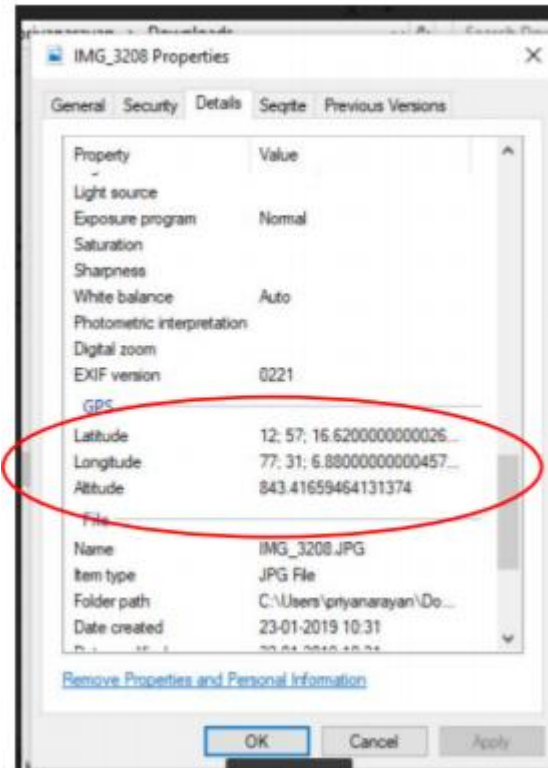


Standard Operating Procedure (SOP) For Data Validation and Verification of Manual of Health Sciences for Universities as on 18.12.2020

General Guidelines for HEIs

- The NAAC Portal supports only 5MB data for each metric. 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 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
- Data should not be hosted in google drive and third-party websites. The data should be either in the NAACs portal or in the HEI website
- 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.
- The instruction while providing links 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.
- 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.



- It is possible that both Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in Extended Profile. That is, if the data/documents sought are given in response to Extended Profile they need not be resubmitted under those specific Quantitative Metrics (QnM).
- Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses make sure that data/documents provided for those Quantitative Metrics (QnM) match with the corresponding data/documents given in the Extended Profile.

EXTENDED PROFILE

STANDARD OPERATING PROCEDURE (SOP)

Metric No.	Metric Details	Documents requirements	Specific Instructions to HEIs	Not to be considered
1.1	Number of all Programmes offered by the Institution during the last five years	Include all the programs that were/are operational during the years of the accreditation	Programs are a range of learning experiences offered to students in a formal manner over a period of one-to-five years leading to certificates/ diplomas/ degrees. Examples: BSC Nursing, MBBS, etc. All possible formal degree Programmes are identified by UGC	Short term program which do not award degree OR P.G. Diploma are not to be considered
2.1	Number of students year wise during the last five years	<ul style="list-style-type: none"> • Include all the students on campus in all the semester year-wise 	<ul style="list-style-type: none"> • Ensure to fill in the template completely 	Avoid adding of students of ODD and even semesters in a year
2.2	Number of graduated students year-wise during the last five years	<ul style="list-style-type: none"> • The final year student s of different program in the years of assessment period should be considered here 		
3.1	Number of full time teachers year wise during the last five years	<ul style="list-style-type: none"> • This is a year wise metric. Consider the teachers working in the institution year-wise (Repeat counting in 	A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a full-time	

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		<p>different years allowed)</p> <ul style="list-style-type: none"> • Random list of fulltime teachers may be asked by DVV during verification. 	<p>teacher over a complete academic year is classified as a full-time teacher.</p>	
3.2	<p>Number of sanctioned posts year wise during the last five years</p>	<ul style="list-style-type: none"> • Official letter of sanction of post from the statutory body or Government • Official letter from the Board of Management or Syndicate clearly mentioning the sanction of posts 	<ul style="list-style-type: none"> • Include State/Central Government sanction post • Include Management sanctioned post 	
4.1	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p>	<ul style="list-style-type: none"> • Extract of expenditure duly audited and certified by the finance officer and Head of the institution • Audited state of income and expenditure highlighting the salary component 	<p>--</p>	

Metric wise Standard Operating Procedure (SOP)

Metric No.	Metric Details	Documents requirements	Specific Instructions to HEIs	Not to be considered
1.1.2	<i>Percentage of Programmes where syllabus revision was carried out during the last five years</i>	<ul style="list-style-type: none"> • Approved Minutes of relevant Academic Council/BOS meetings highlighting the specific agenda item regarding the metric from the competent authority: (university/autonomous bodies) • Details of the revised Curricula/Syllabi of the programmes during the last five years • Syllabus prior and post revision of the courses. 	<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

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			<ul style="list-style-type: none"> • The programs mentioned in the IIQA and SSR and the SRA should match. • Kindly read the definition of programs in the manual • Programs which are revised more than once in five years should be counted only once. 	
1.2.1	<i>Percentage of Programmes in which Choice-Based Credit System (CBCS)/Elective course system has been implemented, wherever provision was made by the Regulatory Bodies (Data for the preceding academic year).</i>	<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. 	

1.2.2	<i>Percentage of new Degree Programmes, Fellowships and Diplomas introduced by the University across all Faculties during the last five years (certificate programmes are not to be included)</i>	<ul style="list-style-type: none"> Minutes of relevant Academic Council/BoS meetings Clearing approving the introduction of new Degree Programmes, Fellowships and Diplomas claimed in the SSR 	<ul style="list-style-type: none"> The introduction of the program should be with-in the assessment period. 	
1.2.3	<i>Percentage of interdisciplinary courses under the Programmes offered by the University during the last five years</i>	<ul style="list-style-type: none"> Minutes of relevant Academic Council/BoS meetings Clearly approving the interdisciplinary Courses with specifications of departments involved 	<ul style="list-style-type: none"> The introduction of the course should be with-in the assessment period The courses should be interdisciplinary in nature 	
1.3.2	<i>Number of value-added courses offered during the last five years that impart transferable and life skills</i>	<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 16 contact hours), that are optional, and offered outside the curriculum that add value and helping them students in getting placed No repeat count 	<ul style="list-style-type: none"> Avoid courses opted by student/students not offered by the institution Courses, that are optional, and offered outside the curriculum are considered

			of courses offered each year	
1.3.3	<i>Percentage of students who successfully completed the value-added courses during the last five years</i>	<ul style="list-style-type: none"> List of enrolled students in such courses 	<ul style="list-style-type: none"> Course Completion Certificate of 5 % of random selected specific student list will be sought by DVV during DVV clarification process. If the institutions do not comply with the DVV's clarification, the claim of the institution will be reduced pro rata. 	
1.4.1	<p><i>Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders</i></p> <ol style="list-style-type: none"> Students Teachers Employers Alumni Professionals 	<ul style="list-style-type: none"> Stakeholder feedback analysis report. Sample filled in Structured Feedback to be provided by the institution for each category claimed in SSR 	<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 	<ul style="list-style-type: none"> Feedback not related to design and review of syllabus will not be considered

			from each criteria	
1.4.2	<p><i>Feedback process of the Institution may be classified as:</i></p> <p>Options(<i>Opt any one that is applicable</i>):</p> <p>A. Feedback collected, analysed and action taken on feedback and such documents are made available on the institutional website</p> <p>B. Feedback collected, analysed and action has</p> <p>C. been taken</p> <p>D. Feedback collected and analysed</p> <p>E. Feedback collected</p> <p>F. Feedback not obtained/coll</p>	<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 be considered. • In case of option B,C and D reports of the same shall be provided • Hosting the report on 3rd party website will not be considered • General web-link to homepage of the HEI shall not be considered 	<ul style="list-style-type: none"> • Feedback not related to design and review of syllabus will not be considered

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	ected			
2.1.1	<i>Due consideration is given to equity and inclusiveness by providing reservation of seats to all categories during the admission process</i>	<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 the state OBC, SC and ST cell every year. • Initial reservation of seats for admission. 	<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. • Number of admitted cannot go more than the number allocated. • For minority institutions and other private institutions where reservations are not applicable, consider the total admitted students as reserved. 	
2.1.2	<i>Student Demand Ratio, applicable to programmes where</i>	<ul style="list-style-type: none"> • Document relating to Sanction of intake • Extract of No. of 	<ul style="list-style-type: none"> • Sanctioned admission strength in 	

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	<i>State / Central Common Entrance Tests are not conducted</i>	<p>application received in each program</p> <ul style="list-style-type: none"> • The details certified by the Controller of Examination or Registrar evaluation clearly mentioning the programs that are not covered under CET and the number of applications received for the same 	<p>each program Vs No. of Application received for each program</p>	
2.1.3	<i>Student enrolment pattern and student profile demonstrate national/international spread of enrolled students from other states and countries</i>	<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. 	
2.2.1	<p><i>The Institution assesses the learning levels of the students after admission and organises special programmes for advanced learners and slow performers</i></p> <p>1. Adopts measurable criteria to identify slow performers.</p>	<ul style="list-style-type: none"> • Methodology and Criteria for the assessment of Learning levels Details of special programmes • Details of outcome measures • Proforma created to identify slow performers/advanced learners • Consolidated report to 	<p>The supporting document should clearly elicit the following:</p> <ul style="list-style-type: none"> • Methodology and Criteria for the assessment of Learning levels Details of special programmes 	

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	<p>2. Adopts measurable criteria to identify advanced learners</p> <p>3. Organizes special programmes for slow performers and advanced learners</p> <p>4. Follows protocols to measure students' achievement</p>	<p>Dean academics /Dean student's welfare on special programs for advanced learners and slow learners</p>	<ul style="list-style-type: none"> • Details of outcome measures 	
2.2.2	<i>Student - Fulltime teacher ratio (data for the preceding academic year)</i>	<ul style="list-style-type: none"> • This is an automatic metric. Both values used in the formula is obtained from extended profile 	<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. 	Avoid inclusion of part-time / Ad-hoc / visiting faculty
2.3.2	<i>Has provision for the use of Clinical Skills Laboratory and Simulation Based Learning</i> <p>1. Has Basic Clinical Skills Training Models and</p>	<ul style="list-style-type: none"> • Proof of Establishment of Clinical Skill Laboratories • Proof of patient simulators for simulation-based training • Report on training programmes in Clinical skill lab/simulator Centre 	<p>Provide supporting documents mentioned as according to the choice of the institution among A,B,C,D</p>	

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	<p>Trainers for clinical skills in the relevant disciplines.</p> <p>2. Has advanced patient simulators for simulation-based training</p> <p>3. Has structured programs for training and assessment of students in Clinical Skills Lab / Simulation centre</p> <p>4. Conducts training programs for the faculty in the use of clinical skills lab and simulation methods of teaching-learning</p>	<ul style="list-style-type: none"> • Details of training programs conducted and details of participants. • Geotagged Photos of the <i>Clinical Skills Laboratory</i> 		
2.3.4	<i>Student :Mentor Ratio (preceding academic year)</i>	<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 	<ul style="list-style-type: none"> • Only full-time teachers can be considered as mentors. • Mentors in preceding year 	

		<p>to mentee</p> <ul style="list-style-type: none"> • In addition, issues raised and resolved in the mentor system has to be attached mentor-wise • Approved Mentor list as announced by the HEI Allotment order of mentor to mentee • Log Book of mentor 	<p>alone to be considered and this metric is for preceding year only.</p>	
2.4.1	<i>Average percentage of fulltime teachers against sanctioned posts during the last five years</i>	<ul style="list-style-type: none"> • Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority (in English/ translated in English) • This is automatic metric and the values are derived from the extended profile 	<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 	
2.4.2	Average percentage of fulltime teachers with Ph.D./D.Sc./D.Lit./D M/M Ch/DNB in Super Specialities /other PG degrees (like MD/ MS/ MDS etc.) in Health	<ul style="list-style-type: none"> • Copies of Guide-ship letters or authorization of research guide provide by the Regulatory Councils / Universities 	<ul style="list-style-type: none"> • These guide-ship awarded before the assessment period can be considered here • Repeat count of the guides in each year is allowed 	

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	<p>Sciences for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils / Universities. Last five years data to be entered</p>		<ul style="list-style-type: none"> • If the data is large, details selected (about 5%)faculty will be asked during DVV clarification stage if the data is large 	
2.4.3	<p><i>Average Teaching experience of fulltime teachers in number of years (preceding academic year)</i></p>	<ul style="list-style-type: none"> • Experience certificate of full time teacher 	<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 • Cumulative teaching experience is considered (Past and Present) 	
2.4.4	<p><i>Average percentage of teachers trained for development and delivery of e-contents / e-courses / video lectures / demonstrations during the last 5 years</i></p>	<ul style="list-style-type: none"> • Certificate of completion of training for development of <i>and delivery of e-contents / e-courses / video lectures / demonstrations</i> • Web-link to the contents delivered by the faculty hosted in the HEI's 	<ul style="list-style-type: none"> • Training completion certificate of selected faculty (about 5%) will be asked during DVV clarification stage 	

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		<p>website</p> <ul style="list-style-type: none"> List of e-contents / e courses / video lectures / demonstrations developed 		
2.4.5	<p><i>Average Percentage of fulltime teachers who received awards and recognitions for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations / academies during the last five years</i></p>	<ul style="list-style-type: none"> e-Copies of award /Recognitions letters (scanned or soft copy) for achievements Awards /Recognitions claimed without certificates will not be considered 	<ul style="list-style-type: none"> Only State, National and International level from Government, recognised bodies only should be considered The date of award /Recognitions should fall with-in the assessment period One Full-time teacher to be counted once for a year irrespective of number of awards or recognition in the same year. 	<ul style="list-style-type: none"> Award that are local in nature need to be avoided. Intra and inter university / institution awards /Recognitions to be avoided Participation / presentation certificates – during paper presentation etc needs to be avoided
2.5.1	<p><i>Average number of days from the date of last semester-end/ year- end examination to the</i></p>	<ul style="list-style-type: none"> Reports from Controller of Exam (COE) office/ Annual reports mentioning the relevant details. Notified exam date and 	<p>In case of semester system, take the average days of two semesters in a year</p>	

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	<i>date of declaration of results during the last five years</i>	result declaration date year - wise / semester wise		
2.5.2	<i>Average percentage of student complaints/ grievances about including evaluation against the total number of students appeared in the examinations during the last five years</i>	<ul style="list-style-type: none"> • Certificate from Registrar / Controller of examination / Data on student grievances from the office of the Registrar (Evaluation) • 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 	
2.5.3	<p><i>Evaluation-related Grievance Redressal mechanism followed by the Institution:</i></p> <p>The University adopts the following for the redressal of evaluation-related grievances.</p> <p>Options (Opt any one which is applicable to you):</p> <p>1. Double</p>	<ul style="list-style-type: none"> • Provide links to the examination procedure and re-evaluation procedure developed by the institution and duly hosted in the institution's website • Report of the Controller of Examination/ registrar evaluation regarding the <i>Grievance Redressal mechanism followed by the Institution</i> 	<ul style="list-style-type: none"> • The examination procedure and re-evaluation procure are expected to be hosted in the institution's website. 	

	<p>valuation/Multiple valuation with appeal process for retotaling/reevaluation and access to answer script</p> <p>2. Double Valuation/Multiple valuation with appeal process for reevaluation only</p> <p>3. Double Valuation/Multiple valuation with appeal process for retotaling only</p> <p>4. Single valuation and appeal process for reevaluation</p> <p>5. <i>Grievance Redressal mechanism does not exist</i></p>			
2.5.5	<p><i>Status of automation of Examination division using Examination Management System (EMS) along with approved online</i></p>	<ul style="list-style-type: none"> • Snap shot of EMS used by the institution • Copies of the purchase order of the software/ AMC of the software • The present status of automation., Invoice of 		

	<i>Examination Manual</i>	<p>the software, & screenshots of software</p> <ul style="list-style-type: none"> • Annual report of examination including present status of automation as approved by BOM / Syndicate / Governing Council 		
2.6.2	<i>Incremental performance in Pass percentage of final year students in the last five years</i>	<ul style="list-style-type: none"> • Reports from Controller of Exam (COE) office/ Registrar evaluation mentioning the relevant details. 	<ul style="list-style-type: none"> • Consider only pass of final year examination thus qualifying the degree program 	
2.7.1	<i>Online student satisfaction survey regarding teaching learning process.</i>	Details to be provided during SSR submission only		
3.1.2	<i>The Institution provides seed money to its teachers for research</i>	<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
3.1.3	<i>Average Percentage of teachers awarded national/ international</i>	<ul style="list-style-type: none"> • E-copies of the award letters of the teachers. • Fellowship award letter from the 	<ul style="list-style-type: none"> • Documents for all awards are compulsory • The fellowship is 	

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	<i>fellowship/ Financial support for advanced studies/collaborative research / conference participation in Indian and Overseas Institutions during the last five years</i>	funding agency	for advanced studies only • Financial grants to attend conference and short-term visits will be considered here	
3.1.4	<i>Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the last five years</i>	<ul style="list-style-type: none"> • E copies of fellowship award letters • Registration and guide / mentor allocation by the institution 	• E copies of fellowship award letters is mandatory	
3.1.5	<i>University has the following facilities*</i> 1. Central Research Laboratory / Central Research Facility 2. Animal House/ Medicinal plant garden / Museum 3. Media laboratory/ Business Lab/e-resource Studios	<ul style="list-style-type: none"> • videos and geo-tagged photographs 	Photos/videos shall be hosted in the institution's website and links may be shared in the SSR	

	<p>4. Research/Statistical Databases/Health Informatics</p> <p>5. Clinical Trial Centre</p>			
3.1.6	<p><i>Percentage of departments with recognition by ICMR-CAR, DST-FIST, DBT, MCI, DCI, PCI, AICTE, AYUSH, NACO, WHO, NIH etc. and other similar recognitions by national and international agencies, (excluding mandatory recognitions by Regulatory Councils for UG / PG programmes) (Data for the last 5 years)</i></p>	<ul style="list-style-type: none"> • e-copies of departmental recognition award letters • Details of the departments offering academic programmes certified by the head of the Institution /University 	<ul style="list-style-type: none"> • The running grant should be valid for the assessment period • Data will not be considered without documentations prescribed • <i>Examples:</i> WHO collaborating Centre, AYUSH & AICTE Centre for Excellence, MCI Regional / Nodal Centre for Medical 	

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			<i>Education etc.,</i>	
3.2.1	<i>Grants for research projects / clinical trials sponsored by non-government sources such as industry, corporate houses, international bodies, endowments, professional associations, endowment-Chairs etc., in the Institution during the last five years</i>	<ul style="list-style-type: none"> • E-copies of the grant award letters for research projects sponsored by non-government sources • Funds received from Mother Trust and Sister Institutions will not be considered. 	<ul style="list-style-type: none"> • Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from non-government organisations. The duration of the grant period should align with the assessment period. • Funding grants for projects from the management etc. will not be admitted here • Research endowment funds can be considered here. • Data will not be considered without documentations prescribed 	<ul style="list-style-type: none"> • Grants given by their own trust / sister institutions not to be included

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3.2.2	<i>Grants for research projects/clinical research project sponsored by the government funding agencies during the last five years</i>	<ul style="list-style-type: none"> E-copies of the grant award letters for research projects sponsored by government sources. 	Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from government organisations. The duration of the grant period should align with the assessment period.	<ul style="list-style-type: none"> Grants for Equipments / software / skill development centres will not be considered
3.2.3	<i>Ratio of research projects/clinical trials per teacher funded by government/industries and non-government agencies during the last five years</i>	<ul style="list-style-type: none"> Supporting document/s from Funding Agencies List of research projects and funding details (Data Template) Copy of the letter indicating sanction of research project funded by govt./non-govt agency and industry including details of name of teacher and amount in INR Consultancy from Hospital will not be 	<ul style="list-style-type: none"> This metric is about the number of projects, hence the number of projects in 3.2.1, 3.2.2. and 3.5.2 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

		considered		
3.3.3	<i>Number of awards / recognitions received for innovation / discoveries by the Institution/teachers/ research scholars/students from recognized bodies during the last five years</i>	<ul style="list-style-type: none"> E-Copies of award letters (scanned or soft copy) for innovations with details of awardee and awarding agency This metric specifically emphasise awards for innovations Patents are not considered here. 	<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
3.3.4	<i>Number of start-ups incubated on campus during the last five years</i>	<ul style="list-style-type: none"> E copy of sanction order of the University for the Start Ups on campus. Registration letter and contact details of the promoters 	<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. 	
3.4.1	<i>The Institution has a stated Code of Ethics for research, the implementation of which is ensured by the following:</i>	<ul style="list-style-type: none"> Institutional code of Ethics document Course content of research ethics and details of members of ethical 	These information are expected to be hosted in the HEI's website vide public access and the link to be	

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	<p><i>Option</i></p> <ol style="list-style-type: none"> 1. <i>Research methodology with course on research ethics</i> 2. <i>Ethics committee</i> 3. <i>Plagiarism check</i> 4. <i>Committee on Publication guideline</i> 	<p>committee</p> <ul style="list-style-type: none"> • Copy of software procurement for plagiarism check • Details of committee on publication guidelines • Proceedings of the meeting on relevant committees 	<p>shared during Submission of SSR</p>	
3.4.2	<p><i>The Institution provides incentives for teachers who receive state, national or international recognitions/awards</i></p> <p><i>Option</i></p> <ol style="list-style-type: none"> 1. <i>Career Advancement</i> 2. <i>Salary increment</i> 3. <i>Recognition by Institutional website notification</i> 4. <i>Commendation</i> 	<ul style="list-style-type: none"> • Policy on Career advancement for the awardees • Policy on salary increment for the awardees • Snapshots of recognition of notification in the HEI's website • Copy of commendation certificate and receipt of cash award • Incentive details (link to the appropriate details on the Institutional website) 	<p>The institution to provide documents as per the choice of A/B/C/D in the SSR</p>	

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

	<i>certificate with cash award</i>			
3.4.3	<i>Number of Patents/ Copyrights published/awarded/technology-transferred during the last five years</i>	<ul style="list-style-type: none"> • E- copies of the letters of award/ publication of patent/ copyright/ technology-transferred • Certified e- copies of the letters of awards/publications (Consolidated statement by the head of the Institution). • Technology transfer document 	<ul style="list-style-type: none"> • Only awarded / published patents should be considered. • Patents/copyright / technology-transferred awarded should be supported with a letter of award and the unique patent number which can be cross-verified. • The award / publication of patent/ copyright / technology-transferred should be with-in the assessment period 	
3.4.4	<i>Average number of Ph.D/DM/M Ch/ PG Degree in the respective disciplines awarded per recognized PG teacher* of the Institution during</i>	<ul style="list-style-type: none"> • PhD/DM/M Ch/ PG Degree Award letters of students • Web page for research in the Institutional website. 	<ul style="list-style-type: none"> • Number of PhD/DM/M Ch/ PG awarded (not-ongoing) under every eligible research guide working as faculty in the 	

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	<i>the last five years</i>		<p>institution should be considered.</p> <ul style="list-style-type: none"> • The recognised guides should be authenticated with guide-ship letters awarded by the University. • If the data is large, details of guide-ship letter/award details for selected faculty will be asked during DVV clarification process 	
3.4.5	<i>Average Number of research papers per teacher in the approved list of Journals in Scopus / Web of Science/ PubMed during the last five calendar years</i>	<ul style="list-style-type: none"> • This metric inputs will be verified by INFLIBNET • Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list • This metric will be verified by INFLIBNET 	<ul style="list-style-type: none"> • Only <i>Journals notified on UGC website / PubMed / Scopus / Web of Science</i> approved Journals will be considered. • In the template paste the link of UGC approved list of journals. • Digital Object Identifier (DOI) number to be pasted in the 	

			<p>templet</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 Sl.No. of the journal - Deleted list • In case of publications in journals indexed in PubMed / Scopus / Web of Science please provide the links 	
3.4.6	<i>Average Number of research papers per teacher in the approved list of Journals notified in UGC-CARE list during the last five calendar years</i>	<ul style="list-style-type: none"> • This metric input will be verified by INFLIBNET 	<ul style="list-style-type: none"> • Publications without ISBN number will not be considered • If the data is large, specific sample publications will be sought by DVV (about 5%) during DVV clarification 	
3.4.7	<i>Total Number of</i>	<ul style="list-style-type: none"> • This metric input will 	<ul style="list-style-type: none"> • Publications not 	

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	<i>books/ chapters in edited volumes and papers in National/International conference-proceedings published per teacher and indexed in Scopus/ Web of Science / PubMed UGC-CARE list during the last five calendar years</i>	be verified by INFLIBNET	included in UGC-CARE list will not be considered. • If the data is large, specific sample publications will be sought by INFLIBNET (about 5%) during DVV process	
3.4.8	<i>Bibliometrics of the publications during the last five calendar years based on average Citation Index in Scopus/ Web of Science</i>	• This metric input will be verified by INFLIBNET		
3.4.9	Provide Scopus/ Web of Science - h-index of the Institution for the last 5 calendar years.	• This metric input will be verified by INFLIBNET		
3.5.2	<i>Revenue generated from advisory / R&D consultancy and</i>	• Audited statements of accounts indicating the	• Amount generated	

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	<i>service consultancy projects (exclude Patients consultancy) including Clinical trials Industries during the last five years</i>	<p>revenue generated through consultancy.</p> <ul style="list-style-type: none"> • CA certified copy/Finance Officer Certified copy attested by head of the institute 	<p>through R&D projects, advisory and service consultancy work alone has to be considered here.</p> <ul style="list-style-type: none"> • R & D projects and Instrumentation service projects executed by the faculty and technical staff are allowable for consideration 	
3.6.1	<i>Extension* and outreach activities* such as community Health Education, Community health camps, Tele-conferences, Tele-Medicine consultancy etc., are conducted in collaboration with</i>	<ul style="list-style-type: none"> • Photographs / preferably geo tagged photographs or any supporting document in relevance • Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and 	<ul style="list-style-type: none"> • Can be supplemented with Newspaper reports of events. 	

	<p><i>industry, Government and non-Government Organizations engaging NSS/NCC/Red cross/YRC, Institutional clubs etc., during the last five years</i></p> <p><i>*check glossary for definition</i></p>	<p>collaborating agency participated</p>		
3.6.2	<p><i>Average percentage of students participating in extension and outreach activities beyond the curricular requirement as stated at 3.6.1</i></p>	<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 Photographs or any supporting document in relevance 		
3.7.1	<p><i>Average Number of Collaborative activities for</i></p>	<ul style="list-style-type: none"> Copies of collaboration /related documents with 	<ul style="list-style-type: none"> The Collaboration should be valid for 	

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	<i>research, faculty exchange, student exchange/ Industry-internship etc., per year</i>	details of nature of collaboration and activities year-wise	the assessment period. • The collaboration activities of research/faculty exchange or/and student exchange should be facilitated through the mentioned collaboration only.	
3.7.2	<i>Presence of functional MoUs with Institutions/ industries in India and abroad for academic, clinical training/ internship, on-the-job training, project work, student / faculty exchange, collaborative research programmes etc., during the last five years</i>	<ul style="list-style-type: none"> E-copies of the functional MoU's with institution/ industry/ corporate house, Indicating the start date and completion date 	<ul style="list-style-type: none"> The MoU should be functional during the assessment period If the MoU is for three years viz 2011-2013, it shall be counted only once. 	
4.1.4	<i>Average percentage of expenditure incurred, excluding salary, for infrastructure</i>	<ul style="list-style-type: none"> Provide the consolidated fund allocation towards infrastructure development and augmentation facilities 	<ul style="list-style-type: none"> This metric is supposed to be looked at with the perspective of 	<ul style="list-style-type: none"> Avoid recurring expenditure on laboratory and acquisition of books and journals

	<i>development and augmentation during the last five years</i>	<p>duly certified by Finance Officer</p> <ul style="list-style-type: none"> • Highlight the relevant items in the balance sheet 	<p>infrastructure development and augmentation</p> <ul style="list-style-type: none"> • In case of privately funded University the document should be certified by Chartered Accountant also. 	
4.2.3	<p><i>Availability of infrastructure for community-based learning</i></p> <p>Institution has:</p> <ol style="list-style-type: none"> 1. Attached Satellite Primary Health Centres 2. Attached Rural Health Centres available for training of students 3. Attached Urban Health Centre for training of students 4. Residential 	<ul style="list-style-type: none"> • Geotagged photos of health centers • Government Order on allotment/assignment of PHC to the institution • Documents of resident facility 	<ul style="list-style-type: none"> • Supporting document to be provided as per the claim made 	

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	facility for students / trainees at the above peripheral health centres / hospitals			
4.2.4	<p>Is the Teaching Hospital / Clinical Laboratory accredited by any National Accrediting Agency?</p> <p>A. NABH accreditation B. NABL accreditation C. International accreditation like JCI, D. ISO certification of departments /Institution E. GLP/GCLP accreditation.</p>	<ul style="list-style-type: none"> • Provide certificates of accreditation 	<ul style="list-style-type: none"> • As per the claim of the institution in SSR, appropriate certificate from the National Accrediting Agency to be provide failing which the claim will not be accepted. 	
4.3.3	<p><i>Does the Institution have an e-Library with membership/subscription for the following:</i></p>	<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 e-books cannot be accepted. • In the absence of appropriate 	

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	<p>Options</p> <ol style="list-style-type: none"> 1. e - journals / e-books consortia 2. e - ShodhSindhu 3. Shodhganga 4. SWAYAM <p>Discipline-specific Databases</p>		<p>subscription letter, the claims will not be considered</p>	
4.3.4	<p><i>Average annual expenditure for purchase of books and journals (including e-resources) during the last five years</i></p>	<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 Finance Officer • Audited 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"> • In case of privately funded University the document should be certified by Chartered Accountant also. • Give links or upload document of e-content developed 	
4.3.5	<p><i>E-content resources used by teachers /Students :</i></p> <ol style="list-style-type: none"> 1. NMEICT/NPTEL 	<ul style="list-style-type: none"> • Give links or upload document of e-content both used and developed. • Supporting documents from the hosting 	<ul style="list-style-type: none"> • Both the content used / developed by the teachers of the institution need be considered 	<p>Informal e-content will not be accepted</p>

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	<p>2. other MOOCs platforms</p> <p>3. SWAYAM</p> <p>4. Institutional LMS</p> <p>5. e-PG-Pathshala</p>	<p>agency for the e-content developed by the teachers need to be given</p> <ul style="list-style-type: none"> • Give links e-content repository used by the teachers / <i>Students</i> 		
4.4.1	Percentage of classrooms, seminar halls and demonstration rooms linked with internet/Wi-Fi enabled ICT facilities (data for the preceding academic year)	<ul style="list-style-type: none"> • Geo-tagged photos • Consolidated list duly certified by the Head of the institution. 		
4.4.3	<p><i>Available bandwidth of internet connection in the Institution (Leased line)</i></p> <p>Opt any one:</p> <p>A. ≥1 GBPS</p> <p>B. 500 MBPS - 1 GBPS</p> <p>C. 250 MBPS - 500 MBPS</p> <p>D. 50 MBPS - 250 MBPS</p> <p>E. <50 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 • Annual subscription bill • If donated, letter from the donor 		<ul style="list-style-type: none"> • Snapshot/Screenshot of speed test for WIFI/internet facility not be considered

4.5.1	<i>Average percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years</i>	<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 Finance Officer. • Provide budget extract incurred on maintenance of physical facilities and academic support facilities duly certified by Finance Officer. 	<ul style="list-style-type: none"> • The emphasis of this metric is in the maintenance of physical and academic support facilities • In case of privately funded University the document should be certified by Chartered Accountant also. 	
5.1.1	<i>Average percentage of students benefited by scholarships /free-ships / fee-waivers by Government / Non-Governmental agencies / Institution during the last five years</i>	<ul style="list-style-type: none"> • Upload sanction letter of scholarship. • Consolidated document in favor of free ships and number of beneficiaries duly signed by the Head of the institution 	<ul style="list-style-type: none"> • Both Government/ non-government Scholarships are considered here • For large data, the DVV will ask documents for specific list of students in specific schemes during DVV clarification. 	

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			Hence please ensure to provide the list of students in the template.	
5.1.2	<p><i>Institution implements a variety of capability enhancement and other skill development schemes</i></p> <ol style="list-style-type: none"> 1. Soft skills development 2. Language and communication skill development 3. Yoga and wellness 4. Analytical skill development 5. Human value development 6. Personality and professional development 7. Employability skill development 	<ul style="list-style-type: none"> • Detailed report of the Capacity enhancement programs and other skill development schemes 		

5.1.3	<p><i>Average percentage of students undergone guidance for competitive examinations and career advancement offered by the Institution during the last five years</i></p>	<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 • Institutional website. Web-link to particular program/scheme mentioned in the metric • List of students (Certified by the Head of the Institution) benefited by guidance for competitive examinations and career advancement offered by the Institution during the last five years 	<ul style="list-style-type: none"> • “Students benefited” refers to students enrolled / attending the said programs 	
5.1.5	<p><i>The Institution has a transparent mechanism for timely redressal of student grievances/ prevention of sexual harassment and prevention of ragging</i></p> <p><i>a. Adoption of guidelines of</i></p>	<ul style="list-style-type: none"> • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. (the names of the complainant shall be masked) • Circular/web-link/ committee report justifying the objective of the metric 	<ul style="list-style-type: none"> • Report of incident management of grievances from the concerned cell is essential. • The mechanism of redressal should be available as document and preferably hosted in the HEI’s Website. The link 	

	<p><i>Regulatory bodies</i></p> <p><i>b. Presence of the committee and mechanism of receiving student grievances (online/offline)</i></p> <p><i>c. Periodic meetings of the committee with minutes</i></p> <p><i>b) d. Record of action taken</i></p>		<p>of the same shall be provided to validate the same.</p>	
5.2.1	<p><i>Average percentage of students qualifying in state/national/international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/GPAT/CAT/GRE/TOEFL/PLAB/USMLE /AYUSH/Civil Services/Defense /UPSC/ State government examinations/PG-NEET/ AIIMSPGET, JIPMER Entrance Test, PGIMER</i></p>	<ul style="list-style-type: none"> • Pass Certificates of the examination 	<ul style="list-style-type: none"> • In absence of certificate, the claim will not be considered. • In case of large data, certificates of specific list of students will be sought during DVV clarification 	

	Entrance Test etc.,)			
5.2.2	<i>Average percentage of placement/self-employed professional services of outgoing students during the last five years</i>	<ul style="list-style-type: none"> • Annual reports of Placement Cell. • Self-attested list of students placed / self-employed 	<ul style="list-style-type: none"> • In case of large data, documents of specific list of students will be sought during DVV clarification • In case of <i>self-employed</i> professional services registration with MCI / any other Professional Bodies and documents for randomly selected students should be provided as sought by DVV. 	
5.2.3	<i>Percentage of the graduates in the preceding academic year, who have had progression to higher education.</i>	<ul style="list-style-type: none"> • Upload supporting data for student/alumni in prescribed format. • Any proof of admission to higher education 	<ul style="list-style-type: none"> • The details of selected students progressing to higher education will be asked by DVV during DVV clarification. The 	

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			validating document for the same to be provided then.	
5.3.1	<i>Number of awards/medals for outstanding performance in sports/cultural activities at state/regional/national/international events (award for a team event should be counted as one) during the last five years</i>	<ul style="list-style-type: none"> e-copies of award letters and certificates. 	<ul style="list-style-type: none"> Only State/ nation or international achievements will be considered. <ul style="list-style-type: none"> Inter collegiate competitions will not be considered here. 	<ul style="list-style-type: none"> Participation/appreciation certificates at the regional/local /institutional levels should be avoided
5.3.3	<i>Average Number of sports and cultural activities / events/ competitions organised in the Institution per year</i>	<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 	
5.4.2	Provide the areas of contribution by the Alumni Association / chapters during the	<ul style="list-style-type: none"> Annual audited statements of accounts. Extract of Audited statements of highlighting 		

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	<p>last five years</p> <ol style="list-style-type: none"> 1. Financial / kind 2. Donation of books /Journals/ volumes 3. Students placement 4. Student exchanges 5. Institutional endowments 	<p>Alumni Association contribution duly certified by the Finance Officer and Head of the Institutions</p>		
6.2.3	<p><i>The University has implemented e-governance in the following areas of operation</i></p> <ol style="list-style-type: none"> 1. Planning and Development 2. Administration (including Hospital Administration & Medical Records) 3. Finance and Accounts 4. Student 	<ul style="list-style-type: none"> • Institutional budget statements allocated for the heads of E-governance implementation ERP Document • Screen shots of user interfaces of each module Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate Policy document • e-Governance related document 		

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	Admission and Support 5. Examination			
6.3.2	<i>Average percentage of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the last five years</i>	<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. • List of teachers provided membership fee for professional bodies during the last five years 	<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 	
6.3.3	<i>Average number of professional development / administrative training</i>	<ul style="list-style-type: none"> • Detailed program report for each program should be made available Reports of the Human Resource Development Centres 	<ul style="list-style-type: none"> • The program should be minimum of one day duration 	

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	<i>programmes organized by the University for teaching and non-teaching/technical staff during the last five years</i>	<p>(UGC ASC or other relevant centres).</p> <ul style="list-style-type: none"> • Reports of Academic Staff College or similar centres • Verification of schedules of training programs • Copy of circular/ brochure/report of training program self conducted program may also be considered • lists of participants with signature who attended the above programmes year-wise during the last 5 years as a proof of attendance (Data template) 		
6.3.4	<i>Average percentage of teachers undergoing Faculty Development Programmes (FDP) including online programmes (Orientation/ Induction Programmes, Refresher Course, Short Term Course etc.) during the last</i>	<ul style="list-style-type: none"> • Annual reports of the AQAR submitted to NAAC • E-copy of the certificate of the program attended by teacher • Days limits of program/course as prescribed by UGC/ AICTE or Preferably Minimum one day programme conducted by recognised 	<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 	

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	<i>five years</i>	body/academic institution <ul style="list-style-type: none"> • Courses with 30 or more contact hours are considered 		
6.4.2	<i>Funds / Grants received from government / non-government bodies / philanthropists during the last five years (excluding scholarships and research grants covered under Criterion III)</i>	<ul style="list-style-type: none"> • Annual audited 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
6.5.2	<i>Quality assurance initiatives of the Institution include:</i> <ol style="list-style-type: none"> 1. Academic and Administrative Audit (AAA) and initiation of follow-up 	<ul style="list-style-type: none"> • Report of AAA • Details of Conferences Workshops with thrust on quality education • Details of the Collaborative initiations (with or without MOU) • Report of orientation 	<ul style="list-style-type: none"> • These documents are expected to be hosted in the website of the HEI for public access 	

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	<p>action</p> <p>2. Conferences, Seminars, Workshops on quality</p> <p>3. Collaborative quality initiatives with other Institution(s)</p> <p>4. Orientation programmes on quality issues for teachers and students</p> <p>5. Participation in NIRF process</p> <p>6. Any other quality audit by recognized State, National or International agencies (ISO, NABH, NABL Certification, NBA, any other)</p>	<p>programs for teachers and students</p> <ul style="list-style-type: none"> • NIRF details • Any other relevant document • Certificate of the quality audit 		
7.1.2	<p><i>The Institution has facilities for alternate sources of energy and energy conservation measures</i></p>	<ul style="list-style-type: none"> • Geo tagged photos • Installation receipts 	<ul style="list-style-type: none"> • The documents to be provided as per the options chosen by the institution 	

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	<ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment 			
7.1.4	<p><i>Water conservation facilities available in the Institution:</i></p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus 	<ul style="list-style-type: none"> • Geo tagged photos • Installation or maintenance reports 	<ul style="list-style-type: none"> • The documents to be provided as per the options chosen by the institution 	
7.1.5	<i>Green campus</i>	<ul style="list-style-type: none"> • Geotagged photo Code of 		

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	<p><i>initiatives include:</i></p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on the use of Plastics 5. Landscaping with trees and plants 	<p>conduct or visitor instruction displayed in the institution</p> <ul style="list-style-type: none"> • Geo tagged photos of the facilities as the claim of the institution 		
7.1.6	<p><i>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</i></p> <ul style="list-style-type: none"> • Green audit • Energy audit • Environment audit • Clean and green campus recognitions / awards • Beyond the campus 	<ul style="list-style-type: none"> • Audit reports of the institution related to the metric (as per Annexure-1) 	<ul style="list-style-type: none"> • The audit has to be performed by recognised agencies 	

	environmental promotion activities			
7.1.7	<p><i>The Institution has disabled-friendly, barrier free environment</i></p> <ul style="list-style-type: none"> • Built environment with ramps/lifts for easy access to classrooms. • Disabled-friendly washrooms • Signage including tactile path, lights, display boards and signposts • Assistive technology and facilities for persons with disabilities (<i>Divyangjan</i>) accessible website, screen-reading software, mechanized equipment • Provision for enquiry and 	<ul style="list-style-type: none"> • Geo tagged photos of the facilities as per the claim of the institution 		

	information : Human assistance, reader, scribe, soft copies of reading material, screen reading			
7.1.10	<p><i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</i></p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics 	<ul style="list-style-type: none"> • Weblink of the code of conduct • Details of the monitoring committee of the code of conduct • Details of Programs on professional ethics and awareness programs 	These documents are expected to be hosted in the website of the HEI for public access	

	<p>programmes for students,</p> <p>4. teachers, administrators and other staff</p> <p>5. Annual awareness programmes on Code of Conduct are organized</p>			
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