

Standard Operating Procedure for Data Validation and Verification

(Autonomous Institution) for HEIs (updated as on 9/7/19)

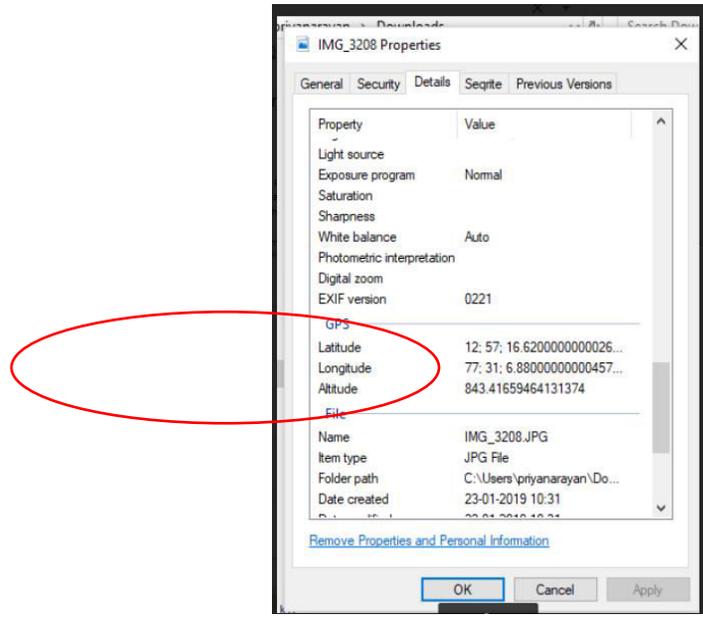
General Guidelines:

- The NAAC Portal supports only 5 MB data for each metric. To the extent possible, kindly upload the data in NAAC website only. If the attachments exceed 5 MB, host the supporting documents in the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification space.
- While proving 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, press "enter" and then paste the link and again press "enter". This will enable hyperlink.
- Provide the supporting documents 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 format in which data is sought in template.
- **The documents uploaded should be clearly readable for the claims to be considered.**
- It is mandatory to respond to all the DVV clarification raised in extended profile and metrics within stipulated time. If the data is large, ensure to fill the data template. During DVV clarification, the DVV will seek for sample selective documents for validation. It is mandatory to provide documents of all the samples sought by DVV, failing which pro rata data will be implemented.
- Data should not be hosted in Google drive and in any third party websites. The data should be both in the NAAC portal and in the HEI website.

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

- **The data that are hosted in the HEI's website should not be changed after the submission of link to the NAAC. 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 the links work properly and are operational. The institution also 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 does not work during DVV clarification, it would deem fit to the decision of DVV.
- 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.
- Geotagging: 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.

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Sd/- Director

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Sl. No.	Metric	Documents Needed	Specific instruction to HEI	Avoid
1.	1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years	<ul style="list-style-type: none"> Approved Minutes of relevant Academic Council/BOS meetings highlighting the specific agenda item regarding the metric from the competent authority: (university/autonomous bodies) 	<ul style="list-style-type: none"> Change of scheme is considered as “change of syllabus”. Content change / introduction of electives or renaming the course cannot be considered as “change of syllabus” If the number of courses in a given programme changed greater than or equal to 20 % then it can be considered as the “change in syllabus” If a programme is revised three times during last five years, it should be counted only once. 	<ul style="list-style-type: none"> Renaming / minor changes in the course content cannot be considered
2.	1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development during the last five years	<ul style="list-style-type: none"> Syllabus Copy of the courses highlighting the focus on employability/ entrepreneurship/ skill development Reflection of mapping the courses to employability / entrepreneurship / skill development 	<ul style="list-style-type: none"> Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM http://naac.gov.in/images/docs/Manuals/University-Manual-11th-January-2019.pdf 	<ul style="list-style-type: none"> The courses which are not directly leading to employability / entrepreneurship / skill development
	1.2.1 Percentage of new courses introduced of the	<ul style="list-style-type: none"> Minutes of relevant Academic Council/BOS meetings 	<ul style="list-style-type: none"> Refer the Glossary in the manual to understand the 	<ul style="list-style-type: none"> Avoid courses with change of title of the course without

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3.	total number of courses across all programs offered during the last five years	highlighting the name of the new courses introduced	terminologies: COURSE, PROGRAM	substantial changes in the course content
4.	1.2.2 Percentage of programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented (current year data)	<ul style="list-style-type: none"> Minutes of relevant Academic Council/BOS meetings highlighting the relevant . University letter stating implementation of CBCS by the institution Structure of the program clearly indicating courses, credits/Electives as approved by the competent board. 	<ul style="list-style-type: none"> Either CBCS or Elective or both can be considered If CBCS, course structure along with credit details to be given. If elective, list of elective offered for the program to be given If both, CBCS details alone is sufficient. 	<ul style="list-style-type: none">
5.	1.3.2 Number of value-added courses imparting transferable and life skills offered during the last five years	<ul style="list-style-type: none"> Brochure or /Course content of Value added courses 	<ul style="list-style-type: none"> Courses of varying durations (of at least 30 contact hours), that are optional, and offered outside the curriculum that add value and helping them students in getting placed 	<ul style="list-style-type: none"> Avoid courses opted by student/students not offered by the institution
6.	1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above	<ul style="list-style-type: none"> List of enrolled students in such courses 	<ul style="list-style-type: none"> Certificates given to the few selected students enrolled in such courses will be listed out by DVV and asked for during DVV process with specific student list. 	<ul style="list-style-type: none">
7.	1.3.4 Percentage of students undertaking field projects / internships (Current year data)	<ul style="list-style-type: none"> Internship completion certificate from the organization where internship was completed. Report of the field visit / sample 	<ul style="list-style-type: none"> Only current year (Recently completed Academic Year) data to be considered One student involved in 	<ul style="list-style-type: none"> Mere list of students cannot be considered without relevant supporting documents

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		photographs of the field visit permission letter will be considered	multiple Field works and/or internship should be counted as one. <ul style="list-style-type: none"> • Internship completion certificate given to the students by the host organisation will be asked during DVV process with specific student list. • In case field visit, course content mentioning in favour of field visit, along with filed visit report. 	
8.	1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise /year wise Options: A. Any 4 of above B. Any 3 of above C. Any 2 of above D. Any 1 of above E. None of the above	<ul style="list-style-type: none"> • Stakeholder feedback analysis report. • Action taken report of the Institution on feedback report as minutes by the Governing Council, Syndicate, Board of Management and IQAC. 	<ul style="list-style-type: none"> • The feedback concerned with curriculum development only can be considered • Only filled –in feedback report will be considered • In case of selecting C, B, or A provide three filled forms from each criteria 	<ul style="list-style-type: none"> • Feedback not related to design and review of syllabus will not be considered
9.	1.4.2 Feedback processes of the institution may be classified as follows: A. Feedback collected, analysed and action taken and feedback available on	<ul style="list-style-type: none"> • Stakeholder feedback report. • Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management. 	<ul style="list-style-type: none"> • In case of option A, only those links which leads directly to the concerned web page hosting action taken report will be considered • Un available websites will not 	<ul style="list-style-type: none"> • Feedback not related to design and review of syllabus will not be considered

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	<p>website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>E. Feedback not collected</p>		<p>be considered.</p> <ul style="list-style-type: none"> In case of option B,C and D reports of the same shall be provided. 	
10.	2.1.1 Average percentage of students from other states and countries during the last five years	<ul style="list-style-type: none"> Copy of the domicile certificate/passport from respective states / countries Previous degree/ Matriculation / HSC certificate from other state or country 	<ul style="list-style-type: none"> In case of large data, the DVV will seek for the above mentioned documents for specific list of students during DVV clarification. 	
11.	2.1.2 Demand Ratio (Average of last five years)	<ul style="list-style-type: none"> Document relating to Sanction of intake Extract of No. of application received in each program 	<ul style="list-style-type: none"> Sanctioned admission strength in each program vs No. of Application received for each program 	<ul style="list-style-type: none">
12.	2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years	<ul style="list-style-type: none"> Copy of letter issued by state govt. or and Central Government Indicating the reserved categories to be considered as per the state rule (in English) Final admission list published by the HEI Admission extract submitted to 	<ul style="list-style-type: none"> Include only those reserved categories as specified by State/central Government orders for admission. Only those seats filled against the quota should be counted here. 	<ul style="list-style-type: none">

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		<p>the state OBC, SC and ST cell every year.</p> <ul style="list-style-type: none"> • Initial reservation of seats for admission. 		
13.	2.2.2 Student - Full time teacher ratio (current year data)		<ul style="list-style-type: none"> • A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher. 	<ul style="list-style-type: none"> • Avoid inclusion of part-time / Ad-hoc / visiting faculty
14.	2.2.3 Percentage of differently abled students (Divyangjan) on rolls (current year data)	<ul style="list-style-type: none"> • Copy of disability certificate indicating the differently-abled status/Unique Disability Identification card scan copy 	<ul style="list-style-type: none"> • Please provide the list of differently abled students (<i>Divyangjan</i>) on rolls in the current year (recently completed academic year) 	<ul style="list-style-type: none"> •
15.	2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), e-learning resources etc. (Current year data)	<ul style="list-style-type: none"> • List of teachers using ICT enabled learning facility. • LMS website/ Academic management system. • Link of LMS, moodles etc, link of resources created • Geotagged Photos 		<ul style="list-style-type: none"> • Merely having a LCD in the classroom cannot be considered for ICT effective teaching
16.	2.3.3 Ratio of mentor to students for academic and stress related issues (current year data)	<ul style="list-style-type: none"> • Copy of circular pertaining the details of mentor and their allotted mentees • Approved Mentor list as announced by the HEI • Allotment order of mentor to mentee • In addition, issues raised and 	<ul style="list-style-type: none"> • Only full-time teachers can be considered as mentors. 	

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		resolved in the mentor system has to be attached mentor-wise		
17.	2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	<ul style="list-style-type: none"> Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority (in English/translated in English) 	<ul style="list-style-type: none"> Appointment letter of selected faculty will be asked during DVV clarification stage All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers 	
18.	2.4.2 Average percentage of full time teachers with Ph.D. during the last five years	<ul style="list-style-type: none"> Copies of Ph.D. certificate 	<ul style="list-style-type: none"> Mention number of full-time teachers with PhD year wise irrespective year of award of Ph.D PhD certificates of selected faculty will be asked during DVV clarification stage if the data is large 	<ul style="list-style-type: none">
19.	2.4.3 Teaching experience of full time teachers in number of years(Current Year data)	<ul style="list-style-type: none"> Experience certificate 	<ul style="list-style-type: none"> Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large 	<ul style="list-style-type: none">
20.	2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five	<ul style="list-style-type: none"> e-Copies of award letters (scanned or soft copy) for achievements 	<ul style="list-style-type: none"> Only State, National and International level from Government, recognised bodies only should be considered The date of award should fall with-in the assessment period 	<ul style="list-style-type: none"> Award that are local in nature need to be avoided. Intra and inter university / institution awards to be avoided Participation / presentation certificates – during paper

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	years		<ul style="list-style-type: none"> • One Full-time teacher to be counted once for a year irrespective of number of awards or recognition in the same year. 	presentation etc needs to be avoided
21.	2.4.5 Average percentage of full time teachers from other states against sanctioned posts during the last five years	<ul style="list-style-type: none"> • Documentary evidence in support of teachers from other states 	<ul style="list-style-type: none"> • Any relevant documentary proof establishing belonging to other states • Relevant documentary proof of selected faculty will be asked during DVV clarification stage if the data is large 	<ul style="list-style-type: none"> •
22.	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 five years	<ul style="list-style-type: none"> • Reports from Controller of Exam (COE) office/ Annual reports mentioning the relevant details. • Notified exam date and result declaration date year wise/semester wise 		
23.	2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years	<ul style="list-style-type: none"> • Minutes of the grievance cell / relevant body • List of students applied for revaluation certified by Registrar / Controller of Examinations 	<ul style="list-style-type: none"> • Grievance is based on number of students and not number of subjects. One student to be counted once only in a year • Grievances including re-valuation to be considered 	<ul style="list-style-type: none"> •
24.	2.5.3 Average percentage of applications for revaluation	<ul style="list-style-type: none"> • Reports from Controller of Exam (COE) office/ Annual 	<ul style="list-style-type: none"> • Eg. If one student applies for grievance in 5 subjects 	<ul style="list-style-type: none"> •

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	leading to change in marks during the last five years	reports mentioning the relevant details.	and have change in marks after revaluation in at least one subject, then the count is one. If change in marks occurs in more than one subject, even then the count is one.	
25.	2.5.5 Status of automation of Examination division along with approved Examination Manual A. 100% automation of entire division & implementation of Examination Management System (EMS) B. Only student registration, Hall ticket issue & Result Processing C. Only student registration and result processing D. Only result processing E. Only manual methodology	<ul style="list-style-type: none"> The present status of automation., Invoice of the software, & screenshots of software 		
26.	2.6.3 Average pass percentage of students (Current year data)	<ul style="list-style-type: none"> Annual report from examination section highlighting pass percentage of students Certified report from Controller Examination indicating pass percentage of students year-wise / program-wise 	<ul style="list-style-type: none"> Only current final year (recently completed academic year) student data will be considered. 	
27.	3.1.1 The institution has a well defined policy for	<ul style="list-style-type: none"> Minutes of the Governing Council/ Syndicate/Board 	<ul style="list-style-type: none"> In case of option Yes, only those links which leads 	<ul style="list-style-type: none">

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	promotion of research and the same is uploaded on the institutional website. Provide URL of Policy document on promotion of research uploaded on website	of Management related to research promotion policy adoption. <ul style="list-style-type: none"> • Research promotion policy displayed in the HEI's website 	directly to the concerned well defined policy for promotion of research web page will be considered <ul style="list-style-type: none"> • Un available websites will not be considered. 	
28.	3.1.2 The institution provides seed money to its teachers for research (average per year) (INR in Lakhs)	<ul style="list-style-type: none"> • Sanction letter of seed money to the faculty is mandatory • Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized. 	<ul style="list-style-type: none"> • In case of large data, the DVV will ask for valid document for specific list of teachers • Only formal research project seed money will be considered 	<ul style="list-style-type: none"> • Grants for other than research projects need to be avoided • Sponsorship to conferences / seminars etc to be avoided
29.	3.1.3 Number of teachers awarded international fellowship for advanced studies/research during the last five years	<ul style="list-style-type: none"> • E-copies of the award letters of the teachers. 	<ul style="list-style-type: none"> • Documents for all awards are compulsory 	
30.	3.1.4 Institution has the following facilities. 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/Business Lab/Studios 5. Research/Statistical Databases	<ul style="list-style-type: none"> • Videos and photographs geotagged. Videos and photographs of the facilities 		
31.	3.2.1 Grants for research projects sponsored by the	<ul style="list-style-type: none"> • E-copies of the grant award letters for research projects 	<ul style="list-style-type: none"> • Sanction letter of grants by the funding agency is 	<ul style="list-style-type: none"> • Grants given by their own trust / sister institutions not

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	non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during the last five years (INR in Lakhs)	sponsored by non-government	mandatory to support the claim, and the source of funding should be from non-government organisations. The running period of grant should be valid for the assessment period.	to be included
32.	3.2.2 Number of research Centers recognized by Institution and National/ International Bodies	<ul style="list-style-type: none"> Award letter of recognition of Research Centres by the affiliating University / Recognized National / Recognized International Bodies. 	<ul style="list-style-type: none"> The period of recognition should be valid during the assessment period Data should pertain only to Research centre as per UGC norms 	<ul style="list-style-type: none"> Avoid recognitions not leading to Research
33.	3.2.3 Percentage of teachers recognized as research guides	<ul style="list-style-type: none"> E-copies of letters from the University indicating the name of the Guide / co-guide recognized Data pertaining to only teachers of the Institution during the assessment period 	<ul style="list-style-type: none"> Teachers recognised as guides as on present date should be considered If the Data is large, the DVV will seek for the Guide ship letters of Specific list of Teachers during DVV clarification 	
34.	3.2.4. Number of research projects per teacher funded by government and non-government agencies during the last five years. (As per Data Template in Section B) The template is combined with 3.2.1	<ul style="list-style-type: none"> List of research projects and funding details (Data Template) Copy of the letter indicating sanction of research project funded by govt./non-govt agency including details of name of teacher and amount in INR 	<ul style="list-style-type: none"> This metric is about the number of projects Hence the number of projects in 3.2.1 and 3.2.2 put together should result in 3.2.3 	<ul style="list-style-type: none"> Non-government agency does not include own institution / trust / sister institutions
35.	3.3.2 Number of workshops/seminars	<ul style="list-style-type: none"> Detailed program report for each program should be made 	<ul style="list-style-type: none"> Only activities with a bearing on Intellectual Proper Rights, 	<ul style="list-style-type: none">

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	conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years	available	Innovation practices, and Industry-academia initiatives should be considered here.	
36.	3.3.3 Number of awards for innovation won by institution/teachers/ research scholars/students during the last five years	<ul style="list-style-type: none"> e- Copies of award letters. 	<ul style="list-style-type: none"> Awards for innovation only to be considered here. This should not include patents The claims without certificate or award letter will not be considered 	<ul style="list-style-type: none"> Participation / presentation certificates in workshops / conferences etc to be avoided
37.	3.3.4 Number of start-ups incubated on campus during the last five years	<ul style="list-style-type: none"> E copy of sanction order of the University for the Start Ups on campus. 	<ul style="list-style-type: none"> Supporting document in favour of start-ups with company registration details, and incubation details mentioning the facilities extended by the institution to the company should be provided. 	<ul style="list-style-type: none">
38.	3.4.1The institution has a stated Code of Ethics to check malpractices and plagiarism in Research (Yes /No)	<ul style="list-style-type: none"> Web link of the approved code of Ethics Code of ethics as approved by the appropriate board of the university 	<ul style="list-style-type: none"> If yes, provide the copy of code of ethics for research, preferably hosted in the web If hosted in the web, provide the web link should lead to the landing page where code of ethics for research is hosted. If the link leads to the home page, the claim will not be considered. 	

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39.	3.4.2 The institution provides incentives to teachers who receive state, national and international recognition/awards (Yes /No)	<ul style="list-style-type: none"> e-copies of the letters of incentives granted by the institutions to the awardees 	<ul style="list-style-type: none"> Ranges from Study leave to monetary and promotion benefits If the data is large, details of incentives for selected faculty will be asked during DVV clarification process 	<ul style="list-style-type: none">
40.	3.4.3 Number of Patents published /awarded during the last five years	<ul style="list-style-type: none"> e-copies of the letters of awards and the current status 	<ul style="list-style-type: none"> Only awarded / published patents should be considered. Patents awarded should be supported with a letter of award and the unique patent number which can be cross-verified. 	<ul style="list-style-type: none">
41.	3.4.4 Number of Ph.D.s awarded per teacher during the last five years 3.4.4.1: How many Ph.D's are awarded within last 5 years 3.4.4.2 : Number of teachers recognized as guides during the last five years	<ul style="list-style-type: none"> PhD Award letters of students and Guideship letters of research supervisor. Co-guides are also considered Ph.D s awarded by other institutions are also considered (for DVV Partners) 	<ul style="list-style-type: none"> Number of Phd awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered. The recognised guides should be authenticated with guideship letters awarded by the University. If the data is large, details of guideship letter/award details for selected faculty will be asked during DVV clarification process 	<ul style="list-style-type: none">

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42.	3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years	<ul style="list-style-type: none"> • Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list 	<ul style="list-style-type: none"> • Only UGC – CARE approved Journals will be considered <p>In your template paste the link of UGC approved list of journals available in this link: https://www.ugc.ac.in/journallist like https://www.ugc.ac.in/journalist/ugc_admin_journal_report.aspx?eid=Mjc2MDk= for each publication</p> <ul style="list-style-type: none"> • In case of research papers published in deleted list of UGC until 2nd may 2018, the details in the link column may please mentioned as: the S.No of the journal –Deleted list 	<ul style="list-style-type: none"> • Incomplete entries will not be considered • If details given are not complete with the UGC link, the respective publication will not be considered
43.	3.4.6 Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years	<ul style="list-style-type: none"> • Cover page, content page and first page of the selected publications 	<ul style="list-style-type: none"> • Books with ISBN number only will be considered • the details of selected publications would be sought during the clarification process, if the data is large 	<ul style="list-style-type: none"> •
44.	3.4.7 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or Pub Med/		<ul style="list-style-type: none"> • The data for this metrics will be fetched by Infilbnet directly • The HEI can seek clarification for the data 	<ul style="list-style-type: none"> •

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	Indian Citation Index		provided by INFLIBNET through provision provided in the portal only.	
45.	3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-index of the university		<ul style="list-style-type: none"> • The data for this metrics will be fetched by Infilbnet directly • The HEI can seek clarification for the data provided by INFLIBNET through provision provided in the portal only. 	•
46.	3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual	<ul style="list-style-type: none"> • Minutes of the Governing Council/ Syndicate/Board of Management related to Consultancy policy. • e-copy/link of the Consultancy Policy. 	<ul style="list-style-type: none"> • If yes, provide the copy of Policy on Consultancy, preferably hosted in the web • If hosted in the web, provide the web link should lead to the landing page where policy on consultancy including revenue sharing between the institution and the individual is hosted. • If the link leads to the home page or any other irrelevant page, the claim will not be considered. 	
47.	3.5.2 Revenue generated from consultancy during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • Audited statements of accounts indicating the revenue generated through consultancy. • CA certified copy attested by head of the institute • Letter from the beneficiary of consultancy along with honourium paid details 	<ul style="list-style-type: none"> • Amount generated through consultancy work alone has to be considered here. 	<ul style="list-style-type: none"> • Research projects where the consultant are Principal investigator cannot be considered here

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		including non-remunerative consultancy		
48.	3.5.3 Revenue generated from corporate training by the institution during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • Audited statements of account indicating the revenue generated through training. • CA certified copy attested by head of the institute • Detailed program report for each training program should be made available, with specific mention of number of candidates trained and amount generated • Letter from the corporate receiving the training along with the honorarium details 	<ul style="list-style-type: none"> • Only Corporate training programs organised by the institution will be considered • Extract of Statement of account duly signed by the Finance officer indicating the amount generated by such programs are essential. 	
49.	3.6.2 Number of awards and recognition received for extension activities from Government /recognized bodies during the last five years	<ul style="list-style-type: none"> • e-copy of the award letters • Any supporting document in relevance to the metric 	<ul style="list-style-type: none"> • These awards are to the institution and not to the individual and for extension activities only. 	<ul style="list-style-type: none"> • Awards to the individuals should not be considered here.
50.	3.6.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non - Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years	<ul style="list-style-type: none"> • Photographs or any supporting document of relevance should have proper captions and dates • Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated 	<ul style="list-style-type: none"> • All evidences including photographs should have proper dates and captions respectively • Can be supplemented with Newspaper reports of events. 	

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

51.	3.6.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and Programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years	<ul style="list-style-type: none"> Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated and amount generated Photographs or any supporting document of relevance should have proper captions and dates 		
52.	3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange per year	<ul style="list-style-type: none"> Copies of collaboration/related documents with details of nature of collaboration and activities year wise 	<ul style="list-style-type: none"> The Collaboration should be valid for the assessment period. The collaboration activities of research/faculty exchange or/and student exchange should be facilitated through the mentioned collaboration only. 	<ul style="list-style-type: none"> Activities covered under 3.7.3 need not be included here
53.	3.7.2 Number of linkages with institutions/industries for internship, on-the job training, project work, sharing of research facilities etc. during the last five years	<ul style="list-style-type: none"> E-copies of linkage related documents indicating the start date and completion date 	<ul style="list-style-type: none"> These linkages are exclusively for internship, on-the job training, project work, sharing of research facilities etc only which are not covered under 3.7.3 	
54.	3.7.3 Number of functional MoUs with institutions of national, international importance, other	<ul style="list-style-type: none"> E-copies of the MoU's with institution/ industry/ corporate house, indicating the start date and completion 	<ul style="list-style-type: none"> The MoU should be functional during the assessment period If the MoU is for three years 	

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	universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)	<p>date</p> <ul style="list-style-type: none"> List of activities conducted under each MoU year wise signed by both parties 	viz 2011-2013, it shall be counted only once.	
55.	4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc. (current year data)	<ul style="list-style-type: none"> Hyper linked video. Geotagged Photos of class rooms /seminar halls with ICT 	<ul style="list-style-type: none"> Specific number of classrooms and/or seminar halls with facilities for teaching-learning through ICT for the current year to be considered here. 	<ul style="list-style-type: none">
56.	4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years. (INR in Lakhs)	<ul style="list-style-type: none"> Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by chartered accountant Highlight the relevant items in the balance sheet 	<ul style="list-style-type: none"> This metric is supposed to be looked at with the perspective of <u>infrastructure augmentation only</u> 	<ul style="list-style-type: none">
57.	<p>4.2.3 Does the institution have the following:</p> <ol style="list-style-type: none"> e – journals e-ShodhSindhu Shodhganga membership e-books Databases <p>Options:</p> <ol style="list-style-type: none"> Any 4 of the above Any 3 of the above Any 2 of the above 	<ul style="list-style-type: none"> E-copy of subscription letter/member ship letter or related document with the mention of year to be submitted 	<ul style="list-style-type: none"> Scan copy of books claimed as ebooks cannot be accepted. In the absence of appropriate subscription letter, the claims will not be considered 	<ul style="list-style-type: none">

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	D. Any 1 of the above E. None of the above			
58.	4.2.4 Average annual expenditure for purchase of books and journals during the last five years. (INR in lakhs)	<ul style="list-style-type: none"> • provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Chartered Accountant • Audit statement highlighting the expenditure for purchase of books and journal library resources. • Proceedings of Library Committee meetings for allocation of fund and utilization of fund 		<ul style="list-style-type: none"> • Avoid recurring expenditure on laboratory and acquisition of books and journals
59.	4.2.5 Availability of remote access to e-resources of the library.	<ul style="list-style-type: none"> • Gateway used for remote access • Snap shot of landing page of remote access after log in to remote access 	<ul style="list-style-type: none"> • The landing page of the link should lead to the login page of remote access • A link may be provided to NAAC • To substantiate the claim, a snap shot of details of remote access after login can be provided. 	<ul style="list-style-type: none"> •
60.	4.2.6 Percentage per day usage of library by teachers and students(current year data)	<ul style="list-style-type: none"> • E-copy/scan copy of log book for random check (any 5 working days) 	<ul style="list-style-type: none"> • Provide the log book entries of Library users on any five days. • The DVV will ask for library log-book any random five selective days during DVV clarification 	

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			<p>process</p> <ul style="list-style-type: none"> The DVV should ask for log book data for specific dates on a sample basis 	
61.	<p>4.3.2 Student - Computer ratio (current year data)</p>	<ul style="list-style-type: none"> Computer available for student use only Invoice / vouchers for the purchase of computers Highlight the purchase of computers in the approved Stock Register 	<ul style="list-style-type: none"> Provide the number of computers for student use only 	<ul style="list-style-type: none"> The computers for office and faculty use will not be considered
62.	<p>4.3.3 Available bandwidth of internet connection in the Institution (Leased line) Options: A. ≥ 50 MBPS B. 35 MBPS - 50 GBPS C. 20 MBPS - 35 MBPS D. 5 MBPS - 20 MBPS E. < 5 MBPS</p>	<ul style="list-style-type: none"> Bills for any one month of the last completed academic year indicating internet connection plan, speed and bandwidth 		<ul style="list-style-type: none"> Snap shot of speed test for wifi/internet facility will not be considered
63.	<p>4.3.4 Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System(LCS)</p>	<ul style="list-style-type: none"> Geotagged photograph with date 	<ul style="list-style-type: none"> Refer to https://www.ugc.ac.in/oldpdf/xiplanpdf/EContentxiplan.pdf 	
64.	<p>4.4.1 Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years. (INR in lakhs)</p>	<ul style="list-style-type: none"> Provide balance sheet highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Chartered 	<ul style="list-style-type: none"> The emphasis of this metric is in the maintenance of physical and academic support facilities 	<ul style="list-style-type: none">

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		<p>accountant.</p> <ul style="list-style-type: none"> • Provide budget extract incurred on <u>maintenance</u> of physical facilities and academic support facilities duly certified by Chartered accountant. 		
65.	5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<ul style="list-style-type: none"> • Upload sanction letter of scholarship. • Consolidated document of freeships and number of beneficiaries in each • Year-wise list and number of beneficiaries 	<ul style="list-style-type: none"> • Only Government Scholarships (both state and central) • For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification 	
66.	5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years	<ul style="list-style-type: none"> • Upload sanction letter year wise • Copies of certificates of freeships, scholarships provided by various agencies 	<ul style="list-style-type: none"> • Sanctions by non-government agencies only • For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification 	
67.	5.1.3 Number of capability enhancement and development schemes– 1. Guidance for competitive examinations, 2. Career Counseling, 3. Soft skill development, 4. Remedial coaching, 5. Language lab,	<ul style="list-style-type: none"> • Web-link to particular program/scheme mentioned in the metric • Copy of circular /brochure /report of the event/ activity report • Report and photographs with date and caption for each scheme 	<ul style="list-style-type: none"> • Consider all the students who have enrolled for the schemes 	

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	6. Bridge courses 7. Yoga and Meditation 8. Personal Counseling Options: A. 7 or more of the above B. Any 6 of the above C. Any 5 of the above D. Any 4 of the above E. Any 3 of the above			
68.	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	<ul style="list-style-type: none"> • Copy of circular/brochure of such programs • Year-wise list of students attending each of these schemes signed by competent authority 	<ul style="list-style-type: none"> • “Students benefited” refers to students enrolled / attending the said programs 	<ul style="list-style-type: none"> •
69.	5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years	<ul style="list-style-type: none"> • Copy of circular/brochure of such programs • List of VET programs and students enrolled therein year wise • Summary report with program offered and duration 	<ul style="list-style-type: none"> • The list of enrolled students in specific VET during DVV clarification will be sought during DVV clarification if the data is large • Include only those programs which are of a duration of three months or more 	
70.	5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. (Yes /No)	<ul style="list-style-type: none"> • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. • Circular/web-link/ committee report justifying 	<ul style="list-style-type: none"> • Report of incident management of grievances from the concerned cell is essential. • The mechanism of addressal should be available as document and preferably 	

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		the objective of the metric	hosted in the HEI's Website. The link of the same shall be provided to validate the same.	
71.	5.2.1 Average percentage of placement of outgoing students during the last five years	<ul style="list-style-type: none"> • Annual reports of Placement Cell. • List of students placed along with placement details 	<ul style="list-style-type: none"> • The placements through HEI placement drive only to be considered here. • If the data is large, DVV will ask for the appointment orders of the selected students 	
72.	5.2.2 Percentage of student progression to higher education (previous graduating batch) (current year data)	<ul style="list-style-type: none"> • Upload supporting data for student/alumni in prescribed format. 	<ul style="list-style-type: none"> • The details of selected students progressing to higher education will be asked by DVV during DVV clarification. The validating document for the same to be provided then. 	<ul style="list-style-type: none"> •
73.	5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations)	<ul style="list-style-type: none"> • Pass Certificates of the examination 	<ul style="list-style-type: none"> • List of students year-wise under each head 	<ul style="list-style-type: none"> • In absence of certificate, the claim will not be considered.
74.	5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at	<ul style="list-style-type: none"> • e-copies of award letters and certificates. 	<ul style="list-style-type: none"> • Only nation or international achievements will be considered. 	<ul style="list-style-type: none"> • Participation/appreciation certificates at the regional/local /institutional levels should be avoided

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	national/international level (award for a team event should be counted as one) during the last five years			
75.	5.3.3 Average number of sports and cultural activities / competitions organised at the institution level per year	<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 	<ul style="list-style-type: none"> • Events cannot be split into activities • Only the activities organised by the institution need to be considered 	
76.	5.4.2 Alumni contribution during the last five years. (Amount in Rupees) Options: A. ≥ 5 Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs D. 1 Lakhs - 3 Lakhs E. <1 Lakhs	<ul style="list-style-type: none"> • Annual audited statements of accounts highlighting Alumni contribution duly certified by Chartered Accountant. • Name of the alumnus/alumni with the amount contributed year wise. 		
77.	5.4.3 Number of Alumni Association /Chapters meetings held during the last five years	<ul style="list-style-type: none"> • Copy of circular/brochure of such meetings/chapters • Agenda of the meetings and proceedings thereof of Alumni Association/Chapters 	Random verification of minutes of the meeting will be sought for during DVV clarification	
78.	6.2.3 Implementation of e-governance in areas of operation 1. Planning and	<ul style="list-style-type: none"> • Institutional budget statements allocated for the heads of E_governance implementation 		

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	<p>Development</p> <p>2. Administration</p> <p>3. Finance and Accounts</p> <p>4. Student Admission and Support</p> <p>5. Examination</p> <p>Options:</p> <p>A. All 5 of the above</p> <p>B. Any 4 of the above</p> <p>C. Any 3 of the above</p> <p>D. Any 2 of the above</p> <p>E. Any 1 of the above</p>	<ul style="list-style-type: none"> • ERP Document • Screen shots of user interfaces of each module • Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate • Policy document 		
79.	<p>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</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, the DVV will seek for document of specific list of teachers during DVV clarification 	<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
80.	<p>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</p>	<ul style="list-style-type: none"> • List of professional development / administrative training programs organized by the institution • Brochures • Reports year wise • List of participants of each 		

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		<p>programme</p> <ul style="list-style-type: none"> • Photographs with date and caption. 		
81.	6.3.4 Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during the last five years	<ul style="list-style-type: none"> • Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period participated year wise. • E-copy of the certificates of the program attended by teachers. • List of participants for each programme during last five years. • Annual reports of the AQAR submitted to NAAC 	<ul style="list-style-type: none"> • One teacher attending one or more professional development Program in a year to be counted as one only. • The DVV will ask for certificates of specific faculty during DVV process as a part of validation 	<ul style="list-style-type: none"> •
82.	6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III) (INR in Lakhs)	<ul style="list-style-type: none"> • Annual statements of accounts. • Copy of letter indicating the grants/funds received by respective agency as stated in metric • Provide the budget extract of audited statement towards Grants received from non-government bodies, individuals, philanthropist duly certified by chartered accountant and/or Finance Officer 		<ul style="list-style-type: none"> • Avoid duplication • Funds from own institutions/own trust and sister institutions not to be considered
83.	6.5.3 Average number of	<ul style="list-style-type: none"> • IQAC link verification for 	<ul style="list-style-type: none"> • The initiatives should be 	<ul style="list-style-type: none"> • Activities other than quality

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	quality initiatives by IQAC for promoting quality culture per year	upload of data/information <ul style="list-style-type: none"> • Copy of circular/reports/newsletter/in vitation letter/brochure per event 	through IQAC and should have special focus on promoting quality culture in the institution.	initiatives not to be considered.
84.	<p>6.5.4 Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements 2. Academic Administrative Audit (AAA) and initiation of follow up action 3. Participation in NIRF 4. ISO Certification 5. NBA or any other quality audit <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 of the above B. Any 3 of the above C. Any 2 of the above 	<ul style="list-style-type: none"> • Annual reports of IQAC • AQARs of IQAC • e-Copies of the accreditations and certifications • Consolidated report of Academic Administrative Audit (AAA) • Supporting document in favour of participation in NIRF/link of NIRF submitted • ISO certificate (valid period) • Certificate of NBA or any other quality audit whichever claimed • Feedback analysis report 	<ul style="list-style-type: none"> • AQAR not applicable for cycle I 	<ul style="list-style-type: none"> •

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	D. Any 1 of the above E. None of the above			
85.	7.1.1 Number of gender equity promotion programs organized by the institution during the last five years	<ul style="list-style-type: none"> Detailed program report with photographs (date and caption) for each program should be made available Copy of circular/brochure/ Report of the program Extract of Annual report 	<ul style="list-style-type: none"> The focus of the program should be on gender equity/promotion 	<ul style="list-style-type: none"> Avoid programme which does not pertain to gender.
86.	Environmental Consciousness and Sustainability <u>Alternate Energy initiatives such as:</u> 7.1.3 Percentage of annual power requirement of the Institution met by the renewable energy sources (current year data)	<ul style="list-style-type: none"> Geotagged photos of energy sources Proof in support of energy sources (Invoice etc.) Green audit report Renewable energy installation bills or maintenance bills can also be provided 		
87.	7.1.4 Percentage of annual lighting power requirements met through LED bulbs. (current year data)	<ul style="list-style-type: none"> Green audit report Any supporting document in proof of same 		
88.	7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years. (INR in lakhs)	<ul style="list-style-type: none"> Audited financial statement highlighting the expenditure on green initiatives and waste management Provide the budget extract of audited statement specifically towards expenditure on green 	<ul style="list-style-type: none"> The extract of expenditure should focus only on green initiatives and waste management. 	<ul style="list-style-type: none">

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		initiatives and waste management duly certified by chartered accountant and/or Finance Officer		
89.	<p>Differently abled (Divyangjan) friendliness</p> <p>7.1.9 Resources available in the institution</p> <ol style="list-style-type: none"> 1) Physical facilities 2) Provision for lift 3) Ramp / Rails 4) Braille Software/facilities 5) Rest Rooms 6) Scribes for examination 7) Special skill development for differently abled students 8) Any other similar facility (Specify) <p>Options:</p> <ol style="list-style-type: none"> A. 7 and more of the above B. At least 6 of the above C. At least 4 of the above D. At least 2 of the above E. None of the above 	<ul style="list-style-type: none"> • Photos (with date and caption) and videos • Link to Geotagged photos and videos • Bills and invoice/purchase order/AMC in support of facility 		
90.	7.1.10 Number of specific initiatives to address	<ul style="list-style-type: none"> • Summary report of each program conducted. 	<ul style="list-style-type: none"> • The focus of the program should be on specific 	<ul style="list-style-type: none"> • NSS and NCC activities not to be considered here.

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	locational advantages and disadvantages during the last five years	<ul style="list-style-type: none"> • Copy of circular/brochure/ report of the initiative/photos of the initiatives/news report published 	initiatives to address locational advantages and disadvantages only	<ul style="list-style-type: none"> • Activities mentioned in other metrics not to be considered.
91.	7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)	<ul style="list-style-type: none"> • Copy of circular/brochure/ report of the initiative/ photos of the initiatives/ news report published • Summary report of each program conducted. 	<ul style="list-style-type: none"> • The focus of the program should be on specific initiatives taken to engage with and contribute to local community 	<ul style="list-style-type: none"> • NSS and NCC activities not to be considered here • Activities mentioned in other metrics not to be considered.
92.	Human Values and Professional Ethics 7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff	<ul style="list-style-type: none"> • University Code of Conduct for students • University Code of Conduct for teachers • Handbooks, manuals and brochures on human values and professional ethics • Report on the student attributes facilitated by the Institution • Web-Link to the relevant documents at Institution website 		
93.	7.1.13 Display of core values in the institution and on its website	<ul style="list-style-type: none"> • Link of the same in the website of HEI • Geotagged photos of display of core values 	<ul style="list-style-type: none"> • The web link should direct to the Core values of the HEI specifically 	
94.	7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national	Copy of circular/brochure/ report of such activity		

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	identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations			
95.	7.1.15 The institution offers a course on Human Values and professional ethics	Course content along with structure of the program		
96.	7.1.16 The institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions.	Professional code prescribed by statutory body available in Web link of the HEI website		
97.	7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	<ul style="list-style-type: none"> • List of Activities/celebrations and their summary reports • Link to photos (with date and caption) and videos of activities/events 		

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