

**Standard Operating Procedure (SOP) For Data Validation and Verification of Autonomous Institution /  
Stand-alone Institutions**

**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.
- Note that once the data is uploaded and the links are submitted to NAAC, changes/ additions are not permissible and any changes in the documents will be tracked and such incidences will be viewed seriously as misappropriation of data and may lead

to actions against the HEI. While providing links, the institution should ensure that links are working properly and are operational.

- 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.

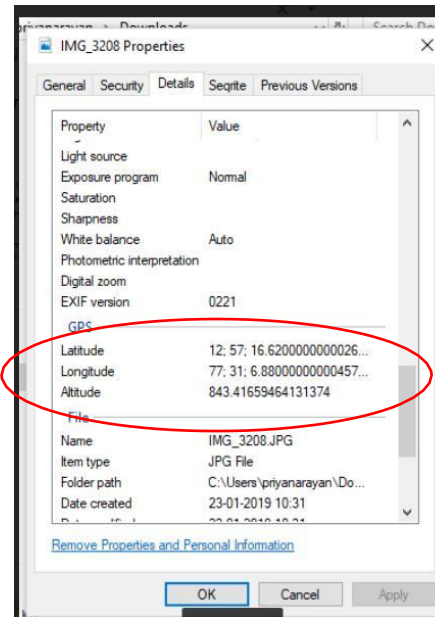
**Note: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letterhead in the documents for proof of evidence shall not be acceptable.**

**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 (QnM) 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 (QnM).
- 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.
- **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. 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) and so one 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 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.

**To reduce the enormous use of paper and printing the entire data, sign and a seal by the Competent Authority for all the papers, the Digital Signature will be accepted by NAAC in filling of SSR. Higher Education Institutions (HEIs) can use the Class-3 Digital signatures (*Means Digital Signature Class-3 is the highest level of DSC where a Registration Authority verifies the identity of a person*) of the head of the institution to authenticate and upload a large number of documents in the SSR.**

### (Extended Profile)

#### STANDARD OPERATING PROCEDURE (SOP)

Metric N	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
1.1	Number of Programmes offered year wise for the last five years	Provide year-wise list of ALL programs that have been operational during the assessment period. Brochure of institution indicating the programs list.	<ul style="list-style-type: none"> <li>• Program list approved by Competent Authority to be provided.</li> <li>• Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM</li> <li>• Programs to be considered are UG, PG, PG diploma, Post Masters like DM, MCh etc</li> </ul>	<ul style="list-style-type: none"> <li>• Short term programs which do not lead to a degree are not to be included</li> <li>• Courses under each program not to be included here.</li> <li>• Diploma programs other than PG Diplomas approved by the affiliating university not to be included</li> </ul>

2.1	Number of students year wise during the last five years	<ul style="list-style-type: none"> <li>• List of students of all years across all programs year-wise during the assessment period.</li> <li>• Provide appropriate document duly certified by the Principal. Letter to / from affiliating university indicating the sanctioned / admitted seats for each program( Not applicable to stand alone institutions)</li> </ul>	Include the total number of students on rolls across all programs (consider 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> years 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.
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2.2	Number of outgoing / final year students year wise during the last five years	<ul style="list-style-type: none"> <li>• Provide authenticated document showing the number of outgoing/final year students in all programs in the final year of study in each year of the assessment period</li> <li>• Provide the data separately for each program year wise</li> </ul>	<p>Include all students eligible for registration for the final examination.</p> <p>During the DVV process the HEI may be asked to provide the list of final year students of specific programs identified by DVV partner.</p> <p>The students admitted to the final year study of all the programs for all the assessment years.</p>	
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2.3	Number of students appeared in the final examination 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 (consider 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> years etc., of each program) for all the assessment years.	
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3.1	Number of courses in all Programmes year wise during the last five years	Provide the list of courses under each program year-wiseduring 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 year wise during the last five years	Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the Principal. <ul style="list-style-type: none"> <li>• Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.</li> <li>• List showing the number of students in each of the programs</li> </ul>	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.	<ul style="list-style-type: none"> <li>• A teacher employed only for a part of a year not to be considered</li> <li>• 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</li> </ul>



		in the latest completed academic year		
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3.3	Number of sanctioned posts year wise during the last five years	<ul style="list-style-type: none"> <li>List showing the names of the departments and the number of posts sanctioned for the respective departments.</li> <li>Official letter(s) of sanction of posts from the statutory body/Government / Board of Management/competent authority during the assessment period year wise</li> </ul>	<p>Approved posts by the statutory body/Government / Board of Management/ competent authority only to be considered.</p> <ul style="list-style-type: none"> <li>Appointment letter of selected faculty will be asked during DVV clarification stage</li> </ul> <p>All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers</p>	Mere appointment letters provided in regional language cannot be considered.
4.2	Number of seats earmarked for reserved category as per GOI/State Govt rules- 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 programmes and the program-wise total authenticated by the Principal.	Consider only admissions to the first year of each program.	

4.3	Total number of classrooms and seminar halls	<p>List of number of classrooms and seminar hall</p> <p>Geo tagged photos of classrooms and seminar halls</p>	<p>All rooms used for academic purpose</p> <p>to be considered and geo tagged photos of the classrooms and seminar halls to be provided</p>	<p>Laboratories and workshops are not to be included</p>
4.4	Total number of computers in the campus for academic purpose	<p>Stock register extract and duly certified bills of purchase / invoice copies are to be provided.</p> <p>Number of Computers available for student use only</p> <p>Bills for the purchase of computers. Highlight the entries of computers purchased in the stock registers.</p>	The data up to and including the latest completed academic year to be considered.	<p>Exclude computers used for administrative purpose.</p> <ul style="list-style-type: none"> <li>• The computers for office and faculty use will not be considered..</li> <li>• Computers purchased after the latest completed academic year not to be considered.</li> </ul>

4.5	Total Expenditure excluding salary- year wise during the last five years (INR in Lakhs)	Audited Statement of Income and Expenditure duly certified by the Principal and Chartered 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 the Principal and Chartered Accountant.		Claims made without audited Income Expenditure statements not to be considered
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## Metric wise Standard Operating Procedure (SOP)

MetricNo	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
1.	1.1.2 <i>Percentage of Programmes where syllabus revision was carried out during the last five years</i>	<ul style="list-style-type: none"> <li>• List of programs where syllabus revision has been carried out during the last five years signed by the Principal.</li> <li>• Approved Minutes of relevant Academic Council/BOS meetings highlighting the specific agenda item relevant to the metric year wise.</li> </ul>	<ul style="list-style-type: none"> <li>• 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”</li> <li>• If the syllabus is changed more than once in a program during the assessment period then it should be counted as one change.</li> </ul>	<ul style="list-style-type: none"> <li>• Renaming/minor changes in the course content not to be included/considered</li> </ul>
2.	1.1.3 <i>Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years</i>	<ul style="list-style-type: none"> <li>• Syllabus copy of the courses highlighting the focus on employability/ entrepreneurship/ skill development along with their course outcomes.</li> <li>• Provide mapping of the courses to employability / entrepreneurship / skill development</li> </ul>	<ul style="list-style-type: none"> <li>• Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM.</li> </ul>	<ul style="list-style-type: none"> <li>• The courses which are not directly leading to employability / entrepreneurship / skill development are not to be included</li> </ul>

3.	1.2.1 <i>Percentage of new courses introduced of the total number of courses across all programs offered during the last five years</i>	<ul style="list-style-type: none"> <li>• List of new courses introduced program-wise during the assessment period certified by the Principal.</li> <li>• Minutes of relevant Academic Council/BOS meetings highlighting the name of the new courses introduced</li> </ul>	<ul style="list-style-type: none"> <li>• Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid courses with change of course title without substantial changes in the content</li> </ul>
4.	1.2.2 <i>Percentage of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented (Data for the latest completed academic year )</i>	<ul style="list-style-type: none"> <li>• List of programs in which CBCS/Elective course system implemented in the last completed academic year certified by the Principal.</li> <li>• Minutes of relevant Academic Council/BOS meetings highlighting the relevant documents to this metric.</li> <li>• Structure of the program clearly indicating courses, credits/Electives as approved by the competent board.</li> </ul>	<ul style="list-style-type: none"> <li>• Either CBCS or Elective or both can be considered</li> <li>• If CBCS, course structure along with credit details to be given.</li> <li>• If elective, list of elective offered for the program to be given</li> <li>• If both, CBCS details alone is sufficient.</li> </ul>	

5.	1.3.2 <i>Number of value-added courses for imparting transferable and life skills offered during last five years</i>	<ul style="list-style-type: none"> <li>List of value added courses which are optional and offered outside the curriculum of the programs signed by appropriate authority. Brochure and Course content or syllabus along with course outcome of Value added courses offered.</li> </ul>	<ul style="list-style-type: none"> <li>Courses of varying durations (of at least 30 contact hours), that are optional, and offered outside the curriculum that adds value to the holistic development of the students</li> </ul>	<ul style="list-style-type: none"> <li>Online courses opted by students which are not offered by the institutions not to be considered</li> <li>Value added courses that are not offered by the institutions will not be considered</li> </ul>
6.	1.3.3 <i>Average Percentage of students enrolled in the courses under 1.3.2 above</i>	<ul style="list-style-type: none"> <li>List of enrolled students in such courses</li> </ul>	<ul style="list-style-type: none"> <li>The DVV partner may ask for certificates of randomly selected students enrolled in such courses and attendance sheets of selected courses.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
7.	1.3.4 <i>Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)</i>	<ul style="list-style-type: none"> <li>List of students undertaking the field projects/ internships / student projects program-wise in the last completed academic year along with the details of title, place of work etc.</li> <li>Internship completion certificate from the organization where internship was completed along with the duration.</li> <li>Report of the field visit / sample photographs of the field visit / permission letter will be considered.</li> <li>Reports of students projects.</li> </ul>	<ul style="list-style-type: none"> <li>Only current year (latest completed Academic Year) data to be considered</li> <li>One student involved in multiple Field works and/or internship and/or student projects should be counted as one.</li> <li>Internship completion certificate given to the students by the host organisation will be asked during DVV process with specific student list.</li> <li>In case field visit, course content mentioning in favour of field visit, along with field visit report and project report</li> </ul>	<ul style="list-style-type: none"> <li>Mere list of students cannot be considered without relevant supporting documents</li> </ul>

			title page in case of student's projects of selected students will be asked during the DVV process.	
8.	<p><b>1.4.1 Structured feedback for design and review of syllabus ( semester wise / year wise) is obtained from 1) Students, 2) Teachers, 3) Employers, 4)Alumni</b></p> <p>Options:  <b>A. All 4 of theabove</b>  <b>B. Any 3 of theabove</b>  <b>C. Any 2 of theabove</b>  <b>D. Any 1 of theabove</b>  <b>E. None of the above</b>  <b>Opt one</b></p>	<ul style="list-style-type: none"> <li>• Sample Filled in feedback forms from the stakeholders to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• The feedback concerned with curriculum development only can be considered</li> <li>• Only filled –in feedback report will be considered</li> <li>• In case of selecting A, B, C or D provides three filled forms from each category.</li> <li>• The DVV partner may ask for filled in forms of randomly selected stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback not related to design and review of syllabus will not be considered</li> </ul>
9.	<p><b>1.4.2 The feedback system (with reference to metric 1.4.1) of the Institution comprises of the following:</b></p> <p><b>A. Feedback collected, analysed and action taken and report made available on website</b>  <b>Feedback collected, analysed and action taken</b></p>	<ul style="list-style-type: none"> <li>• Stakeholder feedback analysis report signed by the competent authority to be provided.</li> <li>• Department wise Action taken Report on feedback signed by the competent authority</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback reports should be hosted in the institutional website.</li> <li>• Provide links which directly lead to reports on the items listed in the chosen option.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback not related to design and review of syllabus will not be considered</li> </ul>



	<p><b>C. Feedback collected and analysed</b></p> <p><b>D. Feedback collected</b></p> <p><b>B. Feedback not obtained</b></p>			
11.	<p><b>2.1.1 Average Enrolment percentage (Average of last five years)</b></p>	<ul style="list-style-type: none"> <li>• List containing the number of applications received for each of the programs signed by competent authority.</li> <li>• Document relating to sanction of intake approved by competent authority.</li> <li>• Letter(s) to / from affiliating university indicating the sanctioned and admitted seats for each program ( Not applicable to stand alone institutions)</li> </ul>	<ul style="list-style-type: none"> <li>• Sanctioned admission strength in each program vs against the number of applications received for each program.</li> <li>• During the DVV process, verification of the data for any selected program may be sought.</li> <li>• Documents relating to sanction of intake from concerned competent authorities.</li> </ul>	
12.	<p><b>2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)</b></p>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Final admission list indicating the category as published by the HEI and signed by competent authority</li> <li>• Admission extract submitted to the state OBC, SC and ST cell every year signed by the principal.</li> </ul>	<ul style="list-style-type: none"> <li>• Include only those reserved categories as specified by State/central Government orders for admission.</li> <li>• Only those seats filled against the quota should be counted here.</li> <li>• Letter(s) to / from affiliating university indicating the sanctioned and admitted seats in various reserved categories for each program ( Not applicable to stand alone institutions)</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.</li> </ul>

		<ul style="list-style-type: none"> <li>• Number of seats year marked for the reserved categories</li> </ul>		-
16.	<b>2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )</b>	<ul style="list-style-type: none"> <li>• Copy of circular pertaining the details of mentor and their allotted mentees</li> <li>• Approved Mentor list as announced by the HEI</li> <li>• In addition, issues raised and resolved in the mentor system has to be attached mentor-wise</li> </ul>	<ul style="list-style-type: none"> <li>• Only full-time teachers can be considered as mentors.</li> </ul>	Mere list of mentors and mentees will not suffice for this metric
18.	<b>2.4.2 Average percentage of full time teachers with Ph.D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /</b>	<ul style="list-style-type: none"> <li>• List of faculties having Ph.D/ D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. along with particulars</li> </ul>	<ul style="list-style-type: none"> <li>• Mention number of full-time teachers with Ph.D / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise</li> </ul>	Honorary Doctorate Degrees not to be included/considered

	<b><i>D.Litt. during the last five years</i></b>	<p>of degree awarding university, subject and the year of award.</p> <p>Provisional Degree Certificate may be considered wherever Degree Certificate is not available.</p>	<p>irrespective of the year of award</p> <ul style="list-style-type: none"> <li>• if the data is large, Ph.D / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. certificates of selected faculty will be asked during DVV clarification stage</li> </ul>	
19.	<b><i>2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</i></b>	<ul style="list-style-type: none"> <li>• List of faculties along with particulars of the date of Appointment in the HEI and years of his /her experience in the institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large.</li> </ul>	<ul style="list-style-type: none"> <li>• Work experience of the teacher in other institutions not to be considered here.</li> </ul>
22.	<b><i>2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last fiveyears</i></b>	<ul style="list-style-type: none"> <li>• 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 for each year of the assessment period</li> </ul>	<ul style="list-style-type: none"> <li>• Documentary evidence of academic sessions / academic year planner signed by competent authority</li> <li>• In case of semester system, take the average of days of two semesters in a year.</li> </ul>	
23.	<b><i>2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the</i></b>	<ul style="list-style-type: none"> <li>• Minutes of the grievance cell / relevant body</li> <li>• The Number of students who have applied for revaluation / re-totaling program wise and the total certified by Principal</li> </ul>	<ul style="list-style-type: none"> <li>• One student to be counted only once in a year irrespective of the number of papers /courses for which he/she has applied.</li> </ul>	

	<i>examinations during the last five years(Revaluation applications to be considered)</i>	/ Controller of Examinations year-wise for the assessment period.		
26.	<b>2.6.3 Pass percentage of students</b>  (Data for the latest completed academic year)	<ul style="list-style-type: none"> <li>• Annual report of COE highlighting pass percentage of students</li> <li>• Certified report from Controller Examination indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise</li> </ul>	<ul style="list-style-type: none"> <li>• Only current final year (latest completed academic year) students' data of all programs to be considered.</li> <li>• 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 stand alone institutions)</li> </ul>	<ul style="list-style-type: none"> <li>• Results pertaining to students other than the final year are not to be submitted.</li> </ul>
28.	<b>3.1.2 The institution provides seed money to its teachers for research</b>  (Average per year)	<ul style="list-style-type: none"> <li>• List of faculty who have been awarded seed money for research along with the title of the project, duration and amount year-wise.</li> <li>• Sanction letters of award of seed money to the teachers is mandatory.</li> <li>• Audited Income-Expenditure statement highlighting the relevant expenditure counter signed by the Principal indicating seed money provided and utilized.</li> </ul>	<ul style="list-style-type: none"> <li>• In case of large data, the DVV will ask for valid document for specific list of teachers</li> <li>• Only formal research project seed money will be considered</li> </ul>	<ul style="list-style-type: none"> <li>• Grants for other than research projects need to be avoided</li> <li>• Sponsorship to conferences / seminars etc to be avoided.</li> <li>• Grants received from outside agencies for research not to be included.</li> </ul>

29.	<b>3.1.3 Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years</b>	<ul style="list-style-type: none"> <li>e-copies of the award letters of the teachers.</li> <li>List of teachers who have received the awards along with the nature of award, the awarding agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Documents for all awards are compulsory</li> </ul>	<ul style="list-style-type: none"> <li>Awards without any financial support not to be included (E.g: Best Teacher Award, Certificate of Appreciation).</li> </ul>
31.	<b>3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount.</li> <li>e-copies of the letters of award for research projects sponsored by Government and non-government sources</li> </ul>	<ul style="list-style-type: none"> <li>Sanction letter of grants by the funding agency is mandatory to support the claim.</li> <li>The duration of the grant period to be aligned with the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>Grants given by their own trust / sister institutions not to be included</li> <li>Grants in the form of Equipments / software / skill development centres will not be considered</li> </ul>
32.	<b>3.2.2 Percentage of teachers having research projects during the last five years</b>	<ul style="list-style-type: none"> <li>List of teachers along with the title of the project, the awarding agency, duration of the project and the amount during the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>Sanctioned letter by the funding agency indicating the name of the awardee and the duration.</li> <li>The duration of the grant period to be aligned with the assessment period.</li> <li>Data shown here has to match with the data given 3.2.1</li> </ul>	<ul style="list-style-type: none"> <li>Grants given by their own trust / sister institutions not to be included</li> <li>Grants in the form of Equipments / software / skill development centres will not be considered</li> </ul>
33.	<b>3.2.3 Percentage of teachers recognised as research</b>	<ul style="list-style-type: none"> <li>e-copies of letters from the University indicating the name of the Guide / co-guide recognized</li> </ul>	<ul style="list-style-type: none"> <li>Teachers recognised as guides as on present date should be considered</li> </ul>	

	<i>guides</i>	<ul style="list-style-type: none"> <li>Data pertaining to only teachers of the Institution during the assessment period</li> </ul>	<ul style="list-style-type: none"> <li>If the Data is large, the DVV will seek for the Guide ship letters of Specific list of Teachers during DVV clarification</li> </ul>	
34.	<b>3.2.4. Average percentage of departments having Research projects funded by government and non-government agencies during the last five years</b>	<ul style="list-style-type: none"> <li>Department wise list of projects indicating title of the funded project, Name of the teacher, the amount and the funding agency during the last five years.</li> </ul>	<ul style="list-style-type: none"> <li>Data provided in this metric to match with that of 3.2.1 and 3.2.2</li> </ul>	<ul style="list-style-type: none"> <li>Grants given by their own trust / sister institutions not to be included.</li> <li>Grants in the form of Equipments / software / skill development centres will not be considered.</li> </ul>
35.	<b>3.3.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development during the last five years</b>	<ul style="list-style-type: none"> <li>Detailed report for each program.</li> <li>Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted.</li> <li>Details of resource persons.</li> </ul>	<ul style="list-style-type: none"> <li>Only activities with a bearing on <b>Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development</b> to be considered here.</li> </ul>	
38.	<p><b>The Institution ensures implementation of its stated Code of Ethics for research through the following:</b></p> <ol style="list-style-type: none"> <li><b>Inclusion of research ethics in the research methodology course work</b></li> <li><b>Presence of Ethics</b></li> </ol>	<ul style="list-style-type: none"> <li>Copy of the syllabus of the research methodology course work.</li> <li>Constitution of the ethics committee and its proceedings approved by the appropriate body.</li> <li>Constitution of research advisory committee and its proceedings approved by the appropriate body.</li> <li>Bills of purchase of plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>Provide web link on the institutional website which should lead to the landing page where Code of Ethics for research is hosted.</li> <li>Report of research content checked through licensed plagiarism check software.</li> </ul>	<ul style="list-style-type: none"> <li>If the link leads only to the home page, the claim will not be considered.</li> </ul>

	<p><i>committee</i></p> <p>3. <i>Plagiarism check through software</i></p> <p>4. <i>Research Advisory Committee</i></p> <p><b>Options:</b></p> <p>A. <i>All of the above</i></p> <p>B. <i>3 of the above</i></p> <p>C. <i>2 of the above</i></p> <p>D. <i>1 of the above</i></p> <p>E. <i>None of the above</i></p>	check software in the name of the HEI.		
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39.	<p>3.4.2 <i>Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years</i></p>	<ul style="list-style-type: none"> <li>• List of faculty along with the names of the research scholars during the assessment period.</li> <li>• Copy of the letter received / sent to the affiliating University regarding registration of students in the institution.</li> <li>• Copy of the joining letter(s) of Ph.D. students joining in the institution along with the copy of the proceedings of Vice Chancellor for admission into Ph.D.</li> </ul>	<ul style="list-style-type: none"> <li>• Document of registration of the research scholar indicating the guide's name from the HEI.</li> <li>• If data is large, randomly selected research scholars document from the HEI will be sought during the DVV process. Copies of all students are mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>• Registrations outside the assessment period not to be included.</li> </ul>
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40.	3.4.3 <i>Number of research papers per teacher in the Journals notified on UGC website during the last five years</i>	<ul style="list-style-type: none"> <li>• The HEI should provide the link landing to the paper/article.</li> <li>• The HEI should provide the link to the journal website.</li> <li>• The HEI should provide screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year and authors name if the links and DOI number are not available.</li> <li>• The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list</li> </ul>	<ul style="list-style-type: none"> <li>• Publication of the authors with Institution affiliation will be considered for assessment years only.</li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete entries will not be considered.</li> <li>• If details given are not complete with the links/screenshot, the respective publication will not be considered.</li> </ul>
41.	3.4.4 <i>Number of books and chapters in edited volumes / books published per teacher during the last five years</i>	<ul style="list-style-type: none"> <li>• e-copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters and conference proceedings.</li> <li>• Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication</li> </ul>	<ul style="list-style-type: none"> <li>• Books with ISBN number only would be considered</li> <li>• Details of selected publications would be sought during the DVV clarification process, if the data is large</li> </ul>	<ul style="list-style-type: none"> <li>• Publication claimed under 3.4.5 not to be included in this metric.</li> <li>• Publications without Institution affiliates / outside assessment period not to be included.</li> </ul>



42.	<b>3.4.5 Bibliometrics of the publications during the last five years based on average Citation index in Scopus/ Web of Science/ PubMed</b>		<ul style="list-style-type: none"> <li>• The data for this metric will be fetched by INFLIBNET directly</li> <li>• The HEI can seek clarification for the data given by INFLIBNET through the portal only.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
43.	<b>3.4.6 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-index of the Institution</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• The data for this metrics will be fetched by INFLIBNET directly</li> <li>• The HEI can seek clarification for the data given by INFLIBNET through the portal only.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

46.	<b>3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>• Audited statements of accounts indicating the revenue generated through consultancy and corporate training.</li> <li>• CA certified copy attested by head of the institute</li> <li>• Letter from the beneficiary of consultancy/corporate training along with details of the consultancy fee.</li> </ul>	<ul style="list-style-type: none"> <li>• Amount generated through consultancy/corporate training work alone has to be considered here.</li> <li>• Revenue generated by testing services / for use of facilities of the institution not to be included.</li> </ul>	<ul style="list-style-type: none"> <li>• Grants received for research projects not to be included.</li> <li>• Consultancy fee from any sister institution / same trust not to be considered.</li> </ul>
47.	<b>3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years</b>	<ul style="list-style-type: none"> <li>• Audited statement highlighting the items on expenditure on developing facilities, training teachers and staff for undertaking consultancy year wise.</li> <li>• CA certified copy attested by the Head of the Institution for all the years during the assessment period.</li> </ul>		<ul style="list-style-type: none"> <li>• Training of teachers other than the consultancy /corporate training are not to be considered.</li> </ul>
49.	<b>3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension</b>	<ul style="list-style-type: none"> <li>• e-copy of the award letters</li> <li>• Any supporting document in relevance to the metric</li> </ul>	<ul style="list-style-type: none"> <li>• Awards to the institution/teachers/students for extension activities only need to be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Awards claimed in 3.1.2</li> </ul>

	<i>activities from Government / Government recognised bodies during last five years</i>			and 3.1.3 will not be considered here. <ul style="list-style-type: none"> <li>• Award that are local in nature not to be considered. For Ex: Avoid awards from urban local bodies/ Panchayat etc.</li> </ul>
50.	<b>3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during last five years</b>	<ul style="list-style-type: none"> <li>• Geo tagged Photographs and any other supporting document of relevance should have proper captions and dates.</li> <li>• Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Can be supplemented with Newspaper reports of events.</li> <li>• The aspect of education, which emphasizes neighborhood services. These are often integrated with curricula as extended opportunities intended to help, serve reflect and learn. The curriculum-extension interface has educational values, especially in rural India.</li> </ul>	
51.	<b>3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years</b>	<ul style="list-style-type: none"> <li>• Detailed report for each program extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency.</li> <li>• Photographs or any supporting document of relevance should have proper captions and dates</li> </ul>	During the DVV process, HEI may be asked for student attendance documents / certificates for selected extension activities.	

52.	<b>3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work</b>	<ul style="list-style-type: none"> <li>• Copies of collaboration/related documents indicating the nature of collaboration and activities year-wise</li> <li>• The HEI should provide the summary of the collaboration indicating start date, end date, nature of collaboration etc.</li> <li>• List of year wise activities and exchange should be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• The Collaboration should be valid for the assessment period.</li> <li>• The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work should be facilitated through the mentioned Collaboration only.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities mentioned under 3.6.3 and 3.7.2 not to be included here.</li> <li>• Collaborations with the sister institutions under the same Trust not to be included.</li> </ul>
53.	<b>3.7.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)</b>	<ul style="list-style-type: none"> <li>• List of activities conducted under each MoU alongwith dates of starting and completion year-wise signed by both parties.</li> <li>• e-copy of the MOUs with other institutions.</li> <li>• The HEI should provide the summary of the collaboration indicating start date, end date, nature of collaboration etc.</li> <li>• List of year wise activities and exchange should be provided</li> </ul>	<ul style="list-style-type: none"> <li>• The MoU should be functional during the assessment period</li> <li>• If the MoU is for three years viz 2011-2013, it shall be counted only once.</li> <li>• At least one activity should have been conducted under an MOU during the assessment period to qualify as a functional MOU with institutions.</li> </ul>	MOUs with the sister institutions under the same Trust not to be included.
55.	<b>4.1.3 Percentage of classrooms and seminar halls with ICT – enabled facilities such as smartclass, LMS, etc. (Data for the latest completed academic year)</b>	<ul style="list-style-type: none"> <li>• Geo-tagged photographs of class rooms /seminar halls with ICT enabled facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Only classrooms and seminar halls with ICT enabled facilities to be considered here.</li> </ul>	<ul style="list-style-type: none"> <li>• Labs and workshops with ICT facility not to be considered.</li> </ul>

56.	<p><b>4.1.4 Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)</b></p>	<ul style="list-style-type: none"> <li>• Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by the Head of the Institution.</li> <li>• <b><u>Highlight the relevant items in the audited income and expenditure statement duly certified byCA.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Focus of this metric is on <b>infrastructure augmentation</b> only.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid recurring expenditure on laboratory, expenditure on maintenance of infrastructure and acquisition of books and journals under this metric.</li> </ul>
57.	<p><b><i>Institution has access to the following:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. e-journals</i></b></li> <li><b><i>2. e-ShodhSindhu</i></b></li> <li><b><i>3. Shodhganga Membership</i></b></li> <li><b><i>4. e-books</i></b></li> <li><b><i>5. Databases</i></b></li> <li><b><i>6. Remote access to e-resources</i></b></li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>Any 4 or more of the above</li> <li>Any 3 of theabove</li> <li>Any 2 of theabove</li> <li>Any 1 of theabove</li> <li>None of theabove</li> </ol>	<ul style="list-style-type: none"> <li>• e-copy of the letter of subscription /member ship in the <b>name of HEI.</b></li> <li>• Screenshots of the facilities claimed with the name of HEI.</li> <li>• Specific details in respect of e-resources selected.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the letter of subscription contains complete details</li> <li>• Provide a link in the institutional website for the selected options for verification byDVV.</li> </ul>	<ul style="list-style-type: none"> <li>• Soft copy of printed books cannot be accepted as e-books.</li> </ul>

58.	<b>4.2.3 Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>• Provide consolidated extract of expenditure for purchase of books and journals for the last five years duly attested by Head of the Institution and CA.</li> <li>• <b>Audited Income/Expenditure statement highlighting the expenditure for purchase of books and journals.</b></li> </ul>		
59.	<b>4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access)</b>	<ul style="list-style-type: none"> <li>• Certified e-copy of the ledger for footfalls for any 5 working days.</li> <li>• Certified screenshots of the data for the same 5 working days for online access.</li> </ul>	<ul style="list-style-type: none"> <li>• During DVV clarification process library log-book entries and data for online access for randomly selected five days will be asked during the assessment period.</li> </ul>	
62.	<b>4.3.3 Bandwidth of internet connection in the Institution</b> Options: A. $\geq 50$ MBPS B. 35 MBPS - 50MBPS	<ul style="list-style-type: none"> <li>• Bills for any one month/one quarter of the last completed academic year indicating internet connection plan, speed and bandwidth and the HEI's name.</li> </ul>		<ul style="list-style-type: none"> <li>• Snap shot of speed test for wifi/internet facility will not be considered</li> </ul>

	<p>C. 20 MBPS - 35MBPS D. 5 MBPS - 20MBPS E. &lt;5MBPS</p>	<ul style="list-style-type: none"> <li>e-copy of document of agreement with the service provider.</li> </ul>		
63.	<p><b>4.3.4 Institution has Facilities for e-content development</b></p> <p><b>Facilities available for e-content development :</b></p> <ol style="list-style-type: none"> <li>1. <b>Mediacentre</b></li> <li>2. <b>Audio visualcentre,</b></li> <li>3. <b>Lecture Capturing System(LCS)</b></li> <li>4. <b>Mixing equipments and softwares for editing</b></li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. <b>All four of theabove</b></li> <li>B. <b>Any three of theabove</b></li> <li>C. <b>Any two of theabove</b></li> <li>D. <b>Any one of theabove</b></li> <li>E. <b>None of theabove</b></li> </ol>	<ul style="list-style-type: none"> <li>Geo tagged photographs of Media Centre, Audio Visual Centre etc.,</li> <li>Purchase bills for Lecture Capturing System, composing Equipments, and software's for editing.</li> <li>Audited income expenditure statement highlighting the relevant expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>List of e-content developed by the HEI.</li> <li>For large data, DVV will seek the link to the e-content from the provided list.</li> </ul>	
64.	<p><b>4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic</b></p>	<ul style="list-style-type: none"> <li>Provide audited income and expenditure statement highlighting the items of expenditure incurred on <b>Maintenance</b> of physical</li> </ul>	<p>Focus of this metric is only on the <b>maintenance of physical and academic support facilities.</b></p>	<ul style="list-style-type: none"> <li>Mere statement of last five years data on the metric without audited statement will not be considered.</li> </ul>

	<i>support facilities excluding salary component, during the last five years</i>	facilities and academic support facilities duly certified by Head of the Institution and CA.		
65.	<i>5.1.1. Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years</i>	<ul style="list-style-type: none"> <li>• Upload sanction letter of scholarship.</li> <li>• Year-wise list of beneficiary students in each scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• Only Government Scholarships (both state and central)</li> <li>• For large data, the DVV will ask documents for randomly selected students in specific schemes.</li> </ul>	
66.	<i>5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years</i>	<ul style="list-style-type: none"> <li>• Upload policy document of the HEI for award of scholarships and freeships.</li> <li>• Year wise list of students benefitted along with the contributing agency.</li> <li>• Copies of award of freeships ,scholarships.</li> </ul>	<ul style="list-style-type: none"> <li>• Audited Statement showing the expenditure on scholarships / freeships etc from Institution / non-government agency.</li> <li>• The details to be highlighted in audited income expenditure statement</li> <li>• For large data, the DVV will ask documents for specific no of students in specific schemes.</li> </ul>	



67.	<p><b><i>Following Capacity development and skills enhancement activities are organised for improving students capability</i></b></p> <p>1. Softskills</p>	<ul style="list-style-type: none"> <li>• Web-link to particular program/scheme mentioned in the metric on HEI's website.</li> <li>• Copy of circular/brochure /report of the event</li> <li>• Photographs with date and caption for each scheme or</li> </ul>	<ul style="list-style-type: none"> <li>• Consider all the students who have enrolled for various activities.</li> <li>• DVV can seek the documents regarding the attendance and certificates for the selected list of programs/students enrolled</li> </ul>	<ul style="list-style-type: none"> <li>• Mere circulars and student list will not be accepted.</li> </ul>
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	<p>2. Language and communication skills</p> <p>3. Life skills (Yoga, physical fitness, health and hygiene)</p> <p>4. Awareness of trends in technology</p> <p><b>Options:</b></p> <p>A. All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	<p>event.</p> <ul style="list-style-type: none"> <li>List of programs conducted and the number of students enrolled for each of the events along with resource person.</li> </ul>	<p>in the specified initiatives.</p>	
68.	<p><b>5.1.4 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years</b></p>	<ul style="list-style-type: none"> <li>Copy of circular/brochure of report along with photograph with caption and date such programs along with the details of the resource persons.</li> <li>Year-wise list of students attending each of these schemes signed by competent authority</li> </ul>	<ul style="list-style-type: none"> <li>“Students benefited” refers to students enrolled / attending the said programs.</li> <li>DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled in specified events.</li> </ul>	
70.	<p><b>5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</b></p>	<ul style="list-style-type: none"> <li>Minutes of the meetings of student grievances as per the metric.</li> <li>Proof of constitution of</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of the meetings / Report of the grievance from the concerned committee is essential.</li> <li>The mechanism of addressal should be available as</li> </ul>	

	<ol style="list-style-type: none"> <li>1. <i>Implementation of guidelines of statutory/regulatory bodies</i></li> <li>2. <i>Organisation wide awareness and undertakings on policies with zero tolerance</i></li> <li>3. <i>Mechanisms for submission of online/offline students' grievances</i></li> <li>4. <i>Timely redressal of the grievances through appropriate committees</i></li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 4 of the above</li> <li>C. 3 of the above</li> <li>D. 1 of the above</li> <li>E. None of the above</li> </ol>	<p>Committee such as Internal Complaints / Grievances Committee including sexual harassment and ragging cases formation as per UGC regulation.</p>	<p>document and should be hosted in the HEI's Website. The link of the same shall be provided to validate the claims.</p>	
71.	<p><b>5.2.1 Average percentage of placement of outgoing students during the last five years</b></p>	<ul style="list-style-type: none"> <li>• List of students placed along with placement details such as name of the company, compensation, etc yearwise</li> </ul>	<ul style="list-style-type: none"> <li>• The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered</li> </ul>	<ul style="list-style-type: none"> <li>• Without the appointment orders or Offer letters the claims will not be considered</li> </ul>

			<ul style="list-style-type: none"> <li>If the data is large, DVV partner will ask for the appointment orders of the selected students</li> </ul>	If same student have multiple offers it has to be counted once only.
72.	<b>5.2.2 Percentage of student progression to higher education (previous graduating batch)</b>	<ul style="list-style-type: none"> <li>Upload supporting data for students who have joined for higher education in prescribed format for the latest graduating batch</li> </ul>	<ul style="list-style-type: none"> <li>Proof like admission letters or identity cards for selected students progressing to higher education will be asked by DVV partner.</li> </ul>	<ul style="list-style-type: none"> <li>Claims will not be considered without proper proofs.</li> <li>Appearing / Passing of competitive exams for higher education cannot be considered as progression to higher education.</li> </ul>
73.	<b>5.2.3 Average percentage of students qualifying in state/ national/ international level examinations during the last five years</b>  (eg: <b>IIT/JAM/NET/SLET/GATE/ GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations etc.)</b>	<ul style="list-style-type: none"> <li>List of students qualified year-wise under each head.</li> <li>Qualifying Certificates of the students taking the examination year wise under each category</li> </ul>		<ul style="list-style-type: none"> <li>In absence of certificate, the claim will not be considered.</li> <li>Exams conducted for job recruitments other than the examinations conducted by State/Central Government not to be included/considered.</li> </ul>
74.	<b>5.3.1 Number of awards/medals for</b>	<ul style="list-style-type: none"> <li>e-copies of award letters and certificates.</li> </ul>	<ul style="list-style-type: none"> <li>Only <b>inter-university/ state / national or international achievements</b></li> </ul>	<ul style="list-style-type: none"> <li>Participation/appreciation certificates at the regional/local /institutional</li> </ul>

	<i>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</i>		<p>will be considered.</p> <ul style="list-style-type: none"> <li>• Participation in Republic Day Parade at Rajpath New Delhi by NCC candidates may be considered.</li> <li>• Award for a team event should be counted as one.</li> </ul>	<p>levels should be avoided.</p> <ul style="list-style-type: none"> <li>• Awards from intra or inter institutions will not be considered.</li> </ul>
75.	<b>5.3.3 Average number of sports and cultural events / competitions organised by the institution per year</b>	<ul style="list-style-type: none"> <li>• Report of the events/along with photographs appropriately dated and captioned year-wise.</li> <li>• Copy of circular/brochure indicating such kind of activities</li> <li>• List of students participated in different events yearwise.</li> </ul>	<ul style="list-style-type: none"> <li>• All activities conducted under an event will be counted as one event.</li> <li>• Only the events organised by the institution need to be considered</li> </ul>	<ul style="list-style-type: none"> <li>• Events cannot be split into activities</li> </ul>
76.	<p><b>5.4.2 Alumni financial contribution during the last five years (in INR)</b></p> <p><b>Options:</b></p> <p>A. ≥ 15Lakhs  B. 10Lakhs - 15 Lakhs  C. 5 Lakhs - 10Lakhs  D. 2 Lakhs - 5Lakhs  E. &lt;2Lakhs</p>	<ul style="list-style-type: none"> <li>• Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant.</li> <li>• List of alumnus/alumni with the amount contributed year wise.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribution in form of monetary or equivalent to be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Mere list indicating the contribution will not be considered.</li> </ul>

78.	<p><b>Implementation of e-governance in areas of operation:</b></p> <ol style="list-style-type: none"> <li>1. <b>Administration</b></li> <li>2. <b>Finance and Accounts</b></li> <li>3. <b>Student Admission and Support</b></li> <li>4. <b>Examination</b></li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. Any three of the above</li> <li>C. Any two of the above</li> <li>D. Any one of the above</li> <li>E. None of the above</li> </ol>	<p>Institutional expenditure statements for the heads of e-governance implementation reflected in the audited statement.</p> <ul style="list-style-type: none"> <li>• ERP Document</li> <li>• Screen shots of user interfaces of each module reflecting the name of the HEI.</li> <li>• Annual e-governance report approved by Governing Council.</li> <li>• Policy document on e-governance.</li> </ul>	<p>Bills for the expenditure on implementation of e-governance in the areas of operation.</p>	
79.	<p><b>6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Policy document on providing financial support to teachers</li> <li>• e-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise under each head.</li> <li>• Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• If the data is large documents related to specific teachers will be asked during DVV clarification</li> </ul>	<ul style="list-style-type: none"> <li>• Without proof of payment on financial support for faculty development, mere name-list of the faculty will not be considered.</li> <li>• Mere cash vouchers for payment will not be considered</li> </ul>

80.	<b>6.3.3 Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the last five years</b>	<p>List of professional development / administrative training programs organized by the institution</p> <ul style="list-style-type: none"> <li>• Brochures and Reports year-wise</li> <li>• List of participants in each programme</li> <li>• Photographs with date and caption to be provided.</li> <li>• Annual reports highlighting the programmes conducted by the HEI.</li> </ul>	DVV partner may ask for participation certificates and attendance of selected programs.	<ul style="list-style-type: none"> <li>• Seminars / invited talks cannot be included in this metric.</li> </ul>
81.	<b>6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes during the last five years</b>  <i>(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.,)</i>	<ul style="list-style-type: none"> <li>• Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period participated year wise.</li> <li>• e-copy of the certificates of the program attended by teachers.</li> <li>• List of participating teachers as per the prescribed format year-wise during the last five years. Annual reports highlighting the programmes undertaken by the teachers</li> </ul>	<ul style="list-style-type: none"> <li>• One teacher attending one or more professional development Program in a year to be counted as one only.</li> <li>• If the data is large documents related to specific teachers will be asked during DVV clarification.</li> </ul>	<ul style="list-style-type: none"> <li>• Attending seminars /invited talks not to be considered.</li> <li>• Programs of duration less than those stipulated by UGC/AICTE will not be considered.</li> </ul>
82.	<b>6.4.2 Funds / Grants received from non-</b>	<ul style="list-style-type: none"> <li>• Annual audited statements of accounts highlighting the grants received.</li> </ul>		<ul style="list-style-type: none"> <li>• Avoid duplication</li> <li>• Funds from own</li> </ul>

	<i>government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)</i>	<ul style="list-style-type: none"> <li>• Copy of letter indicating the grants/funds received from respective agency as stated in metric</li> </ul>		<p>institutions/own trust and sister institutions not to be considered</p> <ul style="list-style-type: none"> <li>• Contribution in the form of equipment / software etc not to be considered.</li> <li>• Grants received under criterion III are not to be repeated here.</li> </ul>
84.	<p><b>Quality assurance initiatives of the institution include:</b></p> <ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</li> <li>2. Collaborative quality initiatives with other institution(s)</li> <li>3. Participation in NIRF</li> <li>4. Any other quality audit recognized by state, national or international agencies (ISO Certification)</li> </ol> <p><b>Options:</b></p> <p>A. All of the above</p>	<ul style="list-style-type: none"> <li>• Proceedings of meetings of IQAC, Feedback analysis and action taken report.</li> <li>• List of Activities conducted under Collaborative quality initiatives with other institutions.</li> <li>• Supporting documents pertaining to NIRF (along with link to the HEI's ranking on the NIRF portal).</li> <li>• ISO and/or other quality certificate from any recognized state/national / international agencies for the assessment period.</li> <li>• Supporting document to be provided as per the options selected.</li> </ul>	<ul style="list-style-type: none"> <li>• AQAR not applicable for cycle I.</li> <li>• For large data, DVV will seek Photos, attendance document, participation certificates for the randomly selected activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative quality initiatives with sister institutions under the same management will not be considered.</li> </ul>



	<p>B. 3 of theabove  C. 2 of theabove  D. 1 of theabove  E. None of theabove</p>			
85.	<p><b>7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <p>1. Solar energy <input type="checkbox"/>  2. Biogas plant <input type="checkbox"/>  3. Wheeling to the Grid <input type="checkbox"/>  4. Sensor-based energy conservation <input type="checkbox"/>  5. Use of LED bulbs/ power efficient equipment <input type="checkbox"/></p> <p><b>Options:</b></p> <p>A. 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</p>	<ul style="list-style-type: none"> <li>• Geo tagged photographs with caption of the facilities.</li> <li>• Bills for the purchase of equipments for the facilities created under this metric.</li> <li>• Any other relevant proof for the selected options.</li> <li>• Permission document for connection to the grid from Government / Electricity Board or Authority.</li> </ul>		<ul style="list-style-type: none"> <li>• Having diesel generator set as backup cannot be considered in this metric.</li> </ul>
87.	<p><b>7.1.4 Water conservation facilities available in the Institution:</b></p>	<ul style="list-style-type: none"> <li>• Geo tagged photographs with caption of the facilities.</li> <li>• Bills for the purchase of</li> </ul>		

	<p>1 Rain water harvesting <input type="checkbox"/></p> <p>2 Bore well /Open well recharge <input type="checkbox"/></p> <p>3 Construction of tank sand bunds <input type="checkbox"/></p> <p>4 Waste water recycling <input type="checkbox"/></p> <p>5 Maintenance of water bodies and distribution system in the campus <input type="checkbox"/></p> <p><b>Options:</b></p> <p>A. Any 4 or all of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	<p>equipments for the facilities created under this metric. Any other relevant proof for the selected options.</p>		
88.	<p><b>7.1.5 Green campus initiatives include (4)</b></p> <p>The institutional initiatives for greening the campus are as follows:</p> <p>1. Restricted entry of</p>	<ul style="list-style-type: none"> <li>• Policy document on the green campus.</li> <li>• Geo tagged photographs/Videos with caption of the facilities.</li> <li>• Circulars for the implementation of the initiatives and any other supporting document.</li> </ul>		

	<p>automobiles</p> <p>2. Use of Bicycles/ Battery powered vehicles <input type="checkbox"/></p> <p>3. Pedestrian Friendly pathways <input type="checkbox"/></p> <p>4. Ban on use of Plastic <input type="checkbox"/></p> <p>5. landscaping with trees and plants <input type="checkbox"/></p> <p><b>Options:</b></p> <p>A. Any 4 or All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>			
89.	<p><b>7.1.6 Quality audits on environment and energy are regularly undertaken by the institution (5)</b></p> <p>7.1.6.1. The institutional environment and energy initiatives are confirmed</p>	<ul style="list-style-type: none"> <li>• Policy document on environment and energy usage</li> <li>• Certificate from the auditing agency.</li> <li>• Certificates of the awards received from the recognized agency if any.</li> <li>• Report on environmental promotional activities</li> </ul>		

	<p>through the following</p> <ol style="list-style-type: none"> <li>1.Green audit</li> <li>2. Energy audit</li> <li>3.Environmentaudit</li> <li>4.Clean and green campus recognitions/awards</li> <li>5. Beyond the campus environmental promotional activities</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. Any 4 or all of theabove</li> <li>B. 3 of theabove</li> <li>C. 2 of theabove</li> <li>D. 1of theabove</li> <li>E. None of theabove</li> </ol>	<p>conducted beyond the campus with geo tagged photographs with caption and date.</p> <ul style="list-style-type: none"> <li>• Any other supporting document for the claims made.</li> <li>• Green audit report of all the years from recognised bodies</li> </ul>		
	<p><b>7.1.7 The Institution has Differently-abled (Divyangjan) friendly, barrier</b></p>	<ul style="list-style-type: none"> <li>• Policy document and information brochure.</li> </ul>		

	<p><i>free environment</i></p> <ol style="list-style-type: none"> <li>1. Built environment with ramps/lifts for easy access to classrooms. <input type="checkbox"/></li> <li>2. Divyangjan friendly washrooms <input type="checkbox"/></li> <li>3. Signage including tactile path, lights, display boards and signposts <input type="checkbox"/></li> <li>4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment <input type="checkbox"/></li> <li>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, <input type="checkbox"/> screen reading</li> </ol> <p><b>Options:</b></p> <p>A. Any 4 or all of the above</p>	<ul style="list-style-type: none"> <li>• Link to Geo tagged photos and videos with date and caption.</li> <li>• Bills and invoice/purchase order/AMC in support of facility.</li> <li>• A rest room should include specific requirements of Divyangjan for use of the Toilet (rest room) and other facilities.</li> <li>• Bills for the software procured for providing the assistance.</li> </ul>		
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	<p>B. 3 of theabove</p> <p>C. 2 of theabove</p> <p>D.1of theabove</p> <p>E. None of theabove</p>			
90.	<p><b>7.1.10 <i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</i></b></p> <p>1. The Code of Conduct is displayed on the website <input type="checkbox"/></p> <p>2. There is a committee to monitor adherence to the Code of Conduct <input type="checkbox"/></p> <p>3. Institution organizes professional ethics programmes for</p>	<ul style="list-style-type: none"> <li>• Policy document on code of ethics.</li> <li>• Proceedings of the monitoring committee.</li> <li>• Circulars and geo tagged photographs and caption of the activities organized under the metric for teachers, students, administrators and other staffs.</li> <li>• Document showing Code of Conduct for students, teachers, governing body and administration</li> <li>• Handbooks, manuals and brochures on human values and professional ethics</li> <li>• Report on the student attributes facilitated by the Institution</li> <li>• Web-Link to the relevant documents at HEI website.</li> </ul>		

	<p>students, teachers, administrators and other staff <input type="checkbox"/></p> <p>4. Annual awareness <input type="checkbox"/> programmes on Code of Conduct are organized</p> <p><b>Options:</b> A. All of theabove B. 3 of theabove C. 2 of theabove D.1of theabove E. None of theabove</p>			
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