

NAAC

Revised Format of Self-Study Report

(As per the NAAC Manual for Universities effective from July, 2017)

Qualitative Metrics to seek Descriptive data from Department

CRITERION I – CURRICULAR ASPECTS

Key Indicator- 1.1 Curriculum Design and Development

Metric No. (as per NAAC Manual)	Description (as per NAAC Manual, July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
1.1.1	<p style="text-align: center;">Curricula developed/adopted relevant to local/national/global needs; program outcomes, course outcomes.</p> <p>BSc (H) Microbiology (2013)</p> <p>BSc (H) Microbiology (2014)</p> <p>BSc (H) Microbiology (2015)</p> <p>PhD Microbiology (2016)</p>	<p style="text-align: center;">Supporting Document required:</p> <p>A description in not more than 200 words of any Curricula developed/adopted from 2012-13 to 2016-2017 in the Department/Centre which is relevant to local / national / global needs.</p> <p>The undergraduate course in Microbiology was revised in year 2013, 2014 and later adopted to choice based credit system with effect from year 2015. The new course curricula incorporate all recent trends in Microbiology research.</p> <p>The syllabus for PhD course was revised in 2016 as per UGC guidelines. A total of 5 courses were designed including a compulsory course in ‘Research methodology’.</p>

Key Indicator- 1.3 Curriculum Enrichment

1.3.1	<p style="text-align: center;">Integration of cross-cutting issues relevant to Gender, Environment and sustainability, Human values, Professional Ethics into curriculum.</p>	<p style="text-align: center;">Supporting Documents required:</p> <p>A description of courses which address Gender, Environment and Sustainability, Human Values and Professional Ethics. List in not more than 200 words.</p> <p>The department offers a course on ‘Environmental Microbiology’ for both Bachelor’s</p>
-------	--	---

		<p>and Master's students. As part of this course students are taught the relevance of sustainable development with emphasis on role of microbes.</p> <p>The list of Core Courses offered by the Department.</p> <p>BSc Microbiology: C-9 (Environmental Microbiology)</p> <p>MSc Microbiology: MICROB-0802 (Environmental Microbiology)</p>
Criterion II-Teaching -Learning and Evaluation		
Key Indicator - 2.2 Catering to Student Diversity		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
2.2.1	The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners	<p style="text-align: center;">Supporting Document required:</p> <p>Describe the initiatives taken by the Department in not more than 200 words.</p> <p>The students are evaluated regularly by mid and end semester examination, pop quizzes, seminars, and assignments. The students are also regularly evaluated during interactions in the classroom.</p> <p>The students who are slow learners are invited to interact one on one with teachers for extra coaching. In general all students are invited to interact with teachers outside the classroom if necessary for any clarification of doubts. We have generally observed students to avail of these opportunities.</p> <p>To challenge the more advanced learners, the question papers are designed so as to give these students the opportunity to attempt questions which require higher</p>

		order thinking.
Key Indicator-2.3 Teaching- Learning Process		
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	<p style="text-align: center;">Supporting Document required:</p> <p>Describe the student centric methods taken by the Department in not more than 200 words.</p> <p>The Masters course offered by the department is largely practical driven. As part of the practicals in which students are required to participate actively, the students are trained in problem solving, and their problem solving abilities are tested in practical examinations. Much emphasis is laid on training students in basic as well as advanced microbiological laboratory techniques. The students have access to excellently designed laboratories having state of the art equipments. The laboratories are designed so that students are self sufficient in terms of chemicals, reagents and equipments that they need for the practical. The teachers devote a considerable amount of time to ensure that no student is left behind.</p>
Key Indicator- 2.6 Student Performance and Learning Outcomes		
2.6.1	Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students	<p style="text-align: center;">Supporting Documents required:</p> <p>(i) COs for all courses (Examples can be seen from attached Glossary-Notes) (ii) A description of Mechanism of Communication in not more than 100 words.</p> <p>All these components form part of preamble of the course that has been put up on department website as well as communicated to teachers and students.</p>

2.6.2	<p>Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution</p>	<p>Supporting Documents required: A description of the method of measuring attainment of POs, PSOs and COs and the level of attainment of POs, PSOs and COs in not more than 200 words.</p> <p>At the end of the program the student are expected to be familiar with basic and advanced microbiology techniques, the importance of microbes in day to day life with particular emphasis on their role in food and dairy industry, microbial product development through use of fermentation technology, and the role of microbes in sustainable development.</p> <p>The attainments of these outcomes are assessed at end of each semester through practical and theoretical evaluations. Furthermore the students implement these outcomes in final semester where they carry out research work for which they are assessed at end of the semester.</p>
Criterion III- Research, Innovations and Extension		
Key Indicator - 3.6 Extension Activities		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes	Data Requirement from Department (For Academic years 2012-13 to 2016-17)

3.6.1	Extension activities in the neighbourhood community, if any, in terms of impact and sensitising students to social issues and holistic development during the last five years.	<p>Supporting Document Required:</p> <p>A Description in not more than 200 words mentioning the impact of the activities in sensitising students to social issues and holistic development.</p> <p>The department tested the microbial content of drinking water supplies of neighborhood community. Neighborhood community was sensitized to effect of water quality on health and advised regarding corrective measures that may be implemented.</p>
Criterion IV – Infrastructure and Learning Resources		
Key Indicator - 4.1 Physical Facilities		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
4.1.1	Facilities for teaching - learning available in Dept. / Centre as per the minimum specified requirements by the statutory bodies.	<p>Supporting Document Required:</p> <p>A Description in 200 words on the adequacy of facilities for teaching learning as per the minimum specified requirements by statutory bodies.</p> <p>Facilities may include Classrooms (mention number and room size in mtr. / square, Laboratories (mention number and room size in mtr. / square), Computing equipment (mention only number), etc.</p> <p>The department has 2 spacious classrooms for the Master’s course. (324 sq ft each). Additionally, the master’s students have 2 separate laboratories for practical and research work (400 sq ft each). And an additional room to house computers (six for 24 students)</p>

		and equipments/ instruments essential to their course training. The department has an additional central instrumentation facility (325 sq feet) for housing instruments for common usage by all. Additionally, the department has a ‘dark room’, ‘radioactivity room’, ‘microscopy room’, ‘autoclave cum dish washing room’, ‘cell culture laboratory’(100 sq ft each), and a ‘fermentation facility’ (1000 sq ft). In addition, the department has nine research laboratory of approx 600 sq ft each.
4.1.2	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities.	<p>Supporting Document Required:</p> <p>A Description in not more than 200 words on adequate facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate.</p> <p>The campus has a sports ground with badminton court, volleyball court, football and cricket ground. The department students use these facilities and department organizes annual sports meet every year.</p>
CRITERION V: STUDENT SUPPORT AND PROGRESSION		
Key Indicator- 5.4 Alumni Engagement		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
5.4.1	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non-financial means during the last five years	<p>Supporting Document Required:</p> <p>A Description in not more than 200 words on how the alumni association contributes to the institution</p> <p>The department is in process of setting up an alumni association.</p>

Criterion VI: Governance, Leadership and Management		
Key Indicator - 6.1 Institutional Vision and Leadership		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
6.1.2	The institution practices decentralisation and participative management	<p style="text-align: center;">Supportive Documents Requirement: Describe any one case study of practicing decentralisation and participative management in the institution in notmore than 200 words.</p> <p>The department works on principal of decentralized management under supervision of head of the department. This is done by the organization of various Committees setup for specific tasks. For example, the Admissions Committee to look into admissions, Examination Committee to look into the smooth conduct of examinations and evaluations.</p>
Criterion VII – Institutional Values and Best Practices		
Key Indicator - 7.1 Institutional Values and Social Responsibilities		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)

7.1.1.2	<p style="text-align: center;">Institution shows gender sensitivity in providing facilities such as:</p> <p style="text-align: center;">a) Safety and Security b) Counseling c) Common Room</p>	<p style="text-align: center;">Supporting Document Required for uploading: A Description of gender equality initiatives undertaken by the Department on the specified areas in not more than 200 words.</p> <p>The south campus has committees for gender sensitization, anti-ragging, and anti-smoking committee. The faculty of department regularly counsels students and give career guidance.</p>
7.1.2 Environmental Consciousness and Sustainability		
7.1.2.3	<p style="text-align: center;">Waste Management steps</p>	<p style="text-align: center;">Supporting Document Required: A Description of efforts towards waste management in departments in not more than 200 words. This may include Solid waste management, Liquid waste management and E-waste management.</p> <p>The biohazard waste in department is segregated into three categories as per CPCB guidelines. The waste is collected regularly for disposal by designated CPCB accredited company. The campus has bins for recycling the plastic waste and collecting the organic waste.</p>
7.1.2.4	<p style="text-align: center;">Rain water harvesting structures and utilization in the department</p>	<p style="text-align: center;">Supporting Document Required: Provide a description of efforts towards rain water harvesting on the department in not more than 200 words.</p> <p>The campus is set up with rain water harvesting system at different points.</p>
7.1.2.5	<p style="text-align: center;">Green Practices</p>	<p style="text-align: center;">Supporting Document Required: A Description of efforts towards green practices in departments in no more than 200 words .It may include students and staff using Bicycles, Public Transport, Pedestrian Friendly Roads, Plastic free campus, Paperless office, Green landscaping with trees and plants.</p> <p>The campus is bicycle friendly with cycle stand available at designated spots.</p>

Key Indicator - 7.2 Best Practices

7.2.1	State at least two institutional best practices (as per NAAC format)	<p style="text-align: center;">Supporting Document Required:</p> <p style="text-align: center;">A Description in not more than 200 words on any two best practices successfully implemented by the Department as per NAAC format.</p> <p>Decentralization of academic and administrative function through committee system. Creation of research culture among students.</p>
--------------	---	---

Key Indicator - 7.3 Institutional Distinctiveness

7.3.1	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust.	<p style="text-align: center;">Supporting Document Required:</p> <p style="text-align: center;">A Description of the Department's performance in any one area distinctive to its vision, priority and thrust in not more than 200 words.</p> <p>The department focuses on two main areas of research: development of industrially, agriculturally, and therapeutically useful products; and the understanding of molecular pathogenesis with aim of developing methods for disease management, diagnosis and therapeutic intervention. Towards this, the department has published over 150 research articles in peer reviewed of international repute over the last 5 years</p>
--------------	--	--

--	--	--