	<ul style="list-style-type: none"> • Mere list indicating the contribution will not be considered.

46.	6.2.3 <i>Implementation of e-governance in areas of operation</i> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination Options: A. All of the above A. 3 of the above B. 2 of the above C. 1 of the above D. None of the above	<ul style="list-style-type: none"> • Institutional expenditure statements for the heads of E-governance implementation reflected in the audited statement. • ERP Document • Screen shots of user interfaces of each module reflecting the name of the HEI. • Annual e-governance report approved by Governing Council. • Policy document on e-governance. 	<ul style="list-style-type: none"> • Bills for the expenditure on implementation of e-governance in the areas of operation. 	
47.	6.3.2 <i>Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</i>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • If the data is large documents related to specific teachers will be asked during DVV clarification. • Receipt of Institution in favour of teacher with amount given should be considered. 	<ul style="list-style-type: none"> • 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

		<ul style="list-style-type: none"> Audited statement of account highlighting the financial support to teachers to attend conferences/works hop s and towards membership fee for Professional bodies. 		considered
48.	6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years	<ul style="list-style-type: none"> List of professional development / administrative training programs organized by the institution Brochures and Reports year-wise List of participants in each programme Photographs with date and caption. Annual reports of the programme conducted at institution level 	<ul style="list-style-type: none"> For large data DVV will ask for documents of selected events. 	<ul style="list-style-type: none"> Seminars / invited talks cannot be included in this metric.
49.	6.3.4 Average percentage of teachers undergoing online/face-to-face Faculty development Programmes (FDP)	<ul style="list-style-type: none"> Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period, as participated by teachers year wise. E-copy of the 	<ul style="list-style-type: none"> One teacher attending or More professional development Program in a year to be counted as one only. If the data is large documents related to specific teachers will be asked during DVV clarification. 	<ul style="list-style-type: none"> Attending seminars / invited talks not to be considered. Programs of duration less than those stipulated by UGC/AICTE one week will not be considered..

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded Page 32

	<i>during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)</i>	<ul style="list-style-type: none"> • certificates of the program attended by teachers. • List of participating teachers as per the prescribed format year-wise during the last five years. • Annual reports highlighting the programs undertaken by the teaching faculties. 		
50.	6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)	<ul style="list-style-type: none"> • Annual audited statements of accounts highlighting the grants received. • Copy of letter indicating the grants/funds received from respective agency as stated in metric 		<ul style="list-style-type: none"> • Funds from own institutions/own trust and sister institutions not to be considered • Contribution in the form of equipment / software etc not be counted. • Grants received under criterion III not to be repeated here.
51.	6.5.3 Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell	<ul style="list-style-type: none"> • Proceedings of meetings of IQAC, Feedback analysis and action taken report. • Activities conducted under Collaborative quality initiatives with other institutions. 	<ul style="list-style-type: none"> • AQAR not applicable for cycle I 	<ul style="list-style-type: none"> • Collaborative quality initiatives with sister institutions under the same management will not be considered.

	<p><i>(IQAC); Feedback collected, analyzed and used for improvements</i></p> <p><i>2. Collaborative quality initiatives with other institution(s)</i></p> <p><i>3. Participation in NIRF</i></p> <p><i>4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</i></p> <p><i>Options:</i></p> <p><i>A. All of the above</i></p> <p><i>B. 3 of the above</i></p> <p><i>C. 2 of the above</i></p> <p><i>D.1 of the above</i></p> <p><i>E.None of the above</i></p>	<ul style="list-style-type: none"> Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment period. Supporting document to be provided as per the options selected. 		
52.	<p><i>7.1.1 The Institution has facilities for alternate sources of energy and energy conservation measures</i></p> <p><i>1. Solar energy</i></p> <p><i>2. Biogas plant</i></p>	<ul style="list-style-type: none"> Geo tagged photographs with captions of the facilities. Bills for the purchase of equipments for the facilities created under this metric. Any other relevant proof for the selected 		<ul style="list-style-type: none"> Having diesel generator set as backup cannot be considered in this metric.

	3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment	options. <ul style="list-style-type: none"> • Permission document for connecting to the grid from the Government/ Electricity authority. 		
53.	7.1.4 Water conservation facilities available in the Institution: 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling Maintenance of water bodies and distribution system in the campus	<ul style="list-style-type: none"> • Geo tagged photographs with captions of the facilities. • Bills for the purchase of equipments for the facilities created under this metric. • Any other relevant evidences for the selected options. • Green audit reports on water conservation by recognised bodies 		
54.	7.1.5 Green campus initiatives include: 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on the use of	<ul style="list-style-type: none"> • Policy document on the green campus. • Geo tagged photographs/videos of the facilities. • Circulars for the implementation of the initiatives and any other supporting 		

	<i>Plastics</i> <i>5. Landscaping with trees and plants</i>	document.		
55.	<i>7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</i> <ul style="list-style-type: none"> <i>Green audit</i> <i>Energy audit</i> <i>Environment audit</i> <i>Clean and green campus recognitions/ awards</i> <i>Beyond the campus environmental promotion activities</i>	<ul style="list-style-type: none"> Policy document on environment and energy usage Certificate from the auditing agency. Certificates of the awards received from the recognized agency (if any). Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date. Any other supporting document for the claims made. 		
56.	<i>7.1.7 The Institution has disabled-friendly, barrier free environment</i> <ul style="list-style-type: none"> <i>Built environment with ramps/lifts for easy</i> 	<ul style="list-style-type: none"> Policy document and information brochure. Link to Geo tagged photos and videos with date and caption. Bills and invoice/purchase 		<ul style="list-style-type: none"> Without valid proof for the options selected the claims will not be considered.

	<p><i>access to classrooms.</i></p> <ul style="list-style-type: none"> • <i>Disabled-friendly washrooms</i> • <i>Signage including tactile path, lights, display boards and signposts</i> • <i>Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment.</i> • <i>Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading</i> 	<p>order/AMC in support of facility.</p> <ul style="list-style-type: none"> • A rest room should include specific requirements of Divyangjan for their use of the Toilet (rest room) and other facilities. • Brief report on facilities provided for enquiry and information. • Bills for the software procured for providing the assistance. 		
57.	<p>7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this</p>	<ul style="list-style-type: none"> • Policy document on code of ethics. • Constitution and proceedings of the monitoring committee. • Circulars and geo tagged photographs of the activities organized under the 		

	<p><i>regard.</i></p> <p><i>1. The Code of Conduct is displayed on the Website.</i></p> <p><i>2. There is a committee to monitor adherence to the Code of Conduct.</i></p> <p><i>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</i></p> <p><i>4. Annual awareness programmes on Code of Conduct are organized</i></p>	<p>metric for teachers, students, administrators and other staffs.</p> <ul style="list-style-type: none"> • Document showing Code of Conduct for students, teachers, governing body and administration as approved by the competent authority. • Handbooks, manuals and brochures on human values and professional ethics • Report on the student attributes facilitated by the Institution • Web-Link to the relevant documents on the HEI website. 		
--	--	--	--	--