

Standard Operating Procedure (SOP) For Data Validation and Verification of Affiliated Colleges Manual

A: General Guidelines for HEIs:

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.

- The NAAC HEI Portal supports only 5MB data for each metric. If the attachments exceed 5MB, the HEI should host the supporting documents on the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification response.
- Data/supporting documents should not be provided on Google Drive, Microsoft one drive, Amazon Cloud or any third-party websites. Any such uploads will not be considered for the data validation and verification process.
- While providing the links of the HEI's website where the supporting documents are hosted, the institution should provide the link in the HEI's clarification box. While providing the links in the 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 the specific formats provided by NAAC. The HEI is not supposed to alter the template format in which the data is sought. The documents uploaded should be clearly readable for the claims made.
- It is mandatory to respond to all clarifications raised by the DVV for the items in the extended profile and metrics, within the stipulated time.
- Whenever the data is voluminous, the DVV Partner will seek for details from selected sample documents for validation. Before submitting the clarification responses to the DVV, the institution should report to NAAC.
- Once the data is uploaded and the links are submitted to the NAAC, changes/ additions are not permissible and such changes in the documents (if any) will be tracked and viewed seriously, which may lead to actions against the HEI. While providing links,

the institution should ensure that links are operational.

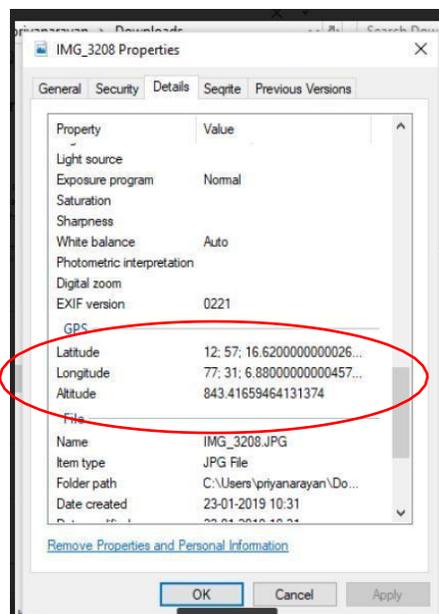
- The institution should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links do not work during the DVV validation/clarification stage, the decision of NAAC will be final.
- Content of the supporting documents in regional languages should be translated to English and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the original regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during the DVV clarification process should be duly endorsed by the competent authority.

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.

B: Guidelines for specific operations:

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

- (1) While setting your digital camera, set the location on.
- (2) If you are taking photos using a smart phone, then set the location on.
- (3) Take pictures only after setting the „location on” mode.
- (4) Download the pictures on to a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see a picture as shown below, the value entries for latitude and longitude will determine the location where the photo is taken.



- It is possible that both, the 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 the Extended Profile. That is, if the data/documents sought are given in response to the Extended Profile they need not be repeated under those specific Quantitative Metrics (QnM) of the SSR.

- Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses, make sure that data/documents are provided for those Quantitative Metrics (QnM) which 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. 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 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 students year wise during the last five years	<ul style="list-style-type: none">• Provide appropriate document duly certified by competent authorities• Year wise list of students approved by the affiliating University	<ul style="list-style-type: none">• Include the total number of students on rolls across all the programs (consider 1st, 2nd, 3rdyears etc., of each program) for all the assessment period years.• Consider only the students on the rolls during the odd semesters if the program is of semester scheme.	<ul style="list-style-type: none">• If a program is of semester scheme, do not add students of both odd and even semesters.
2.1	Number of full time teachers year wise during the last five years	<ul style="list-style-type: none">• Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the Principal on letter head of HEI.	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• A teacher employed only for a part of a year not to be considered• Inclusion of part-time / 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

3.1	Expenditure excluding salary component year wise during the last five years (INR in lakhs)	<ul style="list-style-type: none"> 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)

Sl. No.	Metric	Documents Needed	Specific Instructions to HEIs	Not to be Included /Considered
1.	1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years	<ul style="list-style-type: none"> • Details of each program such as: • Name of the program, duration, list of students enrolled (with signature of students), curriculum, assessment procedures year-wise • Summary report of each program year- wise along with their outcome. • Year-wise list of the students enrolled in the same programmes • Attendance sheet of Students participating with signature should be provided. • Model certificate, issued to the students to be uploaded. 	<ul style="list-style-type: none"> • Add on/Certificate/<i>Value added programs</i> of minimum 30 hours duration to be considered. • DVV may ask for certificate of randomly selected students in selected courses and the attendances for specific date mentioned for the programme. 	<ul style="list-style-type: none"> • Avoid programs conducted under regular university curriculum. • Avoid considering certificate / add on programmes of less than 30 hours.

2	<p>1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</p>	<ul style="list-style-type: none"> • Year-wise List of the students enrolled in the Program as defined in 1.2.1 • Attendance sheet of student participating in the programme with signature should be provided. • Model certificate, issued to the students to be uploaded. 	<ul style="list-style-type: none"> • The DVV may seek for certificates of randomly selected students in selected courses and the attendance document for specific date mentioned in the course. 	
3	<p>1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p>	<ul style="list-style-type: none"> • List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc. • Internship completion certificate / project work completion certificate from the organization where internship / project was completed along with the duration to be provided. • Report of the field work/ sample photographs of the field work / permission letter only for field work from the competent authority will be considered 	<ul style="list-style-type: none"> • Only latest completed academic year data to be considered. • One student involved in multiple field works and/or project work and/or internship in the same academic session should be counted as one. • Internship completion certificate / project work completion certificate given to the students by the host organisation may be asked during DVV process with specific student list. • In case of field work, mentioning objectives and outcomes of field work along with field work report. 	<ul style="list-style-type: none"> • Mere list of students cannot be considered without relevant supporting documents. • Training Internship during the job-enroll will not be considered.

4.	<p>1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website(Yes or No)</p>	<ul style="list-style-type: none"> • Sample Filled in feedback forms from the stakeholders to be provided. • Stakeholder feedback analysis report signed by the Principal to be provided. • Department wise Action taken Report on feedback signed by the competent authority Document showing the communication with the affiliating University for the Feedback provided. • Action taken by the affiliating university on the feedback. 	<ul style="list-style-type: none"> • Only filled –in feedback forms to be considered • The DVV partner may ask for filled in forms of few randomly selected stakeholders. • Feedback reports should be hosted in the institutional website. 	<ul style="list-style-type: none"> • Feedback reports reflected in other websites will not be considered.
5	<p>2.1.1Enrolment percentage</p>	<ul style="list-style-type: none"> • Document related to sanction of intake from affiliating University/ Government/statutory body for first years students only. • Approved admission list year-wise/ program-wise from the Affiliating university. 	<ul style="list-style-type: none"> • Sanctioned admission strength in each program vs. student’s enrolment for each program year-wise. 	

6	<p>2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years</p> <p><i>(exclusive of supernumerary seats)</i></p>	<ul style="list-style-type: none"> • Copy of letter issued by state govt. or Central Government indicating the reserved categories to be considered as per the state rule (in English as applicable) • Final admission list of first year students indicating their category published by the HEI and signed by the principal to be provided. • Admission extract submitted to the state OBC, SC and ST cell every year for the first year students with seal and signature of the principal. • Number of seats year marked for the reserved categories 	<ul style="list-style-type: none"> • Include only those reserved categories as specified by State/central Government orders for admission (in English). • Only those seats filled against the reserved quota should be counted here. 	<ul style="list-style-type: none"> • Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded. • Exclude admission to supernumerary seats also.
7	<p>2.4.1 Percentage of full time teachers against sanctioned posts during the last five years</p>	<ul style="list-style-type: none"> • Sanction letters (in English) indicating number of posts (including Management sanctioned posts) by competent authority. • List of fulltime teachers appointed along with their departmental affiliation. 	<ul style="list-style-type: none"> • Appointment letter of selected teachers may be asked during DVV clarification stage • All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers 	<ul style="list-style-type: none"> • Mere appointment letters provided in regional language cannot be considered. • Avoid inclusion of Part time/Visiting faculty.

8.	<p>2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</p>	<p>List of faculties having NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and any other post doctoral degree should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award.</p> <ul style="list-style-type: none"> • Doctorate Degree awarded by UGC recognized universities only to be considered. 	<ul style="list-style-type: none"> • Mention number of full-time teachers with highest degree year-wise irrespective of the year of award. • Ph. D. / D.M. / M.Ch./D.N.B Superspeciality / D.Sc. / D.Litt. and any other post doctoral degree of selected faculty will be asked during DVV clarification stage. • List of certificate should be provide as per academic session wise. • Provisional Degree Certificate may be considered wherever Degree Certificate is not available. 	<p>Honorary Doctorate Degrees not to be included/considered</p>
9.	<p>2.6.2 Pass percentage of Students during last five years</p>	<ul style="list-style-type: none"> • Result sheet published by the affiliating university attested by the principal for fresh final year appeared students. • Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise 	<ul style="list-style-type: none"> • Only final year student data will be considered for all the years of the assessment period. 	<ul style="list-style-type: none"> • Results pertaining to students other than the final year are not to be submitted.

10.	3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> List of grants for research projects received during the assessment years along with the nature of the award, and the awarding agency with amount.(sanctioned letter highlighting the required parts) E-copies of the letters of award for research projects sponsored by Government and non-government sources. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.
11.	3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years	<ul style="list-style-type: none"> Detailed report for each program. Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted. Details of resource persons with their contact details. 	<ul style="list-style-type: none"> Only activities with a bearing on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development to be considered here. 	<ul style="list-style-type: none"> Programmes conducted under the metric 1.2.1 not to be considered in this metric.
12.	3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years	<ul style="list-style-type: none"> The HEI should provide the link for paper landing to the paper/article. The HEI should provide the link to the journal website. The HEI should provide screenshots of research articles clearly showing the 	<ul style="list-style-type: none"> Publication of the authors with Institution affiliation will be considered for assessment years only. 	<ul style="list-style-type: none"> Incomplete entries will not be considered. If details given are not complete with the links/ screenshot, the respective publication will not be considered.

		<p>title of the article, affiliation, name of the journal, year and authors name. If the links and DOI number are not available.</p> <ul style="list-style-type: none"> • The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list. 		
13.	<p><i>3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</i></p>	<ul style="list-style-type: none"> • Cover page, content page and first page of the selected publication. • Web-link of book showing ISBN number to be given by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication 	<ul style="list-style-type: none"> • Books with ISBN number only would be considered. • The details of selected publications would be sought during the DVV clarification process, if the data is large. • Book's publication year should be mentioned 	<ul style="list-style-type: none"> • Publication claimed under 3.3.1 not to be repeated / included in this metric.

14.	<p>3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years</p>	<ul style="list-style-type: none"> • Geo tagged Photographs and any other supporting document of relevance should have proper captions and dates. • Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency 	<ul style="list-style-type: none"> • Can be supplemented with media reports of the events. 	<ul style="list-style-type: none"> • Events conducted for the benefit of their own students not to be included under outreach programs.
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15.	<p>3.5.1<i>The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research and other academic activities during the last five years</i></p>	<ul style="list-style-type: none"> • Copies of MOUs/ collaboration/ related documents indicating the nature of collaboration and activities year-wise. • 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 	<ul style="list-style-type: none"> • The MOUs 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 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. 	<ul style="list-style-type: none"> • 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. • MOU's with the sister institutions under the same Trust not to be included.
16.	<p>4.1.2 <i>Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs</i></p>	<ul style="list-style-type: none"> • Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Finance Officer / CA. • Highlight the relevant items in the audited income and expenditure statement. 	<ul style="list-style-type: none"> • This metric is supposed to be looked at with the perspective of <u>infrastructure augmentation only</u> • In case of privately funded HEI the document should be certified by Chartered Accountant. • Focus of this metric is on to acquiring new infrastructure. 	<ul style="list-style-type: none"> • Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under this metric.

17.	4.3.2 Student – Computer ratio (Data for the latest completed academic year)	<ul style="list-style-type: none"> • Number of Computers available for student use only to be provided. • Bills for the purchase of computers to be provided. • Highlight the entries of computers purchased in the stock registers to be uploaded.. 	<ul style="list-style-type: none"> • The data pertaining to the latest completed academic year. 	<ul style="list-style-type: none"> • The computers for office and faculty use will not be considered. • Computers purchased after the latest completed academic year not to be considered.
18	4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities, duly certified by Head of the Institution and CA. 	<ul style="list-style-type: none"> • Focus of this metric is only on the maintenance of physical and academic support facilities. 	<ul style="list-style-type: none"> • Mere statement of last five years data on the metric without audited statement will not be considered.
19	5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years	<ul style="list-style-type: none"> • Upload sanction letter of scholarship and freeships (in English). • Year-wise list of students in each scheme. • Upload policy document of the HEI for award of scholarship and freeships • Copies of the letters. 	<ul style="list-style-type: none"> • For large data, the DVV will ask documents for randomly selected students in specific schemes. 	

20	<p>5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following</p> <ol style="list-style-type: none"> 1. <i>Soft skills</i> 2. <i>Language and communication skills</i> 3. <i>Life skills(Yoga, physical fitness, health and hygiene)</i> 4. <i>ICT/computing skills</i> <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. 3oftheabove C. 2oftheabove D. 1oftheabove E. None of the above 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. • Facilities like language lab, smart classroom and other ICT facilities used for capacity building and skills enhancement initiatives may be considered. 	<ul style="list-style-type: none"> • Mere circulars and student list cannot be accepted. • Avoid program conducted as part of the University curriculum.
21	<p>5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years</p>	<ul style="list-style-type: none"> • Copy of Circular / brochure / report of program with photographs with captions of such programs along with details of the resource persons. • Year-wise list of students attending these schemes, signed by competent authority 	<ul style="list-style-type: none"> • “Students benefited” refers to students registered / attending the said programs • DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled. 	

22	<p>5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory / regulator bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above 	<ul style="list-style-type: none"> • Minutes of the meetings of student grievance committee, as per metric. • Circular/web-link/ committee report justifying the objective of the metric • Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms. 	<ul style="list-style-type: none"> • Minutes of the meetings/Report of grievances from the concerned committee is essential. • The mechanism of redressal should be available as document and should be hosted in the HEI's Website. The link of the same shall be provided to validate the same. 	
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23	5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years	<ul style="list-style-type: none"> List of students placed along with placement details such as name of the company, compensation, etc year wise. Upload supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period. Documents relating to placement cell such as brochures, tie-ups etc., can be uploaded. 	<ul style="list-style-type: none"> The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered. If the data is large, DVV partner will ask for the appointment orders of the selected students. Multiple offers to the same students to be counted once. Proofs like, admission letters or identity cards or higher degree certificates for selected students progressing to higher education will be asked by DVV partner. 	<ul style="list-style-type: none"> If same student has multiple offers it has to be counted only once. Appearing/passing competitive exams for higher education cannot be considered as progression to higher education unless students get admitted.
24	5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	<ul style="list-style-type: none"> List of students year-wise under each category Qualifying Certificates of the students taking the examination year wise under each category 	<ul style="list-style-type: none"> Selected students certificate may be asked. 	<ul style="list-style-type: none"> In absence of certificate, the claim will not be considered. Exams conducted for job recruitments other than the examinations conducted by State / Central Government not to be included / considered.

25.	<p>5.3.1<i>Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years</i></p>	<ul style="list-style-type: none"> • e-copies of award letters and certificates to be uploaded. 	<ul style="list-style-type: none"> • Only University / state/ national or international achievements will be considered. • Participation in Republic Day Parade at Rajpath, New Delhi by NCC candidates may be considered. • Award for a team event should be counted as one. 	<ul style="list-style-type: none"> • Participation/appreciation certificates and awards from regional/local /institutional levels should be avoided. • Awards from intra or inter institutions will not be considered.
26.	<p>5.3.2<i>Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)</i></p>	<ul style="list-style-type: none"> • Report of the events/along with photographs appropriately dated and captioned year- wise. • Copy of circular/brochure indicating such kind of activities. • List of students participated in different events year wise signed by the head of the Institution. 	<ul style="list-style-type: none"> • All activities conducted under an event will be counted as one event. • For large data DVV will seek participation Certificates of Specified students. 	<ul style="list-style-type: none"> • Events cannot be split into activities. • The competitions organised by the institution without the participation of their own students will not be considered here.

27.	<p>6.2.2 Implementation of e-governance in areas of operation</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <p>Options:</p> <ol style="list-style-type: none"> A. All of the above A. 3 of the above B. 2 of the above C. 1 of the above D. None of the above 	<ul style="list-style-type: none"> • Institutional expenditure statements for the heads of e-governance implementation reflected in the audited statement. • ERP Document • Screen shots of user interfaces of each module reflecting the name of the HEI. • Annual e-governance report approved by Governing Council. • Policy document on e-governance. 	<ul style="list-style-type: none"> • Bills for the expenditure on implementation of e-governance in the areas of operation. 	
28.	<p>6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</p>	<ul style="list-style-type: none"> • Policy document on providing financial support to teachers • e-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences / workshops and towards membership fee for professional bodies. 	<ul style="list-style-type: none"> • If the data is large documents related to specific teachers will be asked during DVV clarification. • Receipt of Institution in favour of teacher with amount given should be considered. 	<ul style="list-style-type: none"> • 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

29.	<p>6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years</p>	<ul style="list-style-type: none"> • List of professional development / administrative training programs organized by the institution • Event Brochures and reports year-wise • List of participants in each programme • Photographs with date adaption. • Annual reports highlighting the programs organized by the institution. 	<ul style="list-style-type: none"> • If data is large, DVV will seek documents pertaining to selected events. 	<ul style="list-style-type: none"> • Seminars / invited talks cannot be included in this metric.
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30.	<p>6.5.3 Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality Initiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above 	<ul style="list-style-type: none"> • Proceedings of meetings of IQAC, Feedback analysis and action taken report. • Activities conducted under collaborative quality initiatives with other institutions. • Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). NAAC/ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment period. • Supporting document to be provided as per the options selected. 		Collaborative quality initiatives with sister institutions under the same management will not be considered.
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31.	<p>7.1.2The Institution has facilities and initiatives for</p> <ol style="list-style-type: none"> 1. <i>Alternate sources of energy and energy conservation measures</i> 2. <i>Management of the various types of degradable and non-degradable waste</i> 3. <i>Water conservation</i> 4. <i>Green campus initiatives</i> 5. <i>Disabled-friendly, barrier free environment</i> <p>Options: 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"> • Policy documents of the institution • Geo tagged photographs and videos of the facilities with caption. • Bills for the purchase of equipments for the facilities created under this metric. • Brief report of the facilities provided. • Circulars, reports. • Ramps / rails/lift/wheel chair/signage board/restroom/software should include specific requirement of Divyangjan for their use. • Any other relevant proof for the selected options. 	<ul style="list-style-type: none"> • Bills for purchase of equipments for creating the facility may be asked. 	<ul style="list-style-type: none"> • Having diesel generator set as backup cannot be considered in this metric.
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32.	<p>7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green audit / Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion activities <p>Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p>	<ul style="list-style-type: none"> • Policy document on environment and energy usage • Green Audit / Environment Audit / Energy Audit reports by involving the one external expert of the accredited Institution / Government / Govt. recognised organization. • Certificate from the auditing agency. • Certificates of the awards received from the recognized agency. • Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date. • Action taken reports and achievement report as clear and Green campus initiatives. • Any other supporting document for the claims made. 		
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