श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय

(केंद्रीय विश्वविद्यालय)

बी0–4, कुतुब सांस्थानिक क्षेत्र, कटवारिया सराय, नई दिल्ली–110016

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कार्यालय आदेश

विश्वविद्यालय अनुदान आयोग के दिशा निर्देशानुसार विश्वविद्यालय में आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (आई.क्यू.ए.सी) की स्थापना की गई है । यह प्रकोष्ठ विश्वविद्यालय के लिए एक सुविधाप्रदायी और सहभागी अंग के रूप में सतत-कार्यरत है । प्रकोष्ठ द्वारा विश्वविद्यालय की गुणवत्ता को उत्तरोतर बढाने की दृष्टि से विश्वविद्यालय की विभिन्न क्रिया-कलापों से सम्बंधित प्रतिवेदन तैयार कर नैक को प्रेषित किया जाता है । नैक द्वारा जारी निर्देशों के अनुपालन में विश्वविद्यालय को सत्र 2020-21 की ए.क्यू.ए.आर रिपोर्ट तैयार कर नैक को प्रेषित की जानी अनिवार्य है । इस संबंध में विश्वविद्यालय के सभी पीठप्रमुख/विभाग-अध्यक्ष/विभाग प्रभारियों से अनुरोध है कि वह अपने-अपने विभाग से संबंधित वांछित सूचनाएं तथा संबंधित प्रपत्र को नैक द्वारा निर्धारित प्रपत्र के अनुसार ही तैयार करने का कष्ट करें ।
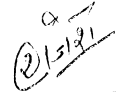
नैक द्वारा निर्धारित प्रपत्र के अनुपालन में विश्वविद्यालय के प्रशासन-1 विभाग से विशेष अनुरोध है कि वह विश्वविद्यालय का वार्षिक प्रतिवेदन तैयार करते समय यह सुनिश्चित करे कि वार्षिक प्रतिवेदन में उल्लेख की जाने वाली सूचनाए/अन्य विवरण नैक ए.क्यू.ए.आर रिपोर्ट के प्रपत्र के अनुसार ही सुनिश्चित की जाए ।

अतः सभी विभागों से अनुरोध है कि वह अपने-अपने विभाग से संबंधित सूचनाओं को हार्ड एवं सॉफ्ट कॉपी के माध्यम से तैयार करने का कष्ट करे ताकि सत्र 2020-21 की नैक ए.क्यू.ए.आर रिपोर्ट को विकास विभाग द्वारा निर्धारित समय अवधि में नैक को अग्रिम कार्यवाही हेतु प्रेषित की जा सके ।

सहायक कुलसचिव (विकास)

प्रतिलिपि: निम्नलिखित को सूचनार्थ एवं अग्रिम कार्यवायी हेतु प्रस्तुत :-

1. समस्त पीठप्रमुख/विभागाध्यक्ष
2. समस्त विभाग प्रभारियों
3. निदेशक आई.क्यू.ए.सी
4. समस्त सहायक कुलसचिव
5. कुलपति/कुलसचिव के निजी सचिव
6. शोध एवं सांख्यिकीय अधिकारी
7. सम्बंधित पंजिका

सहायक कुलसचिव (विकास)

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

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

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

NAAC

VISION

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

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

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

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

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Published by:

The Director

National Assessment and Accreditation Council (NAAC)

P. O. Box. No. 1075, Nagarbhavi,

Bengaluru - 560 072, India

AQAR Committee:

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Prof. A. S. Rao, Academic Consultant

Dr. Vinita Sahu, Asst. Adviser NAAC

Dr. M S. Shyamsundar, Adviser, NAAC

Mr. Samuel L, System Analyst, NAAC

Printed at:

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National Assessment and Accreditation Council

Academic Year 2019-2020
(Considering COVID 19 pandemic)

For the academic years 2019-2020 and 2020-2021 depending on the spread and intensity of the Pandemic, the academic schedules will differ from State to State or University to University, NAAC shall relax the condition making flexible and open-ended provisions for deciding the academic years. Through this institutions will be permitted to make the submissions as and when they complete the academic year.

Further for those who have already submitted their applications, in view of the pandemic situation NAAC shall extend the time for submitting the data including the academic year 2019-2020 within three months from the Government notification to resume the normal academic activities and completion of the conduct of examinations and other academic processes by the Higher Education Institution.

Sd-

Director, NAAC

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions (with effect from academic year 2020-21)

Introduction

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

The guidelines provided in the following pages will facilitate the institution in the creation and operation of the IQAC. The establishment of the IQAC is the first step towards institutionalization and internalization of quality enhancement initiatives. Its success depends on its sense of belongingness and participation in all the activities of the institution. It will not be yet another hierarchical structure or a record-keeping unit of the institution but will be a facilitative and participative unit of the institution. It has the potential to become a vehicle for ushering in quality enhancement through its planned and interventionist strategies to remove deficiencies and enhance quality, as in Quality Circles in industries.

IQAC – *Vision*

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

Objective
The primary aim of the IQAC is
- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

Strategies

IQAC shall evolve a mechanism and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units;

b) Adoption of relevant and quality academic and research programmes;

c) Ensuring equitable access to and affordability of academic programmes for various sections of the society;

d) Optimization and integration of modern methods of teaching and learning;

e) Ensuring credible assessment and evaluation processes;

f) Ensuring the proper allocation, adequacy and maintenance of support structure and services; and

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks;

b) Setting parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all the stakeholders;

e) Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;

f) Documentation of various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;

i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensuring clarity and focus in the institution's march towards quality enhancement;

b) Ensuring internalization of quality culture;

b) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;

c) Providing a sound basis for decision-making to improve institutional functioning;

d) Acting as a dynamic system for quality changes in HEIs; and

e) Building a sound methodology for documentation and internal communication.

Composition of the IQAC

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

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

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

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

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

The Role of the Coordinator

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with rich experiences and exposure to quality aspects. He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computers and data management.

Operational Features of the IQAC

Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the functions listed above.

Institutions are requested to submit the AQAR every year. NAAC has designed format for online submission of AQAR. The HEI is requested to logon to their portal for regular updates and submission. A functional IQAC and timely submission of the AQAR are the minimum institutional requirements to apply for the second, third and subsequent cycles of accreditation. During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken.

The AQAR may be part of the Annual Report. It shall be approved by the statutory body/bodies of the HEIs (such as the Syndicate/Governing Council/Executive Council/Board of Management) which will also monitor the quality enhancement and sustenance measures undertaken by the IQAC.

The IQAC may create its exclusive window tab on its institutional website for keeping the documents pertaining to NAAC, Peer Team Reports, SSR, Data Templates, AQAR, and Certificate of Accreditation. It shall regularly upload/report on its activities and host the AQAR as well.

Revised Accreditation Framework

NAAC launched the Revised Accreditation Framework and hence the AQAR format also was modified in tune with the new methodology. The tools and parameters in the new AQAR format have been designed in such a way that the preparation of the AQAR would facilitate the HEI's SSR preparation for the upcoming cycle of accreditation. It is hoped that new AQAR format would facilitate Higher Education Institutions in creating a good database at the institutional level for enhancing a culture of excellence.

As per the Revised Accreditation Framework (RAF), NAAC-accredited institutions need to submit the AQAR online. Henceforth, HEIs need not submit the printed/hard copy of the AQAR to NAAC. The login ID for the online submission of the AQAR will be the e-mail ID used for the Institutional Information for Quality Assessment (IIQA). The AQAR of the preceding year should be submitted to NAAC before 31st December every year. When institutions submit the AQAR online, they will receive an automated response from the NAAC portal.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that with effect from 16th September 2016 regular submission of the AQAR is mandatory for the second and subsequent cycles of accreditation.

The following are the prerequisites for the submission of AQAR for all Higher Education Institutions opting for the second and subsequent cycles of Assessment and Accreditation:

- The institution should have a functional IQAC.
- The minutes of IQAC meeting(s) and compliance to the decisions taken should be uploaded on the institutional website.
- The institution should have uploaded the AQAR on its institutional website for access to all its stakeholders.

Note: The terms and abbreviations used in the AQAR are in accordance with the respective NAAC manuals. Please refer to the glossary for the meaning of specific terms and abbreviations used in the AQAR.

Guidelines to HEIs to fill in AQAR

➢ All institutions have to submit AQAR online in the prescribed format only. They have to provide data for the academic yearcompleted. Only one year's data needs to be provided in AQAR.

➢ Duly filled-in Data template has to be submitted online along with the AQAR in appropriate metrics. Data templates along with supporting documents need to be uploaded in the institutional website.

➢ QlM responses to be recorded in 100-200 words only.

➢ If the institution does not submit the AQARs on time, it will be recorded as late submission

➢ After the approval of AQAR, the edit option will not be provided.

➢ If institutions do not respond to the clarification(s) sought and do not edit AQAR accordingly within the stipulated time line even after 3 reminders, NAAC will accept AQAR as it is and an automated email will be sent to the HEI.

➢ All the terms provided in the glossary and used in the AQAR shall be read in conjunction with the respective manuals.

➢ The revised AQAR format will be implemented from the academic year 2020-2021.

➢ In the AQAR, during the year has been specified which means latest completed academic year.

➢ The HEI's which are submitting AQAR after the first cycle (and subsequent cycle) should provide previous year AQAR links, however, those HEI's which are submitting AQAR for the first year after first cycle of accreditation may provide the SSR link instead of AQAR link.

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Universities)

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

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution

- Name of the Head of the institution :

- Designation:

- Does the institution function from own campus:

- Phone no./Alternate phone no.

- Mobile no.

- Registered Email

- Alternate Email
- Address   :

- City/Town   :

- State/UT   :

- Pin Code   :

2. Institutional status:
- University: State/Central/Deemed/Private:
  (Tick appropriative)
- Type of Institution: Co-education/Men/Women

- Location : Rural/Semi-urban/Urban:

- Financial Status: Centrally funded/state funded/Private (please specify)

- Name of the IQAC Co-ordinator/Director:

- Phone no. /Alternate phone no. :

- Mobile:

- IQAC e-mail address:

- Alternate Email address:

3. Website address:

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

For ex. http://www.nou.nic.in/AQAR_REPORT_2018-2019.pdf

4. Whether Academic Calendar prepared during the year?

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

Weblink:

5. Accreditation Details

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

6. Date of Establishment of IQAC: DD/MM/YYYY:

7. Provide the list of Special Status conferred by Central/ State Government-

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

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

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

 *upload latest notification of formation of IQAC

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

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.
Yes/No
  (Please upload, minutes of meetings and action taken report)

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

                   Yes   No

      If yes, mention the amount: Year:

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

    *

    *

    *

    *

    *

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

Plan of Action	Achievements/Outcomes

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

  Name of the statutory body: Date of meeting(s):

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

Yes/No: Date:

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

      Year: Date of Submission:

Extended Profile of the University

1 Programme:

1.1. Number of Programmes offered during the year

Year	
Number	

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

2. Student:

2.1 Number of students during the year

Year	
Number	

2.2 Number of outgoing / final year students during the year

Year	
Number	

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

Year	
Number	

2.4 Number of revaluation applications during the year

Year	
Number	

3 Academic:

3.1 Number of courses in all Programmes during the year

Year	
Number	

3.2 Number of full time teachers during the year

Year	
Number	

3.3 Number of sanctioned posts during the year

Year	
Number	

4. Institution:

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

Year	
Number	

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

Year	
Number	

4.3Total number of classrooms and seminar halls: _____

Year	
Number	

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

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

Year	
Number	

Criterion I –Curricular Aspects

Key Indicator – 1.1 Curriculum Design and Development

Metric No.	
1.1.1 **Q$_l$M**	*Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the University* Write description in maximum of 200 words • Upload relevant supporting document
1.1.2 **Q$_n$M**	*Number of Programmes where syllabus revision was carried out during the year* **Year** ⎜ **Number** ⎜ Data Requirement: • Programme Code • Names of the Programme revised • Upload the data template • Upload relevant supporting document
1.1.3 **Q$_n$M**	*Total number of courses having focus on employability/ entrepreneurship/ skill development offered by the Universityduring the year* 1.1.3.1: Number of courses having focus on employability/ entrepreneurship/ skill development during the year **Year** ⎜ **Number** ⎜ Data Requirement: • Name of the Course with Code • Activities with direct bearing on Employability/ Entrepreneurship/ Skill development • Name of the Programme • Upload the data template • Upload relevant supporting document

Key Indicator – 1.2 Academic Flexibility

Metric No.	
1.2.1 **Q$_n$M**	*Number of new courses introduced of the total number of courses across all programs offered during the year* **Year** ⎜ **Number** ⎜ Data Requirement: • Name of the new course introduced • Name of the Programme • Upload the data template • Upload relevant supporting document

1.2.2 **QₙM**	*Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year*
	<table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table>
	Data Requirements: • Names of all Programmes adopting CBCS • Names of all Programmes adopting elective course system • Upload the data template • Upload relevant supporting document

Key Indicator – 1.3 Curriculum Enrichment

Metric No.	
1.3.1 **QₗM**	*Institution integrates crosscutting issues relevant to Professional Ethics,Gender, Human Values, Environment and Sustainability into the Curriculum* Write description in maximum of 200 words • Upload relevant supporting document
1.3.2 **QₙM**	*Number of value-added courses for imparting transferable and life skills offered during the year* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> Data Requirement: • Names of the value added courses with 30 or more contact hours • No. of times offered during the same year • Total no. of students completing the course in the year • Upload the data template • Upload relevant supporting document
1.3.3 **QₙM**	*Total number of students enrolled in the courses under 1.3.2 above* 1.3.3.1: Number of students enrolled in value-added courses imparting transferable and life skills offered during the year <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> Data Requirement: • Names of the value added courses with 30 or more contact hours • No. of times offered during the same year • Total no. of students completing the course in the year • Upload the data template • Upload relevant supporting document

1.3.4 QₙM	*Number of students undertaking field projects / research projects / internshipsduring the year*
	Year	
	Number	
	Data Requirements: • Names of the Programme • No. of students undertaking field projects /research projects/ internships • Upload the data template • Upload relevant supporting document

Key Indicator – 1.4 Feedback System

Metric No.	
1.4.1 QₙM	*Structured feedback for design and review of syllabus – semester wise / is received from* 1) Students, 2) Teachers, 3) Employers, 4) Alumni **Options:** • All 4 of the above • Any 3 of the above • Any 2 of the above • Any 1 of the above • None of the above **Opt one** Data Requirements: Report of analysis of feedback received from different stakeholders' year wise • Upload relevant supporting document
1.4.2 QₙM	*Feedback processes of the institution may be classified as follows:* • Feedback collected, analysed and action taken and feedback available on website • Feedback collected, analysed and action has been taken • Feedback collected and analysed • Feedback collected • Feedback not collected **Opt one** Upload relevant supporting document

Criterion II – Teaching-Learning and Evaluation

Key Indicator - 2.1 Student Enrolments and Profile

Metric No.	
2.1.1 **Q$_n$M**	***Demand Ratio*** 2.1.1.1: Number of seats available during the year <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table>Data Requirement**:** • Number of seats available in all the Programmes • Total number of eligible applications received • Total number of Seats filled against sanctioned seats • Upload the data template • Upload relevant supporting document
2.1.2 **Q$_n$M**	***Total number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year (Excluding Supernumerary Seats)*** 2.1.2.1: Number of actual students admitted from the reserved categories during the year <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table>Data Requirement: • Number of students admitted from the reserved category • Total number of seats earmarked for reserved category as per GOI or State Government rule • Upload the data template • Upload relevant supporting document

Key Indicator - 2.2 Catering to Student Diversity

Metric No.	
2.2.1 **Q$_l$M**	***The institution assesses the learning levels of the studentsand organises special Programmes for advanced learners and slow learners*** Write descriptionin maximum of 200 words • Upload relevant supporting document

2.2.2	*Student - Full time teacher ratio during the year*
QₙM	

Year	
Number of Students	
Number of teachers	

Data Requirement:
- Total number of students enrolled in the institution
- Total number of full time teachers in the institution
- Upload relevant supporting document

(Data template is not applicable to this metric)

Key Indicator - 2.3 Teaching - Learning Process

Metric No.	
2.3.1 QₗM	*Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are usedforenhancinglearning experiences* Write descriptionin maximum of 200 words • Upload relevant supporting document
2.3.2 QₗM	*Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year* Write descriptionin maximum of 200 words • Upload relevant supporting document
2.3.3 QₙM	*Ratio ofstudents to mentor for academic and other related issues during the year* 2.3.3.1: Number of mentors: Number of students assigned to each mentor: Formula: Mentor: Mentee Data requirement: • Number of mentors • Number of students assigned to each Mentor • Upload the data template • Upload relevant supporting document **(Data template is not applicable to this metric)**

Within metric 2.3.3:

Year	
Number of mentors	

Key Indicator - 2.4 Teacher Profile and Quality

Metric No.	
2.4.1 Q_nM	*Total Number of full time teachers against sanctioned posts during the year* | **Year**	
Number	| Data Requirement: • Number of full time teachers • Number of sanctioned posts • Upload the data template • Upload relevant supporting document
2.4.2 Q_nM	*Total Number of full time teachers withPh.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the year* | **Year**	
Number	| Data Requirement: • Number of full time teachers with ***Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit.*** • Total number of full time teachers • Upload the data template • Upload relevant supporting document
2.4.3 Q_nM	*Total teaching experience of full time teachers in the same institution during the year* 2.4.3.1: Total experience of full-time teachers Data Requirements: (As per Data Template) • Name and Number of full-time teachers with years of teaching experiences • Upload the data template • Upload relevant supporting document
2.4.4 Q_nM	*Total number of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year* | **Year**	
Number	| Data Requirement: • Number of full time teachers receiving awards from State, National, International level • Number of full time teachers • Upload the data template • Upload relevant supporting document

Key Indicator - 2.5 Evaluation Process and Reforms

Metric No.	
2.5.1 **Q$_n$M**	*Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year* 2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the year: | Year	
Number	| Data Requirement: • Semester wise/ year wise • Last date of the last semester-end/ year- end examination • Date of declaration of results of semester-end/ year- end examination • Number of days taken for declaration of the results • Number of days for declaration of results during the year • Upload the data template • Upload relevant supporting document
2.5.2 **Q$_n$M**	*Total number of student complaints/grievances about evaluation against total number appeared in the examinations during the year* | Year	
Number	| Data Requirement: • Number of complaints/grievances about evaluation • Total number of students appeared in the examinations • Upload the data template • Upload relevant supporting document **(Data template is not applicable to this metric)**
2.5.3 **Q$_l$M**	*IT integrationand reforms in theexamination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution* Write descriptionin maximum of 200 words • Upload relevant supporting document
2.5.4 **Q$_n$M**	*Status of automation of Examination division along with approved Examination Manual* A. 100% automation of entire division & implementation of ExaminationManagement 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 Data Requirements: • Upload the data template • Upload relevant supporting document

Key Indicator - 2.6 Student Performance and Learning Outcomes

Metric No.	
2.6.1 **Q₁M**	*The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents* Write descriptionin maximum of 200 words • Upload relevant supporting document
2.6.2 **Q₁M**	*Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year* Describe the method of measuringthe level of attainment of POs , PSOs and COs in not more than 200 words. • Upload relevant supporting document
2.6.3 **QₙM**	*Number of students passedduring the year* 2.6.3.1: Total number of final year students who passed the university examination 2.6.3.2: Total number of final year students who appeared for the examination Data Requirement: • Programme Code • Name of the Programme • Number of students appeared • Number of students passed • Pass percentage **File Description** • Upload the data template • Upload relevant supporting document

Key Indicator- 2.7 Student Satisfaction Survey

Metric No.	
2.7.1 **QₙM**	*Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a web link)*

Criterion III – Research, Innovations and Extension

Key Indicator - 3.1 Promotion of Research and Facilities

Metric No.	
3.1.1 **Q₁M**	*The institution Researchfacilities are frequently updated and thereis well defined policy for promotion of research which is uploaded on the institutional website and implemented* • Upload relevant supporting document
3.1.2 **QₙM**	*The institution provides seed money to its teachers for research (amount INR in Lakhs)* <table><tr><td>**Year**</td><td></td></tr><tr><td>**(INR in Lakhs):**</td><td></td></tr></table> **Data Requirement:** • Name of the teacher getting seed money • The amount of seed money • Year of receiving grant **File Description** • Upload the data template • Upload relevant supporting document
3.1.3 **QₙM**	*Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research duringthe year* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number of teachers**</td><td></td></tr></table> **Data Requirement:** • Name of the teacher received national/ international fellowship/financial support by various agencies for advanced studies / research • Name of the awardreceived • Year received • Awarding Agency **File Description** • Upload the data template • Upload relevant supporting document

3.1.4 **QₙM**	*Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year*
Year	
Number	

Data Requirement:
- Name of Research fellow
- Year of enrolment
- Duration of fellowship
- Type of the fellowship
- Granting agency

File Description
- Upload the data template
- Upload relevant supporting document |
| **3.1.5**

QₙM | *Institution has the following facilities to support research*

- Central Instrumentation Centre
- Animal House/Green House
- Museum
- Media laboratory/Studios
- Business Lab
- Research/Statistical Databases
- Mootcourt
- Theatre
- Art Gallery

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

Data Requirements:
- Name of the facility
- Year of establishment
- Geotagged pictures
File Description
- Upload the data template
- Upload relevant supporting document
(Data template is not applicable to this metric) |

3.1.6 QₙM	*Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agenciesduring the year*
	Year | |
	Number | |
	Data Requirements: • Name of the Department • Name of the Scheme • Name of the funding agency • Year of Award • Funds provided • Duration of award **File Description** • Upload the data template • Upload relevant supporting document

Key Indicator - 3.2 Resource Mobilizations for Research

Metric No.	
3.2.1 QₙM	*Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year(INR in Lakhs)*
	Year | |
	Number | |
	Data Requirement: • Name of the Project/ Endowments, Chairs • Name of the Principal Investigator • Department of Principal Investigator • Year of Award • Funds provided • Duration of the project **File Description** • Upload the data template • Upload relevant supporting document

3.2.2 QₙM	*Grants for research projects sponsored by the government agencies during the year(INR in Lakhs)*
	<table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> **Data Requirement:** • Name of the Project • Name of the Principal Investigator • Department of Principal Investigator • Year of Award • Funds provided • Duration of the project • Funding Agency • Total amount of funds received **File Description** • Upload the data template • Upload relevant supporting document
3.2.3 QₙM	*Number of research projects per teacher funded by government and non-government agencies during the year*
	<table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> **Data Requirement:** • Name of Principal Investigator • Duration of project • Name of the research project • Amount / Fund received • Name of funding agency • Year of sanction • Department of recipient **File Description** • Upload the data template • Upload relevant supporting document

Key Indicator - 3.3 Innovation Ecosystem

Metric No.	
3.3.1 QₗM	*Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge* Describe available incubation centre and evidence of its usage (activity) within a maximum of 200 words • Upload relevant supporting document

3.3.2 **QₙM**	*Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the year* 3.3.2.1: Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year wise during the year |	
	Year	
	Number	
	Data Requirements: • Name of the workshops / seminars • Number of Participants • Date (From -to) • Link to the activity report on the website **File Description** • Upload the data template • Upload relevant supporting document	
3.3.3 **QₙM**	*Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year* 3.3.3.1: Total number of awards / recognitions received for *research/*innovations won by institution/teachers/research scholars/students year wise during the year |	
	Year	
	Number	
	Data Requirement: • Name of the Awardee • Name of the Awarding Agency with contact details • Year of Award **File Description** • Upload the data template • Upload relevant supporting document	

Key Indicators - 3.4 Research Publications and Awards

Metric No.	
3.4.1 **Q_nM**	*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: • 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 **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 • Upload relevant supporting document **(Data template is not applicable to this metric)**

3.4.2
 	
Q_nM
	The institution provides incentives to teachers who receive state, national and international recognitions/awards
	1. Commendation and monetary incentive at a University function
	2. Commendation and medal at a University function
	3. Certificate of honor
	4. Announcement in the Newsletter / website
	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
	Data Requirements: (As per of 2.4.4)
	   • Name of the Awardee with contact details
	   • Name of the Awarding Agency
	   • Year of Award
	   • Incentive details
	File Description
	   • Upload the data template
	   • Upload relevant supporting document

3.4.3	***Number of Patents published/awarded during the year***
QₙM	3.4.3.1: Total number of Patents published/awarded year wise during the year

Year	
Number	

Data Requirement:
- Name of the Patent published/awarded
- Patent Number
- Year of Award

File Description
- Upload the data template
- Upload relevant supporting document

3.4.4	***Number of Ph.D's awarded per teacher during the year***
	3.4.4.1: How many Ph.D's are awarded during the year
QₙM	3.4.4.2: Number of teachers recognized as guides during the year

Year	
Number	

Data Requirement:
- Name of the PhD scholar
- Name of the Department
- Name of the guide/s
- Year of registration of the scholar
- Year of award of PhD

File Description
- Upload the data template
- Upload relevant supporting document

3.4.5	***Number of research papers per teacher in the Journals notified on UGC website during the year***
QₙM	

Year	
Number	

Data Requirements:
- Title of paper
- Name of the author/s
- Department of the teacher
- Name of journal
- Year of publication
- ISBN/ISSN number

File Description
- Upload the data template
- Upload relevant supporting document

3.4.6 QnM	*Number of books and chapters in edited volumes published per teacher during the year* 3.4.6.1: Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year

<table>
<tr><td>Year</td><td></td></tr>
<tr><td>Number</td><td></td></tr>
</table>

Data Requirement:
- Name of the teacher: Title of the paper
- Title of the book published: Name of the author/s: Title of the proceedings of the conference
- Name of the publisher: National / International
- National / international: ISBN/ISSN number of the proceeding
- Year of publication:

File Description
- Upload the data template
- Upload relevant supporting document

3.4.7 QnM	*E-content is developed by teachers:* 1. For e-PG-Pathshala 2. For CEC (Under Graduate) 3. For SWAYAM 4. For other MOOCs platform 5. For NPTEL/NMEICT/any other Government Initiatives 6. For Institutional LMS *Options:* A. Any 5 or all of the above B. Any 4 of the above C. Any 3 of the above D. Any 2 of the above E. None of the above **Data Requirements:** - Name of the teacher - Name of the module - Platform on which module is developed - Date of launching e-content - Number of platforms on which e-content has been developed by teachers **File Description** - Upload the data template - Upload relevant supporting document

3.4.8
 	
QₙM
	Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed
	Data Requirements for during the year:
	   • Title of the paper
	   • Name of the author
	   • Title of the journal
	   • Year of publication
	   • Citation Index
	File Description (Upload)
	   • Any additional information
	   • Bibliometrics of the publications during the year
	* The Data obtained from inflibnet will be used for the purpose.
	(Data template is not applicable to this metric)

3.4.9
 	
QₙM
	Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University
	Data Requirements for during the year:
	   • Title of the paper
	   • Name of the author
	   • Title of the journal
	   • Year of publication
	   • H index
	File Description
	   • 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.
	(Data template is not applicable to this metric)

Key Indicators – 3.5 Consultancy

Metric No.	
3.5.1 **QₗM**	*Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy* • Upload relevant supporting document

3.5.2
 	
QₙM
	Revenue generated from consultancy and corporate training during theyear(INR in Lakhs)
	3.5.2.1: Total amount generated from consultancy and corporate training during the year (INR in lakhs)
	
	<table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table>
	Data Requirement:
	   • Names of the consultants
	   • Name of consultancy project
	   • Consulting/Sponsoring agency with contact details

	• Revenue generated (amount in rupees) • Total revenue generated in rupees • Details of Corporate training provided (Title of the training, corporate for which training has been provided, number of participants. **File Description** • Upload the data template • Upload relevant supporting document

Key Indicators - 3.6 Extension Activities

Metric No.	
3.6.1 Q₁M	*Extensionactivitiesinthe neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the year* Describe the impact of extension activities in sensitising students to social issues and holistic development within a maximum of 200 words • Upload relevant supporting document
3.6.2 QₙM	*Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year* 3.6.2.1: Total number of awards and recognition received for extension activities from Government / Government recognised bodies during the year <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table> **Data Requirement:** • Name of the activity • Name of the Award/ recognition • Name of the Awarding Government/Government recognized bodies • Year of the Award **File Description** • Upload the data template • Upload relevant supporting document
3.6.3 QₙM	*Number of extension and outreach programs conducted by the institution including those throughNSS/NCC/Red cross/YRC during the year(including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry,communityandNGOs)* <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table> **Data Requirement:** • Name and number of the extension and outreach Programmes

	• Name of the collaborating agency: Non- government, industry, community with contact details **File Description** • Upload the data template • Upload relevant supporting document
3.6.4 **QₙM**	***Total number of students participating in extension activities listed at 3.6.3 above during the year*** | Year	
Number	| **Data Requirement:** • Name of the activity • Name of the scheme • Year of the activity • Number of students participating in such activities **File Description** • Upload the data template • Upload relevant supporting document

Key Indicator - 3.7 Collaboration

Metric No.	
3.7.1 **QₙM**	***Number of collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year*** 3.7.1.1: Total number of Collaborative activities with other institutions/ research establishment/industry for researchand academic development of faculty and students during the year | Year	
Number	| **Data Requirement:** • Title of the collaborative activity • Name of the collaborating agency with contact details • Source of financial support • Year of collaboration • Duration • Nature of the activity **File Description** • Upload the data template • Upload relevant supporting document
3.7.2 **QₙM**	***Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborativeresearch duringthe year*** | Year	
Number		

	Data Requirement:
	• Organisation with which MoU is signed
	• Name of the institution/ industry
	• Year of signing MoU
	• Duration
	• List the actual activities under each MoU
	• Number of students/teachers participated under MoUs
	File Description
	• Upload the data template
	• Upload relevant supporting document

Criterion IV – Infrastructure and Learning Resources

Key Indicator - 4.1 Physical Facilities

Metric No	
4.1.1 Q_lM	*The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.* Describe the adequacy of facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum of 200 words • Upload relevant supporting document
4.1.2 Q_lM	*The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)* Describe the adequacy facilities for cultural activities, yoga, games (indoor, outdoor) and sports which include specification about area/size, year of establishment and user rate within minimum of 200 characters and maximum of 200 words • Upload relevant supporting document
4.1.3 Q_lM	*Availability of general campus facilities and overall ambience* Describe the general campus facilities and its utilization in maximum of 200 words • Upload relevant supporting document
4.1.4 Q_nM	*Total expenditure excluding salary for infrastructure augmentation during the year (INR in Lakhs)* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> **Data Requirement:** • Budget allocated for infrastructure augmentation • Total expenditure for infrastructure augmentation • Audited statement of accounts • Total expenditure excluding Salary **File Description** • Upload the data template • Upload relevant supporting document

Key Indicator - 4.2 Library as a Learning Resource

Metric No.	
4.2.1 **Q_lM**	*Library is automated using Integrated Library Management System (ILMS) and has digitisation facility* Describe the implementation of the automation of the Library and the digitization facility available and used in maximum of 200 words • Upload relevant supporting document
4.2.2 **Q_nM**	*Institution has subscription for e-Library resources* Library has regular subscription for the following: 1. e – journals 2. e-books 3. e-ShodhSindhu 4. Shodhganga 5. Databases **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above • Upload relevant supporting document
4.2.3 **Q_nM**	*Annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> Data Requirement: • Expenditure on the purchase of books • Expenditure on the purchase of journals in ith year • Year of expenditure: • Upload the data template • Upload relevant supporting document
4.2.4 **Q_nM**	*Number of usage of library by teachers and studentsper day(foot falls and login data for online access)* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> **Data Requirements:** • Upload last page of accession register details • per day login/online users of library • Number of users using librarythrough e-access • Number of physical users accessing library **File Description** • Upload the data template • Upload relevant supporting document **(Data template is not applicable to this metric)**

Key Indicator – 4.3 IT Infrastructure

Metric No.	
4.3.1 **Q_nM**	*Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year* {table} Data Requirements: • Number of classrooms with LCD facilities • Number of classrooms with Wi-Fi/LAN facilities • Number of seminar halls with ICT facilities **File Description** • Upload the data template • Upload relevant supporting document
4.3.2 **Q_lM**	*Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility* Providing the salient features of the IT Policy and describe the process of implementation and adherence to the policy, budgetary provisions made and utilized and the expansion plan in maximum of 200 words • Upload relevant supporting document
4.3.3 **Q_nM**	*Student - Computer ratio during the year* Number of students: Number of Computers available to students for academic purposes **Data Requirements:** • Number of computers for academic purposes in working condition • Total Number of students **(Data template is not applicable to this metric)**
4.3.4 **Q_nM**	*Available bandwidth of internet connection in the Institution (Leased line)* **Options:** • ≥1 GBPS • 500 MBPS - 1 GBPS • 250 MBPS - 500 MBPS • 50 MBPS - 250 MBPS • <50 MBPS **Data Requirements:** • Available internet bandwidth **File Description** • Upload the data template • Upload relevant supporting document **(Data template is not applicable to this metric)**

Within metric 4.3.1:

Year	
Number	

4.3.5
 	
Q_nM
	Institution has the following Facilities for e-content development
	
	    1. Media centre
	    2. Audio visual centre
	    3. Lecture Capturing System(LCS)
	    4. Mixing equipment's and softwares for editing
	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
	
	Data Requirements:
	    • Upload the names of the e-content development facilities
	File Description
	    • Upload the data template
	    • Upload relevant supporting document

Key Indicator - 4.4 Maintenance of Campus Infrastructure

Metric No.	

4.4.1
 	
Q_nM
	Total expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during theyear
	
	<table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table>
	
	Data Requirement:
	    • Non salary expenditure incurred
	    • Expenditure incurred on maintenance of campus infrastructure
	File Description
	    • Upload the data template
	    • Upload relevant supporting document

4.4.2 **Q_lM**	*Thereareestablished systems and proceduresfor maintainingandutilizingphysical,academicand support facilities - laboratory, library,sportscomplex,computers,classrooms etc.* Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities within maximum of 200 words • Upload relevant supporting document

Criterion V - Student Support and Progression

Key Indicator - 5.1 Student Support

Metric No.	
5.1.1 **QₙM**	*Total number of students benefited by scholarships and free ships providedbytheinstitution, Government and non-government agencies (NGOs) during the year (other than the students receiving scholarships under the government schemes for reserved categories)* | Year	
Number	| **Data Requirement:** • Name of the scheme • Number of students benefiting **File Description** • Upload the data template • Upload relevant supporting document
5.1.2 **QₙM**	*Total number of students benefited by career counselling and* *guidanceforcompetitive examinationsoffered by theInstitution during the year* | Year	
Number	| **Data Requirement:** • Name of the scheme • Number of students who have passed in the competitive exam • Number of students benefited by career counselling. **File Description** • Upload the data template • Upload relevant supporting document

5.1.3
 	
QₙM
	Following Capacity developmentand skills enhancement initiatives are taken by the institution
	    1. Soft skills
	    2. Language and communication skills
	    3. Life skills (Yoga, physical fitness, health and hygiene)
	    4. Awareness of trends in technology
	Options:
	    A. All of the above
	    B. Any 3 of the above
	    C. Any 2 of the above
	    D. Any 1of the above
	    E. None of the above
	Data Requirements:
	• Name of the capacity development and skills enhancement scheme
	• Year of implementation
	• Number of students enrolled
	• Name of the agencies involved with contact details
	File Description
	• Upload the data template
	• Upload relevant supporting document

5.1.4 QₙM	***The Institution adopts thefollowingfor redressal of student grievances including sexual harassment and ragging cases***
	• Implementation of guidelines of statutory/regulatory bodies • Organisation wide awareness and undertakings on policies with zero tolerance • Mechanisms for submission of online/offline students' grievances • Timely redressal of the grievances through appropriate committees **Options:** • All of the above • Any 3 of the above • Any 2 of the above • Any 1 of the above • None of the above **Data Requirement:** • Upload the data template • Upload relevant supporting document **(Data template is not applicable to this metric)**

Key Indicator - 5.2 Student Progression

Metric No.	
5.2.1 QₙM	***Number of students qualifying in state/ national/ international level examinations during the year(eg: NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations)*** 5.2.3.1: Number of students who qualified in state/ national/ international examinations (e.g.: IIT/JAM/NET/SET/JRF/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) during the year: <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> 5.2.3.2: Number of students who appeared in state/ national/ international examinations (e.g.: IIT/JAM/ NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) during the year: <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> **Data Requirement:** Number of students who cleared • IIT-JAM • NET • SET • JRF • GATE • GMAT • CAT • GRE

	• TOEFL • Civil Services • State Government examinations **File Description** Upload the data template Upload relevant supporting document
5.2.2 **Q$_n$M**	*Total number of placement of outgoing students during the year* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> **Data Requirement:** • Name of the employer with contact details • Number of students placed **File Description** • Upload the data template • Upload relevant supporting document
5.2.3 **Q$_n$M**	*Number of recently graduated students who have progressed to higher education (previous graduating batch) during the year* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> **Data Requirement:** Number of students proceeding from • UG to PG • PG to MPhil • PG to PhD • MPhil to PhD • PhD to Post-doctoral **File Description** • Upload the data template • Upload relevant supporting document

Key Indicator - 5.3 Student Participation and Activities

Metric No.	
5.3.1 **Q$_n$M**	*Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the year* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> **Data Requirement:** • Name of the award/ medal • Inter-university/State/National/ International • Name of the event **File Description** • Upload the data template

	• Upload relevant supporting document
5.3.2 **Q₁M**	*Presence of Student Council and its activities for institutional development and student welfare.* Describe the Student *Council and its activities for institutional development and student welfare* within a maximum of 200 words • Upload relevant supporting document
5.3.3 **QₙM**	*Number of sports and cultural events / competitions organised by the institution during the year* | **Year**	
Number	| **Data Requirement:** • Name of the event / competition • Upload the data template • Upload relevant supporting document

Key Indicator – 5.4 Alumni Engagement

Metric No.	
5.4.1 **Q₁M**	*TheAlumniAssociation/Chapters (registered and functional)contributessignificantlytothe developmentoftheinstitution through financial and other support services during the year* Describe contribution of alumni association to the institution within a maximum of 200 words • Upload relevant supporting document

5.4.2
 	
QₙM
	Alumni contribution during theyear(INR in lakhs)
	
	Options:
	  A. ≥ 100 Lakhs
	  B. 50Lakhs - 100 Lakhs
	  C. 20 Lakhs - 50 Lakhs
	  D. 5 Lakhs - 20 Lakhs
	  E. <5 Lakhs
	Data Requirement (year wise):
	• Alumni association / Name of the alumnus
	• Quantum of contribution
	• Audited Statement of account of the institution reflecting the receipts.
	File Description
	• Upload the data template
	• Upload relevant supporting document
	(Data template is not applicable to this metric)

Criterion VI – Governance, Leadership and Management

Key Indicator - 6.1Institutional Vision and Leadership

Metric No.	
6.1.1 Q$_l$M	*The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance* Write description in maximum of 200 words • Upload relevant supporting document
6.1.2 Q$_l$M	*The effective leadership is reflected in various institutional practices such as decentralization and participative management.* Write description in maximum of 200 words • Upload relevant supporting document

Key Indicator - 6.2Strategy Development and Deployment

Metric No.	
6.2.1 Q$_l$M	*The institutional Strategic plan is effectively deployed.* Describe one successfully implemented activity based on the strategic plan within a maximum of 200 words • Upload relevant supporting document
6.2.2 Q$_l$M	*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.* Write description in maximum of 200 words • Upload relevant supporting document
6.2.3 Q$_n$M	*Institution Implements e-governance in its areas of operations* 6.2.3.1 e-governance is implemented covering following areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination **Options:** A. All of the above B. Any 3 of the above

<table>
<tr><td></td><td>
C. Any 2 of the above
D. Any 1 of the above
E. None of the above

Data Requirements:
• Areas of e-governance
  Administration
  Finance and Accounts
  Student Admission and Support
  Examination
• Name of the Vendor with contact details
• Year of implementation
File Description
• Upload the data template
• Upload relevant supporting document
</td></tr>
</table>

Key Indicator - 6.3 Faculty Empowerment Strategies

Metric No.	
6.3.1 Q_lM	*The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff* Write description in maximum of 200 words • Upload relevant supporting document
6.3.2 Q_nM	*Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during theyear* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table>**Data Requirement:** • Name of teacher • Name of conference/ workshop attended for which financial support provided • Name of the professional body for which membership fee is provided **File Description** • Upload the data template • Upload relevant supporting document
6.3.3 Q_nM	*Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the year* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table>**Data Requirement:** • Title of the professional development Programme organised for teaching staff • Title of the administrative training Programme organised for non-teaching staff • Dates (From-to) **File Description** • Upload the data template

	• Upload relevant supporting document

6.3.4 QnM	*Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during theyear* *(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)*
	<table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> Data Requirement: - Name of teachers - Title of the Programme - Duration (From -to) **File Description** - Upload the data template - Upload relevant supporting document

Key Indicator – 6.4 Financial Management and Resource Mobilization

Metric No.	
6.4.1 QlM	*Institutional strategies for mobilisation of funds and the optimal utilisation of resources* Describe the resource mobilisation policy and procedures of the Institution within a maximum of 200 words Upload relevant supporting document
6.4.2 QnM	*Funds / Grants received from government bodies during theyearfor development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)* <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> **Data Requirement:** - Name of the government funding agencies/ individuals - Funds/ Grants received **File Description** - Upload the data template - Upload relevant supporting document

6.4.3 Q_nM	*Funds / Grants received from non-government bodies, individuals, philanthropists during theyearfor development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)*

Year	
Number	

Data Requirement:
- Name of the non-government funding agencies/ individuals
- Funds/ Grants received

File Description
- Upload the data template
- Upload relevant supporting document

6.4.4 Q_lM	*Institutionconducts internalandexternalfinancial audits regularly*

Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- Upload relevant supporting document

Key Indicator - 6.5 Internal Quality Assurance System

Metric No.	
6.5.1 Q_lM	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals* Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 200 words - Upload relevant supporting document

6.5.2 Q_nM	*Institution has adopted the following for Quality assurance*
	1. Academic Administrative Audit (AAA) and follow up action taken
	2.Confernces, 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
	6.Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)
	Options:
	  A. Any 5 or all of the above
	  B. Any 4 of the above
	  C. Any 3 of the above
	  D. Any 2 of the above
	  E. Any 1of the above

	Data Requirement: **Quality initiatives** • AQARs prepared/ submitted • Academic Administrative Audit (AAA) and follow up action • Conferences, Seminars, Workshops on quality conducted • Collaborative quality initiatives with other institution(s) • Orientation programme on quality issues for teachers and students • Participation in NIRF • ISO Certification • NBA or any other certification received **File Description** • Upload the data template • Upload relevant supporting document
6.5.3 **Q₁M**	*Incremental improvements made for the preceding during the year with regard to quality (in case of first cycle)* *Post accreditation quality initiatives(second and subsequent cycles)* Describe quality enhancement initiatives in the academic and administrative domains successfully implemented during the year within a Maximum of 200 words each • Upload relevant supporting document

CriterionVII - Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric No.	
	Gender Equity

7.1.1
 	
QlM
	Measures initiated by the Institution for the promotion of gender equity during the year
	Highlight the curricular and co- and extra-curricular activities promoting gender equity and sensitization and the facilities available for women on campus (within a maximum of 200 words).
	Provide the weblink to:
	• Annual gender sensitization action plan(s)
	• Specific facilities provided for women in terms of:
	   a. Safety and security
	   b. Counseling
	   c. Common rooms
	   d. Daycare Centre
	   e. Any other relevant information
	Upload relevant supporting document

		Environmental Consciousness and Sustainability
7.1.2 Q$_n$M	*The Institution has facilities for alternate sources of energy and energy conservation*	
	1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power-efficient equipment **Options:** A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above Upload relevant supporting document **(Data template is not applicable to this metric)**	
7.1.3 Q$_l$M	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)* • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management Upload relevant supporting document	
7.1.4 Q$_n$M	*Water conservation facilities available in the Institution:* 1. Rainwater harvesting 2. Bore well /Open well recharge 3. Construction of tanks and bunds 4. Waste water 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 D. Any 1of the above E. None of the above Upload relevant supporting document **(Data template is not applicable to this metric)**	
7.1.5 Q$_n$M	*Green campus initiatives include* 7.1.5.1. The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	

	Options: A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above Upload relevant supporting document **(Data template is not applicable to this metric)**
7.1.6 **QnM**	*Quality audits on environment and energy are regularly undertaken by the institution* 7.1.6.1. The institution's initiatives to preserve and improve the environment and harness energyare confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above Upload relevant supporting document **(Data template is not applicable to this metric)**
7.1.7 **Q_nM**	*The Institution has a disabled-friendly and barrier-free environment* 1. Ramps/lifts for easy access to classrooms and centres. 2. Disabled-friendly washrooms 3. Signage including tactile path lights, display boards and signposts 4. Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc. **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above Upload relevant supporting document **(Data template is not applicable to this metric)**

	Inclusion and Situatedness
7.1.8 Q_lM	*Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).* Upload relevant supporting document
	Human Values and Professional Ethics
7.1.9 Q_lM	*Sensitization of students and employees of the Institution to constitutional obligations: values, rights, duties and responsibilities of citizens.* Describe the various activities of the institution for inculcating values for becomingresponsible citizens as reflected in the Constitution of India (within a maximum of 200 words). Upload relevant supporting document

7.1.10
 	
Q_nM
	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitizationprogrammes in this regard.
	   1. The Code of Conduct is displayed on the website
	   2. There is a committee to monitor adherence to the Code of Conduct
	   3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
	   4. Annual awareness programmes on the Code of Conduct are organized
	
	Options:
	A. All of the above
	B. Any 3 of the above
	C. Any 2 of the above
	D. Any 1of the above
	E. None of the above
	Upload relevant supporting document
	(Data template is not applicable to this metric)

7.1.11 Q_lM	*Institution celebrates / organizes national and international commemorative days, events and festivals* Describe the efforts of the institution in celebrating /organizing national and international commemorative days, events and festivals during theyear (within a maximum of 200 words). Upload relevant supporting document

Key Indicator - 7.2 Best Practices

Metric No.	
7.2.1 **Q₁M**	**Describe one best practice successfully implemented by the Institution as per NAAC format provided in the Manual.** **Provide the weblink on the Institutional website** regarding the Best practices as per the prescribed format of NAAC.

FormatforPresentationofBestPractices

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

1. **TitleofthePractice**

Thistitleshouldcapturethe keywordsthatdescribethepractice.

2. **Objectives ofthePractice**

Whataretheobjectives/intendedoutcomesofthis"bestpractice" andwhataretheunderlyingprinciples or conceptsofthis practice?(in about20words)

3. **TheContext**

Whatwerethecontextualfeaturesorchallengingissuesthatneeded tobeaddressed indesigningandimplementingthispractice?(inabout30 words)

4. **ThePractice**

Describe the best practice and its uniquenessinthecontextofIndiahigher education.Whatweretheconstraints/limitations,ifany,faced?(in about50words)

5. **EvidenceofSuccess**

Provideevidenceofsuccesssuchasperformance against targets and benchmarks, review/results. What do these results indicate?Describe inabout40words.

6. **ProblemsEncounteredandResourcesRequired**

Pleaseidentifytheproblemsencounteredandresourcesrequiredto implementthepractice(inabout30words).

7.**Notes (Optional)**

Pleaseaddanyotherinformationthatmayberelevantfor adopting/implementingtheBest Practiceinotherinstitutions(inabout30 words)

AnyotherinformationregardingInstitutional Valuesand BestPracticeswhich the institutionwouldliketoinclude.

Key Indicator - 7.3 Institutional Distinctiveness

Metric No.	
7.3.1	*Highlight the performance of the institution in anarea distinct to its priority and thrust (within a maximum of 200 words)*
Q₁M	**Provide the weblink to:**
	• Institutional Distinctiveness on the Institutional website

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

Name _____   *Name* _____

_____   _____
Signature of the Coordinator, IQACSignature of the Chairperson, IQAC

_____***_____

Abbreviations:

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

Glossary: All the terms provided in the glossary and used in the AQAR shall be read in conjunction with the respective manuals.

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For Communication with NAAC

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