

## Standard Operating Procedure for Data Validation and Verification (Affiliated UG/PG)

Sl. No.	Metric	Documents Needed	Specific instruction to DVV
1.	<b>1.1.2</b> Number of certificate/diploma program introduced during the last five years	<ul style="list-style-type: none"> <li>• Syllabus copy of certificate/Diploma Program</li> <li>• Minutes of BOS meeting specifying the introduction of the Certificate of Diploma program</li> </ul>	
2.	<b>1.1.3</b> Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years	<ul style="list-style-type: none"> <li>• Provide Nomination letter such BoS and Academic Council From University/ Autonomous college</li> </ul>	<ul style="list-style-type: none"> <li>• One Full-time teacher to be counted once irrespective of number of participation.</li> <li>• Period of one tenure of membership on any Body to be considered as one count.</li> <li>• Eg. If one teacher is a member of BOS for tenure of two years, the count should be considered as one.</li> </ul>
3.	<b>1.2.1</b> Percentage of new courses introduced of the total number of courses across all programs offered during the last five years	<ul style="list-style-type: none"> <li>• Minutes of relevant Academic Council/BOS meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM eg. MBA <b>program</b> has some number of <b>paper/courses</b> completing which the candidates attain the degree.</li> </ul>
4.	<b>1.2.2</b> Percentage of programs in which Choice Based Credit System (CBCS)/elective course system has been implemented	<ul style="list-style-type: none"> <li>• Minutes of relevant Academic Council/BOS meetings.</li> <li>• University letter stating implementation of CBCS by the institution</li> <li>• Structure of the program clearly indicating courses, credits/Electives as approved by the competent board.</li> </ul>	<ul style="list-style-type: none"> <li>• Either CBCS or Elective or both can be considered</li> <li>• If CBCS, course structure along with credit details to be given.</li> <li>• If elective, list of elective offered for the program to be given</li> </ul> <p>If both, CBCS details alone is sufficient.</p>
5.	<b>1.2.3</b> Average percentage of students enrolled in subject	<ul style="list-style-type: none"> <li>• List of the students enrolled in the Program</li> </ul>	The DVV may seek for certificates of random selected

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	related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years		students during DVV clarification
6.	<b>1.3.2</b> Number of courses imparting transferable and life skills offered during the last five years	<ul style="list-style-type: none"> <li>• Courses content or syllabus specifying such courses and the program in which it is being accommodated.</li> </ul>	
7.	<b>1.3.3</b> Percentage of students undertaking field projects / internships	<ul style="list-style-type: none"> <li>• Internship completion certificate from the organization where internship was completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Only current year (Recently completed Academic Year) data to be considered</li> <li>• One student involved in multiple Field works and/or internship should be counted as one.</li> <li>• Internship completion certificate given to the students by the host organisation will be asked during DVV process with specific student list.</li> <li>• In case field visit, course content mentioning in favour of field visit, along with filed visit report.</li> </ul>
8.	<b>1.4.1</b> 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"> <li>• Stakeholder feedback analysis report.</li> <li>• Action taken report of the Institution on feedback report as minutes by the Governing Council, Syndicate, Board of Management and IQAC..</li> </ul>	<ul style="list-style-type: none"> <li>• The feedback concerned with curriculum development only can be considered</li> <li>• Only filled –in feedback report will be considered</li> <li>• In case of selecting C, B, or A provide three filled forms from each criteria</li> </ul>
9.	<b>1.4.2</b> Feedback processes of the institution may be classified as follows: A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected, analysed and action has been taken	<ul style="list-style-type: none"> <li>• Stakeholder feedback report.</li> <li>• Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management.</li> </ul>	<ul style="list-style-type: none"> <li>• In case of option A, only those links which leads directly to the concerned web page hosting action taken report will be considered</li> <li>• Un available websites will not be considered.</li> <li>• In case of option B,C and D</li> </ul>

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	C. Feedback collected and analysed D. Feedback collected E. Feedback not collected		reports of the same shall be provided.
10.	<b>2.1.1</b> Average percentage of students from other states and countries during the last five years		<ul style="list-style-type: none"> <li>• Copy of the domicile certificate as part of the from other states and countries and/or</li> <li>• Previous degree/ Matriculation / HSC certificate from other state or country</li> <li>• In case of large data, the DVV will seek for the above mentioned documents for specific list of students during DVV clarification.</li> <li>• .</li> </ul>
11.	<b>2.1.2</b> Average Enrolment percentage	<ul style="list-style-type: none"> <li>• Document relating to Sanction of intake Extract of No. of application received in each program</li> </ul>	<ul style="list-style-type: none"> <li>• Sanctioned admission strength in each program vs No. of Application received for each program</li> </ul>
12.	<b>2.1.3</b> 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"> <li>• 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)</li> <li>• Final admission list published by the HEI</li> <li>• Admission extract submitted to the state OBC, SC and ST cell every year.</li> </ul> <p>Initial reservation of seats for admission.</p>	<ul style="list-style-type: none"> <li>• Include only those reserved categories as specified by State/central Government orders for admission.</li> <li>• Only those seats filled against the quota should be counted here.</li> </ul>
13.	<b>2.2.2</b> Student - Full time teacher ratio (current year)	The tool will calculate this metrics automatically. The input of both denominator and numerator comes from the extended profile.	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
14.	<b>2.2.3</b> Percentage of differently abled students (Divyangjan) on rolls (current year)	Copy of disability certificate indicating the differently-abled status/Unique Disability	<ul style="list-style-type: none"> <li>• Please provide the list of differently abled students</li> </ul>

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		Identification card scan copy	(Divyangjan) <b>on rolls</b> in the current year (recently completed academic year)
15.	<b>2.3.2</b> Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), e-learningresourcesetc.	<ul style="list-style-type: none"> <li>• List of teachers using ICT enabled learning facility.</li> <li>• LMS website/ Academic management system. <ul style="list-style-type: none"> <li>• Link of LMS, moodles etc, link of resources created</li> </ul> </li> <li>• Geotagged Photos</li> </ul>	
16.	<b>2.3.3</b> Ratio of mentor to students for academic and stress related issues (current year)	<ul style="list-style-type: none"> <li>• Copy of circular pertaining the details of mentor and their allotted mentees</li> <li>• Approved Mentor list as announced by the HEI</li> <li>• Allotment order of mentor to mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Only full-time teachers can be considered as mentors.</li> </ul>
17.	<b>2.4.1</b> Average percentage of full time teachers against sanctioned posts during the last five years	<ul style="list-style-type: none"> <li>• Position sanction letters (including Management sanctioned posts) by competent authority (in English/translated in English)</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment letter of selected faculty will be asked during DVV clarification stage</li> </ul>
18.	<b>2.4.2</b> Average percentage of full time teachers with Ph.D. during the last five years	<ul style="list-style-type: none"> <li>• Copies of Ph.D. certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Mention number of full-time teachers with PhD year wise irrespective year of award of Phd</li> <li>• PhD certificates of selected faculty will be asked during DVV clarification stage if the data is large</li> </ul>
19.	<b>2.4.3</b> Average teaching experience of full time teachers in number of years	<ul style="list-style-type: none"> <li>• Experience certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large</li> </ul>
20.	<b>2.4.4</b> Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International	<ul style="list-style-type: none"> <li>• e-Copies of award letters (scanned or soft copy) for achievements</li> </ul>	<ul style="list-style-type: none"> <li>• Award that are local in nature need to be avoided.</li> <li>• Only State, National and International level from</li> </ul>

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	level from Government, recognized bodies during the last five years		Government, recognised bodies only should be considered <ul style="list-style-type: none"> <li>• The date of award should fall with-in the assessment period</li> <li>• One Full-time teacher to be counted once for a year irrespective of number of awards or recognition in the same year.</li> </ul>
21.	<b>2.4.5</b> Average percentage of full time teachers from other states against sanctioned posts during the last five years	<ul style="list-style-type: none"> <li>• Documentary evidence in support of teachers from other states</li> </ul>	<ul style="list-style-type: none"> <li>• Domicile certificate/previous degree certificate or relevant documentary proof of selected faculty will be asked during DVV clarification stage if the data is large</li> </ul>
22.	<b>2.6.3</b> Average pass percentage of students	<ul style="list-style-type: none"> <li>• Reports from Controller of Exam (COE) office/ Annual reports mentioning the relevant details.</li> <li>• Notified exam date and result declaration date year wise/semester wise</li> </ul>	
23.	<b>3.1.1.</b> Grants for research projects sponsored by the government and non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during the last five years	<ul style="list-style-type: none"> <li>• e-copies of the grant award letters for research projects sponsored by government and non-government sources</li> <li>• Grant award letter must include the year of award and amount</li> </ul>	<ul style="list-style-type: none"> <li>• include the research projects sponsored by government and non government sources</li> <li>• Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from non-government or Government organisations.</li> <li>• The running period of grant should be valid for the assessment period.</li> </ul>
24.	<b>3.1.2</b> Percentage of teachers recognized as research guides at present (Not Applicable to <u>UG College</u> )	<ul style="list-style-type: none"> <li>• Provide E-copy of letter of recognition as research guide by affiliating university</li> </ul>	<ul style="list-style-type: none"> <li>• The recognised guides should be authenticated with guideship letters awarded by the University.</li> <li>• If the data is large, details of guideship letter/award details for selected faculty</li> </ul>

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			will be asked during DVV clarification process
25.	3.1.3 Number of research projects per teacher funded by government and non-government agencies during the last five years  (For <u>UG College</u> weightage of this metric will be 7)	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>This metric is about the number of projects</li> <li>Hence the number of projects in 3.1.1 should result in 3.1.3</li> </ul>
26.	3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years	<ul style="list-style-type: none"> <li>Detailed program report for each program should be made available</li> </ul>	<ul style="list-style-type: none"> <li>Only activities with a bearing on Intellectual Property Rights, Innovation practices, and Industry-academia initiatives should be considered here.</li> </ul>
27.	3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	<ul style="list-style-type: none"> <li>Web link of the approved code of Ethics</li> <li>Code of ethics as approved by the appropriate board of the university</li> </ul>	<p>If yes, provide the copy of code of ethics for research, preferably hosted in the web</p> <p>If hosted in the web, provide the web link should lead to the landing page where code of ethics for research is hosted.</p> <p>If the link leads to the home page, the claim will not be considered.</p>
28.	3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards	<ul style="list-style-type: none"> <li>e- copies of the letters of incentives granted to the awardees</li> </ul>	<ul style="list-style-type: none"> <li>Ranges from Study leave to monetary and promotion benefits</li> <li>If the data is large, details of incentives for selected faculty will be asked during DVV clarification process</li> </ul>
29.	3.3.3 Number of Ph.D.s awarded per teacher during the last five years (Not applicable to UG college)	<ul style="list-style-type: none"> <li>PhD Award letters of students and Guideship letters of research supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Number of Phd awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered.</li> <li>The recognised guides should be authenticated</li> </ul>

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			<p>with guideship letters awarded by the University.</p> <ul style="list-style-type: none"> <li>• If the data is large, details of guideship letter/award details for selected faculty will be asked during DVV clarification process</li> </ul>
30.	<b>3.3.4</b> Number of research papers per teacher in the Journals notified on UGC website during the last five years	<ul style="list-style-type: none"> <li>• Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list</li> </ul>	<ul style="list-style-type: none"> <li>• Only UGC approved Journals will be considered</li> </ul> <p>In your template paste the link of UGC approved list of journals available in this link:  <a href="https://www.ugc.ac.in/journallist">https://www.ugc.ac.in/journallist</a>  like  <a href="https://www.ugc.ac.in/journallist/ugc_admin_journal_report.aspx?eid=Mjc2MDk=">https://www.ugc.ac.in/journallist/ugc_admin_journal_report.aspx?eid=Mjc2MDk=</a>  for each publication</p> <ul style="list-style-type: none"> <li>• In case of research papers published in deleted list of UGC until 2<sup>nd</sup> may 2018, the details in the link column may please mentioned as: the S.No of the journal –Deleted list</li> </ul>
31.	<b>3.3.5</b> 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"> <li>• The data for this metrics will be fetched by Infflibnet directly</li> </ul> <p>The HEI can seek clarification for the data provided by INFLIBNET through provision provided in the portal only.</p>
32.	<b>3.4.2</b> Number of awards and recognition received for extension activities from Government recognized bodies during the last five years	<ul style="list-style-type: none"> <li>• e-copy of the award letters</li> <li>• Any supporting document in relevance to the metric</li> </ul>	<ul style="list-style-type: none"> <li>• These awards are to the institution and not to the individual and for extension activities only.</li> <li>• Awards to the individuals should not be considered here.</li> </ul>
33.	<b>3.4.3</b> Number of extension and	<ul style="list-style-type: none"> <li>• Photographs or any</li> </ul>	<ul style="list-style-type: none"> <li>• Can be supplemented with</li> </ul>

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	outreach programs conducted in collaboration with industry, community and Non-Government Organizations through NSS/NCC/Red cross/YRC etc., during the last five years	<p>supporting document in relevance</p> <ul style="list-style-type: none"> <li>Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated</li> </ul>	News paper reports of events.
34.	<b>3.4.4</b> Average percentage of students participating in extension activities with Government Organizations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years	<ul style="list-style-type: none"> <li>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</li> <li>Photographs or any supporting document in relevance</li> </ul>	
35.	<b>3.5.1</b> Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years	<ul style="list-style-type: none"> <li>E-copies of linkage related documents. Indicating the start date and completion date</li> </ul>	<ul style="list-style-type: none"> <li>These linkages is exclusively for internship, on-the job training, project work, sharing of research facilities etc only</li> <li>The same will not be counted for metrics 3.5.2</li> </ul>
36.	<b>3.5.2</b> Number of functional MoU's with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoU's with ongoing activities to be considered)	<ul style="list-style-type: none"> <li>E-copies of the MoU's with institution/ industry/ corporate house, Indicating the start date and completion date</li> <li></li> </ul>	<p>The MoU should be functional during the assessment period</p> <p>If the MoU is for three years viz 2011-2013, it shall be counted once only.</p>
37.	<b>4.1.3</b> Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc.	<ul style="list-style-type: none"> <li>Hyper linked video.</li> <li>Geotagged Photos of class rooms /seminar halls with ICT</li> </ul>	<ul style="list-style-type: none"> <li>Specific number of classrooms and/or seminar halls with facilities for teaching-learning through ICT for the current year to</li> </ul>

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			be considered here.
38.	<b>4.1.4</b> Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years	<ul style="list-style-type: none"> <li>• Provide the consolidated fund allocation towards infrastructure augmentation <i>facilities</i> duly certified by chartered accountant</li> </ul>	<ul style="list-style-type: none"> <li>• This metric is supposed to be looked at with the perspective of <b><u>infrastructure augmentation only</u></b></li> </ul>
39.	<b>4.2.3</b> Does the institution have the following: <ol style="list-style-type: none"> <li>1. e – journals</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga membership</li> <li>4. e-books</li> <li>5. Databases</li> </ol> Options: A. Any 4 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	<ul style="list-style-type: none"> <li>• E-copy of subscription letter/member ship letter or related document with the mention of year to be submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Scan copy of books claimed as ebooks cannot be accepted.</li> <li>• In the absence of appropriate subscription letter, the claims will not be considered</li> </ul>
40.	<b>4.2.4</b> Average annual expenditure for purchase of books and journals during the last five years	<ul style="list-style-type: none"> <li>• provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Chartered Accountant</li> <li>• Audit statement highlighting the expenditure for purchase of books and journal library resources.</li> <li>• Proceeding of library Committee meeting for allocation of fund and utilization of fun for</li> <li>• NIRF data</li> </ul>	
41.	<b>4.2.5</b> Availability of remote access to e-resources of the library	<ul style="list-style-type: none"> <li>• Gateway used for remote access</li> <li>• Snap shot of landing page of remote access after log in to remote access</li> </ul>	<ul style="list-style-type: none"> <li>• The landing page of the link should lead to the login page of remote access</li> <li>• To substantiate the claim, a snap shot of details of remote access after login can be provided.</li> </ul>
42.	<b>4.2.6</b> Percentage per day usage of library by teachers and students	<ul style="list-style-type: none"> <li>• E-copy/scan copy of log book for random check</li> </ul>	<ul style="list-style-type: none"> <li>• provide the log book entries of Library users on</li> </ul>

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		(any 5 working days)	any five days. <ul style="list-style-type: none"> <li>The DVV will ask for library log-book any random five selective days during DVV clarification process</li> </ul>
43.	<b>4.3.2</b> Student - Computer ratio	<ul style="list-style-type: none"> <li>Computer available for student use only</li> <li>Invoice / vouchers for the purchase of computers</li> <li>Annual Stock entry of computers</li> </ul>	<ul style="list-style-type: none"> <li>The computers for office and faculty use should not be consider</li> <li>Provide the number of computers for student use only</li> </ul>
44.	<b>4.3.3</b> Available bandwidth of internet connection in the Institution (Leased line) Options: A. $\geq 50$ MBPS B. 35 MBPS - 50 GBPS C. 20 MBPS - 35 MBPS D. 5 MBPS - 20 MBPS E. $< 5$ MBPS	<ul style="list-style-type: none"> <li>Latest bills for leased line connection indicating plan and internet speed</li> </ul>	<ul style="list-style-type: none"> <li>Snap shot of speed test for wifi/internet facility will not be considered</li> </ul>
45.	<b>4.3.4</b> Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System(LCS)	<ul style="list-style-type: none"> <li>geotagged photograph.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to <a href="https://www.ugc.ac.in/oldpdf/xiplanpdf/EContentxiplan.pdf">https://www.ugc.ac.in/oldpdf/xiplanpdf/EContentxiplan.pdf</a></li> </ul>
46.	<b>4.4.1</b> Average expenditure incurred on <b><u>maintenance</u></b> of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years	<ul style="list-style-type: none"> <li>provide extract of expenditure incurred on <b><u>maintenance</u></b> of physical facilities and academic support facilities duly certified by Chartered accountant</li> </ul>	<ul style="list-style-type: none"> <li>The emphasis of this metric is in the <b><u>maintenance of physical and academic support facilities</u></b></li> </ul>
47.	<b>5.1.1</b> Average percentage of students benefited by scholarships and freships provided by the Government during the last five years	<ul style="list-style-type: none"> <li>Upload sanction letter of scholarship.</li> <li>Consolidated document in favour of freships and number of beneficiaries</li> </ul>	<ul style="list-style-type: none"> <li>Only Government Scholarships</li> <li>For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification</li> </ul>

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48.	<b>5.1.2</b> 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"> <li>• Upload sanction letter.</li> <li>• Copy of certificate of freeships, scholarships provided by various agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Non-government only</li> <li>• For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification</li> </ul>
49.	<b>5.1.3</b> Number of capability enhancement and development schemes– <ol style="list-style-type: none"> <li>1. Guidance for competitive examinations,</li> <li>2. Career Counseling,</li> <li>3. Soft skill development,</li> <li>4. Remedial coaching,</li> <li>5. Language lab,</li> <li>6. Bridge courses</li> <li>7. Yoga and Meditation</li> <li>8. Personal Counseling</li> </ol> Options: <ol style="list-style-type: none"> <li>A. 7 or more of the above</li> <li>B. Any 6 of the above</li> <li>C. Any 5 of the above</li> <li>D. Any 4 of the above</li> <li>E. Any 3 of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Institutional website.</li> <li>• Web-link to particular program/scheme mentioned in the metric</li> <li>• Copy of circular/brochure/report of the event/ activity report</li> <li>• Annual report of Pre-Examination Coaching centres</li> </ul>	<ul style="list-style-type: none"> <li>• Consider all the students who have enrolled for the schemes</li> </ul>
50.	<b>5.1.4</b> 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"> <li>• Copy of circular/brochure of such programs</li> </ul>	<ul style="list-style-type: none"> <li>• Students attending the said programs is considered as benefitted</li> </ul>
51.	<b>5.1.5</b> Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years	<ul style="list-style-type: none"> <li>• Copy of circular/brochure of such programs</li> </ul>	<ul style="list-style-type: none"> <li>• For large data, the DVV will ask documents for specific no of students in specific VET during DVV clarification</li> </ul>
52.	<b>5.1.6</b> The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	<ul style="list-style-type: none"> <li>• Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee.</li> <li>• Circular/web-link/ committee report</li> </ul>	<ul style="list-style-type: none"> <li>• Report of incident management of grievances from the concerned cell is essential.</li> <li>• The mechanism of addressal should be available as document and preferably hosted in the HEI's Website.</li> </ul>

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.

		justifying the objective of the metric	The link of the same shall be provided to validate the same.
53.	<b>5.2.1</b> Average percentage of placement of outgoing students during the last five years	<ul style="list-style-type: none"> <li>Annual reports of Placement Cell.</li> </ul>	<ul style="list-style-type: none"> <li>The placements through HEI placement drive only to be considered here.</li> </ul>
54.	<b>5.2.2</b> Percentage of student progression to higher education (previous graduating batch)	<ul style="list-style-type: none"> <li>Upload supporting data for student/alumni in prescribed format.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>
55.	<b>5.2.3</b> 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"> <li>Pass Certificates of the examination</li> </ul>	<ul style="list-style-type: none"> <li>In absence of certificate, the claim will not be considered.</li> </ul>
56.	<b>5.3.1</b> Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) during the last five years	<ul style="list-style-type: none"> <li>e-copies of award letters and certificates.</li> </ul>	<ul style="list-style-type: none"> <li>Only nation or international achievements will be considered.</li> </ul>
57.	<b>5.3.3</b> Average number of sports and cultural activities / competitions organised at the institution level per year	<ul style="list-style-type: none"> <li>Report of the event. or</li> <li>Copy of circular/brochure indicating such kind of activities</li> </ul>	<ul style="list-style-type: none"> <li>Events cannot be split into activities</li> </ul>
58.	<b>5.4.2</b> Alumni contribution during the last five years Options: A. $\geq 5$ 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"> <li>Annual audited statements of accounts.</li> <li>Extract of Audited statements of highlighting Alumni Association contribution duly certified by Chartered Accountant.</li> </ul>	
59.	<b>5.4.3</b> Number of Alumni Association /Chapters meetings held during the last five years	<ul style="list-style-type: none"> <li>Report of the event. Or</li> <li>Copy of circular/brochure of such meetings/chapters</li> </ul>	Random verification of minutes of the meeting will be sought for during DVV

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		<ul style="list-style-type: none"> <li>• Proceedings of the alumni chapters</li> </ul>	clarification
60.	<p><b>6.2.3</b> Implementation of e-governance in areas of operation</p> <ol style="list-style-type: none"> <li>1. Planning and Development</li> <li>2. Administration</li> <li>3. Finance and Accounts</li> <li>4. Student Admission and Support</li> <li>5. Examination</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. All 5 of the above</li> <li>B. Any 4 of the above</li> <li>C. Any 3 of the above</li> <li>D. Any 2 of the above</li> <li>E. Any 1 of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Institutional budget statements allocated for the heads of E_governance implementation</li> <li>• ERP Document</li> <li>• Screen shots of user interfaces of each module</li> <li>• Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate</li> <li>• Policy document</li> </ul>	
61.	<p><b>6.3.2</b> Average percentage of teachers provided with <b>financial support</b> to attend conferences / workshops and towards membership fee of professional bodies during the last five years</p>	<ul style="list-style-type: none"> <li>• Policy document from institutions providing financial support to teachers, if applicable</li> <li>• E-copy of letter indicating financial assistance to teachers</li> <li>• Relevant Budget extract/ expenditure statement</li> <li>• Office order of financial support</li> </ul>	<ul style="list-style-type: none"> <li>• Complimentary benefits incorporated in the policy of promotion of quality through financial support to attend conferences/ workshops and towards membership fee of professional bodies in institutions may be considered.</li> <li>• If the data is large, the DVV will seek for document of specific list of teachers during DVV clarification</li> </ul>
62.	<p><b>6.3.3</b> 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"> <li>• Detailed program report for each program should be made available Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).</li> <li>• Reports of Academic Staff College or similar centers</li> <li>• Verification of schedules</li> </ul>	

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		<p>of training programs</p> <ul style="list-style-type: none"> <li>• Copy of circular/brochure/report of training program</li> <li>• self conducted program may also be considered</li> </ul>	
63.	<b>6.3.4</b> 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"> <li>• Annual reports of the AQAR submitted to NAAC</li> <li>• E-copy of the certificate of the program attended by teacher</li> <li>• Days limits of program/course as prescribed by UGC/AICTE or Preferably Minimum two days programme conducted by recognised body/academic institution</li> </ul>	<ul style="list-style-type: none"> <li>• One teacher attending one or more professional development Program in a year to be counted as one only.</li> <li>• The DVV will ask for certificates of specific faculty during DVV process as a part of validation</li> </ul>
64.	<b>6.4.2</b> Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)	<ul style="list-style-type: none"> <li>• Annual statements of accounts.</li> <li>• Copy of letter indicating the grants/funds received by respective agency as stated in metric</li> <li>• Provide the budget extract of audited statement towards Grants received from non-government bodies, individuals, philanthropers duly certified by chartered accountant and/or Finance Officer</li> </ul>	
65.	<b>6.5.3</b> Average number of quality initiatives by IQAC for promoting quality culture per year	<ul style="list-style-type: none"> <li>• IQAC link verification for upload of data/information</li> <li>• Copy of circular/reports/newsletter /invitation letter/brochure per event</li> </ul>	<ul style="list-style-type: none"> <li>• The initiatives should be through IQAC and should have special focus on promoting quality culture in the institution.</li> </ul>

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66.	<p><b>6.5.4</b> Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Academic Administrative Audit (AAA) and initiation of follow up action</li> <li>3. Participation in NIRF</li> <li>4. ISO Certification</li> <li>5. NBA or any other quality audit</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. Any 4 of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Annual reports of IQAC</li> <li>• AQARs of IQAC</li> <li>• e-Copies of the accreditations and certifications</li> <li>• Consolidated report of Academic Administrative Audit (AAA)</li> <li>• Supporting document in favour of participation in NIRF/link of NIRF submitted</li> <li>• ISO certificate (valid period)</li> <li>• Certificate of NBA or any other quality audit whichever claimed</li> <li>• Feedback analysis report</li> </ul>	<ul style="list-style-type: none"> <li>• AQAR not applicable for cycle I</li> </ul>
67.	<p><b>7.1.1</b> Number of gender equity promotion programs organized by the institution during the last five years</p>	<ul style="list-style-type: none"> <li>• Detailed program report for each program should be made available</li> <li>• Copy of circular/brochure/ Report of the program</li> <li>• Extract of Annual report</li> </ul>	<ul style="list-style-type: none"> <li>• The focus of the program should be on gender equity/promotion</li> </ul>
68.	<p><b>7.1.3</b> Environmental Consciousness and Sustainability <u>Alternate Energy initiatives such as:</u> Percentage of annual power requirement of the Institution met by the renewable energy sources</p>	<ul style="list-style-type: none"> <li>• Geotagged photos of energy sources</li> <li>• Proof in support of energy sources (Invoice etc.)</li> <li>• Green audit report</li> <li>• Renewable energy installation bills or maintenance bills can also be provided</li> </ul>	
69.	<p><b>7.1.4</b> Percentage of annual lighting power requirements met</p>	<ul style="list-style-type: none"> <li>• Green audit report</li> <li>• Any supporting document</li> </ul>	

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	through LED bulbs	in proof of same	
70.	<b>7.1.8</b> Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years	<ul style="list-style-type: none"> <li>• Provide the budget extract of audited statement specifically towards expenditure on green initiatives and waste management duly certified by chartered accountant and/or Finance Officer</li> </ul>	<ul style="list-style-type: none"> <li>• The extract of expenditure should focus only on green initiatives and waste management.</li> </ul>
71.	<b>7.1.9</b> Differently abled (Divyangjan) friendliness Resources available in the institution <ol style="list-style-type: none"> <li>1) Physical facilities</li> <li>2) Provision for lift</li> <li>3) Ramp / Rails</li> <li>4) Braille Software/facilities</li> <li>5) Rest Rooms</li> <li>6) Scribes for examination</li> <li>7) Special skill development for differently abled students</li> <li>8) Any other similar facility (Specify)</li> </ol> Options: <ol style="list-style-type: none"> <li>A. 7 and more of the above</li> <li>B. At least 6 of the above</li> <li>C. At least 4 of the above</li> <li>D. At least 2 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Photos and videos</li> <li>• Link to geotagged photos and videos</li> <li>• Bills and invoice/purchase order/AMC in support of facility</li> </ul>	
72.	<b>7.1.10</b> Inclusion and Situatedness Number of specific initiatives to address locational advantages and disadvantages during the last five years	<ul style="list-style-type: none"> <li>• Detailed program report for each program should be made available</li> <li>• Copy of circular/brochure/ report of the initiative/photos of the initiatives/news report published</li> </ul>	<ul style="list-style-type: none"> <li>• NSS and NCC activities not to be considered here</li> <li>• The focus of the program should be on specific initiatives to address locational advantages and disadvantages only</li> </ul>
73.	<b>7.1.11</b> Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed	<ul style="list-style-type: none"> <li>• Copy of circular/brochure/ report of the initiative/ photos of the initiatives/ news</li> </ul>	<ul style="list-style-type: none"> <li>• NSS and NCC activities not to be considered here</li> <li>• The focus of the program should be on specific</li> </ul>

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	elsewhere)	report published	<p>initiatives taken to engage with and contribute to local community</p> <ul style="list-style-type: none"> <li>Detailed program report for each program should be made available, in the absence of which the claim will be accepted.</li> </ul>
74.	<b>7.1.12</b> Human Values and Professional Ethics 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"> <li>University Code of Conduct for students</li> <li>University Code of Conduct for teachers</li> <li>Handbooks, manuals and brochures on human values and professional ethics</li> <li>Report on the student attributes facilitated by the Institution</li> <li>Web-Link to the relevant documents at Institution website</li> </ul>	
75.	<b>7.1.13</b> Display of core values in the institution and on its website	<ul style="list-style-type: none"> <li>Link of the same in the website of HEI</li> <li>Geotagged photos of display of core values</li> </ul>	<ul style="list-style-type: none"> <li>The weblink should direct to the Core values of the HEI specifically</li> </ul>
76.	<b>7.1.14</b> The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations	Copy of circular/brochure/report of such activity	
77.	<b>7.1.15</b> The institution offers a course on Human Values and professional ethics	Course content along with structure of the program	
78.	<b>7.1.16</b> 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	
79.	<b>7.1.17</b> Number of activities conducted for promotion of	<ul style="list-style-type: none"> <li>Activity celebrations and</li> </ul>	Detailed program report for each program should be made

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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	its reports <ul style="list-style-type: none"> <li>• Link to photos and videos of activities/events</li> </ul>	available, in the absence of which the claim will be accepted.
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Note:

- The NAAC Portal supports only 5MB data. If the HEI's data exceeds 5MB, please 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)
- Please provide the supporting documents during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to **respond to all the DVV clarification** raised in extended profile and metrics with in 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

Sd/- Director

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