Standard Operating Procedure (SOP) For Data Validation and Verification of Yoga Higher Education Institution Accreditation - University

General Guidelines for HEIs:

❖ The NAAC HEI Portal supports only 5MB data for each metric. If the attachments exceed 5MB, host the supporting documents in the HEI's website only and provide the link of the same in the template and/or in the HEI-DVV clarification response.

❖ Data/supporting documents provided over Google Drive, Microsoft one drive, Amazon Cloud and on any third-party websites will not be considered for data validation and verification process.

❖ While providing the links of the HEI's website where the supporting documents are hosted, provide the link in the HEI clarification box. While providing the links in running text to enable the hyperlink, press "Enter Key", then paste the link, and again press, "Enter Key". Provide the relevant supporting documents as per the SOP during the SSR submission to facilitate speedy DVV clarification process.

❖ It is mandatory to fill the templates in format provided by NAAC and attach the same in SSR. The HEI is not supposed to alter the template format in which data is sought. The documents uploaded should be clearly readable for the claims made.

❖ It is mandatory to respond to all the DVV clarifications request raised for the items in the extended profile and metrics within the stipulated time.

❖ Whenever the data is large, the DVV Partner will seek for details from selected sample documents for validation.

❖ HEI should ascertain that all documents sought by the DVV Partner are uploaded before submitting the clarification response.

❖ The institution should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links do not work during DVV clarification stage, the decision of NAAC will be final.

❖ Content of the supporting documents in regional languages should be translated in English and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the regional language document.

❖ All supporting documents submitted along with the SSR and additional documents submitted during DVV Clarification process should be signed by the competent authority.

Note - 1: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letter head in the documents for proof of evidence cannot be accepted.

Note - 2: For all the questions in Quality Indicator Framework (QIF), please give data only in respect of Yoga programme/s being submitted for assessment by NAAC.

For HEIs:

Geo-tagging:

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

(1) In setting of your digital camera, set the location on.

(2) If you are taking photos in a smart phone, then set the location on.

(3) Take pictures after setting the location on.

(4) Download the pictures in a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see something like the picture provided below, the value entries in latitude and longitude will determine the location in which the photo was taken.
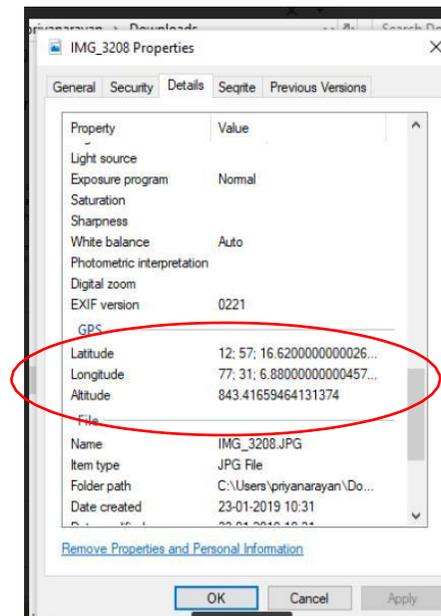
- **It is possible that both Extended Profile and some Quantitative Metrics (Q_nM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in Extended Profile. That is, if the data/documents sought are given in response to Extended Profile they need not be resubmitted under those specific Quantitative Metrics (Q_nM).**

- **Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses make sure that data/documents provided for those Quantitative Metrics (QnM) match with the corresponding data/documents given in the Extended Profile.**

- **Any other clarifications may be sought from the NAAC, by the HEIs**

- **Programme:** A range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree / PG Degree / PG Diploma / M. Phil / Ph.D., Programmes All possible formal Degree Programmes are defined/ identified by the UGC. Examples: BA (Economics, History, Sociology), B.Sc., (Physics, Chemistry, Mathematics), B.Sc., (Hons Chemistry), BE/ B.Tech (Computer Science and Engineering), B.Arch, MSc (Mathematics), M.Com, M.A(English), ME/M.Tech (Textile Technology), PG Diploma(Library Science), M.Phil (Statistics), Ph.D (Chemistry), Ph.D (Electrical Engineering), Ph.D., (Philosophy), and so on. etc.

- **Course:** A course is a paper/subject with specified number of credits/hours in a formal program. Examples: Organic Chemistry, Real Analysis, Solid State Physics, Indian History, Macro Economics, English, Hindi, Marathi, Telugu etc are courses under BSc /BA/B.Com Programs. A laboratory course having separate credits and examined separately is to be considered as a course.

- **Gender Equity:** Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.

(Extended Profile)

STANDARD OPERATING PROCEDURE (SOP)

Metric No	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included / Considered
1.1	Number of programmes offered in the institution year wise during the last five years	Provide year-wise list of ALL programs related to Yoga that have been operational during the assessment period. Brochure of institution indicating the programs list.	• Program list approved by Competent Authority to be provided. • Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM Contact Hours to be discussed.	• Short term programs which do not lead to a degree / diploma of less than one year duration (full time or part time) are not to be included • Courses under each program not to be included here.
2.1	Number of students in the institution year wise during the last five years	• List of students of all years across all programs related to Yoga year- wise during the assessment period. • Provide appropriate document duly certified by the Head of the Institution. • Letter to / from affiliating university indicating the sanctioned / admitted seats for each program (Applicable to Colleges)	Include the total number of students on rolls across all programs related to Yoga (consider 1st, 2nd, 3rd, 4th, 5^{th}year etc., of each program) for all the assessment years. Consider only students on the rolls during the odd semester if the program is offered under the semester scheme.	If a program is of semester scheme, do not add students of both odd and even semesters.
2.2	Number of outgoing / final year students in the institution year wise during the last five years	• Provide authenticated document showing the number of outgoing / final year students in all programs related to Yoga in the final year of study in each year of the assessment period	• Include all students eligible for registration for the final examination for programs related to Yoga. • During the DVV process the HEI may be asked to provide the list of final year students of specific programs identified by	

		• Provide the data separately for each programs related to Yoga year wise	DVV partner. • The students admitted to the final year study of all the programs related to Yoga for all the assessment years.	
2.3	Number of students appeared in the University examination in the institution year wise during the last five years	• Provide authenticated documents showing the number of students who have appeared for the final year Examinations of each year during the assessment period.	• If the program is under the semester scheme, consider students appearing for the even semester examinations for all the programs related to Yoga (consider 1st, 2nd, 3rd years etc., of each program) for all the assessment years.	
3.1	Number of courses in all Programmes in the institution year wise during the last five years	• Provide the list of courses under each program related to Yoga year-wise during the assessment period.	• Refer to the Glossary in the manual to understand the terminologies: COURSE PROGRAM • If the same course is offered in more than one program it is to be counted only once.	Same courses offered by different programs should not be counted multiple times.

3.2	Number of full time teachers in the institution year wise during the last five years	• Provide the list of all full-time teachers with the departmental affiliation during the assessment period year wise authenticated by the Head of the Institution. • Certified list of full-time teachers along with the departmental affiliation • List showing the number of students in each of the programs related to Yoga	A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work over a complete academic year is classified as a full-time teacher.	A teacher employed only for a part of a year not to be considered Inclusion of part-time / Ad- hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teacher
3.3	Number of sanctioned posts in the institution year wise during the last five years	• List showing the names of the departments related to Yoga and the number of posts sanctioned for the respective departments. • Official letter(s) of sanction of posts from the statutory body/Government / Board of Management/competent authority during the assessment period year wise	• Approved posts by the statutory body/Government / Board of Management/ competent authority only to be considered. • Appointment letter of selected faculty will be asked during DVV clarification stage • If the original appointment letter(s) is (are) in regional language, provide the English true translation of the same for verification.	
3.4	<mark>Total number of full-time teachers in the institution in the last five years (excluding repeat count):</mark>	• Provide the list of all full time teachers indicating the name of the department during the last five years year-wise, and as authenticated by the Registrar (Academic)	• A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year	• A teacher employed only for a part of a year is not to be considered • Inclusion of part-time / Ad-hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teachers

4.1	Number of eligible applications received for admissions to all the Programmes in the institution year wise during the last five years	• Provide the list showing the number of eligible applications received program-wise in all programs related to Yoga, as duly certified by the Head of the Institution of College / Registrar (Academic) of University • Consider only applications for admissions to the first year of each program related to Yoga.	• Multiple applications by a student for different programs related to Yoga are also to be considered.	
4.2	Number of seats earmarked for reserved category as per GOI/State Govt. rule in the institution year wise during the last five years	• Provide document showing the State Government /Central Government Reservation policy for admission in higher education and also provide the number of seats reserved for each of the program related to Yoga and the program-wise total authenticated by the Head of the Institution.	• Consider only admissions to the first year of each program related to Yoga. • For minority institutions and other private institutions where reservations are not applicable, consider the total admitted students as reserved.	
4.3	Total number of classrooms and seminar halls	• List of classrooms and seminar halls dedicated for programs related to Yoga. • Geo tagged photos of classrooms and seminar halls dedicated for programs related to Yoga.	• All rooms used for academic purpose dedicated for programs related to Yoga to be considered and geo tagged photos of these classrooms and seminar halls only to be provided	
4.4	Total number of computers in the institution for academic purpose	• Stock register extract and duly certified bills of purchase / invoice copies are to be provided. • Number of Computers available for student use	• The data up to and including the latest completed academic year to be considered.	Exclude computers used for administrative purpose and any other department(s) other than Yoga.

		only • Bills for the purchase of computers. • Highlight the entries in Stock register showing transfer of computers to Yoga department(s).		
4.5	Total Expenditure excluding salary in the institution year wise during the last five years (INR in Lakhs)	• Audited Statement of Income and Expenditure duly certified by Head of the institution and Charted Accountant in case of privately funded institutions highlighting the salary component. • Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by Head of the institution and Charted Accountant		Claims made without audited Income Expenditure statements not to be considered

Metric wise Standard Operating Procedure (SOP)

Metric No	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
1.1.3	*Percentage of programmes where syllabus revision was carried out during the last five years*	• Approved Minutes of relevant Academic Council / BOS meetings highlighting the specific agenda item relevant to the metric year wise. • List of programs where syllabus revision has been carried out during the last five years signed by Head of the Institution.	• If the number of courses in which content is changed in a given programme to the extent of 20 % or more it should be considered as "change in syllabus" • If the syllabus is changed more than once in a program during the assessment period then it should be counted as one change.	• Renaming/minor changes in the course content not to be included/considered
1.2.5	*Ratio (in terms of percentage) of the Theory (T) to Practicals (P) considered for designing the curriculum for various programs offered by the institution during the last 5 years (For ex: T:P :: 60:40; 50:50; 40:60)*	• Circulars / minutes / records etc., showcasing the theoretical and practical components reflecting credits per week.		

1.2.7	*Percentage of fulltime teachers participating in BoS /Academic Council during the last five years*	• Nomination Letter of from their Affiliating University clearly indicating membership in BoS and Academic Council/ PG Council valid for the assessment period. • Letters from the affiliating university to the faculty for setting question paper for UG/PG programs. • Document showing the faculty participation in the design and development of Curriculum for Add on/ certificate/ Diploma Courses. • The letters from the affiliating university inviting the faculty for Assessment /evaluation	• Participation in one or more bodies of different Institutions by one full-time teacher to be counted only once. • Supporting document for the selected option to be provided. • DVV can seek the supporting document for the randomly selected teachers for verification. • Invitations / Appointment letters for Valuation / practical exams / Viva-Voce exams can also be considered.	• Participation of the faculty in other than the affiliating university not to be included.
1.3.1	*Percentage of Programs in which Choice-Based Credit System (CBCS) and / or Elective course system has been implemented. (Data for the latest completed academic year).*	• List of programs in which CBCS/Elective course system implemented in the last completed academic year certified by Head of the Institution. • Minutes of the Academic Council/BOS meetings highlighting the relevant documents. • Structure of the program clearly indicating courses, credits/Electives as approved by the competent board.	• Either CBCS or Elective or both can be considered • If CBCS, course structure along with credit details to be given. • If elective, list of elective offered for the program to be given. • If both, CBCS details alone is sufficient.	

1.3.2	*Percentage of courses which are offered as trans-disciplinary electives during the last five years.*	• Minutes of relevant Academic Council/BOS meetings highlighting the name of the new courses introduced • Brochure reflecting courses introduced newly during the assessment period and Course content or syllabus along with course outcome.	• Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM • ==Certificate programs can be included in some metric - discussion==	• Online courses opted by students which are not offered by the institutions not to be considered • Yoga programs offered as Value added courses which are not leading to any degree / diploma will not be considered. • Avoid programs conducted / listed under value added / vocational programs. • Avoid considering certificate / diploma programs which are part of regular time table.
1.4.2	*Number of certificate / Value Added / add on / skill oriented courses / programme offered during the last five years*	• List of certificate / Value Added / add on / skill oriented courses / programme which are optional and offered outside the curriculum of the programs as endorsed by the appropriate authority. • Brochure and Course content or syllabus along with course outcome of certificate / Value Added / add on / skill oriented courses / programme offered.	• Courses of varying durations (at least 15 contact hours, not overlapping with the semester time table), that are optional, and offered outside the curriculum that adds value to the holistic development of the students.	• Online courses opted by students which are not offered by the institution are not to be considered.
1.4.3	*Percentage of students enrolled in the courses / program listed 1.4.2 during the last five years*	• List of enrolled students in such courses year-wise. • Attested copy of the attendance sheets of students to be provided.	• The DVV partner may ask for certificates of randomly selected students enrolled in such courses and also attendance sheets of selected courses to be provided. • One student opted for more than one course in a particular year should be counted as one.	• Student opted for more than one course in a particular year, not be counted multiple times.

1.4.5	*Percentage of courses in the programs having direct bearing to the preventive, curative and palliative aspects of health and well-being (physical, emotional, mental & spiritual) of the students as well as the society at large.*	• List of various courses from the department of Yoga (with students enrolled) having a direct bearing to the preventive, curative and palliative aspects of health and well-being attested by Head of the institution to be provided.	• Course offered more than once during the assessment period to be counted only once.	• Courses offered more than once during the assessment period, not be counted multiple times.
1.5.1	*Mechanism is in place for obtaining structured feedback on curricula / syllabus from various stakeholders* ***Structured feedback received from:*** 1. Students 2.Teachers 3. Employers 4. Alumni 5. Professionals / Experts	• Sample Filled in feedback forms year wise from the stakeholders to be provided. • Year wise action taken Report on feedback signed by the competent authority • Report of analysis of feedback received from different stakeholders year-wise signed by the competent authority to be provided. • URL for stakeholder feedback collected, analyzed and action taken report hosted on Institutional Website	• The feedback concerned with design and review of syllabus only can be considered • Only filled –in feedback report for a particular year will be considered. • The DVV partner may ask for filled in forms of randomly selected stakeholders. • Feedback reports should be hosted on the institutional website. • Provide links which directly lead to reports on the items listed in the chosen option.	• Feedback not related to design and review of syllabus will not be considered.

2.1.1	*Percentage of seats filled against seats reserved for various categories as per GOI / State Govt. norms / applicable reservation policy in the latest completed academic year*	• Copy of letter issued by state govt. or Central Government Indicating the reserved categories to be considered as per the state rule (Translated copy in English to be provided as applicable) • Final admission list indicating the category as published by the HEI and signed by competent authority • Admission extract submitted to the state OBC, SC and ST cell every year signed by the Head of the institution.	• Include only those reserved categories as specified by State/central Government orders for admission. • Only those seats filled against the quota should be counted here. • Letter(s) to / from affiliating university indicating the sanctioned and admitted seats in various reserved categories for each program (Not applicable to University)	• Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.
2.1.2	*Average Enrolment percentage (Average of last five years)*	• List containing the number of applications received for each of the programs as endorsed by competent authority. • Document relating to sanction of intake as approved by competent authority • Letter(s) to / from affiliating university indicating the sanctioned and admitted seats for each program (Not applicable to University)	• Sanctioned admission strength in each program vs number of applications received for each program. • During the DVV process, verification of the data for any selected program may be sought. • Documents relating to sanction of intake from the concerned competent authorities and regulatory body (if applicable).	

2.1.3	*Percentage of students enrolled from other states and countries during the last 5 years*	• Copy of the domicile certificate/passport from respective states / countries • Previous degree/ Matriculation / HSC certificate from other state or country	• In case of large data, the DVV will seek for the relevant documents for specific list of students during DVV clarification.	• Mere list of students without relevant documents will not considered
2.3.5	*Ratio of Students to Mentor (data for the latest completed academic year)*	• Copy of circular pertaining the details of mentor and their allotted mentees • Approved Mentor list as announced by the HEI • In addition, issues raised and resolved in the mentor system has to be attached mentor-wise	• Only full-time teachers can be considered as mentors.	• Mere list of mentors and mentees will not suffice for this metric.
2.4.2	*The following (philosophy and practice) are integral to the teaching learning methodology of the institution* a. Yogasana b. Pranayama c. Kriya d. Meditation e. Yoga Nidra (Relaxation Technique) f. Swadhyaya g. Chanting / Vedic recitations	• Records (with photos etc.) with measurable indicators on outcomes /impact with regards to various teaching methodologies • Any other relevant /supporting information		

2.5.1	*Percentage of fulltime teachers against sanctioned posts appointed in the institution during the last five years*	• Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts). • List of full-time teachers appointed along with their departmental affiliation.	• Appointment letter of selected teachers will be sought during the DVV clarification. • All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers. • One teacher should be counted only once for all years.	• Mere appointment letters provided in regional language cannot be considered. • One teacher should not be counted more than once during the assessment period.
2.5.2	*Percentage of fulltime teachers with Ph.D./MD/MS/D.Sc./D.Litt./ any other similar in the institution*	List of faculties having Ph.D./MD/MS/D.Sc./D.Litt./any other similar in the institution • Highest Degree(s) certificates of all full time teachers in the department(s) of Yoga to be provided.	• One teacher should be counted only once for all years. • Degrees awarded by UGC recognized universities only to be considered of degree awarding university, subject and the year of award. • Ph.D./MD/MS/D.Sc./D.Litt./any other similar faculty will be sought during DVV clarification. • If the data is large, Ph.D./MD/MS/D.Sc./D.Litt./any other similar faculty will be asked during DVV clarification stage.	• Honorary Doctorate Degrees not to be included / considered. • One teacher should not be counted more than once during the assessment period.

2.5.3	*Percentage of the full time teachers in the institution being recognized as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils / Universities during the last five years.*	• List of fulltime teachers recognized as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils / Universities and the number of fulltime teachers for last 5 years • List of Ph.D Guides with allotted students and areas of research	• Teachers recognised as guides within the assessment period only should be considered. • One teacher should be counted only once for all years.	• One teacher should not be counted more than once during the assessment period.
2.5.4	*Average teaching experience of fulltime teachers in number of years (latest completed academic year)*	• List of fulltime teachers including details of their designation and total number of teaching experience (in years)	• Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large.	• Work experience of the teacher in other institutions not to be considered here.
2.5.5	*Percentage of full time teachers trained for development and delivery of e-contents / e-courses during the last 5 years*	• Official list of full time teachers trained for development and delivery of e-contents / e-courses • Reports of the e-training programmes organized (with photographs) • Official list of e-contents / e courses developed	• One teacher should be counted only once for all years.	• One teacher should not be counted more than once during the assessment period.

2.5.6	*Percentage of fulltime teachers who received awards, recognitions, fellowships for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations during the last five years*	• e-Copies of award letters (scanned or soft copy) of achievements	• Only State, National and International level from Government/Govt. recognised bodies will be considered. • The date of award should fall within the last five years period. • One Full-time teacher to be counted once during the assessment period irrespective of the number of awards or recognition secured.	• Awards that are local in nature cannot be considered. (For Ex: Avoid awards from urban local bodies/Panchayat etc.) • Intra and inter university / institution will not be considered. • Participation / presentation certificates – during paper presentation etc., are not considered.
2.6.1	*Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years*	• Reports from Controller of Examination (COE) mentioning the name of the program, end date of the examination and date of announcement of the results along with the number of days elapsed, for all the programs related to Yoga for each year of the assessment period. • Records / circulars on semester / annual examination announcement • Official records show casing result declaration against various programmes in the semester/ annual curriculum pattern.	• Documentary evidence of academic sessions / academic year planner to be signed by competent authority • In case of semester system, take the average of days of two semesters in a year.	
2.6.3	*The institution has the following (choose the appropriate) mechanism/s in place towards redressal of examination related*	• Minutes of the grievance cell / relevant body • The Number and list of students who have applied for revaluation / re-totaling program wise and the	• One student to be counted only once in a year irrespective of the number of papers /courses for which he/she has applied.	

	grievances during the last 5 years.	total certified by Head of the institution / Controller of Examinations year-wise for the assessment period. • institutional records / policy /circulars on redressal of examination related grievances • Official records showcasing redresses examination related grievances		
2.6.5	*Examination division automated based on the Examination Management System (EMS)* *A. 100% automation of entire division & implementation of Examination Management System (EMS)* *B. Only student registration, Hall ticket issue & Result Processing* *C. Only student registration and result processing* *D. Only result processing* *E. Only manual methodology*	• Institutional Examination Manual for the Current academic year • Annual report from the Controller of Examination Cell/ equivalent Examination Cell • Status of Automation(current academic year) as approved by BOM / Syndicate / Governing Council		
2.7.1	*Average pass percentage of Students (last five year data)*	• Annual report of COE highlighting pass percentage of students • Certified report from Controller Examination indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year- wise	• Only current final year (latest completed academic year) students' data of all programs to be considered. • Copy of the letter regarding the students appeared and passed in the final year examination sent to the Affiliating University to be provided. (Not applicable to Universities)	Results pertaining to students other than the final year are not to be submitted.

3.1.4	*The institution provides seed money to its teachers for undertaking research initiatives during the last five years (average for five year; INR in lakhs)*	• List of faculty who have been provided with seed money for research along with the title of the project, duration and amount year-wise. • Sanction letters of seed money to the teachers is mandatory. • Audited Income-Expenditure statement highlighting the relevant expenditure endorsed by the Finance Officer indicating the seed money	• In case of large data, the DVV will ask for valid documents for specific enlisted teachers • Only formal research project seed money will be considered.	• Grants for other than research projects are not to be considered • Sponsorship to conferences / seminars etc are not to be considered. • Grants received from outside agencies for research are not to be included.
3.1.5	*Percentage of teachers awarded national / international fellowship / financial support for advanced studies/collaborative research participation in Indian and Overseas Institutions during the last five years*	• 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.	• Documents for all awards are compulsory	• Awards without any financial support are not to be included (E.g: Best Teacher Award, Certificate of Appreciation).
3.1.6	*Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the institution during the last five years*	• 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 are mandatory		• Research fellowships to the teachers/students/research assistants etc given by the HEI will not be considered.
3.1.7	*The institution has the following facilities* a. Library with a good research repository / e-	• Official circular /record enlisting various facilities • Videos and geo tagged photographs • Any other relevant /supporting information	Ensure that the web links are operational and lead to the specific data of the Institution.	

	resources b. Human Resources with expertise in applied Yoga research c. Yoga Practice Studio (e.g. well ventilated room with facilities as full length mirrors, wooden flooring) d. Research Laboratory / Research Dissemination Centre e. Technology Transfer Centre / Incubation Centre f. Clinical Trial Centre <mark>g. Any other facility to support research</mark>			
3.2.1	*Grants received for research projects sponsored by government and non-government sources such as industry, corporate houses, international bodies, endowments, professional associations, endowment-Chairs etc., in the institution during the last five years(INR in Lakhs)*	• List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount. • E-copies of the letters of award for research projects sponsored by Government and non-government sources.	• Sanction letter of grants by the funding agency is mandatory to support the claim. • The duration of the grant period to be aligned with the assessment period.	• Grants given by their own trust / sister institutions not to be included • Grants in the form of Equipments /software skill development centres will not be considered.
3.2.2	*Funding for psychosomatic domains and clinical research in the following areas by government and / or non government agencies* *1. Research projects*	• List of projects / clinical trials / Yoga protocols / standardizations etc along with grant details (as furnished in the template) • Official e-copies of the project / clinical trials / standardization/ development of Yoga protocols etc		

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

	2. *Clinical trial* 3. *Development of Yoga protocols* 4. *Standardizations of tools*	sanctioned by government as well as non-government agencies • Any other relevant /supporting information		
3.3.2	***Workshops/seminars etc. conducted on the following during the last five years*** 1. *Intellectual Property Rights* 2. *Research methodology* 3. *Good clinical practice* 4. *Research Grant writing* 5. *Industry-Academia Collaborations* 6. *Any other (Ex: scientific writing/ standardization of tools and techniques /Yoga protocol etc)*	• Detailed report for each program. • Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted. • Details of resource persons.	• Only activities with a bearing on Research Methodology, Intellectual Property Rights (IPR), Research methodology Good clinical practice / Research Grant writing / Industry-Academia Collaborations / Any other (Ex: scientific writing/ standardization to be considered here.	•
3.3.3	***Number of awards / recognitions received for innovation / discoveries by the institution / teachers / research scholars/students from Government and Government-recognized agencies during the last five years***	• List of awards / recognitions received for innovation / discoveries • E-copy of the award letters • Any supporting document in relevance to the metric	• These awards are to the institution and not to the individual and for extension activities only.	• Awards to the individuals should not be considered here. • Awards received other than extension activities are not to be considered. • Awards from own trust / sister institutions not to be considered. • Awards local in nature such as Urban / local bodies Panchayat etc are to be avoided.

3.3.4	*Number of start-ups incubated by the institution during the last five years*	• Start-ups sanction records • List of start-ups with relevant details • Records of the MOU in case of collaborative start ups • Photos and videos on start ups	• Supporting document in favour of start-ups with company registration details, and incubation details mentioning the facilities extended by the institution to the company should be provided.	
3.4.1	*The Institution has stated Code of Ethics for research and its implementation / dissemination of which is ensured by way/s of the following:* *1. Research methodology including research ethics as an integral part of the curriculum* *2. Research ethics committee* *3. Plagiarism policy and standard checks* *4. Research Publication guidelines committee*	• Policy document on code of ethics. Proceedings of the monitoring committee. • Circulars and geo tagged photographs with caption of the activities organized under the metric for teachers, students, administrators and other staffs. • Document showing Code of Conduct for students, teachers, governing body and administration Handbooks, manuals and brochures on human values and professional ethics • Report on the student attributes facilitated by the Institution • Web-Link to the relevant documents at HEI website.		
3.4.2	*The institution provides incentives for teachers who receive state, national or international recognitions/awards in research by way/s of the following* *1.Commendation and monetary incentive at a University function*	• List of awards / recognitions received in research by teachers • e-copies of the letters / records on research incentive (with details) from the institution • Link to institutional website (in instances where details of the research awardee and corroborating incentive is published) • Gazettee notification	• Ranges from Study leave to monetary and promotion benefits If the data is large, details of incentives for selected faculty will be asked during DVV clarification process	

	2. Commendation and medal at a University function 3. Certificate of honor 4.Announcement in the Newsletter / website			
3.4.3	***Number of awards/medals by teachers / research scholars / students for outstanding performance in yoga and trans-disciplinary domains at state / national / international levels during the last five years***	• List of awards with details as mentioned in the above table • e-copies of the awards sanctioned • Records (with photos etc) showcasing awards receipt	• Only national or international achievements will be considered. • Award for a team event should be counted as one.	• Participation / appreciation certificates and awards from regional / local / institutional levels should be avoided.
3.4.4	***Number of Patents & / Copyrights published / awarded during the last five years***	• e-copies of the letters of awards and the current status	• Only awarded / published patents should be considered. • Patents awarded should be supported with a letter of award and the unique patent number which can be cross verified	
3.4.5	***Number of Ph.D Degree a warded per eligible teacher of the institution during the last five years***	• PhD Award letters of students and Guide ship letters of research supervisor. • Co-guides are also considered Ph.D s awarded by other institutions are also considered (for DVV Partners)	• Number of Phd awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered. • The recognised guides should be authenticated with guide ship letters awarded by the University. • If the data is large, details of guideship letter/award details for selected faculty will be asked during DVV clarification process	

3.4.6	*Average number of research papers per fulltime teacher published in approved list of Journals notified on UGC CARE / journals indexed in Scopus / Medline / Web of Science during the last five years*	• **INFLIBNET**		
3.4.7	*Average number of books/ chapters in edited volumes and papers in National/International conference-proceedings published by full time teachers in the institution during the last five years*	• **INFLIBNET**		
3.4.8	*Bibliometrics of the publications based on average Citation index in Scopus / Web of Science / Medline / Pub Med during the last five years*	• **INFLIBNET**		
3.4.9	*h-index of the institution during the last five calendar year.*	• **INFLIBNET**		
3.5.3	*Revenue generated from consultancy projects during the last five years (INR in Lakhs)*	• Letter from beneficiary regarding consultancy • List of consultancy undertakings along with audited statements of accounts indicating the revenue generated through consultancy	• If yes, provide the copy of Policy on Consultancy, preferably hosted in the web If hosted in the web, • Provide the web link should lead to the landing page where policy on consultancy including revenue sharing between the institution and the individual is	

			hosted. If the link leads to the home page or any other irrelevant page, the claim will not be considered.	
3.6.1	*Number of extension and outreach activities such as awareness programs / camps, rehabilitation campaigns, Tele-conferences, counseling, natural / human resource development programs etc. conducted in collaboration with industry, Government during the last five years*	• List of extension activities year-wise during the last 5years • MoUs, records etc. mentioning details on the nature/ type of activity, period, collaboration specifics year-wise for the last 5 years		• Individuals should not be considered here. • Awards received other than extension activities are not to be considered. • Awards from own trust / sister institutions not to be considered. • Awards local in nature such as Urban / local bodies / Panchayat etc are to be avoided.
3.6.2	*Average percentage of students participating in extension and outreach activities during the last five years as stated at 3.6.1*	• Detailed report for each program extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency. • Photographs or any supporting document of relevance should have proper captions and dates	• During the DVV process, HEI may be asked for student attendance documents / certificates for selected extension activities. • Data given here should match with that of the activities indicated in metric 3.4.3. • Attendance sheet provided should contain signature of students.	
3.6.3	*Number of awards and recognitions received for extension and outreach activities from Government / other recognized bodies during the last five years*	• List of awardees in the areas of extension activities • e-copies of award /recognitions from awarding agencies(scanned or soft copy)	•	• Awards received other than extension activities are not to be considered. • Awards from own trust / sister institutions not to be considered. • Awards local in nature such as Urban / local bodies / Panchayat etc are to be avoided.

3.6.5	*Average percentage of students and faculties participated in the celebration of International Day of Yoga (IDY) by various government / non governmental agencies / institutions / organizations during the last five years.*	• Records(with photographs) on list of faculty and student participated in the celebration of International Day of Yoga year wise • e-copy of the collaboration/ participation certificates from various govt /non government agencies	• During the DVV process, HEI may be asked for student attendance documents / certificates for selected extension activities. • Attendance sheet provided should contain signature of students.	
3.7.1	*Number of Collaborative activities in areas of research, faculty exchange, student exchange/ Industry-internship etc. during the last five years*	• Collaborative proposal with budget • Records of the MOU on collaboration • Report with photographs • Link to the collaborating institutional website (in case the collaborative project is highlighted)	• The Collaboration should be valid for the assessment period. • The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on–the-job training/ project work should be facilitated through the mentioned collaboration only.	• The collaborations mentioned in metric 3.6.1 not to be considered here. • Collaborations with the sister institutions under the same Trust not to be included. • Certificates issued by external agencies to students/Faculty for research/Faculty exchange/ Student exchange/ internship cannot be the proof for having collaboration with the external agency.
3.7.2	*Number of functional MoUs/linkages with institutions/ industries/ bilateral & multilateral agencies in India and abroad for academic, clinical training / internship, on-the-job training, project work, student / faculty exchange, collaborative research programmes etc. during the last five years*	• List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties • E-copy of the letters showing MOUs with other institutions.	• The MoU should be functional during the assessment period • If the MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU during the assessment period to qualify as a functional MOU with institutions.	• MOU's with the sister institutions under the same Trust not to be included.

4.1.1	*Institution has adequate physical facilities for teaching – learning, skills acquisition etc as stipulated by appropriate Regulatory bodies (if applicable).* • ICT enabled classrooms • Natural / Gurukul living • Yoga studio • Learning with community set up • Therapy centre • Well equipped laboratories & Skill labs • Meditation center	• Web-link to particular program/scheme mentioned in the metric • Copy of circular /brochure /report of the event • Geo tagged Photographs with date and caption for each scheme or event. • List of programs conducted and the number of students enrolled for each of the events.	• Consider all the students who have enrolled for the schemes • DVV can seek the documents regarding the attendance and certificates for the selected list of programs/students enrolled in the specified programs.	
4.1.2	*The institution has adequate facilities to support physical and recreational requirements of students and staff- sports, games (indoor, outdoor, gymnasium, auditorium etc.) and for cultural activities* • Outdoor games • Indoor games • Auditorium • Gymnasium • Cultural facilties	• Geo tagged photographs of the facilities with caption. • Bills for the purchase of equipments for the facilities created under this metric. • Any other relevant proof for the selected options		
4.1.3	*The institution has the availability and adequacy of the following general campus facilities and stands*	• Geo tagged photographs of the facilities with caption. • Bills for the purchase of equipments for the facilities		

	itself well on the overall ambience: • Hostels • Medical facilities • Psychological counseling Centre • Canteen • Bank / ATM • Roads and signage • Transport Facility • Alternate sources of energy • Drinking water facility • Rest room	created under this metric. • Records/reports showcasing various activities for the available facilities • Any other relevant proof for the selected options		
4.1.4	*Average Percentage of expenditure (excluding salary) for infrastructure development and augmentation during the last five years (INR lakhs)*	• Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Finance Officer. • Highlight the relevant items in the audited income and expenditure statement.	• This metric is supposed to be looked at with the perspective of infrastructure augmentation only • In case of privately funded HEI the document should be certified by Chartered Accountant.	• Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under this metric.
4.2.3	*Average number of patients addressed as outpatients / inpatients in the clinical unit (if applicable) during the last five years (MIS)*	• Records on year-wise outpatient and inpatient statistics during the last 5 years • Description of adequacy of outpatient and inpatient statistics (critical documents to be verified by DVV) • Link to hospital records / Hospital Management Information System		

4.3.2	*Total number of resources (hard copy) such as reference volumes / ancient books /texts / manuscripts /monographs /other books /research reports etc., procured during the last the five years*	• Web link to library acquisition data • Circular /records enlisting various books, texts, other resources provisioned • Any other relevant / supporting information		
4.3.3	*Institution has e-Library with membership/subscription for the following:* 1. e – journals / e-books consortia / e books on ancient scripture 2. e-ShodhSindhu 3. Shodhganga 4. Reference volumes SWAYAM 5. Discipline / related allied databases 6. National Digital Library (NDL)	• E-copy of the letter of subscription / member ship in the **name of HEI**. • Screenshots of the facilities claimed with the name of HEI. • Specific details in respect of e- resources selected.	• Ensure that the letter of subscription contains complete details • Provide a link in the institutional website for the selected options for verification by DVV.	
4.3.4	*Average annual expenditure for purchase of books and journals (including e-resources) during the last five years (INR in Lakhs)*	• Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Head of the Institution and CA. • Audited Income / Expenditure statement highlighting the expenditure for purchase of books and journals.		

4.3.5	*The e-content /resource platforms used by the teachers* 1. e-PG-Pathshala 2. CEC (Under Graduate) 3. SWAYAM 4. Other MOOCs platforms 5. ~~NPTEL/NMEICT~~ Any Other government initiative 6. Institutional LMS	• Give links or upload document of e-content developed. • Supporting documents from the hosting agency for the e-content developed by the teachers need to be given	• Only the content developed by the teachers of the institution need be considered	• Informal e-content will not be accepted
4.4.1	*The classrooms and seminar halls with ICT - enabled facilities* **A.** *Best suitable facilities such as LCD,* Wi-Fi/LAN, Smart board, Video conference, digital podium, mobile technology etc **B**. Moderate facilities (LCD, Wi-Fi/LAN, *Smart board)* **C.** *Average facilities (LCD and* Wi-Fi/LAN) **D.** Below average (only LCD) **E.** No ICT facilities	• Geo-tagged photographs of ICT enabled classrooms / seminar halls with caption	• Only classrooms and / or seminar halls with ICT enabled facilities to be considered here.	• Labs and workshops with ICT facility not to be considered.
4.4.3	*Available bandwidth of internet connection (Leased line)* **Options:** A. ≥1 GBPS B. 500 MBPS - 1 GBPS	• Bills for any one month/one quarter maximum three months old of the latest completed academic year indicating internet connection plan, speed and bandwidth and the HEI's name. • E-copy of document of agreement with the service provider.	• Only leased line connectivity in the name of the HEI will be considered.	• Snap shot of speed test for wifi / internet facility will not be considered • Broadband connections will not be considered.

	C. 250 MBPS - 500 MBPS D. 50 MBPS - 250 MBPS E. <50 MBPS			
4.5.2	*Average Percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years (INR in lakhs)*	• Provide audited income and expenditure statement highlighting the items of expenditure incurred on **maintenance** of physical facilities and academic support facilities duly certified by the Finance Officer. • Consolidated list of expenditure under this head for five years as endorsed by the Finance Officer and Chartered Accountant in case of Private University / Deemed to be University.	• Focus of this metric is only on the **maintenance of physical and academic support facilities.**	• Mere statement of last five years data on the metric without audited statement will not be considered.
5.1.2	*Average percentage of students benefited by scholarships /free ships / fee waivers by Government / Non-Governmental agencies / Institution during the last five years*	• Upload policy document of HEI for award of scholarship and free ship. • Year-wise list of students benefited, along with the name of the contributing agency / scheme. • Consolidated document of scholarships / freeships and number of beneficiaries in each year. • Upload sanction letter of scholarship / freeships for each of the schemes. • Audited income and expenditure statement of the HEI highlighting the relevant head.	• Consider scholarships and freeships sanctioned by the institution and Government and Non-Government agencies. • For large data, the DVV will seek documents for randomly selected students in specific schemes, during the DVV clarification	

5.1.3.	*Institution implements a variety of capability enhancement and other skill development schemes* 1. Soft skills development 2. Language and communication skill development 3. Analytical skill development 4. Human value development 5. Personality and professional development *6.* Employability skill development 7. Advance Yogic Practices (Shatkarma, Pranayama, meditation, guided relaxation techniques etc) 8. Training/workshops in allied fields as acupressure 9. Courses based on Traditional Ancient scriptures (Sanskrit, Shastras, etc) 10. Spiritual discourses/ retreats	• Policy / records on capability enhancement and skill development schemes • Circular /reports enlisting details of various individuals(intra-inter) /organizations engaged in imparting various capability enhancement and skill development schemes with videos and geo-tagged photographs • List /activities showcasing various capability enhancement and skill development schemes being undertaken by students (with photographs) • Any other relevant /supporting information	• Consider all the students who have enrolled for various initiatives. • DVV can seek the documents regarding the attendance and certificates of selected students from the list of programs/students enrolled in the specified initiatives.	• Mere circulars and student lists will not be accepted.
5.1.4	*Average percentage of students benefited by guidance for competitive examinations and career advancement interventions during the last five years*	• Policy / records on providing guidance for competitive examination and career advancement • Circular /reports enlisting details of various students engaged in various competitive examination and career advancement opportunity provided by the institution • Records of successfully placed students (with photographs)		

		• Any other relevant / supporting information		
5.2.2	*Average Percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/ TOEFL/AYUSH-NET/AICTE/ Civil Services/Defense /UPSC/State and Central government examinations/* etc.,)	• Records enlisting students qualified across various state/ national / international level examinations during the last five years • Copies of the qualifying letters of the candidate • Any other relevant /supporting information		• In the absence of certificate, the claim will not be considered. • Exams conducted for job recruitments other than the examinations conducted by State/Central Government are not to be included/will not be considered.
5.2.3	*Percentage of placements / self-employed (Eg.Yoga Studios/ Therapeutic Centres etc) of outgoing students during the last five years*	• Official annual report / records of Institutional placement cell enlisting students placed across various organizations during the last five years • Official records with details enlisting students self employed during the last five years • Any other relevant / supporting information (Self-attested list of students placed/self-employed)	• If the data is large, DVV partner will seek for the appointment orders of selected students	• If same student has multiple offers it has to be counted only once.
5.2.4	*Percentage of the last batch of graduated students who have progressed to higher education (latest completed academic year)*	• Official annual report / records of the department on the vertical mobility of its students to higher education in the last five years • Alumina records on students vertical mobility to higher education in the last five years • Any other relevant / supporting information	• Evidences such as admission letters or identity cards for selected students progressing to higher education will be sought by the DVV partner.	• Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded Page 33

5.3.2	*Number of awards/medals for outstanding performance in sports/cultural activities /Yoga competitions (such as creative work through research, writing of essays, articles, body postures etc) at state / regional /national / international events (award for a team event should be counted as one) during the last five years.*	• Official e-copies of award letters and certificates • Records of awardee students (with photographs) • Any other relevant / supporting information	• Participation in Republic Day Parade by NCC candidates may be considered. • Only inter-university / state / national / international achievement will be considered. • Award for team event will be counted as one.	• Participation / appreciation certificates at the regional / local / institutional levels will not be considered. • Awards from intra or inter institutions / departments will not be considered.
5.3.3	*Number of sports and cultural activities / Yoga competitions / Yoga events enabled / organized during the last five years*	• Policy on organizing extracurricular activities round the year • Records/reports of various organized events with photographs, list of student engagement etc. • Any other relevant / supporting information	• All activities conducted under an event will be counted as one event. • Only the events organised by the university need to be considered • For large data DVV will seek participation Certificates of specified students.	• Events cannot be further split into activities
5.4.2	*Alumni contribution during the last five years* **Options:** *A. ≥ 5 Lakhs* *B. 4 Lakhs - 5 Lakhs* *C. 3 Lakhs - 4 Lakhs* *D. 1 Lakhs - 3 Lakhs* *E. <1 Lakhs*	• Annual audited statements of accounts of the HEI highlighting the Alumni contribution duly certified by the Chartered Accountant/Finance Officer. • List of alumnus/alumni with the amount contributed year-wise. • Official web link to the activities of the alumni Association		• Mere list indicating the contribution will not be considered. • Amount contributed towards Alumni Association will not be considered. • Alumni contribution in kind may be considered if it is entered into the stock ledger of the college and/or in the audited statement.
6.2.3	*e-governance operations in the following areas* 1. Administration	• Institutional expenditure statements for the budget heads of e-governance implementation • Screen shots of user interfaces of	• Bills for the expenditure on implementation of e-governance in the areas of operation.	

	2. Finance and Accounts 3. Student Admission and Support 4. Examination	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. • Official policy/records showcasing e-Governance architecture document		
6.3.2	*Percentage of teachers provided with financial support to attend conferences / workshops /seminars /spiritual retreats/discourses / symposia etc (for Yoga and allied- disciplines) and towards membership fee of professional bodies during the last five years*	• Records of teachers provided with financial support to attend conferences, workshops etc. during the last five years • 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.	• If the data is large documents related to specific teachers will be sought during the DVV clarification. • Receipt of Institution in favour of teacher with amount given should be considered.	• Without proof of payment on financial support for faculty development, mere name/list of the faculty will not be considered. • Mere cash vouchers for payment will not be considered
6.3.3	*Average number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching staff during the last five years*	• Policy of teaching and nonteaching staff supported for professional development • List of professional development / administrative training programs organized by the institution • Brochures and Reports year-wise • List of participants in each programme • Photographs with date and caption to be provided.	• DVV partner may ask for participation certificates / attendance at selected programs.	• Seminars / invited talks cannot be included in this metric.

		• Annual reports highlighting the programmes conducted by the university.		
6.3.4	*Percentage of teachers undergoing Faculty Development Programmes (FDP), Continuous Medical Education (CME) and other online / offline programmes such as Orientation / Induction Programmes, Refresher Course, Short Term Course, symposia, etc. during the last five years*	• 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. • List of participants for each programme during the last five years. • Annual reports highlighting the programmes undertaken by the teachers	• One teacher attending more than one professional development Program in a year to be counted as one only. • If the data is large documents related to specific teachers will be sought during the DVV clarification.	• Attending seminars / invited talks are not to be considered. • Programs of duration less than those stipulated by UGC/AICTE or one week will not be considered.
6.4.2	*Funds / Grants received from government / non-government bodies / philanthropists/ corporates during the last five years (excluding scholarships and research grants covered under Criterion III) (INR in lakhs)*	• Annual audited statements of accounts highlighting the grants received. • Copy of the sanction letters received from government bodies for development and maintenance of infrastructure		• Avoid duplication • Contribution in the form of equipment / software etc cannot be counted. • Grants received under Criterion III not to be repeated here.
6.5.2	*The quality assurance initiatives of the institution includes:* 1.Academic and Administrative Audit (AAA) and initiation of follow-up action 2.Conferences, Seminars, Workshops on quality 3.Collaborative quality initiatives	• Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal) / NBA / NABL etc. 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	• AQAR not applicable for cycle I • For large data, DVV will seek proof of list of attendance, participation certificates etc for the randomly selected activities.	• Collaborative quality initiatives with sister organizations under the same management not to be considered.

	with other institution(s) 4. Orientation programmes on quality issues for teachers, students and scholars and students 5.Membership of professional network or associations recognized by government 6.Any other quality audit by recognized State, National or International agencies (ISO, NABH, NABL Certification, NBA, any other)	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 geo- tagged photos and supporting documents.		
7.1.2	*The Institution has facilities for alternate sources of energy and energy conservation measures* 1. Solar energy 2. Wind energy 3. Biogas plant 4. Wheeling to the Grid 5. Sensor-based energy conservation 6. Use of LED bulbs / power efficient equipment **Options:** A. Any 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	• Geo-tagged photographs of the facilities. • Bills for the purchase of equipments for the facilities created under this metric. • Any other relevant evidences for the selected options. • Permission document for connecting to the grid from the Government/ Electricity authority.		• Having diesel generator set as backup cannot be considered in this metric.
7.1.3	*The facilities in the institution for the management of the following types of degradable and non-*	• Institution records on procurement /installation of the above facility • Relevant documents like agreements/ MoUs with		

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded Page 37

	degradable waste a. Solid waste management b. Liquid waste management c. Biomedical waste management d. e-waste management e. Waste recycling system **Opt one of the below** A. Any 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	Government and other approved agencies • Geo tagged photographs of the facilities		
7.1.4	*Water conservation facilities available in the Institution* 1. Rain water harvesting 2. Bore well /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above	• Geo-tagged photographs of the facilities. • Bills for the purchase of equipments for the facilities created under this metric. • Any other relevant evidences for the selected options. • Green audit reports on water conservation by recognised bodies		

7.1.5	*The green campus initiatives of the institution includes:* 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of Plastics 5.Landscaping with trees and plants **Options:** A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above	• Policy document on the green campus. • Geo-tagged photographs/videos of the facilities. • Circulars for the implementation of the initiatives and any other supporting document.		
7.1.7	*The Institution has ==Divyangan friendly==, barrier free environment* *1. Built environment with ramps/lifts for easy access to classrooms.* *2. ==Divyangan== friendly washrooms* *3. Signage including tactile path, lights, display boards and signposts* *4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment* *5. Provision for enquiry and information:*	• Policy document and information brochure. • Link to Geo-tagged photos and videos with date and caption. • Bills and invoice/purchase order/AMC in support of facilities. • A rest room should include specific requirements of Divyangjan for their use of the Toilet (rest room) and other facilities. • Brief report on facilities provided for enquiry and information. • Bills for the software procured for providing the assistance.		

	Human assistance, reader, scribe, soft copies of reading material, screen reading **Options:** *A. Any 4 or all of the above* *B. 3 of the above* *C. 2 of the above* *D.1of the above* *E. None of the above*			
7.1.10	*The Institution has prescribed code of conduct for students, teachers, administrators and other staff and undertake regular periodic programmes in human values and professional ethics.* 1. The Code of conduct is displayed on the website 2. There is a committee to monitor adherence to the code of conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff members 4. Annual awareness programmes on code of conduct are organized **Options:** *A. All of the above* *B. Any 3 of the above* *C. Any 2 of the above* *D. Any 1of the above*	• 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 • Web-Link to the relevant documents on the HEI website.		

	E. None of the above			