NAAC Institutional Accreditation

MANUAL for Self-study Report Universities



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (An Autonomous Institution of the University Grants Commission)

3. Quality Indicator Framework (QIF)

Essential Note:

The SSR has to be filled in an online format as available on the NAAC website. The QIF given below presents the Metrics under each Key Indicator (KI) for all the seven Criteria.

While going through the QIF, details are given below each Metric in the form of:

- data required
- *formula* for calculating the information, wherever required, and
- *File description for uploading of the document* where so-ever required.

(These tips will help Institutions in the preparation of their SSR).

For some Qualitative Metrics (Q_iM) which seek descriptive data, it is specified as to what kind of information has to be given and how much. It is advisable to keep data compiled accordingly beforehand.

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For the Quantitative Metrics (Q_nM) wherever formulas are given, it must be noted that these are given merely to inform the HEIs about the manner in which data submitted by them will be used. *The actual online format seeks only data in a specified manner which will then be processed digitally*.

Metric-wise weightage is also given.

The actual online format may change slightly from the QIF given in this Manual, in order to bring about compatibility with the IT design. Observe this carefully while filling up.

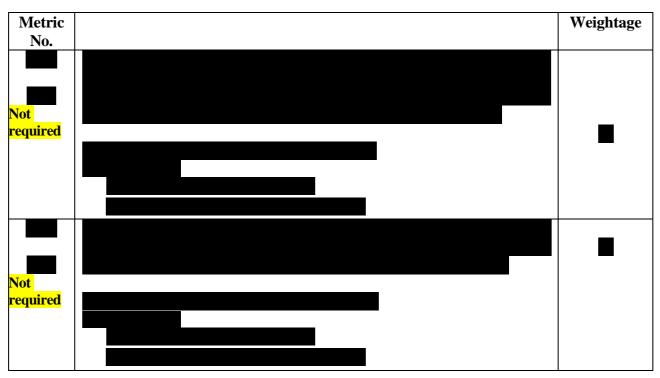
Quality Indicator Framework

Ext. Pf. No. 1.1	Number of students on rolls year-wise during the last five years	Used in calculation of metric 2.2.2
	(all students in campus needs to be considered here)	4.3.2
	Year 2018 2019 2020 2021 2022	5.1.1
	Number 47 45 44 48 52	
Not	Apart from the above: Provide Links for any other relevant document to support the claim (if any)	2.6.2 5.2.1
<mark>required</mark>		5.2.2
		5.2.3

Extended profile (used as Denominators for calculation of metrics)

<u>~</u> .]	Number o	of Full-time	teache		<i>ual for l</i> he insti			e durin	g last	
2.1	five year		cacil	15 M l	iiv 1113tl	uuuuu y	cai - w 13	c uur m	5 mor	
										2.2.2
		Year	2018	2019	2020	2021	2022			2.4.1
		Number	(5			5	_		2.4.3 3.2.2
		Tumber	6	5	5	6	5			3.2.2 3.4.5
	Upload the	specific doc	ument a	as per c	lescripti	on given	<u>below</u>			3.4.6
		nal data in th								6.3.2
		rtified list of				-		mental		6.3.3
		iliation in the								
		ovide the rele		format	ion in in	stitution	al websit	te as par	t of	
	put Apart from	blic disclosur	е							
	-	ks for any oth	ner relev	ant doo	cument to	o support	the clain	ı (if any)		
	Note:	č						•		
	• Ap	pointment l	etter of	select	ed teach	ers will	be soug	ht durin	g the	
	DV	V clarificat	ion.							
	• A t	eacher emp	loyed f	or at le	ast 90 p	er cent o	of the no	rmal or		
	sta	tutory numb	er of h	ours of	f work f	or a fullt	time tea	cher		
	(in	cluding con	tractual	l) over	a comp	lete acad	lemic ye	ear is		
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• •	Total Nu institution Upload the Institution Pro put Apart from	mber of fr (without) specific doc nal data in th ovide the rele blic disclosur the above:	ull tim repeat 8 ument a e prescu evant in e	ne tea count) as per c ribed fo format	chers during descripti ormat (d ion in in	g the last on given ata templ stitutiona	t five ye <u>below</u> ate) al websit	ears: te as par		3.1.3 3.2.2 3.4.4 3.4.5

Criterion1-CurricularAspects (150)



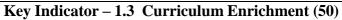
Key Indicator – 1.1 Curriculum Design and Development (50)

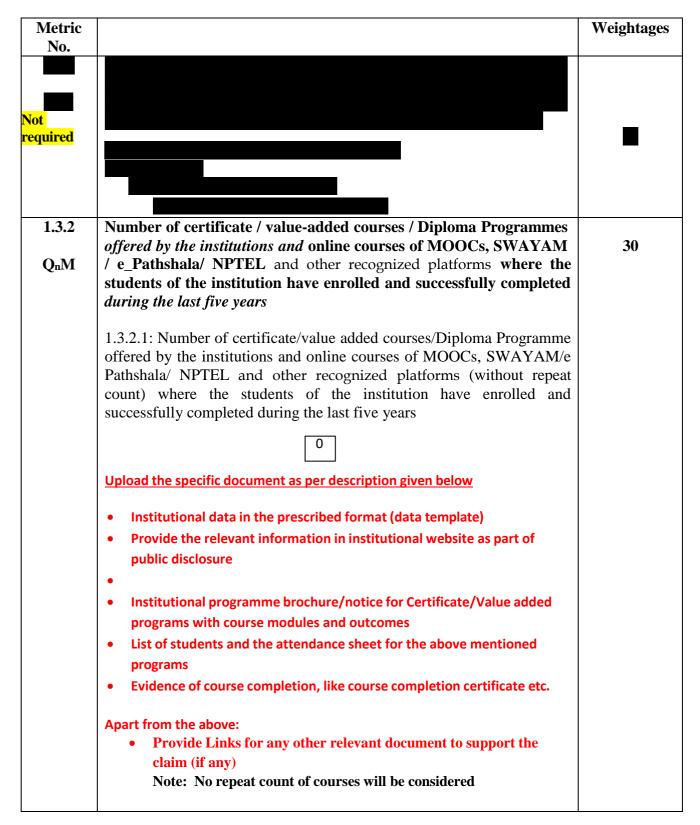


Metric No.		Weightage
1.2.1	Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years	30
QnM	1.2.1.1 : Number of new courses introduced during the last five years 1.2.1.2 : Consolidated number of courses offered by the institution across all Programmes (without repeat count) during the last five years 19	
	Formula: Number of new courses introduced during the last five years Numberof courses offered during the last five years 16%	
	 Upload the specific document as per description given below Institutional data in the prescribed format (data template) Provide the relevant information in institutional website as part of public disclosure Minutes of Board of Studies meeting clearly specifying the syllabus approval of new courses Subsequent Academic Council meeting extracts endorsing the decision of BOS 	

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Apart from the above:	
Provide Links for any other relevant document to support the claim (if any)	





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1.3.3	Percentage of Programmes that have components of field projects /	
QnM	research projects / internships during last five years	
	1.3.3.1 : Total Number of programmes that have components of field	
	projects/research projects/internships (without repeat count) during last five	
	years 2	5
	1.3.3.2 : Total Number of programmes offered (without repeat count) during	
	the last five years 2	
	Total Number of Programs that have components of field projects /	
	research projects internships during the last five years Tatel Number of December of forced X100	
	Total Number of Programs offered during the last five years	
	during the last rive years	
	Upload the specific document as per description given below	
	Institutional data in the prescribed format (data template)	
	• Provide the relevant information in institutional website as part of public disclosure	
	Program and course contents having element of field projects /	
	research projects / internships as approved by BOS	
	• Sample Internship completion letter provided by host institutions	
	 Sample Evaluated project report/field work report submitted by the students 	
	Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any)	
	Note: The term internship is inclusive of Industry Immersion practices	

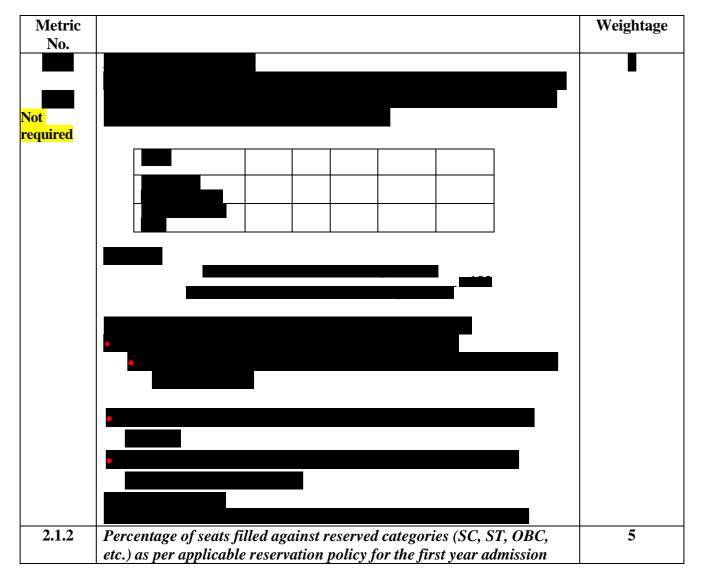
Key Indicator – 1.4 Feedback System (20)

Metric No.		Weightage
1.4.1	Structured feedback for curriculum and its transactions is regularly obtained from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes	20
QnM	of the institution may be classified as follows:	
	 A. Feedback collected, analysed, action taken & communicated to relevant body and feedback hosted on the institutional website B. Feedback collected, analysed, action has been taken and communicated to the relevant body C. Feedback collected and analysed D. Feedback collected E. Feedback not collected Opt anyone 	
	Upload the specific document as per description given below	
	 Institutional data in the prescribed format (data template) 	

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 At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc. Feedback analysis report submitted to appropriate committee/bodies Action taken report on the feedback analysis and its report to appropriate committee/bodies Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted
Apart from the above: Provide Links for any other relevant document to support the claim (if any Note: The institution is expected to take feedback from at least two stake holders

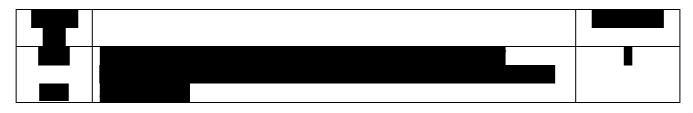
Criterion 2 – Teaching-Learning and Evaluation (200)

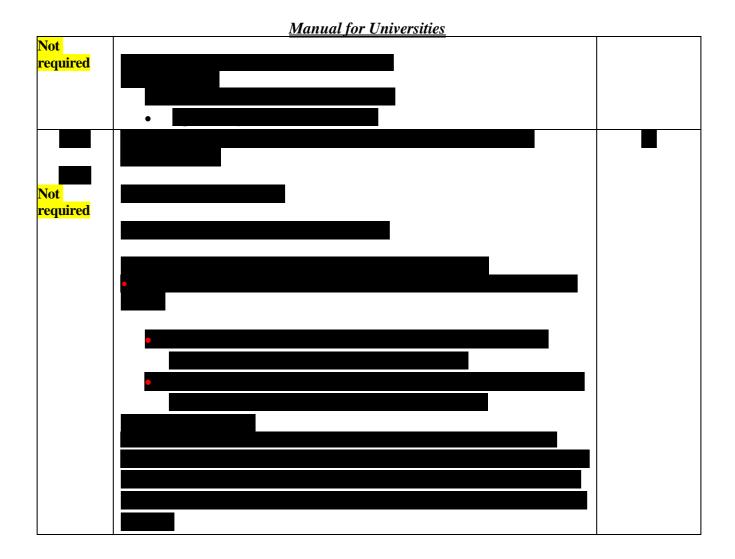


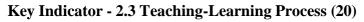


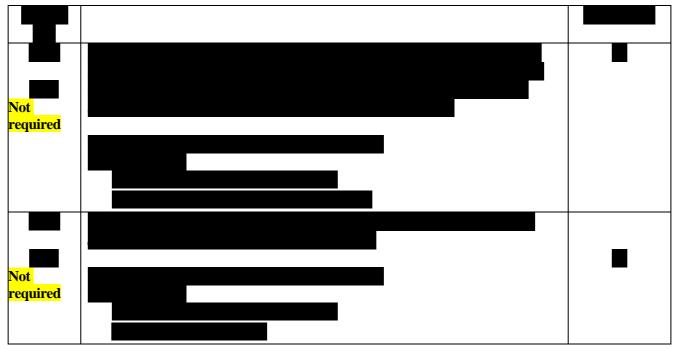
		<u>Ianua</u>		<i>nivers</i>	<u>sities</u>				
QnM	year-wise during the last fi	ve yea	rs						
	 2.1.2.1 : Number of actual students admitted against the reserved categories in the first year of the programme year-wise during the last five years 2.1.2.2 : Total number of seats earmarked for reserved category as per GOI or State Government rule year-wise during the last five years 								
	Year	2018	2019	2020	2021	2022			
	Number of seats filled against reserved category	4	6	6	7	7	·		
	Number of reserved seats as per state or GOI norms	7	7	7	7	7			
	Formula:								
	Upload the specific documen • Institutional data in the press • Provide the relevant public disclosure • Copy of the letter issuindicating the reserved be considered as per provided as applicable • Final admission list in and endorsed by the Apart from the above: Provide Links for an claim (if any Note 1. Include only those rese State/Central Government	scribed inform ued by ed cate the sta le) ndicatir compe ny othe	formation in ation in the State gories ate rule ong the of etent an r relev	t (data n instit ate gov (SC, ST (Trans categor uthorit ant do as speci	templa utional /t. or Ce , OBC, I slated c ry as pu ry as pu ry.	te) website entral G Divyang opy in E blished t to supj	overnmer jan, etc.) t inglish to by the HE	nt to be	

Key Indicator -2.2 Catering to Student Diversity (20)









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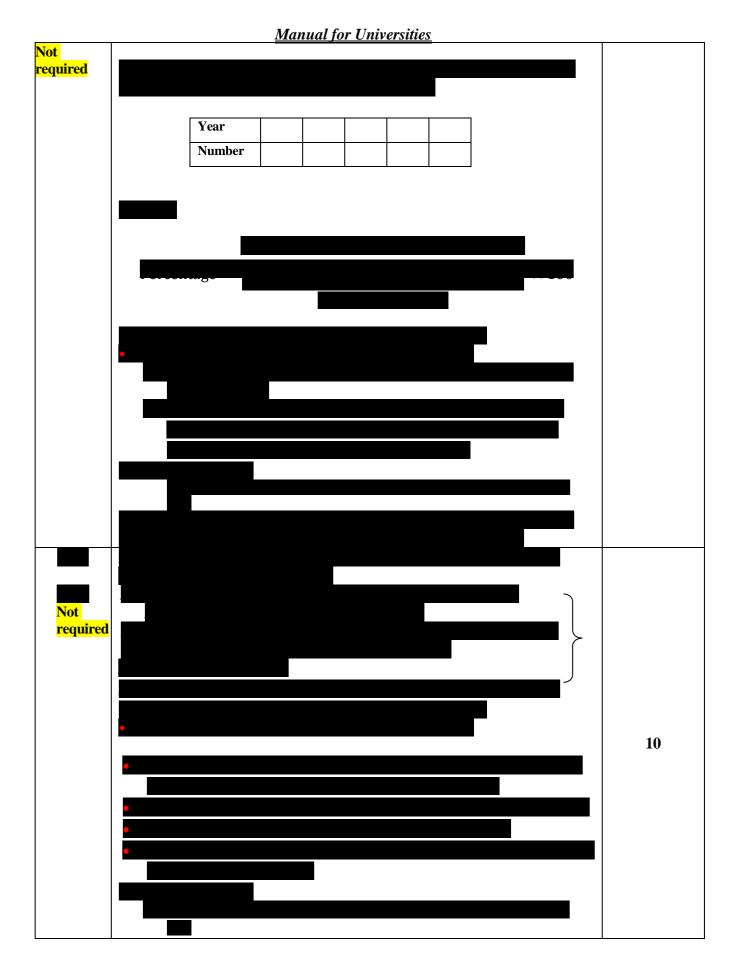
Key Indicator - 2.4 Teacher Profile and Quality (60)

Metric No.		Weightage
2.4.1	Average percentage of full time teachers appointed against the number of sanctioned posts year wise during the last five years	10
QnM	2.4.1.1 : Total Number of Sanctioned year wise during the last five years	
	2.4.1.1. Total Number of Salienoned year wise during the last live years	
	Year 2018 2019 2020 2021 2022	
	Number 10 10 10 10	
	60% 50% 40% 60% 50%	
	Formula:	
	Percentage per year $=$ Number of full time teachers X 100 Number of sanctioned posts	
	Average Percentage = $5\sqrt{Percentage per year}$ 52%	
	Upload the specific document as per description given below	
	• Institutional data in the prescribed format (data template merged with 2.4.3 and 2.4.4)	
	• Provide the relevant information in institutional website as part of public disclosure	
	 Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts). 	
	Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any) Note: Appointment letter of selected teachers will be sought during the DVV clarification.	

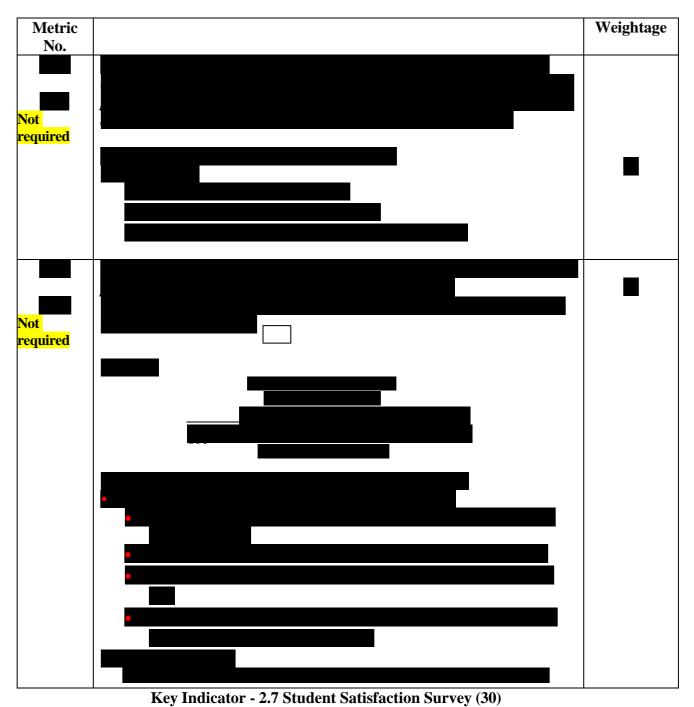
	<u>Manual for Universities</u>	
2.4.2	Percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B/	40
QnM	Superspeciality/L.L.D/D.S.C/D.Litt. during the last five years	40
Quivi	2.4.2.1: Number of full time teachers with <i>Ph.D./D.M/M.Ch./D.N.B/</i> <i>Superspeciality/L.L.D/D.S.C/D.Litt Superspecialist</i> during the last five years	
	Formula:	
	Percentage = Number of full time teachers withPh.D./D.M/M.Ch./D.N.B Superspeciality/L.L.D/D.S.C/D.Litt (2.2) Total Number of Full-time teachers in the institutions X 100	
	 Upload the specific document as per description given below Institutional data in the prescribed format (data template) Provide the relevant information in institutional website as part of public disclosure List of faculty having Ph.D./D.M/M.Ch./D.N. Superspeciality/ along with particulars of the degree awarding university, subject and the year of award per academic year. Copies of Ph.D./D.M/M.Ch./D.N.B Superspeciality awarded by UGC recognized universities Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: (1) Honorary degrees shall not be considered (2) Provisional Degree Certificate may be considered wherever Degree Certificate is not awarded 	
2.4.3	Average teaching experience of full time teachers (Data to be provided only for the latest completed academic year, in number of years)	10
QnM	 2.4.3.1: Total teaching experience of full-time teachers (for the latest completed academic year 149 Formula: Total teaching experience of full time teachers 2.1 Number of full time teachers (latest completed year) 29.8 Upload the specific document as per description given below Institutional data in the prescribed format (data template) Provide the relevant information in institutional website as part of public disclosure Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Experience certificate/ appointment order of selected faculty will be Sought during DVV alarification 	
	Sought during DVV clarification.	

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Not required	
Not	
required	

Key Indicator - 2.5 Evaluation Process and Reforms (30)



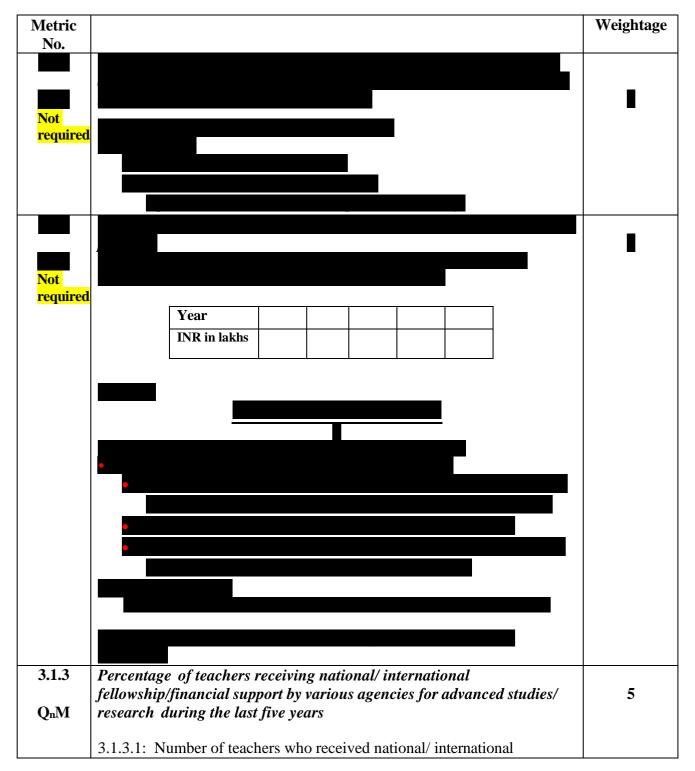
<u>Manual for Universities</u> Key Indicator - 2.6 Student Performance and Learning Outcomes (30)





NAAC for Quality and Excellence in Higher Education

Criterion 3 – Research, Innovations and Extension (250)



Key Indicator - 3.1 Promotions of Research and Facilities (20)

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	fellowship/financial support from various agencies, for advanced studies /	
	research; year-wise during the last five years	
	Formula 0%	
	Total number of teachers who received national/ international fellowship/ financial support by various agencies for advanced studies/research during the last five years (2.2) Total number of full time teachers (without repeat count) during the last five years	
	Upload the specific document as per description given below	
	Institutional data in the prescribed format (data template)	
	E-copies of the award letters of the teachers.	
	List of teachers who have received the awards along with the nature	
	of award, the awarding agency etc.	
	• Provide the relevant information in institutional website as part of public disclosure	
	Apart from the above: Provide Links for any other relevant document to support the claim (if any)	
	Note: Sponsored International travel grant can also be included here	
3.1.4	Percentage of JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years	
QnM	3.1.4.1: The Number of <i>JRFs</i> , <i>SRFs among the enrolled PhD scholars</i>	
C	in the institution during the last five years [6]	
	3.1.4.1: Number of PhD Scholars enrolled during last five years [23]	10
	Formula	
	$\frac{Total no. JRF + SRF during last five years}{X100} $	
	No.of Phd Scholars enrolled during last five years	
	Upload the specific document as per description given below	
	Institutional data in the prescribed format (data template)	
	List of JRFs, SRFs, Post Doctoral Fellows, Research Associates and	
	other research fellows along with the details of the funding agency is	
	to be provided.	
	• E copies of fellowship award letters (mandatory)	
	 Provide the relevant information in institutional website as part of public disclosure 	
	Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any) Note: Institution research fellows with grants equal to UGC JRF & SRF fellowships shall be considered	

Key Indicator - 3.2 Resource Mobilization for Research (40)

Metric	Weightage

	<u>Manual for Universities</u>	
No.		
3.2.1 QnM	Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the last five years	25
	3.2.1.1: Total Grants for Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the last five years (INR in Lakhs)	
	 Upload the specific document as per description given below Institutional data in the prescribed format (data template) List of Extramural funding received for research, Endowment Research Chairs received during the last five years along with the 	
	nature of award, the awarding agency and the amount.	
	• E-copies of the letters of award for research, endowments, Chairs sponsored by non-government sources	
	 Provide the relevant information in institutional website as part of public disclosure Apart from the above: 	
	Provide Links for any other relevant document to support the claim (if any)	
3.2.2 QnM	Number of research projects per teacher funded by government, non- government, industry, corporate houses, international bodies during the last five years	15
	3.2.2.1: Number of research projects funded by government and non- government agencies during the last five years 23	
	Formula:	
	Total numberofresearchprojects funded by government and non – government <i>industry</i> , <u>corporate houses, international bodies</u> during the last five years 2.87 (2.2 Number of full time terachers (without repeat count) during the last five years) 2.87	
	 Upload the specific document as per description given below Institutional data in the prescribed format (data template merged with 3.2.1) 	
	• List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc.	
	• E-copies of the grant award letters for research projects sponsored by government agencies.	
	 Provide the relevant information in institutional website as part of public disclosure 	
	Apart from the above: • Provide Links for any other relevant document to support the claim (if any)	

Key Indicator - 3.3 Innovation Ecosystem (20)

Metric No.		Weightage
Not required		
3.3.2	Number of awards received for research/innovations by the	
	institution/teachers/research scholars/students during the last five	5
QnM	years	
	3.3.2.1: Total number of awards received for <i>research</i> /innovations by	
	institution/teachers/research scholars/students during the last five years	
	Upload the specific document as per description given below 6 • Institutional data in the prescribed format (data template) 6 • e- Copies of award letters issued by the awarding agency	
	Provide the relevant information in institutional website as part of public disclosure	
	public disclosure Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any)	

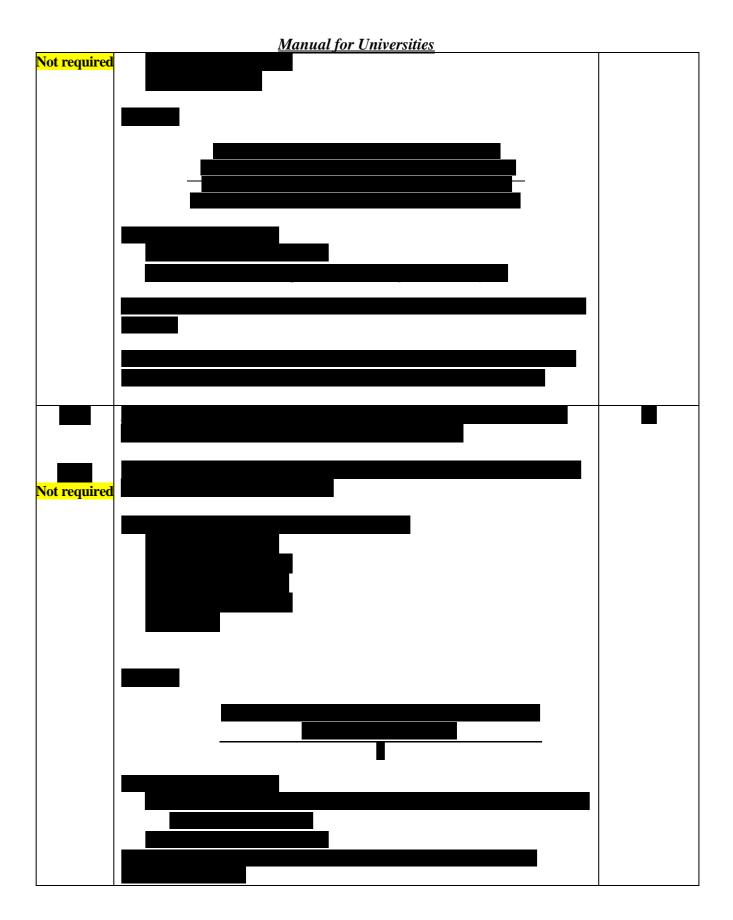
Key Indicators - 3.4 Research Publications and Awards (120)

Metric No.		Weightage
3.4.1	The institution ensures implementation of its stated Code of Ethics for research	5
QnM		
	 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 through sofware 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	

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	E. None of the above(Opt any one)	
	Upload the specific document as per description given below	
	Institutional data in the prescribed format (data template)	
	Copy of the syllabus of the research methodology course work to	
	indicate if research ethics is included.	
	Constitution of the ethics committee and its proceedings as	
	approved by the appropriate body.	
	Constitution of research advisory committee and its proceedings as	
	approved by the appropriate body.	
	Bills of purchase of licensed plagiarism check software in the name	
	of the HEI.	
	Provide the relevant information in institutional website as part of public disclosure	
	public disclosure Apart from the above:	
	Provide Links for any other relevant document to support the claim (if	
	any)	
3.4.2	Number of Patents awarded during the last five years	15
J.7.2	itanoer of 1 alems awaraca aaring the last five years	10
QnM	3.4.2.1: Total number of Patents awarded during the last five years 0	
	Upload the specific document as per description given below	
	 Institutional data in the prescribed format (data template) 	
	e-copies of letter of patent grant.	
	 Patents granted / published in the name of the faculty with the 	
	institutional affiliation to the university working during the	
	assessment period only to be given.	
	 Provide the relevant information in institutional website as part of public disclosure 	
	• In case of patents obtained outside India, provide us one of the following:	
	1. If the Indian Patent application is filed for the	
	corresponding foreign patent, please provide us the	
	current status of the Indian Patent application	
	2. If you have filed the foreign patent without filing	
	corresponding Indian Patent application, please provide	
	us a copy of foreign filing license obtained from Indian	
	Patent office as per Section 39 of Indian Patent act, 1970.	
	Apart from the above:	
242	Provide Links for any other relevant document to support the claim (if any)	
3.4.3	Number of Ph.Ds awarded per recognized guide during the last five	15
ОМ	years	15
QnM	3 4 3 1: How many Ph D s were awarded during last 5 years 14	
	5. 1.5.1. How many This 5 were awarded during fast 5 years	
	3.4.3.2 : Number of teachers recognized as guides during the last five	
	years 8	
	Formula:	

	Manual for Universities	
	Number of Ph. D degrees awarded during the last five years	
	Number of Teachers recognised as guides	
	during the last five years	
	Upload the specific document as per description given below	
	Institutional data in the prescribed format (data template)	
	PhD Award letters to PhD students.	
	• Letter from the university indicating name of the PhD student with	
	title of the doctoral study and the name of the guide.	
	Provide the relevant information in institutional website as part of public disclosure	
	Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any)	
3.4.4	Number of research papers published per teacher in the Journals as	
	notified on UGC CARE list during the last five years	
QnM		20
	3.4.4.1: Number of research papers published in the Journals as notified	
	on UGC CARE list during the last five years 56	
	Formula:	
	Number of research papers in the journals notified on UGC CARE list during the last five years 7	
	(2.2 Number of full time teachers (without repeat count)during the last five years)	
	Unload the exectific desurrant or new description given heless	
	Upload the specific document as per description given below	
	Institutional data in the prescribed format (data template)	
	List and links of the papers published in journals listed in UGC CARE list and	
	 Link to the institutional website where the first page/full paper (with 	
	author and affiliation details) is published	
	Link re-directing to journal source-cite website in case of digital	
	journals	
	Provide the relevant information in institutional website as part of	
	public disclosure	
	 Apart from the above: Provide Links for any other relevant document to support the claim (if 	
	• Provide Links for any other relevant document to support the claim (if any)	
	Note: The HEI should indicate in the data template against each paper	
	about the presence of the journal in which the paper is published in the	
	UGC CARE as on date with CARE journal ID	
3.4.5	Number of books and chapters in edited volumes published per	
J. T .J	teacher during the last five years	10
QnM	icucitor uniting inte most fire years	IV
χ _{ιμνι}	3.4.5.1: Total number of books and chapters in edited volumes / books	
	published during the last five years	
	Formula:	

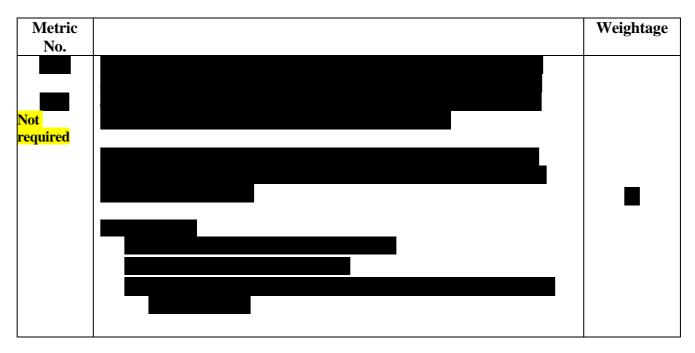
	<u>Manual for Universities</u>	
	Total number of books and chapters in edited volumes, books published during the last five years	
	(2.2 Number of full time teachers(without repeat count)during the last five years) 2	
	Upload the specific document as per description given below	
	 Institutional data in the prescribed format (data template) 	
	• E-copy of the Cover page, content page and first page of the	
	publication indicating ISBN number and year of publication for	
	books/chapters	
	• List of chapter/book with the links redirecting to the source website.	
	 Provide the relevant information in institutional website as part of public disclosure 	
	Apart from the above: Provide Links for any other relevant document to support the claim (if any)	
3.4.6	E-content is developed by teachers :	
		15
0.14	1. For e-PG-Pathshala	
QnM	 For CEC (Undergraduate) For SWAYAM 	
	<i>4. For other MOOCs platforms</i>	
	5. Any other Government Initiatives	
	6. For Institutional LMS	
	Options:	
	A. Any 4 or more of the above	
	B. Any 3 of the above	
	C. Any 2 of the above	
	D. Any 1 of the above	
	E. None of the above (Opt any one)	
	Upload the specific document as per description given below	
	 Institutional data in the prescribed format (data template) 	
	Give links to upload document of e-content developed showing the	
	authorship/contribution.	
	 Supporting documents from the sponsoring agency for the e- content doveloped by the teachers need to be provided 	
	content developed by the teachers need to be provided.	
	 For institution LMS a summary of the e-content developed and the links to the e-content should be provided 	
	 Provide the relevant information in institutional website as part of 	
	public disclosure	
	Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any)	
Not required		



Key Indicators - 3.5 Consultancy (20)

Metric		
<u>No.</u> 3.5.1	Revenue generated from consultancy and corporate training during the last five years	20
QnM	3.5.1.1: Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs) Rs 0	
	Year	
	INR in lakhs	
	 Upload the specific document as per description given below Institutional data in the prescribed format (data template) Audited statements of accounts indicating the revenue generated through and corporate training/consultancy. Letter from the corporate to whom training was imparted along with the fee paid. CA certified copy of statement of accounts as attested by head of the institution. Letter from the beneficiary of the consultancy along with details of the consultancy fee. Apart from the above: Provide Links for any other relevant document to support the claim (if any) 	
	Provide Links for any other relevant document to support the claim (if	





3.6.2 QnM	Manual for UniversitiesNumber of extension and outreach programs conducted by the institution through organized forums like NSS/NCC with involvement of community year wise during the last five years	
Qnivi	3.6.2.1: Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years. 0	10
	Year	
	Number Upload the specific document as per description given below	
	 Institutional data in the prescribed format (data template) Detailed list and report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency Geo-tagged Photographs and any other supporting document of relevance should have proper captions and dates. Provide the relevant information in institutional website as part of public disclosure Apart from the above: 	
	• Provide Links for any other relevant document to support the claim (if any) Note: Celebration of commemorative days to be avoided here	

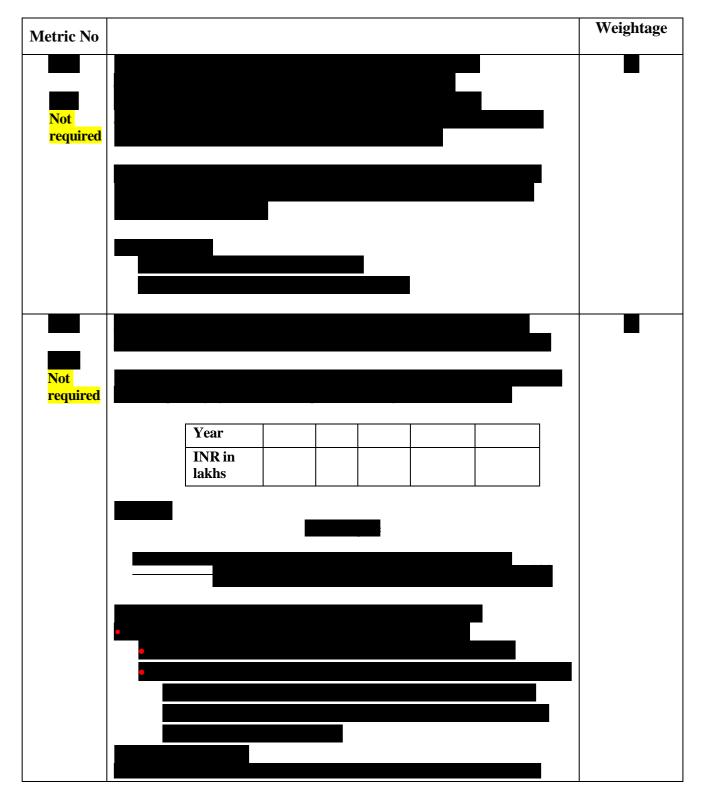
Key Indicator - 3.7 Collaboration (10)

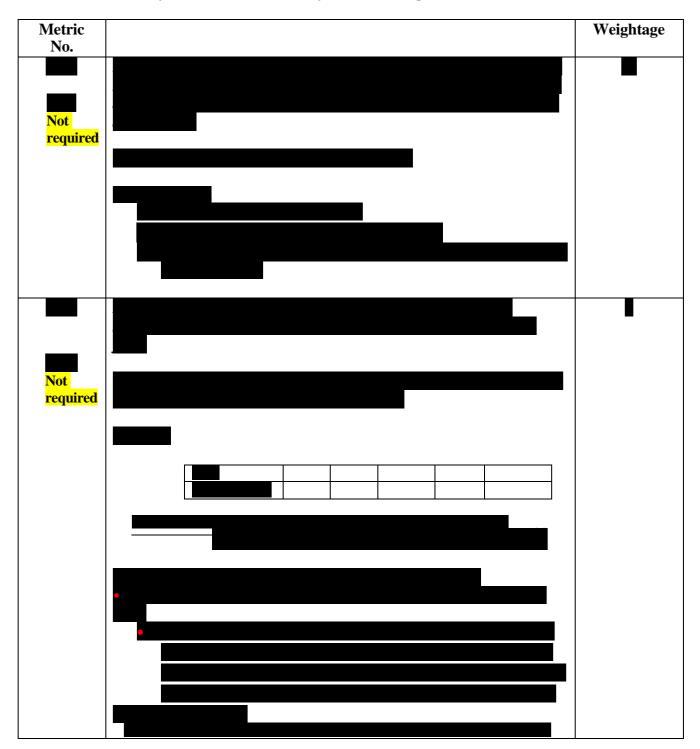
Metric		Weightage
No.		
3.7.1	Number of functional MoUs /linkage with institutions/ industries in	
	India and abroad for internship, on-the-job training, project work,	10
QnM	student / faculty exchange and collaborative research during the last	
	five years	
	3.7.1.1: Number of functional MoUs with institutions/ industries in India	
	and abroad for internship, on-the-job training, project work, student / faculty	
	exchange and collaborative research during the last five years	
	Upload the specific document as per description given below	
	 Institutional data in the prescribed format (data template) 	
	List and Copies of documents indicating the functiona	
	MoUs/linkage/collaboration activity-wise and year-wise	
	Summary of the functional MoUs/linkage/collaboration indicating	
	start date, end date, nature of collaboration etc.	
	• List of year wise activities and exchange should be provided	
	• Provide the relevant information in institutional website as part of public disclosure	
	Apart from the above:	

<u>Manual for Universities</u>						
Provide Links for any other relevant document to support the claim (if any)						
Note: MoUs /Linkage without any evidence of activity will not be considered						

Criterion 4 – Infrastructure and Learning Resources (100)

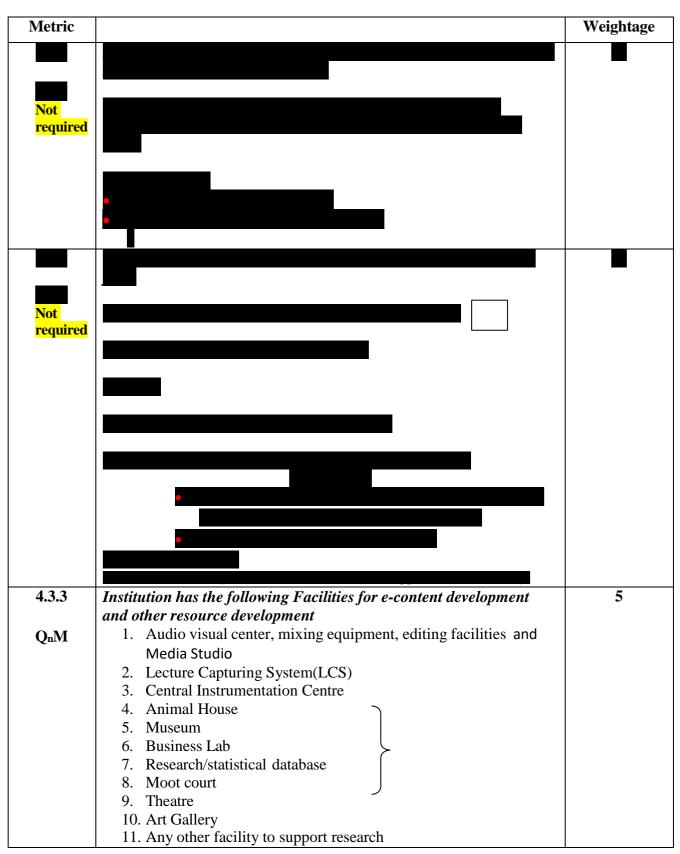
Key Indicator - 4.1 Physical Facilities (30)





Key Indicator - 4.2 Library as a Learning Resource (20)

<u>Manual for Universities</u>



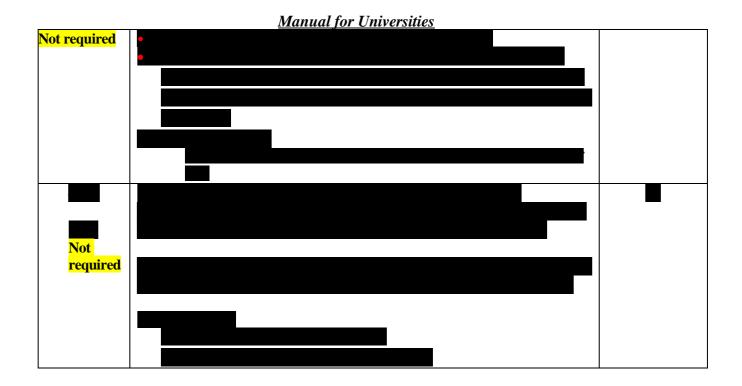
Key Indicator – 4.3 IT Infrastructure (30)

<u>Manual for Universities</u>
Options:
A. Any 7 or more of the above
B. Any 6 of the above
C. Any 5 of the above
D. Any 3-4 of the above
E. Any 2 or below (Opt only one)
Upload the specific document as per description given below
Institutional data in the prescribed format (data template)
• Purchase Bill / stock register, entry for lecture capturing system, mixing equipment, software for editing.
 Videos and geo-tagged photographs of each of the facilities
available in the HEI. Details of the structures of each of the
facilities available in the HEI.
Copy of the subscription letter for database is essential for Option
Research/Statistical Databases
Provide the relevant information in institutional website as part of public disclosure
Apart from the above:
Provide Links for any other relevant document to support the claim (if any)

Key Indicator - 4.4 Maintenance of Campus Infrastructure (20)



NAAC for Quality and Excellence in Higher Education



Criterion 5 - Student Support and Progression (100)

Metric No.								Weightage
5.1.1	Percentage of stud provided by the in	15						
QnM	<i>bodies, industries, in years</i> 5.1.1.1 : Number of s provided by the insti- industries, individual years	students tution, (benef Govern	fited by nment a	scholars nd non-g	ships and governme	freeships ent bodies,	
	Year	2018	2019	2020	2021	2022		
	Number	6	10	8	7	8		
	Data to be provided fName of the sclNumber of stud							
	Formula: Total numbe a <u>governm</u> 1.1 To							
	Upload the specific do	cument a	as per (descript	ion given	<u>below</u>		

	<u>Manual for Universities</u>	
	Institutional data in the prescribed format (data template)	
	 Upload Sanction letter of scholarship and free ships (in English). 	
	 Upload policy document of the HEI for award of scholarship and 	
	freeships.	
	Year-wise list of beneficiary students in each scheme duly signed	
	by the competent authority.	
	• Provide the relevant information in institutional website as part of	
	public disclosure	
	Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any)	
Not		
required		
required		
512	Following Canasity, development and shills sub-supervised initiations	5
5.1.3	Following Capacity development and skills enhancement initiatives	5
QnM	are undertaken by the institution for: 1. Soft skills	
Qnivi	2. Language and communication skills	
	3. Life skills (Yoga, physical fitness, health and hygiene, self-	
	employment and entrepreneurial skills)	
	4. Awareness of trends in technology	
	Options:	
	A. All of the above	
	B. Any 3 of the above	
	C. Any 2 of the above \succ	
	D. Any1of the above	
	E. None of the above \int (Opt any one)	
	Upload the specific document as per description given below	
	Institutional data in the prescribed format (data template)	
	 Report with photographs on soft skills enhancement programs 	
	 Report with photographs on Language & amp; communication 	
	skills enhancement programs	
	 Report with photographs on Life skills (Yoga, physical fitness, 	
	health and hygiene) enhancement programs	
	Report with photographs on ICT/computing skills enhancement	
	programs	
	 Provide the relevant information in institutional website as part of 	
	public disclosure	
	Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any)	
5.1.4	The Institution adopts the following for redressal of student	
	grievances including sexual harassment and ragging cases	_

	Manual for Universities
2. 3.	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
Option	15:
B. C. D. E. <u>Uploar</u> • Instit • •	All of the above Any 3 of the above Any 2 of the above Any 1 of the above None of the above (Opt any one) (Opt any one) (Opt any one) (Opt any one) (Details of statutory/regulatory committees (to be notified in institutional website also) Proof for Implementation of guidelines of statutory/regulatory bodies Report of Organisation wide awareness and undertakings on policies with zero tolerance Proof related to Mechanisms for submission of online/offline students' grievances Annual report of the committee monitoring the activities and number of grievances Provide the relevant information in institutional website as part of public disclosure rom the above: Provide Links for any other relevant document to support the claim (if any)

Key Indicator - 5.2 Student Progression (45)

Metric No.		Weightage				
5.2.1 Qnm	Percentage of placement of outgoing students during the last five years	15				
	5.2.1.1: Number of outgoing students placed year wise during the last five years					
	Year					

			<u>Manu</u>	al for	Univer	<u>sities</u>				
		Number								
	Formula:									
	Number of outgoing students placed X 100									
	(1.2 Total number of outgoing final year students)–(5.2.2.1 Total progressed to higher education)									
	 Upload the sp Institutional 					-				
	institutiona		ie prese				(400)			
	• Num	ber and Lis	st of stu	dents	placed a	long with	ı placemei	nt details		
		as name o								
	Place		er (the a	bove l	ist shou	ld be avai	lable in in	stitutional		
	Apart from th	-								
	Provide Lin		other r	elevant	docume	nt to supp	ort the clai	m (if any)		
5.2.2	Percentage						essed to h	igher	15	
Qnm	<i>education ye</i> 5.2.2.1: Nun		0	•	•		o higher e	ducation		
	_	Year		1		<u> </u>		aucution		
			2018		2020	2021	2022			
		Number	6	8	6	4	4			
	Formula:									
	i onnula.				of outgoin	-				
	(1.2 Total final)					education tal number	r of Student	x100		
		_	-				-			
	 Upload the sp Institutiona 									
			•				,			
		f students		-						
							rolled alor	ng with links		
	to pro	oof of con	tinuatio	n in ni	gner ea	ucation.				
	(the a	above list :	should	be ava	ilable in	instituti	onal webs	ite)		
	A second fragment th									
	Apart from th Provide Lin		other r	elevant	docume	nt to supp	ort the clai	m (if any)		
.2.3 nm	Percentage of examination								15	
5.2.3.1: Number of students qualifying in state/National/International										
	level Examination during last five years (eg. SLET, NET, UPSC etc)									
								31		
	Formula:									
		N	umber o	fstude	nts quali	fying				
		in state/Na	tional/I	nternat vear –	ional lev	el Examin students	ation X100			
	1	1.4 10	unnnal	y car —	JULGUIII	JUUUUIIIS				

 Upload the specific document as per description given below Institutional data in the prescribed format (data template)
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination
 Provide the relevant information in institutional website as part of public disclosure
Apart from the above: Provide Links for any other relevant document to support the claim (if any)

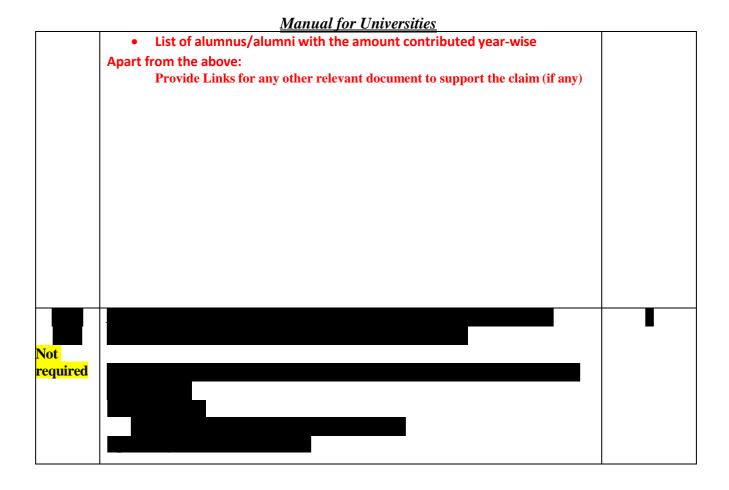
Key Indicator - 5.3 Student Participation and Activities (15)

Metric No.		Weightage							
5.3.1 QnM	5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international								
	Year 2022								
	Number 1								
	 Institutional data in the prescribed format (data template) list and links to e-copies of award letters and certificates Provide the relevant information in institutional website as part of public disclosure Apart from the above: Provide Links for any other relevant document to support the claim (if any) 								
<mark>Not</mark> require d									
5.3.3	The institution conducts /organizes following activities 1. Sports competitions/events	5							
QnM	2.Cultural competitions/events								

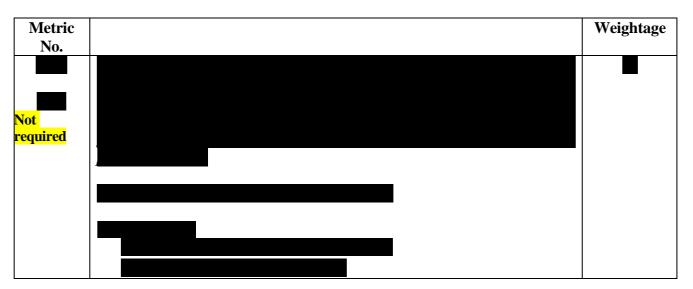
3. Technical fest/a	<u>Manual for Universities</u> academic fests
4. Any other event	ts through active clubs and forums
Options:	č
A. All four of the	above
B. Any three of the	e above
C. Any two of the	above
D. Any one of the	above
E. None of the abo	ove
Upload the specific	document as per description given below
• Institutional data	in the prescribed format (data template)
Report of tl	he Sports competitions/events along with photographs
appropriate	ely dated and captioned year- wise.
Report of tl	he Cultural competitions/events along with photographs
	ely dated and captioned year- wise.
• Report of t	he Technical fest/academic fests along with photographs
appropriate	ely dated and captioned year- wise.
	he Any other events through active clubs and forums along
•	graphs appropriately dated and captioned year- wise.
	cular/brochure indicating such kind of activities.
List of stude	ents participated in different events year wise signed by the
	Institution.
Provide the public discl	e relevant information in institutional website as part of osure
Apart from the abo	ve:
Provide Links for an	y other relevant document to support the claim (if any)

Metric		Weightage
No.		
Not		
<mark>required</mark>		
	•	

Key Indicator - 5.4 Alumni Engagement (10)



Criterion 6 - Governance, Leadership and Management (100)



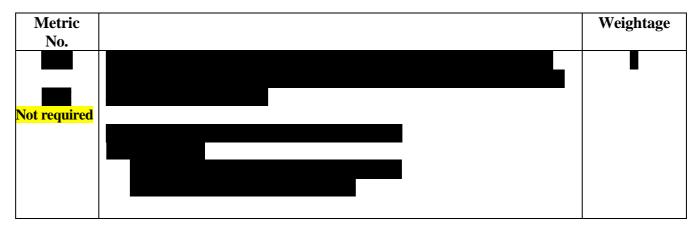
Key Indicator - 6.1 Institutional Vision and Leadership (15)

Key Indicator - 6.2 Strategy Development and Deployment (10)

Metric	Weightage
No.	

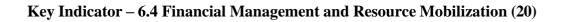
	<u>Manual for Universities</u>	
Not		
required		
6.2.2	Institution Implements e-governance in its operations	5
	6.2.2.1 e-governance is implemented covering the following areas of	
QnM	operations:	
	1. Administration including complaint management	
	2. Finance and Accounts	
	3. Student Admission and Support	
	4. Examinations	
	Options:	
	A. All of the above	
	B. Any3 of the above	
	C. Any2 of the above \succ	
	D. Any1 of the above	
	E. None of the above	
	(Opt any one)	
	Upload the specific document as per description given below	
	Institutional data in the prescribed format (data template)	
	Institutional expenditure statements for the budget heads of e-	
	governance implementation ERP Document	
	Screen shots of user interfaces of each module reflecting the name of	
	the HEI.	
	Annual e-governance report approved by the Governing Council/	
	Board of Management/ Syndicate Policy document on e-governance	
	Provide the relevant information in institutional website as part of	
	public disclosure	
	Apart from the above: Provide Links for any other relevant document to support the claim (if any)	

Key Indicator - 6.3 Faculty Empowerment Strategies (25)



 6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years 6.3.2.1: Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year-wise during the last five years Year	15
QnM bodies during the last five years 6.3.2.1: Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year-wise during the last five years <u>Year</u> <u>Number</u> <u>Number</u> Formula: Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies <u>during the last five years</u> Formula: Formula: <u>Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies <u>during the last five years</u> X 100 Upload the specific document as per description given below • Institutional data in the prescribed format (data template) X 100 Upload the specific document on providing financial support to teachers • E-copy of letter/s indicating financial support to teachers • Policy document on providing financial support to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers and list of teachers to attend conferences/workshops and towards membership fee for professional bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered 6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty bevelopment Programmes (FDP)/ Management Development <</u>	
6.3.2.1: Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year-wise during the last five years <u>Year</u> <u>understand</u> Number Formula: Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies Percentage = Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies Percentage = <u>during the last five years</u> Upload the specific document as per description given below Note: Financial support to teachers • Policy document on providing financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers membership fee for professional bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered 6.3.3	
conferences/workshops and towards membership fee of professional bodies year-wise during the last five years	
bodies year-wise during the last five years Year Number Number Formula: Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies Percentage = during the last five years Upload the specific document as per description given below • Institutional data in the prescribed format (data template) • Policy document on providing financial support to teachers • E-copy of letter/s indicating financial support to teachers • Audited statement of account highlighting the financial support to teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered 6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development	
Year Image: Contract of the second state	
Number Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies Percentage =	
Formula: Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies Percentage =	
Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies during the last five years X 100 Percentage = (2.1)Total number of full time teachers during the last five years X 100 Upload the specific document as per description given below • Institutional data in the prescribed format (data template) • Institutional data in the prescribed format (data template) • Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered 6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development	
Total number of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies during the last five years X 100 Percentage = (2.1)Total number of full time teachers during the last five years X 100 Upload the specific document as per description given below • Institutional data in the prescribed format (data template) • Institutional data in the prescribed format (data template) • Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered 6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development	
Percentage = towards membership fee of professional bodies during the last five years X 100 Upload the specific document as per description given below • Institutional data in the prescribed format (data template) • Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers in attend conferences/workshops and towards membership fee for professional bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered 6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development	
Percentage = during the last five years X 100 Upload the specific document as per description given below • Institutional data in the prescribed format (data template) • Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered 6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development	
Percentage = (2.1)Total number of full time teachers during the last five years X 100 Upload the specific document as per description given below • Institutional data in the prescribed format (data template) • Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered 6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development	
 Institutional data in the prescribed format (data template) Policy document on providing financial support to teachers E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered 6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development 	
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Development Programmes (FDP)/ Management Development	6
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6.3.3.1: Total number of teachers who have undergone online/ face-to-	
face Faculty Development Programmes (FDP)/ Management	
Development Programs (MDP) during the last five years	
Year 2018 2019 2020 2021 2022	
2010 2017 2020 2021 2022	
Number 1 3 3 1 2	
(Professional Development Programmes, Orientation / Induction	
Programmes, Refresher Course, Short Term Course)	
Formula:	

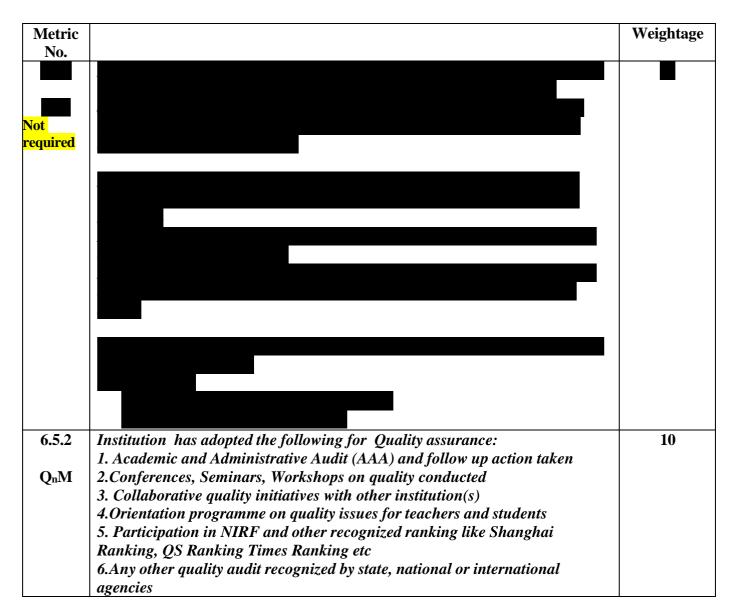
 <u>Manual for Universities</u>
Percentage = $\frac{\frac{\text{Total number of teaching staff}}{\frac{\text{attending such Programmes}}{(2.1)\text{Total number of full time teachers}} X 100 50\%$
 Upload the specific document as per description given below Institutional data in the prescribed format (data template) Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise. E-copy of the certificates of the program attended by teachers. Annual reports highlighting the programmes undertaken by the teachers Provide the relevant information in institutional website as part of public disclosure Apart from the above: Provide Links for any other relevant document to support the claim (if any) Note: FDP less than 5 days will not be considered



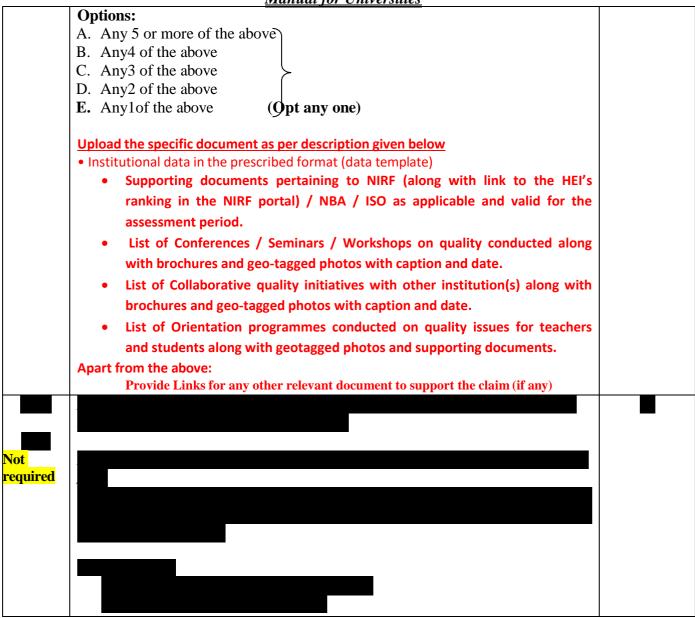
Metric No.		Weightage
Not required		
6.4.2 QnM	Funds / Grants received from government bodies/non government and philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	12
×11.12	6.4.2.1: Total Grants received from government and non-government bodies and philanthropists for development and maintenance of infrastructure (not covered under Criteria III and V) year-wise during the last five years (INR in <i>Lakhs</i>)	
	Year	
	INR in Lakhs	
	 Upload the specific document as per description given below Institutional data in the prescribed format (data template) Annual audited statements of accounts highlighting the grants received. 	

	<u>Manual for Universities</u>	
	Copy of the sanction letters received from government/ nongovernment	
	bodies and philanthropists for development and maintenance of	
	infrastructure	
	Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any)	
Not required		

Key Indicator - 6.5 Internal Quality Assurance System (IQAS) (30)



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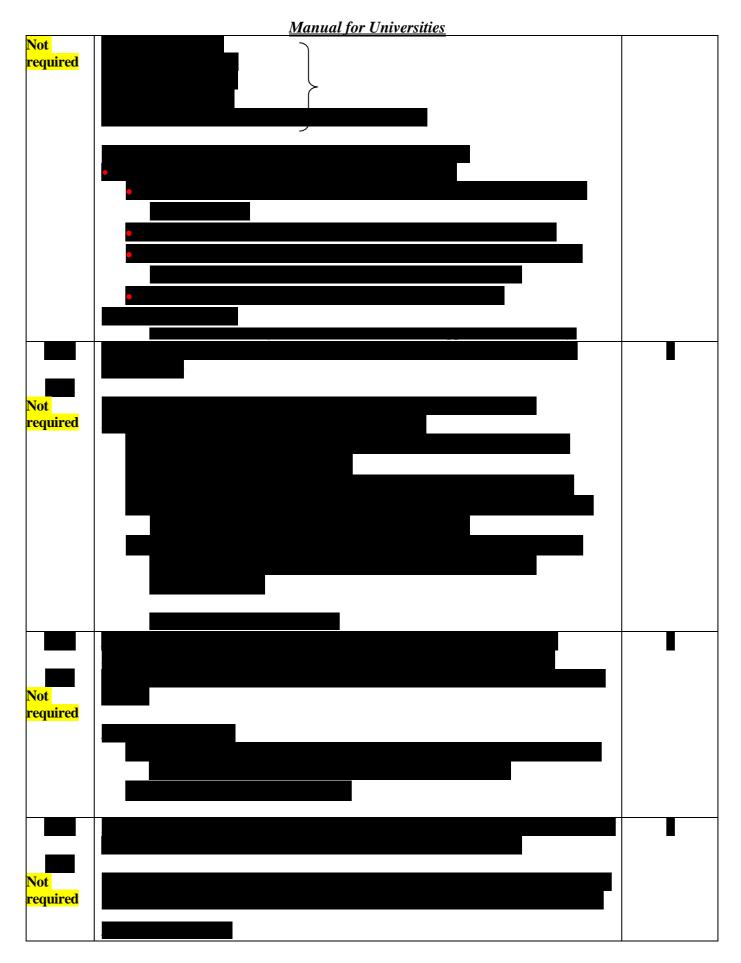
Criterion VII-Institutional Values and Best Practices (100)

Key Indicator - 7.1 Institutional Values and Social Responsibilities (50)

Metric No.		Weightage
	Gender Equity	
<mark>Not</mark> required		

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	Environmental Consciousness and Sustainability	
7.1.2 QnM	The Institution has facilities for alternate sources of energy and energy conservation measures	5
	 Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment Wind will or any other clean green energy 	
	Options: A. Any 4 or more of the above B. Any3 of the above C. Any2 of the above D. Any1of the above E. None of the above Opt any one)	
	 Upload the specific document as per description given below Institutional data in the prescribed format (data template) Geo-tagged photographs of the facilities. Bills for the purchase of equipment's for the facilities created under this metric. Permission document for connecting to the grid from the Government/ Electricity authority. Apart from the above: Provide Links for any other relevant document to support the claim (if any) 	
Not required		

	<u>Manual for Universities</u>	
7.1.4	Water conservation facilities available in the Institution:	5
	1. Rainwater harvesting	
QnM	2. Borewell /Open well recharge	
	3. Construction of tanks and bunds	
	4. Wastewater recycling	
	5. Maintenance of water bodies and distribution system in the campus \Box	
	Options:	
	A. Any 4 or all of the above	
	B. Any3 of the above	
	C. Any2 of the above	
	D. Anylof the above	
	E. None of the above (Opt any one) Upload the specific document as per description given below	
	 Institutional data in the prescribed format (data template) 	
	 Geo-tagged photographs of the facilities. 	
	Bills for the purchase of equipment's for the facilities created under this	
	metric.	
	Green audit reports on water conservation by recognised bodies	
	Apart from the above:	
	Provide Links for any other relevant document to support the claim (if any)	
Not		
required		
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Not		
required		
- cquir cu		



7.1.10 QnM	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.	5
	 <i>regard.</i> 1. The institutional Code of Conduct principles are displayed on the website 2. There is a committee to monitor adherence to the institutional Code of Conduct principles 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized Options: A. All of the above B. Any3 of the above C. Any2 of the above D. Any1of the above E. None of the above (Opt any one) Upload the specific document as per description given below Institutional data in the prescribed format (data template) Policy document on code of ethics. Constitution and proceedings of the monitoring committee. 	
	 Circulars and geo-tagged photographs with date and caption of the activities organized under this metric for teachers, students, administrators and other staff. Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority. Handbooks, manuals and brochures on human values and professional ethics 	
	Report on the student attributes facilitated by the Institution	
	 Apart from the above: Provide Links for any other relevant document to support the claim (if any) 	