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_lM) 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.

For the Quantitative Metrics (Q$_n$M) 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

Extended profile
(used as Denominators for calculation of metrics)

Ext. Pf. No.		Used in calculation of metric
1.1	**Number of students on rolls year-wise during the last five years** **(all students in campus needs to be considered here)** <table><tr><td>Year</td><td>2018</td><td>2019</td><td>2020</td><td>2021</td><td>2022</td></tr><tr><td>Number</td><td>47</td><td>45</td><td>44</td><td>48</td><td>52</td></tr></table> **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)**	**2.2.2** **4.3.2** **5.1.1**
<mark>Not required</mark>		**2.6.2** **5.2.1** **5.2.2** **5.2.3**

2.1	**Number of Full-time teachers in the institution year-wise during last five year**	**2.2.2**

Year	2018	2019	2020	2021	2022
Number	6	5	5	6	5

2.4.1
2.4.3
3.2.2
3.4.5
3.4.6
6.3.2
6.3.3

Upload the specific document as per description given below
• Institutional data in the prescribed format (data template)
  • **Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.**
  • **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:
- Appointment letter of selected teachers will be sought during the DVV clarification.
- A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a fulltime teacher (including contractual) over a complete academic year is classified as a full-time teacher .

2.2	**Total Number of full time teachers worked/working in the institution (without repeat count) during the last five years:**	**2.4.2**

8

2.4.2
3.1.3
3.2.2
3.4.4
3.4.5
3.4.6

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)

Not required

Criterion1–CurricularAspects (150)

Key Indicator – 1.1 Curriculum Design and Development (50)

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

Key Indicator – 1.2 Academic Flexibility (30)

Metric No.		Weightage
1.2.1 **Q$_n$M**	**Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years** 1.2.1.1 : Number of new courses introduced during the last five years 3 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: $$\frac{\text{Number of new courses introduced during the last five years}}{\text{Number of courses offered during the last five years}} \times 100 \qquad 16\%$$ **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**	**30**

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

Key Indicator – 1.3 Curriculum Enrichment (50)

Metric No.		Weightages
Not required	████████████████████████████ ██████████████████████ ████████████████ █████████████	█

1.3.2
 	
Q$_n$M
	Number of certificate / value-added courses / Diploma Programmes *offered by the institutions and* **online courses of MOOCs, SWAYAM / e_Pathshala/ NPTEL** and other recognized platforms **where the students of the institution have enrolled and successfully completed** *during the last five years*
	
	1.3.2.1: Number of certificate/value added courses/Diploma Programme offered by the institutions and online courses of MOOCs, SWAYAM/e Pathshala/ NPTEL and other recognized platforms (without repeat count) where the students of the institution have enrolled and successfully completed during the last five years
	
	| 0 |
	
	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**
	-
	- **Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes**
	- **List of students and the attendance sheet for the above mentioned programs**
	- **Evidence of course completion, like course completion certificate etc.**
	
	Apart from the above:
	    - **Provide Links for any other relevant document to support the claim (if any)**
	      Note: No repeat count of courses will be considered
		30

1.3.3 Q$_n$M	**Percentage of Programmes that have components of field projects / research projects / internships during last five years**	5
	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]	
	1.3.3.2 : Total Number of programmes offered (without repeat count) during the last five years [2]	
	$$\frac{\text{Total Number of Programs that have components of field projects / research projects internships during the last five years}}{\text{Total Number of Programs offered during the last five years}} \times 100$$	
	Upload the specific document as per description given below • Institutional data in the prescribed format (data template) • **Provide the relevant information in institutional website as part of public disclosure** • **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 **Q$_n$M**	**Structured feedback for curriculum and its transactions is regularly obtained from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes 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)	**20**

	• **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)

Key Indicator - 2.1 Student Enrolment and Profile (10)

Metric No.		Weightage
Not required	■■■■	■
2.1.2	*Percentage of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission*	5

| **Q$_n$M** | *year-wise during the last five years* | |

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:

$$\frac{\text{Total number of students admitted against the reserved categories}}{\text{Total number of seats earmarked for reserved category as per GOI or State Government Rule}} \times 100$$

Upload the specific document as per description given below
• Institutional data in the prescribed format (data template)

- **Provide the relevant information in institutional website as part of public disclosure**
- **Copy of the letter issued by the State govt. or Central Government Indicating the reserved categories(SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)**
- **Final admission list indicating the category as published by the HEI and endorsed by the competent authority.**

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

Note
1. Include only those reserved categories as specified by the State/Central Government orders for admission.
2. Only those seats filled against the quota should be counted here.
3. In case of Minority institutions number of reserved seats for Minority candidates and number of Minority Students enrolled in the first year shall be considered.

Key Indicator -2.2 Catering to Student Diversity (20)

Not required		
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Key Indicator - 2.3 Teaching-Learning Process (20)

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Key Indicator - 2.4 Teacher Profile and Quality (60)

Metric No.		Weightage
2.4.1 **QnM**	*Average percentage of full time teachers appointed against the number of sanctioned posts year wise during the last five years* 2.4.1.1 : Total Number of Sanctioned year wise during the last five years {table below} Formula: Percentage per year $= \frac{\text{Number of full time teachers}}{\text{Number of sanctioned posts}}$ X 100 Average Percentage $= \sqrt[5]{Percentage\ per\ year}$ 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.	**10**

Year	2018	2019	2020	2021	2022
Number	10	10	10	10	10
	60%	50%	40%	60%	50%

| 2.4.2

Q_nM | *Percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B/ Superspeciality/L.L.D/D.S.C/D.Litt. during the last five years*

2.4.2.1: Number of full time teachers with *Ph.D./D.M/M.Ch./D.N.B/ Superspeciality/L.L.D/D.S.C/D.Litt Superspecialist* during the last five years

$\boxed{100\%}$

Formula**:**

Percentage $=$

$$\frac{\textbf{Number of full time teachers }\textit{withPh.D./D.M/M.Ch./D.N.B Superspeciality/L.L.D/D.S.C/D.Litt}}{(\textbf{2.2})\ \textbf{Total}\ \text{Number of Full}-\text{time teachers in the institutions}} \text{ X } \textbf{100}$$

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 | **40** |
| 2.4.3

Q_nM | *Average teaching experience of full time teachers (Data to be provided only for the latest completed academic year, in number of years)*

2.4.3.1: Total teaching experience of full-time teachers (for the latest completed academic year $\boxed{149}$

Formula**:**

$$\frac{\text{Total teaching experience of full time teachers}}{\text{2.1 Number of full time teachers (latest completed year)}} \quad 29.8$$

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 clarification. | **10** |

Key Indicator - 2.5 Evaluation Process and Reforms (30)

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Year					
Number					

Percentage ██████████████████████████████████ = 100

Key Indicator - 2.6 Student Performance and Learning Outcomes (30)

Metric No.		Weightage
███ ███ <mark>Not required</mark>	████████████████████████ ████████████████████ ██████████████ ██████████████████ █████████████ ██████████████ ████████████████	██
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Key Indicator - 2.7 Student Satisfaction Survey (30)

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

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	██████████████████████████	

Criterion 3 – Research, Innovations and Extension (250)

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

Metric No.		Weightage
██ ██ Not required	████████████████████████ ██████████████ ████████████████ ██████████ ████████████ ██████████████	██
██ ██ Not required	██████████████████████████ ████████████████ ████████████████ Year / INR in lakhs table ████ ██████████ ████████████████ ██████████████████ ████████████████████ ██████████████ ████████████ ████████████████ ████████████ ██████████████████ ██████████████████	██
3.1.3 **Q$_n$M**	*Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years* 3.1.3.1: Number of teachers who received national/ international	**5**

The table within the second metric row:

Year					
INR in lakhs					

	fellowship/financial support from various agencies, for advanced studies / research; year-wise during the last five years
	
	Formula 0%
	
	$$\frac{\begin{array}{c}\text{Total number of teachers who received national/}\\ \text{international fellowship/ financial support by various}\\ \text{agencies for advanced studies/research during the last five years}\end{array}}{\begin{array}{c}\text{(2.2) Total number of full time teachers (without repeat count) during the}\\ \text{last five years}\end{array}} \times 100$$
	
	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
 	
QₙM
	Percentage of JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years
	3.1.4.1: The Number of ***JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years*** $\boxed{16}$
	
	3.1.4.1: Number of PhD Scholars enrolled during last five years $\boxed{23}$
	
	Formula
	
	$$\frac{Total\ no.JRF + SRF\ during\ last\ five\ years}{No.of\ Phd\ Scholars\ enrolled\ during\ last\ five\ years} X100 \quad 70\%$$
	
	Upload the specific document as per description given below
	• Institutional data in the prescribed format (data template)
	   • **List of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows along with the details of the funding agency is to be provided.**
	   • **E copies of fellowship award letters (mandatory)**
	   • **Provide the relevant information in institutional website as part of public disclosure**
	Apart from the above:
	   Provide Links for any other relevant document to support the claim (if any)
	   Note: Institution research fellows with grants equal to UGC JRF & SRF fellowships shall be considered
		10

Key Indicator - 3.2 Resource Mobilization for Research (40)

Metric		Weightage

No.		

3.2.1
 	
Q_nM
	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
	
	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*)*
	
	 1208.76
	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)
		25

3.2.2
 	
Q_nM
	Number of research projects per teacher funded by government, non-government , industry, corporate houses, international bodies during the last five years
	
	3.2.2.1: Number of research projects funded by government and non-government agencies during the last five years 23
	
	Formula:
	
	$$\frac{\text{Total number of research projects funded by government and non} - \text{government } \textit{industry, corporate houses, international bodies} \text{ during the last five years}}{(2.2 \text{ Number of full time terachers (without repeat count) during the last five years})}$$ 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)**
		15

Key Indicator - 3.3 Innovation Ecosystem (20)

Metric No.		Weightage
Not required ▓ ▓	▓▓	▓
3.3.2 **QₙM**	*Number of awards received for research/innovations by the institution/teachers/research scholars/students during the last five years* 3.3.2.1: Total number of awards received for *research/*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) • **e- Copies of award letters issued by the awarding agency** • **Provide the relevant information in institutional website as part of public disclosure** **Apart from the above:** **Provide Links for any other relevant document to support the claim (if any)**	**5**

Key Indicators - 3.4 Research Publications and Awards (120)

Metric No.		Weightage
3.4.1 **QₙM**	*The institution ensures implementation of its stated Code of Ethics for research* 3.4.1.1 The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of institutional Ethics committees (Animal, chemical,bio-ethics etc.,) 3. Plagiarism check through sofware 4. Research Advisory Committee **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above	**5**

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

3.4.2
 	
Q$_n$M
	Number of Patents awarded during the last five years
	
	3.4.2.1: Total number of Patents awarded during the last five years $\boxed{0}$
	
	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:
	Provide Links for any other relevant document to support the claim (if any)
		15

3.4.3 **Q$_n$M**	***Number of Ph.Ds awarded per recognized guide during the last five years*** 3.4.3.1: How many Ph.D s were awarded during last 5 years $\boxed{14}$ 3.4.3.2 : Number of teachers recognized as guides during the last five years $\boxed{8}$ Formula:	**15**

	$$\frac{\text{Number of Ph. D degrees awarded}}{\text{during the last five years}}$$ $$\frac{\text{Number of Teachers recognised as guides}}{\text{during the last five years}}$$ **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 **QnM**	***Number of research papers published per teacher in the Journals as notified on UGC CARE list during the last five years*** 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: $$\frac{\text{Number of research papers in the journals notified on UGC CARE list during the last five years}}{(2.2\ \text{Number of full time teachers (without repeat count)during the last five years})}\quad 7$$ **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 any)** **Note: The HEI should indicate in the data template against each paper about the presence of the journal in which the paper is published in the UGC CARE as on date with CARE journal ID**	**20**	
3.4.5 **QnM**	***Number of books and chapters in edited volumes published per teacher during the last five years*** 3.4.5.1: Total number of books and chapters in edited volumes / books published during the last five years 6 Formula:	**10**	

	$$\frac{\text{Total number of books and chapters in edited volumes, books}}{\text{published during the last five years}}{(2.2 \text{ Number of full time teachers(without repeat count)during the last five years})}$$ 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 **Q_nM**	*E-content is developed by teachers :* 1. *For e-PG-Pathshala* 2. *For CEC (Undergraduate)* 3. *For SWAYAM* 4. *For other MOOCs platforms* 5. *Any other Government Initiatives* 6. *For Institutional LMS* *Options:* A. *Any 4 or more of the above* B. *Any 3 of the above* C. *Any 2 of the above* D. *Any 1 of the above* E. *None of the above* **(Opt 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 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)**	**15**
■ **Not required**	■	■

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Key Indicators - 3.5 Consultancy (20)

Metric No.		
3.5.1 **QₙM**	*Revenue generated from consultancy and corporate training during the last five years* 3.5.1.1: Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs) Rs 0	**20**

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)**
   Note: Corporate training is inclusive of all monetized training

Key Indicators - 3.6 Extension Activities (20)

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

3.6.2 QnM	*Number 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* 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
	<table><tr><td>**Year**</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>**Number**</td><td></td><td></td><td></td><td></td><td></td></tr></table>	
	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 No.		Weightage
3.7.1 QnM	*Number of functional MoUs /linkage with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange 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 0 **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:**	10

	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)

Metric No		Weightage
Not required ■	████	■
Not required ■	████	■

Year					
INR in lakhs					

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

Metric No.		Weightage
███ ███ **Not required**	████████████████████████████ ██████ ███████████████████ ████████ ████████ █████████████ ████████████████	█
███ ███ **Not required**	███████████████████████ ███ ███████████████████ ████	▌

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Key Indicator – 4.3   IT Infrastructure (30)

Metric		Weightage
██ ██ <mark>Not required</mark>	████████ ████ ██████████ ██ ████ • ██████ • ████ █	██
██ ██ <mark>Not required</mark>	████████ ██ ██████ ▢ ██████ ██ ██████ ████████ • ████████ ████████ • ██████ ████ ████████	█
4.3.3 **QnM**	*Institution has the following Facilities for e-content development and other resource development* 1. Audio visual center, mixing equipment, editing facilities and Media Studio 2. Lecture Capturing System(LCS) 3. Central Instrumentation Centre 4. Animal House 5. Museum 6. Business Lab 7. Research/statistical database 8. Moot court 9. Theatre 10. Art Gallery 11. Any other facility to support research	**5**

| | 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)

Metric No.		Weightage
▮ ▮ <mark>**Not required**</mark>	▮	▮

Not required	▪ ███████████████████████ ▪ ██████████████████ █████████████████████ ████████████████████████ ██████ ███████████ ████████████████████ ██	
██ ██ Not required	██████████████████████ ██████████████████████ ███████ ████████████ ████████████	█

Criterion 5 - Student Support and Progression (100)

Key Indicator - 5.1 Student Support (30)

Metric No.		Weightage
5.1.1 **Q$_n$M**	***Percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years*** 5.1.1.1 : Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists year-wise during the last five years | Year	2018	2019	2020	2021	2022
---	---	---	---	---	---
Number	6	10	8	7	8 | Data to be provided for the last five years:(As per Data Template) • Name of the scheme • Number of students benefiting Formula: $$\frac{\text{Total number of students benefited by scholarships and freeships by institution, government and non-government agencies}}{1.1\ \text{Total number of students on rolls}} \times 100 = 60.9\%$$ **Upload the specific document as per description given below**	**15**

	• 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	████████████████████████ ████████████████████████████ █████████████ ███████████████████████ ████████████ ██████████████████████ ████████████████	█

5.1.3
 	
Q~n~M
	Following Capacity development and skills enhancement initiatives are undertaken by the institution for:
	　1. *Soft skills*
	　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
	　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)
	
	  • **Report with photographs on soft skills enhancement programs**
	
	  • **Report with photographs on Language & 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

5.1.4	*The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*	█

QnM	
	1. *Implementation of guidelines of statutory/regulatory bodies*
	2. *Organisation-wide awareness and undertakings on policies with zero tolerance*
	3. *Mechanisms for submission of online/offline students' grievances*
	4. *Timely redressal of the grievances through appropriate committees*

Options:

A. All of the above
B. Any 3 of the above
C. Any 2 of the above
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)

- **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**

Apart from 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* 5.2.1.1: Number of outgoing students placed year wise during the last five years	15

Year					

Number					

Formula:

$$\frac{\text{Number of outgoing students placed}}{(\text{1.2 Total number of outgoing final year students}) - (\text{5.2.2.1 Total } progressed\ to\ higher\ education)} \times 100$$

Upload the specific document as per description given below
• Institutional data in the prescribed format (data template)

- **Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order (the above list should be available in institutional website)**

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

5.2.2 Qnm

Percentage of graduated students who have progressed to higher education year-wise during last five years

5.2.2.1: Number of outgoing students progressing to higher education

Year	2018	2019	2020	2021	2022
Number	6	8	6	4	4

Formula:

$$\frac{\text{Total Number of outgoing students progressing to higher education}}{(\text{1.2 Total final year outgoing students}) - (\text{5.2.1.1: } Total\ number\ of\ \text{Students placed})} \times 100$$

Upload the specific document as per description given below
• Institutional data in the prescribed format (data template)

- **List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.**

  (the above list should be available in institutional website)

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

15

5.2.3 Qnm

==*Percentage of students qualifying in state/ national/ international level examinations out of the graduated students during the last five years*==

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:

$$\frac{\text{Number of students qualifying in state/National/International level Examination}}{\text{1.2 Total final year} - \text{outgoing students}} \times 100$$

15

<table>
<tr><td></td><td>**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)</td><td></td></tr>
</table>

Key Indicator - 5.3 Student Participation and Activities (15)

Metric No.		Weightage
5.3.1 **QnM**	*Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the last five years* 5.3.1.1: Number of awards/medals *won by students* for outstanding performance in sports/cultural activities at inter-university/state/ national/international level (award for a team event should be counted as one) year-wise during the last five years	**05**

Year				2022	
Number				1	

<table>
<tr><td></td><td>**Upload the specific document as per description given below**
• 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)</td><td></td></tr>
<tr><td>**Not required**</td><td>█████████████████████████
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<tr><td>**5.3.3**

QnM</td><td>*The institution conducts /organizes following activities*

1. Sports competitions/events
2. Cultural competitions/events</td><td>**5**</td></tr>
</table>

<table>
<tr><td>
3. Technical fest/academic fests
4. Any other events through active clubs and forums
Options:
A. All four of the above
B. Any three of the above
C. Any two of the above
D. Any one of the above
E. None of the above

Upload the specific document as per description given below
• Institutional data in the prescribed format (data template)

Report of the Sports competitions/events along with photographs appropriately dated and captioned year- wise.
Report of the Cultural competitions/events along with photographs appropriately dated and captioned year- wise.
Report of the Technical fest/academic fests along with photographs appropriately dated and captioned year- wise.
Report of the Any other events through active clubs and forums along with photographs appropriately dated and captioned year- wise.
Copy of circular/brochure indicating such kind of activities.
List of students participated in different events year wise signed by the head of the Institution.
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)
</td>
<td>35</td></tr>
</table>

Key Indicator - 5.4 Alumni Engagement (10)

Metric No.		Weightage
 Not required		

	• **List of alumnus/alumni with the amount contributed year-wise** **Apart from the above:** **Provide Links for any other relevant document to support the claim (if any)**	
<mark>Not required</mark> ███	████████████████████████████ ███ ████████████████████████ ██████████ ████████████ ███████	█

Criterion 6 – Governance, Leadership and Management (100)

Key Indicator - 6.1 Institutional Vision and Leadership (15)

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

Key Indicator - 6.2 Strategy Development and Deployment (10)

Metric No.		Weightage

Not required (highlighted)	████████████████████ ████████████████████ ████████████████████ ████████████████ ████████	█

6.2.2
 	
Q_nM
	Institution Implements e-governance in its operations
	6.2.2.1 e-governance is implemented covering the following areas of operations:
	   1. Administration including complaint management
	   2. Finance and Accounts
	   3. Student Admission and Support
	   4. Examinations
	
	Options:
	   A. All of the above
	   B. Any3 of the above
	   C. Any2 of the above
	   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)
		5

Key Indicator - 6.3 Faculty Empowerment Strategies (25)

Metric No.		Weightage
	████████████████████ ████████████	█
Not required (highlighted)	████████████ ████████ ████████████	

6.3.2 QnM	*Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years* 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	**15**

Year					
Number					

Formula:

$$\text{Percentage} = \frac{\text{Total number of teachers provided with financial support to attend conferences,workshops and towards membership fee of professional bodies during the last five years}}{(2.1)\text{Total number of full time teachers during the last five years}} \times 100$$

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 QnM	*Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years* 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	**6**

Year	2018	2019	2020	2021	2022
Number	1	3	3	1	2

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

Formula:

	Percentage $= \dfrac{\text{Total number of teaching staff attending such Programmes}}{(2.1)\text{Total number of full time teachers}} \times 100$ 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

Key Indicator – 6.4 Financial Management and Resource Mobilization (20)

Metric No.		Weightage
<mark>Not required</mark>	███████████████████████████████████ ███████████████████████████████ ███████████████ ████████████████	█
6.4.2 **Q$_n$M**	*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)* 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 *Lakhs*) <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>INR in *Lakhs*</td><td></td><td></td><td></td><td></td><td></td></tr></table> **Upload the specific document as per description given below** • Institutional data in the prescribed format (data template) - **Annual audited statements of accounts highlighting the grants received.**	**12**

	• **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)

Metric No.		Weightage
Not required	███████████████████████ ███████████████████ ██████████ ████████████████████ ███████████████████████ ████████████████████ ████████████ ███████████████ █████████████ █████████████████████ ██████████ ███████████ ████████████	██
6.5.2 **Q$_n$M**	*Institution has adopted the following for Quality assurance:* *1. Academic and Administrative Audit (AAA) and follow up action taken* *2.Conferences, Seminars, Workshops on quality conducted* *3. Collaborative quality initiatives with other institution(s)* *4.Orientation programme on quality issues for teachers and students* *5. Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc* *6.Any other quality audit recognized by state, national or international agencies*	**10**

Options:
A. Any 5 or more of the above
B. Any4 of the above
C. Any3 of the above
D. Any2 of the above
E. Any1of the above   **(Opt any one)**

Upload the specific document as per description given below
• Institutional data in the prescribed format (data template)
- **Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal) / NBA / ISO as applicable and valid for the assessment period.**
- **List of Conferences / Seminars / Workshops on quality conducted along with brochures and geo-tagged photos with caption and date.**
- **List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.**
- **List of Orientation programmes conducted on quality issues for teachers and students along with geotagged photos and supporting documents.**

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

Not required

Criterion VII–Institutional Values and Best Practices (100)

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

Metric No.		Weightage
	Gender Equity	
Not required		

	Environmental Consciousness and Sustainability	

7.1.2
Q$_n$M
	The Institution has facilities for alternate sources of energy and energy conservation measures
	
	1. Solar energy
	2. Biogas plant
	3. Wheeling to the Grid
	4. Sensor-based energy conservation
	5. Use of LED bulbs/ power efficient equipment
	6. 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)
		5

<mark>**Not required**</mark>		

7.1.4	*Water conservation facilities available in the Institution:*	5
QₙM	1. Rainwater harvesting ☐ 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 ☐ **Options:** A. Any 4 or 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) • 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	███████	▌
Not required	███████	▌

(Simplified University Manual (Draft version)

	██ ████████████████████	**45**
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**

	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)**	