

## **Standard Operating Procedure for Data Validation and Verification for Open Universities (updated on 11/03/2020)**

### **General Guidelines for Open Universities:**

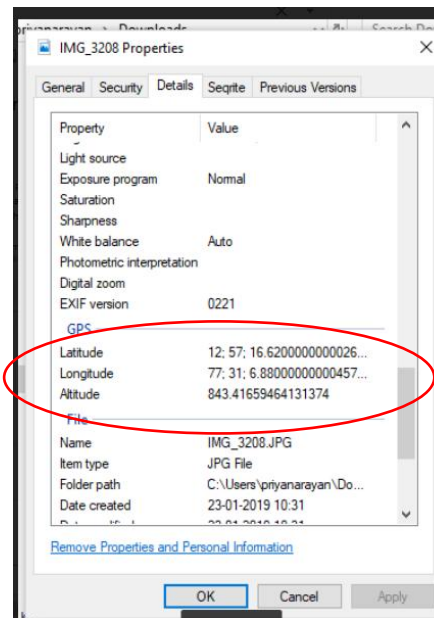
- The NAAC Portal supports only 5MB data for each metric. If the attachments exceed 5MB, host the supporting documents in the Open University's website only and provide the link of the same in the template and/or in the Open Universities -DVV clarification response.
- Data/supporting documents provided over Google Drive, Microsoft one drive, Amazon Cloud and on any third-party websites will not be considered for data validation and verification process.
- While providing the links of the Open University's website where the supporting documents are hosted, provide the link in the Open University clarification box. While providing the links in running text to enable the hyperlink, press "Enter Key", then paste the link, and again press, "Enter Key". Provide the relevant supporting documents as per the SOP during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to fill the templates in format provided by NAAC and attach the same in SSR. The Open University is not supposed to alter the template format in which data is sought. The documents uploaded should be clearly readable for the claims made.
- It is mandatory to respond to all the DVV clarifications request raised for the items in the extended profile and metrics within the stipulated time.
- Whenever the data is large, the DVV Partner will seek for details from selected sample documents for validation. Before submitting the clarification response Report to NAAC.
- Open University should ascertain that all documents sought by the DVV Partner are uploaded before submitting the clarification response.
- Note that once the data is uploaded and the links are submitted to NAAC, changes/ additions are not permissible and any changes in the documents will be tracked and such incidences will be viewed seriously as misappropriation of data and may lead to actions against the Open University. While providing links, the institution should ensure that links are working properly and are operational.
- The institution should give the links as appropriate to the metric and not general links whose landing page is the Open University's home page. In case the links do not work during DVV clarification stage, the decision of NAAC will be final.

- Content of the supporting documents in regional languages should be translated in English and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during DVV Clarification process should be signed by the competent authority.

### For Open Universities:

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

- (1) In setting of your digital camera, set the location on.
- (2) If you are taking photos in a smart phone, then set the location on.
- (3) Take pictures after setting the location on.
- (4) Download the pictures in a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see something like the picture provided below, the value entries in latitude and longitude will determine the location in which the photo was taken.



- **It is possible that both Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in Extended Profile. That is, if the data/documents sought are given in response to Extended Profile they need not be resubmitted under those specific Quantitative Metrics (QnM).**
- **Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses make sure that data/documents provided for those Quantitative Metrics (QnM) match with the corresponding data/documents given in the Extended Profile.**
- **Programme:** A range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree / PG Degree / PG Diploma / M. Phil / Ph.D., Programmes All possible formal Degree Programmes defined/identified by UGC. Examples: BA (Economics, History, Sociology), B.Sc., (Physics, Chemistry, Mathematics), B.Sc., (Hons Chemistry), BE/B.Tech (Computer Science and Engineering), B.Arch, MSc (Mathematics), M.Com, M.A(English), ME/M.Tech (Textile Technology), PG Diploma(Library Science), M.Phil (Statistics), Ph.D (Chemistry), Ph.D (Electrical Engineering), Ph.D., (Philosophy) etc.
- **Course:** A course is a paper/subject with specified number of credits/hours in a formal program. Examples: Organic Chemistry, Real Analysis, Solid State Physics, Indian History, Macro Economics, English, Hindi, Marathi, Telugu etc are courses under BSc/BA/B.Com Programmes. A laboratory course having separate credits and examined separately to be considered as a course.
- **Gender Equity:** Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.

## Standard Operating Procedure for Data Validation and Verification for Open Universities

### Extended Profile

Metric No.	Metric Details	Documents Requirement	Specific Instructions to Open Universities	Not to be considered
1.1	Number of Programmes offered by the institution over the last five years	<ul style="list-style-type: none"> <li>Total number of UG and PG Degree programmes year-wise offered over the last five years (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>List of all UG and PG Degree Programmes authenticated by Registrar / Competent Authority to be provided.</li> <li>Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM</li> </ul>	<ul style="list-style-type: none"> <li>Short term programmes which do not lead to a degree are not to be included</li> <li>Courses under each program not to be included here.</li> <li>Diploma programmes other than PG Diplomas, MPhil and PhD, not to be included as UGC (ODL) Regulations, 2017 and subsequent amendments only considers UG and PG Degree Programmes offered by Open Universities.</li> </ul>
1.2	Number of courses offered by the Institution in the programmes over	<ul style="list-style-type: none"> <li>Total number of courses in UG and PG Degree programmes year-wise</li> </ul>	<ul style="list-style-type: none"> <li>List of courses of all UG and PG Degree Programmes authenticated by Registrar / Competent</li> </ul>	<ul style="list-style-type: none"> <li>Same courses offered by different programmes should</li> </ul>

	the last five years	over the last five years (As per Data Template)	<p>Authority to be provided.</p> <ul style="list-style-type: none"> <li>• If the same course is offered in more than one program it is to be counted only once.</li> <li>• Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM</li> </ul>	not be counted multiple times.
<b>2.1</b>	Number of learners enrolled over the last five years	<ul style="list-style-type: none"> <li>• Total Number of learners enrolled in UG and PG Degree programmes year-wise over the last five years (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• Total Number of learners enrolled program-wise in UG and PG Degree programmes year-wise over the last five years authenticated by Registrar / Competent Authority to be provided</li> <li>• Include the total number of learners on rolls across all the UG and PG Degree programmes (consider 1st, 2nd, 3rd years etc., of each program) for all the assessment years.</li> <li>• Consider only the students on the rolls during the odd semesters (3rd, 5th semester) if the program is of semester scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• If a program is of semester scheme, do not add students of both odd and even semesters.</li> </ul>

2.2	Number of learners of disadvantaged groups over the last 5 years	<ul style="list-style-type: none"> <li>Total Number of learners of the disadvantaged groups enrolled in UG and PG Degree Programmes year-wise over the last five years (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>Total Number of learners of the disadvantaged groups enrolled program-wise in UG and PG Degree Programmes year-wise over the last five years authenticated by Registrar / Competent Authority to be provided.</li> </ul>	
2.3	Number of passed out learners over the last 5 years	<ul style="list-style-type: none"> <li>Total Number of students passed out in UG and PG Degree programmes year-wise over the last five years (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>Total Number of students passed out program-wise in UG and PG Degree programmes year-wise for each year authenticated by the Controller of Examination/Competent Authority</li> </ul>	
3.1	Number of sanctioned posts over the last five years	<ul style="list-style-type: none"> <li>Total number of sanctioned posts of teachers and other academics year-wise over the last five years. (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>List of sanctioned posts department-wise and discipline-wise for teachers and department-wise for other academics year-wise over the last five years authenticated by Registrar / Competent Authority to be provided</li> <li>State/Central Government/Board of Management sanctioned posts</li> </ul>	

			<p>to be considered</p> <ul style="list-style-type: none"> <li>• For any new/additional post(s) sanctioned during the assessment period, Official letter(s) of sanction of posts from the statutory body/Government / Board of Management.</li> </ul>	
<b>3.2</b>	Number of full time teachers and other academics over the last five years	<ul style="list-style-type: none"> <li>• Total number of full time teachers and other academics year-wise in position over the last five years (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• List of full time teachers and other academics year-wise in position over the last five years authenticated by the Registrar / Competent Authority to be provided</li> <li>• A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year.</li> </ul>	<ul style="list-style-type: none"> <li>• A teacher employed only for a part of a year not to be considered</li> <li>• Inclusion of part-time / Ad-hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teacher.</li> </ul>
<b>4.1</b>	Number of teachers recognized as guides over the last 5 years	<ul style="list-style-type: none"> <li>• Total number of teachers year-wise recognised as research guide/supervisor (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• List of teachers recognized as guides/supervisors of research degree programmes over the last 5 years authenticated by Registrar / Competent Authority to be provided</li> <li>• Certificates from the recognizing</li> </ul>	

			University other than the applicant OU in support of guidance as co-guide/co-supervisor in another University	
<b>5.1</b>	Total Number of in-house faculty in the institution over the last five years	<ul style="list-style-type: none"> <li>Total number of in-house faculty in OU (teachers) involved in curriculum designing, writing of units, editing, vetting by the faculty / teachers year-wise over the last five years (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>List of in-house full-time teachers and other academics involved in curriculum designing, writing of units, editing, vetting year wise involved in curriculum designing, writing of units, editing, vetting authenticated by the Head of the Department</li> <li>Proof of curriculum designing, writing of units and editing by the faculty / teachers.</li> </ul>	
<b>5.2</b>	Total Expenditure excluding salary (INR in Lakhs)	<ul style="list-style-type: none"> <li>Total expenditure year-wise excluding salary year-wise over the last five years (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>Audited Statement of Income and Expenditure year-wise over the last five years duly certified by the Finance officer / CA highlighting the salary component and showing the total expenditure excluding the salary component for each of the year.</li> </ul>	



<b>5.3</b>	Number of full-time non-academic staff	<ul style="list-style-type: none"> <li>• Total number of full-time Non-academic staff year-wise over the last five years (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• List of full-time non-academic staff year-wise over the last five years authenticated by the Registrar / Competent Authority to be provided.</li> </ul>	
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SN	Metric	Documents Needed	Specific instruction to Open University	Avoid the following while uploading data
1.	<p><b>1.1.2 New Programmes introduced</b></p> <p>Number of Programmes newly introduced by the institution over the last five years</p>	<ul style="list-style-type: none"> <li>• Approved Minutes of relevant Academic Council/BOS meetings highlighting the specific agenda item relevant to the metric year wise.</li> <li>• List of new UG and PG Degree programmes introduced by the institution over the last five years (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• List of new <b>UG and PG Degree</b> programmes introduced year-wise during the assessment period certified by the Registrar/Competent Authority.</li> </ul>	
2.	<p><b>1.1.3 Revision of Programmes</b></p> <p>Percentage of Programmes revised or are under revision over the last five years</p> <p>Total number of Programmes revised or are under revision over the last five years</p>	<ul style="list-style-type: none"> <li>• Approved Minutes of relevant Academic Council/BOS meetings/ School Boards highlighting the specific agenda item regarding the metric from the competent authority, year-wise.</li> <li>• List of <b>UG and PG Degree</b> Programmes revised over the last five years. (As per Data Template)</li> <li>• List of <b>UG and PG Degree</b> programmes where syllabus revision has been carried out during the last five years signed</li> </ul>	<ul style="list-style-type: none"> <li>• Details of the revised curricula/Syllabi of the <b>UG and PG Degree</b> programmes over the last five years.</li> <li>• If the number of courses in a given programme are changed and/introduced is equal to or more than 20 % then it should be considered as “Revision of Programme”</li> <li>• If the Programme is revised more than once during the assessment period then it should be counted as one change.</li> </ul>	<ul style="list-style-type: none"> <li>• Renaming / minor changes (less than 20% of total courses) in the program/course name not to be considered</li> </ul>

		by the Registrar/Competent Authority.		
3.	<p><b>1.1.4 Courses being offered as MOOCs or using OERs.</b></p> <p>Percentage of courses being offered as MOOCs or using OERs to supplement the existing courses (data for the preceding academic year)</p> <p>Number of courses being offered as MOOCs or using OERs to supplement the existing courses (data for the preceding academic year)</p>	<ul style="list-style-type: none"> <li>• List of approved courses of <b>UG and PG Degree</b> Programmes being offered as MOOCs/OERs. (As per Data Template)</li> <li>• Curriculum/ Syllabus of the courses being offered as MOOCs/OERs</li> <li>• Minutes of the Boards of Studies/ School Boards/ Academic Council meetings for approvals of these courses</li> <li>• Web links to the MOOCs &amp; OERs</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a link for each of the courses under MOOCs/OERs offered.</li> </ul>	
4.	<p><b>1.1.5 Electronic media and other digital components in the curriculum</b></p> <p>Percentage of the Programmes on offer have incorporated electronic media and other digital components in their curriculum over the last five years</p> <p>Total number of the Programmes on offer have incorporated</p>	<ul style="list-style-type: none"> <li>• List of UG and PG degree Programmes incorporating electronic media and other digital components offered year wise over the last five years. (As per Data Template)</li> <li>• Provide web-links to the digital component</li> </ul>	<ul style="list-style-type: none"> <li>• In case of Data being large, the DVV may seek for documents of random selected Programmes/courses during DVV clarification</li> <li>• DVV can verify the Digital components in the web link.</li> </ul>	

	electronic media and other digital components in their curriculum over the last five years			
5.	<p><b>1.2.1 Programmes being adopted/adapted by other HEIs</b></p> <p>Percentage of Programmes adopted/adapted by other HEIs over the last five years</p> <p>Number of Programmes adopted/adapted by other HEIs over the last five years</p>	<ul style="list-style-type: none"> <li>• Letter of agreements /MoUs of Open Universities</li> <li>• Approvals from BoS/ School Boards and Academic Council</li> <li>• The list of <b>UG and PG Degree</b> programmes of Open University adopted by other Open Universities year wise over last five years along with the name of other Open Universities (As per Data Template)</li> <li>• The list of <b>UG and PG Degree</b> programmes adapted by Institution from the other Open Universities year wise over last five years along with the name of other Open Universities</li> </ul>	<ul style="list-style-type: none"> <li>• Each program of the Open University adopted/adapted by other Open Universities will be counted only once, irrespective of number of times the same had been adopted/adapted by other Open Universities in last five years.</li> <li>• Period of Open University letter tenure to be considered.</li> <li>• For large data, DVV can seek selected sample letters of agreement / MOUs of agreement.</li> </ul>	
6.	<p><b>1.2.2 Implementation of CBCS / ECS</b></p> <p>Percentage of Degree programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented out of the total number of programme (Data of the preceding academic</p>	<ul style="list-style-type: none"> <li>• List of UG and PG programmes in which CBCS/Elective course system implemented in the last completed academic year certified by the Registrar. (As per Data Template)</li> <li>• Minutes of relevant Academic</li> </ul>	<ul style="list-style-type: none"> <li>• Either CBCS or Elective or both can be considered</li> <li>• If CBCS, course structure along with credit details to be given.</li> <li>• If elective, list of elective offered for the program to be given</li> <li>• If both, CBCS details alone is</li> </ul>	<ul style="list-style-type: none"> <li>• Provision list of documents cannot be considered</li> </ul>

	<p>year)</p> <p>Number of degree Programmes in which Choice Based Credit System CBCS/ Elective Course System (ECS) has been implemented out of the total number of Programmes. (Data of the preceding academic year)</p>	<p>Council/BOS meetings highlighting the relevant documents to this metric.</p> <ul style="list-style-type: none"> <li>• University letter stating implementation of CBCS.</li> <li>• Structure of the program clearly indicating courses, credits/Electives as approved by the competent board.</li> </ul>	<p>sufficient.</p>	
7.	<p><b>1.2.3 Enabling provision for lateral entry for learners</b></p> <p>Average percentage of learners admitted in the Institution through lateral entry based on credit transfer year wise over the last five years in the programmes which have provision of lateral entry.</p> <p>Number of learners admitted in the Institution through lateral entry based on credit transfer year wise over the last five years in the programmes which have provision of lateral entry</p>	<ul style="list-style-type: none"> <li>• Credit transfer policy of the Open University approved by Statutory Body.</li> <li>• List of UG and PG degree programmes having provision for lateral entry authenticated by Registrar/Competent Authority of the University. (As per Data Template)</li> <li>• Number of learners admitted through lateral entry. Programme wise/year wise/semester wise over last five years</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of relevant Governing council /Academic Council/ BOS School Board meetings, approving policy on credit transfer.</li> </ul>	
8.	<p><b>1.3.2 Awareness/ soft skills / life skills/value-added courses etc., on offer</b></p>	<ul style="list-style-type: none"> <li>• List of <b>Awareness/ soft skills / life skills</b>/value-added courses etc., signed by Registrar/</li> </ul>	<ul style="list-style-type: none"> <li>• Courses of varying durations (at least one credit or 30 contact hours)</li> </ul>	<ul style="list-style-type: none"> <li>• Value added courses that are not offered by the institutions will not be</li> </ul>

	Average Number of courses imparting awareness/ life skills /soft skills/value-added (credit/ non-credit) have been offered by Institution over the last five years	Competent Authority. (As per Data Template) <ul style="list-style-type: none"> <li>Course content or syllabus along with course outcome of <b>Awareness/ soft skills / life skills</b>/Value added courses offered.</li> </ul>		considered
9.	<b>1.3.3 Learners undertaking fieldwork / projects / internships etc.</b>  Percentage of learners undertaking field work / projects / internships /dissertations / seminars/ extended contact programmes/ practical sessions/ workshops (data for the preceding academic year) across all Programmes requiring such activities	<ul style="list-style-type: none"> <li>Link to UG and PG degree Programme structure(s)</li> <li>Handbook/Manual for field work/ projects / internships etc.</li> <li>Number of learners enrolled in field work/ projects / internships etc. (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>Only preceding Academic Year data to be considered</li> <li>One learner involved in multiple field works and/or internships should be counted as one.</li> <li>In case of field visit, course content mentioning in favour of field visit.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
10.	<b>1.3.4 Courses on employability/ entrepreneurship/ skill development</b>  Average percentage of courses on offer having focus on employability/ entrepreneurship/ skill development over the last five years.	<ul style="list-style-type: none"> <li>List of courses having focus on employability/ entrepreneurship/ skill development over the last five years (As per Data Template).</li> <li>Provide the link to UG and PG degree Programme structure of such courses having focus on Employability/ Entrepreneurship/</li> </ul>	<ul style="list-style-type: none"> <li>Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM</li> <li><a href="http://www.naac.gov.in/images/docs/Manuals/ODL-Manual-13_06_2019.pdf">http://www.naac.gov.in/images/docs/Manuals/ODL-Manual-13_06_2019.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li>The courses which are not directly leading to employability / entrepreneurship / skill development cannot be considered</li> </ul>

	<p>Number of courses having focus on employability/ entrepreneurship/ skill development over the last five years</p>	<p>Skill development</p> <ul style="list-style-type: none"> <li>• Syllabus copy of the courses highlighting the focus on employability/ entrepreneurship/ skill development</li> <li>• Provide mapping of the courses to employability / entrepreneurship / skill development along with the course code</li> </ul>		
11.	<p><b>1.4.1 Feedback for design and review of curriculum</b></p> <p>Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders</p> <p>Structured feedback has been designed for review of curriculum/syllabus for the preceding academic year</p> <ol style="list-style-type: none"> <li>1) Learners</li> <li>2) Teachers and other Academics</li> <li>3) Academic Counselors</li> <li>4) Subject Experts</li> <li>5) Employers</li> </ol>	<ul style="list-style-type: none"> <li>• Sample Filled-in feedback forms from the stakeholders to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• The feedback concerned with curriculum development only can be considered</li> <li>• Only filled –in feedback report will be considered</li> <li>• In case of selecting A, B, C or D provide two filled forms from each category</li> <li>• The DVV partner may ask for filled in forms of randomly selected stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback not related to design and review of syllabus will not be considered</li> </ul>

	6) Alumni			
12.	<p><b>1.4.2 Action on feedback (feedback collection, analysis and action taken)</b></p> <p>Mechanism is in place for analyzing the Feedback obtained from stake holders on curriculum/syllabus for the preceding academic year</p> <p><b>Options: (Choose any one)</b></p> <p>A. Feedback collected, analyzed and action taken on feedback and such documents are made available on the institutional website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>E. Feedback not collected /Obtained</p>	<ul style="list-style-type: none"> <li>• Stakeholder feedback analysis report of CIQA to be provided.</li> <li>• Department-wise Action taken Report on feedback signed by the Head of the Department</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback reports should be hosted in the institutional website.</li> <li>• Provide links which directly lead to reports on the items listed in the chosen option.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback not related to design and review of syllabus will not be considered</li> <li>• Feedback reports reflected in other websites will not be considered</li> </ul>
13.	<p><b>2.1.1 Increase in the enrolment</b></p> <p>Average percentage increase in the</p>	<ul style="list-style-type: none"> <li>• Number of learners enrolled for each UG and PG degree Programmes year wise for last</li> </ul>	<ul style="list-style-type: none"> <li>• The enrolment data to be authenticated by the Registrar/Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Only authenticated list will be considered.</li> </ul>



	<p>enrolment of learners in the Institution year wise over the last five years</p> <p>Increase/ decrease in the enrolment of learners in the Institution year wise over the last five years</p>	<p>five years authenticated by the Registrar/Competent Authority of the University. (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Web-link to Annual Reports of the Open University.</li> </ul>		
14.	<p>2.2.1</p> <p><b>Catering to rural Population</b></p> <p>Average percentage of learners enrolled from rural areas year wise over the last five years</p> <p>Total number of learners enrolled from rural areas year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Student registration data on number of learners enrolled in the UG and PG degree Programmes wise under rural population year wise over last five years certified by the Registrar/Competent Authority of the University. (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• It is envisaged that the Open University will provide the number of students from rural in the prescribed format during SSR submission from which relevant document of selected students will be sought during DVV clarification.</li> <li>• Please cross check with AISHE data for relevant year wherever available</li> <li>• DVV will randomly verify the rural learners from any one programme from the institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Only authenticated documents will be considered.</li> </ul>
15.	<p><b>2.2.2 Reaching out to learners from socially backward categories</b></p> <p>Average percentage of learners enrolled across different socially backward categories year wise over</p>	<ul style="list-style-type: none"> <li>• Student registration data on number of learners enrolled Programme wise from socially backward categories in all UG and PG degree Programmes year wise for last five years certified by the Registrar/ Competent</li> </ul>	<ul style="list-style-type: none"> <li>• It is envisaged that the Open University will provide the number of students socially backward categories in the prescribed format during SSR submission from which relevant document of selected students will</li> </ul>	<ul style="list-style-type: none"> <li>• Only authenticated documents will be considered.</li> </ul>

	<p>the last five years.</p> <p>Total number of learners enrolled from different social categories year wise over the last five years</p>	<p>Authority of the University. (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Copy of the caste certificate of sample learner</li> </ul>	<p>be sought during DVV clarification.</p> <ul style="list-style-type: none"> <li>• Please cross check with AISHE data for relevant year wherever available</li> <li>• DVV will randomly verify the learners of socially backward categories of any one programme from the institution.</li> </ul>	
16	<p><b>2.2.3 Reaching out to Persons with Disabilities (PwD)</b></p> <p>Average Percentage of PwD learners enrolled year wise over the last five years</p> <p>Number of learners enrolled from different PwD categories year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Number of learners enrolled in UG and PG degree Programmes wise with disabilities year wise over last five years certified by the Registrar/ Competent Authority of the University. (As per Data Template)</li> <li>• Sample Copy of disability certificate indicating the differently-abled status/Unique Disability Identification card (in case of Programmes having reservation)</li> </ul>	<ul style="list-style-type: none"> <li>• PwD learners on rolls year wise over last five years</li> <li>• Please cross check with AISHE data for relevant year wherever available</li> <li>• DVV will randomly verify the documents pertaining to sample set of PwD learners of any one programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Only authenticated documents will be considered.</li> </ul>
17	<p><b>2.2.4 Reaching out to women / transgender learners</b></p> <p>Average percentage of learners enrolled across different gender year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Number of women and transgender learners enrolled in the UG and PG degree Programmes wise and year wise for last five years certified by the Registrar/Competent Authority</li> </ul>	<ul style="list-style-type: none"> <li>• It is envisaged that the open university will provide the number of women / transgender categories of learners in the prescribed format during SSR submission from which relevant document of</li> </ul>	<ul style="list-style-type: none"> <li>• Only authenticated documents will be considered.</li> </ul>

	Total number of learners enrolled from different gender year wise over the last five years	of the University. (As per Data Template)	<p>selected students will be sought during DVV clarification</p> <ul style="list-style-type: none"> <li>• Please cross check with AISHE data for relevant year wherever available</li> <li>• DVV will randomly verify the documents for a sample set of the women/ transgender learners of any one programme.</li> </ul>	
<b>18</b>	<p><b>2.2.5 Reaching out to employed persons</b></p> <p>Average percentage of the enrolled learners who are employed year wise over the last five years</p> <p>Number of employed learners enrolled year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Student registration data of employed learners enrolled in the UG and PG degree Programmes wise and year wise for last five year wise certified by the Registrar/ Competent Authority of the University. Copy of the certificate from the employers (in case of Programmes requiring work experience). (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• Submit in the prescribed format during SSR submission from which relevant document of selected students will be sought during DVV clarification</li> <li>• DVV will randomly verify the employment certificate for a sample set of the employed learners of any one programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Only authenticated list will be considered.</li> </ul>
<b>19</b>	<p><b>2.2.6 Learners from Special Target Group: prison inmates</b></p> <p>Average number of prison inmates enrolled as learner's year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Student registration data of learners enrolled Programme wise under special target group year wise for last five years certified by the Registrar of the University. (As per Data</li> </ul>	<ul style="list-style-type: none"> <li>• Sample scanned copies of certificates of Prison Inmates year wise over the last five years</li> <li>• Prison inmate list approved by the competent authority (Registrar of the University).</li> </ul>	<ul style="list-style-type: none"> <li>• Only authenticated list will be considered.</li> </ul>

	Number of prison inmates enrolled as learners year wise over the last five years	Template) <ul style="list-style-type: none"> <li>• Copy of certificate given by Prison authorities indicating the prison inmates.</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will randomly verify the documents for a sample set of prison inmates' learners of any one programme.</li> </ul>	
<b>20</b>	<p><b>2.2.7 Learners from Defence and Security Forces</b></p> <p>Average number of persons from Defence and Security Forces background namely: Defence/ Security Personnel, Ex Service men/ War widows enrolled as learners year wise over the last five years.</p> <p>Number of persons from Defence and Security Forces background namely: Defence / Security Personnel, Ex Service men/ War widows enrolled as learners year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Student registration data of students from Defence/ Security forces enrolled in UG and PG degree Programmes wise and year wise for last five years certified by the Registrar / Competent Authority of the University. (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• Submit in the prescribed format during SSR submission from which relevant document of selected students will be sought during DVV clarification</li> <li>• DVV will randomly verify the documents for a sample set of learners from Defence/ security forces of any one programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Only authenticated list will be considered.</li> </ul>
<b>21</b>	<p><b>2.3.2 Use of Radio for providing instruction</b></p> <p>Percentage of programmes where radio has been used for providing instruction in the preceding</p>	<ul style="list-style-type: none"> <li>• List of UG and PG degree Programmes where radio has been used for providing instruction in the preceding academic year. (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• Sample Schedules of radio broadcasts.</li> <li>• DVV will verify the links provided randomly</li> </ul>	<ul style="list-style-type: none"> <li>• Will not be considered if the link is not provided for the courses.</li> </ul>

	<p>academic year</p> <p>Number of programmes where radio has been used for providing instruction in the preceding academic year</p>	<ul style="list-style-type: none"> <li>• Sample Schedules of radio broadcasts, where radio has been used for providing instruction in the preceding academic year.</li> <li>• Provide link to Radio broadcast in the institutional website.</li> </ul>		
22	<p><b>2.3.3 Use of telecast / webcast for providing instruction</b></p> <p>Percentage of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the preceding academic year.</p> <p>Number of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the preceding academic year</p>	<ul style="list-style-type: none"> <li>• List of UG and PG degree Programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) has been used for providing instruction in the preceding academic year (As per Data Template).</li> <li>• Sample Schedules of the telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instruction in the preceding academic year.</li> <li>• Provide web-link to Telecast/webcast on the Institutional website.</li> </ul>	<ul style="list-style-type: none"> <li>• Sample Schedules of telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc)</li> <li>• DVV will verify the links provided randomly</li> </ul>	<ul style="list-style-type: none"> <li>• Will not be considered if the link is not provided for the courses.</li> </ul>
23	<p><b>2.3.4 Availability of digitized SLMs for the learners</b></p> <p>Average percentage of the learning</p>	<ul style="list-style-type: none"> <li>• Link to Digital repository of SLMs in the Open University</li> <li>• LMS/e-content app / e-SLMs/ e-</li> </ul>	<ul style="list-style-type: none"> <li>• Link to digital repository</li> <li>• DVV will verify the links provided randomly</li> </ul>	<ul style="list-style-type: none"> <li>• Will not be considered if the link is not provided for</li> </ul>

	<p>material of the Institution digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners year wise over the last five years.</p> <p>Number of learning material of the Institution digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners year wise over the last five years</p>	Modules etc.		the courses.
<b>24</b>	<p><b>2.4.1 Full-time teachers and other academics in positions</b></p> <p>Average percentage of the sanctioned posts occupied by full-time teachers and other academics respectively year wise over the last five years</p> <p>Number of the sanctioned posts occupied by full-time teachers and other academics respectively year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Details of full time teachers and other academics (As per Data Template).</li> <li>• List of the faculty members authenticated by the Registrar/Competent Authority of the University</li> <li>• Position sanction letters/ notification issued by competent authority (Governing Council / Board of Management)</li> </ul>	<ul style="list-style-type: none"> <li>• The appointment letter of selected faculty will be sought during clarification stage by DVV, if the data is large.</li> </ul>	
<b>25</b>	<p><b>2.4.2 Full-time teachers and other</b></p>	<ul style="list-style-type: none"> <li>• List of faculty having Ph.D along with particulars of degree</li> </ul>	<ul style="list-style-type: none"> <li>• Mention number of full-time teachers with PhD year-wise</li> </ul>	Honorary Doctorate Degrees not to be

	<p><b>academics with Ph.D.</b></p> <p>Average percentage of full-time teachers and other academics with Ph.D. degree</p> <p>Number of full-time teachers and other academics with Ph.D. degree</p>	<p>awarding university, subject and the year of award.</p>	<p>irrespective of the year of award.</p> <ul style="list-style-type: none"> <li>• PhD certificates of selected faculty will be asked during DVV clarification stage.</li> </ul>	<p>included/considered</p>
26	<p><b>2.4.3 Programmes on offer through Collaboration</b></p> <p>Programmes offered which are developed through collaboration with Government / other agencies year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Copies of MoUs with other agencies</li> <li>• e-Copies of collaboration letters</li> <li>• Minutes of relevant Academic Council/BoS/ School Board meetings</li> <li>• List of programmes offered through collaboration along with name of collaborating agency year wise over the last five years authenticated by the Registrar/Competent Authority of the University (As per Data Template).</li> </ul>	<ul style="list-style-type: none"> <li>• Government/other recognized agencies only should be considered.</li> <li>• DVV can seek sample selection of MOUs with other agencies</li> </ul>	
27	<p><b>2.4.4 Average Percentage of participation of in-house faculty involved in preparation of SLMs</b></p> <p>Average percentage of in-house faculty involved in design and</p>	<ul style="list-style-type: none"> <li>• Samples of Credit page of Blocks/ Courses</li> <li>• List of Programmes indicating the faculty involved in preparation of SLMs: Expert Committees of SLMs/ Unit</li> </ul>	<ul style="list-style-type: none"> <li>• DVV can seek sample selection of SLMs credit pages, if the data is large.</li> </ul>	

	development of SLMs year wise over the last five years	writing/ Editing/ Transformation/ Translation, year wise over the last five years authenticated by the Head of Department. (As per Data Template)		
28	<p><b>2.4.5 Recognition earned by full time teachers and other academics</b></p> <p>Percentage of full time teachers and other academics who received awards, recognition, fellowships from State, National, International level Government, recognised bodies Year wise over the last five years</p>	<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>Only State, National and International level from Government, recognised bodies only should be considered.</li> <li>The date of award should fall within 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>	<ul style="list-style-type: none"> <li>Awards that are local in nature cannot be considered.</li> <li>Participation / presentation certificates – during paper presentation etc needs to be avoided.</li> <li>Awards given by the individuals are not to be considered.</li> </ul>
29	<p><b>2.4.6 Teaching Experience of Academic Counsellors</b></p> <p>Percentage of empanelled Academic Counsellors having more than five years of teaching experience for the preceding academic years</p> <p>Number of empanelled Academic Counsellors having more than five years of teaching experience for the</p>	<ul style="list-style-type: none"> <li>List of Academic Counsellors with details of total teaching experience for the preceding academic year.</li> <li>List of Academic Counsellors with details of educational qualification for the preceding academic year.</li> </ul>	<ul style="list-style-type: none"> <li>Number of Academic Counsellors with total teaching experience in years for the preceding academic year approved by Registrar/ Competent Authority of the University.</li> <li>Sample Experience certificate/appointment order of empanelled Academic Counsellor will be asked during DVV clarification stage if the data is large.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



	preceding academic years			
<b>30</b>	<p><b>2.5.4 Status of automation of Examination/ Evaluation processes</b></p> <p>Status of automation of examination / evaluation processes is represented by: <b>(Choose any one)</b></p> <p>A. 100% automation of entire Division &amp; implementation of Examination Management System (EMS)</p> <p>B. Only learner registration, Hall ticket issue &amp; Result Processing automated</p> <p>C. Only learner registration and result processing automated</p> <p>D. Only result processing automated</p> <p>E. No automation of Examination/ Evaluation Division</p>	<ul style="list-style-type: none"> <li>• Standard Procedures for examination automation.</li> <li>• Invoice of the software, &amp; screenshots of various models of the software used by the Open University.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual reports of Examination Department including the present status of automation approved by competent authority / Controller of exams.</li> </ul>	
<b>31</b>	<p><b>2.5.5 Involvement of external experts in evaluation process</b></p> <p>Extent of involvement of external teachers and other academics in the</p>	<ul style="list-style-type: none"> <li>• List of external evaluators certified by the Controller of Examination or equivalent official.</li> </ul>	<ul style="list-style-type: none"> <li>• List of external evaluators approved by competent authority</li> <li>• Sample Work allocation letter issued by Controller of Examination/Designated Official</li> </ul>	

	<p>evaluation related activities in the preceding academic year:</p> <ol style="list-style-type: none"> <li>1. Evaluation of Assignments</li> <li>2. Evaluation of Projects</li> <li>3. Preparation of Term End question papers</li> <li>4. Moderation of Term End question papers</li> <li>5. Evaluation of answer scripts</li> <li>6. Examination related duties as invigilator, observer etc.</li> <li>7. Conduct of term end examinations, practical, projects, internships, seminars workshops etc.</li> </ol>		<p>to the External Expert</p> <ul style="list-style-type: none"> <li>• DVV can verify the records/ documents for sample set of external experts randomly.</li> </ul>	
32	<p><b>2.6.2 Completion status of UG and PG degree programmes</b></p> <p>Number of learners of a selected batch who have successfully completed UG and PG Degree in maximum period of 5 and 4 years respectively.</p> <p>For calculating completion status in case of UG degree, the enrolment data of 5 academic years back and for PG degree the</p>	<ul style="list-style-type: none"> <li>• Link to declaration of results</li> <li>• Reports from Controller of Examination (COE) office/Competent Authority.</li> <li>• Notified exam date and result declaration date year wise/semester wise</li> </ul>	<ul style="list-style-type: none"> <li>• Declaration of results approved by competent authority</li> <li>• DVV will seek clarification on random samples, if data is large.</li> </ul>	

	enrolment data of four academic years back should be taken from the preceding year.			
33	<p><b>2.7.1 Online Learner Satisfaction Survey regarding teaching-learning process</b></p> <p>Furnish data regarding learner satisfaction with respect to teaching-learning process.</p>	<ul style="list-style-type: none"> <li>• <i>System administers online Learner Satisfaction Survey (LSS)</i></li> </ul>		
34	<p><b>3.1.2 Research facilities for teachers, other academics and learners</b></p> <p>Research facilities available to the teachers, other academics and learners of the Institution for pursuing research</p> <ol style="list-style-type: none"> <li>1. Reference Library</li> <li>2. Online subscription to research journals</li> <li>3. Research/Statistical Databases</li> <li>4. Media Laboratory / studios</li> <li>5. Science laboratories</li> <li>6. Computing Laboratory and support for both qualitative and quantitative data analysis</li> </ol>	<ul style="list-style-type: none"> <li>• URLs of the facilities available</li> <li>• List of research facilities available (As per Data Template)</li> <li>• Documents showing proof of ownership of each research facility e.g. stock register, receipts of purchase, verification certificate etc.</li> <li>• Geo-tagged photographs of the facility</li> </ul>	<ul style="list-style-type: none"> <li>• In case of large data, the DVV will ask for sample valid document for specific list of research facilities for teachers and other academics</li> </ul>	

	<p>including softwares</p> <p>7. Data curation and sharing facility</p> <p>8. Language laboratory</p> <p>9. Central Instrumentation Centre</p> <p>10. Any other</p>			
<b>35</b>	<p><b>3.2.1 Government and Non-government grants for research</b></p> <p>Grants for research projects and Chairs sponsored by the government and non-government sources such as Industry, Corporate Houses, International bodies, endowments, professional associations etc has been received by the Institution year wise over the last five years (INR in Lakhs)</p>	<ul style="list-style-type: none"> <li>• List of research projects certified by Head of the controlling Department.</li> <li>• Award letters for research projects sponsored by government and non-government</li> <li>• Documents from funding agencies along with their web links.</li> <li>• Grant award letter must include the year of award and amount</li> </ul>	<ul style="list-style-type: none"> <li>• Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding can be from non-government or Government organizations.</li> <li>• Consider only the research project grant which is valid for the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>• Grants given by own trust / sister open university not to be included.</li> </ul>
<b>36</b>	<p><b>3.2.2 Research projects funded to teachers and other academics</b></p> <p>Number of teachers and other academics having research projects funded by the institution / government and non-government agencies year wise over the last five</p>	<ul style="list-style-type: none"> <li>• List of research projects certified by Head of the controlling Department.</li> <li>• Document from Funding Agency</li> <li>• Link of the funding agency website</li> <li>• e-copies of the grant award letters for research projects</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 can be from non-government or Government</li> </ul>	<ul style="list-style-type: none"> <li>• Projects other than Assessment Period will not be considered.</li> <li>• Grants in the form of equipment's /software/skill development centres will not be considered.</li> </ul>

	years	<p>sponsored by government and nongovernment sources</p> <ul style="list-style-type: none"> <li>• Grant award letter must include the year of award and amount</li> <li>• List of teachers and other academics on roll</li> </ul>	<p>organizations.</p> <ul style="list-style-type: none"> <li>• Consider the research project grant which is valid for the assessment period and teachers and other academic must be on role along with the research project funded to them and the name of the funding agencies.</li> </ul>	
37	<p><b>3.3.2 Workshops / seminars conducted on innovative practices</b></p> <p>Total number of workshops/seminars conducted year wise over the last five years on:</p> <ul style="list-style-type: none"> <li>• Intellectual Property Rights (IPR);</li> <li>• Open Educational Resources (OERs);</li> <li>• Massive Open Online Courses (MOOCs);</li> <li>• Technology-Enabled Learning;</li> <li>• Learning Management System;</li> <li>• Development of e-content and</li> <li>• Other innovative technologies</li> </ul>	<ul style="list-style-type: none"> <li>• List of workshops/seminars conducted year wise over the last five years certified by the Head of concerned Department.</li> <li>• Schedule of the event/ link to the material developed, if any</li> <li>• Photographs of the events</li> </ul>	<ul style="list-style-type: none"> <li>• Only activities mentioned in the criteria or related ones should be considered here.</li> <li>• DVV may seek for certificates/ list of participants at random.</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops/seminars other than mentioned innovative practices will not be considered.</li> </ul>
38	<b>3.3.3 Innovative content</b>	<ul style="list-style-type: none"> <li>• List of the innovative contents developed over the last five</li> </ul>	<ul style="list-style-type: none"> <li>• Link to the material developed</li> <li>• Only the content developed by the</li> </ul>	<ul style="list-style-type: none"> <li>• Informal e-content will not be</li> </ul>

	<p><b>developed</b></p> <p>Innovative content developed in the form of e-modules / e-SLMs / MOOCs for :</p> <ul style="list-style-type: none"> <li>• NMEICT</li> <li>• NPTEL</li> <li>• SWAYAM</li> <li>• e-PG pathshala</li> <li>• e-SLMs</li> <li>• other MOOCs platform</li> <li>• Institutional LMS</li> </ul>	<p>years. (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Web links to the e-modules, e-SLMs, MOOCs etc.,</li> <li>• Supporting documents from the sponsoring agency for the e-content developed by the teachers need to be given.</li> </ul>	<p>teachers of the institution need be considered.</p>	<p>accepted</p> <ul style="list-style-type: none"> <li>• Open Source e-content should not be included</li> </ul>
39	<p><b>3.3.4 Awards for innovation</b></p> <p>Number of awards for innovation received by different sections of the Institution</p> <p>Awards for innovation received by the Institution, its teachers/other academics/ research scholars/learners' year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• List of awards received by the Institution; its teachers/other academics/ research scholars/learners' year wise over the last five years (As per Data Template)</li> <li>• Scanned copies of award letters</li> <li>• Award details.</li> <li>• e-copies of award letters issued by the awarding agency.</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will seek e- copies of the letters of awards for innovations granted to awardee for selected faculty during the clarification process.</li> <li>• Awards <b>for innovation only</b> given by outside agency to be considered here.</li> <li>• The claims without certificate or award letter will not be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation / presentation certificates in workshops / conferences etc not to be included.</li> <li>• Awards claimed in 2.4.5 not to be claimed here.</li> <li>• Patents not to be included</li> </ul>
40	<p><b>3.4.1 Mechanisms to check malpractices and plagiarism in research</b></p>	<ul style="list-style-type: none"> <li>• Web link to Open University code of ethics document.</li> <li>• Notification of Research Ethics Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide the copy/web link directing to the code of ethics for research, preferably hosted in the web.</li> </ul>	<p>If the link leads to the home page, the claim would not be considered.</p>

	<p>The institution has a stated code of ethics for research, the implementation of which is ensured by the following: (over the last five years)</p> <ol style="list-style-type: none"> <li>1) Research methodology with Content on research ethics</li> <li>2) Ethics Committee</li> <li>3) Plagiarism Check</li> <li>4) Committee on publication guidelines</li> </ol>	<ul style="list-style-type: none"> <li>• Minutes of the Research Ethics Committee.</li> <li>• Proof of availability of plagiarism check software at the University.</li> <li>• Copy of the syllabus of the research methodology course work if research ethics is included.</li> </ul>		
41	<p><b>3.4.2 Ph.Ds and M.Phils awarded</b></p> <p>Average Number of M.Phil. and Ph.D. degrees awarded per teacher year wise over the last five years.</p>	<ul style="list-style-type: none"> <li>• Web-link of the Research page</li> <li>• List of M.Phil. /PhD scholars and their details like name of the guide, title of thesis, year of award etc.</li> <li>• Co-guides can also be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• List of PhD/M.Phil. awarded (not-ongoing) under every eligible research guide working as faculty in the Open University should be considered.</li> <li>• Authenticated list of recognized research guides approved by statutory body. Sample PhD/M.Phil. Degrees/provisional certificate of learners, if the data is large.</li> </ul>	
42	<p><b>3.4.3 Research publications per teacher and other academic</b></p> <p>Number of research papers on an average published by teachers and</p>	<ul style="list-style-type: none"> <li>• Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication</li> <li>• Functional Web-link of the</li> </ul>	<ul style="list-style-type: none"> <li>• Consider only UGC approved Journals/refer UGC CARE.</li> <li>• DVV will verify the claims through web-link provided at random.</li> </ul>	<ul style="list-style-type: none"> <li>• Publication which does not reflect the University name under the author affiliation not be considered/included</li> </ul>

	<p>other academics of the Institution</p> <p>Average number of research papers published by teachers and other academics of the Institution in the Journals notified on UGC website / peer reviewed journals year wise over the last five years</p>	<p>research paper, which redirects to the UGC notified listed journal webpage published in UGC website.</p>		
<b>43</b>	<p><b>3.4.4 Books and Chapters in edited volumes etc.</b></p> <p>Number of books and chapters/ units in books/ SLMs on an average published by teachers and other academics of the Institution</p> <p>Number of books and chapters/ units in books/ SLMs published by teachers and other academics of the Institution year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• List of books and chapters in books/ Units in SLMs by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication (As per Data Template).</li> <li>• Sample of e-copy of the Cover page, content page and first page of the selected publications.</li> </ul>	<ul style="list-style-type: none"> <li>• Books with ISBN number only would be considered.</li> <li>• Units published in SLMs with ISBN number.</li> <li>• The details of selected publications would be sought during the DVV clarification process, if the data is large.</li> </ul>	<p>Publication claimed under 3.4.3 not to be included in this metric.</p>
<b>44</b>	<p><b>3.4.5 Publications on Distance Education</b></p> <p>Number of books, chapters in books, articles and research papers in journals in the area of Distance Education published by teachers</p>	<ul style="list-style-type: none"> <li>• Web-link of books, chapters in books, research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication</li> <li>• Web-link of the research paper, which redirects to the UGC</li> </ul>	<ul style="list-style-type: none"> <li>• Documentary evidence that the publication is related to Distance Education as per UGC-CARE list of journals.</li> <li>• DVV will cross verify with claims at random.</li> </ul>	<ul style="list-style-type: none"> <li>• Books/chapters/articles /research papers other than in the area of distance education will not be considered</li> </ul>



	<p>and other academics of the Institution</p> <p>Details of the publications teachers and other academics of the Institution year wise over the last five years.</p>	<p>notified listed journal webpage published in UGC website</p>		
<b>45</b>	<p><b>3.4.6 Bibliometrics of the publications</b></p> <p>Impact of the research publications from the Institution</p> <p>Bibliometrics of the publications by teachers and academics over the last five years based on average Citation index in Scopus/ Web of Science or Pub-Med etc.</p>	<ul style="list-style-type: none"> <li>Data to be provided as per Data template</li> </ul>	<ul style="list-style-type: none"> <li>Bibliometrics of the publications over the last five years.</li> <li>The data for this metrics will be fetched by INFLIBNET directly.</li> <li>The OUs can seek clarification for the data provided by INFLIBNET through provision provided in the portal only.</li> <li>The details of selected publications would be sought during the clarification process, if the data is large.</li> </ul>	
<b>46</b>	<p><b>3.4.7 h-index of the Institution</b></p> <p>Details of the publications of the teachers and other academics of the Institution year wise over the last five years to calculate h-index of the Institution based on the Bibliometrics of the publications in</p>	<ul style="list-style-type: none"> <li>Data to be provided as per Data template.</li> </ul>	<ul style="list-style-type: none"> <li>Bibliometrics of publications based on Scopus / Web of Science – h-index of the open university.</li> <li>The data for this metrics will be fetched by INFLIBNET directly.</li> <li>The OUs can seek clarification for the data provided by INFLIBNET Through provision provided in the</li> </ul>	

	Scopus / Web of Science		portal only. <ul style="list-style-type: none"> <li>The details of selected publications would be sought during the clarification process, if the data is large.</li> </ul>	
47	<p><b>3.5.2 Revenue from consultancy</b></p> <p>Revenue generated by the Institution from consultancy</p> <p>Revenue generated from consultancy provided by teachers and other academics of the Institution year wise over the last five years (INR in lakhs)</p>	<ul style="list-style-type: none"> <li>Audited statements of accounts highlighting the revenue generated through consultancy / Certified copy attested by the Finance Officer of the Open University.</li> <li>List of teachers and other academics providing consultancy (As per Data Template).</li> <li>Letter from the beneficiary of consultancy along with details of the consultancy fee.</li> </ul>	<ul style="list-style-type: none"> <li>Extract of Statement of account duly signed by the Finance Officer indicating the amount generated through consultancy.</li> <li>Amount generated through consultancy work alone has to be considered here.</li> </ul>	<ul style="list-style-type: none"> <li>Research projects where the consultant is the Principal investigator cannot be considered here</li> <li>Grants received for research projects not to be included.</li> <li>Consultancy fee from any sister institution / same trust not to be considered.</li> </ul>
48	<p><b>3.5.3 Revenue from training/ seminars/ conferences etc.</b></p> <p>Revenue generated by the Institution by conducting training programmes/ seminars/ conferences/ through sponsorship, etc.</p> <p>Revenue generated by the</p>	<ul style="list-style-type: none"> <li>Audited statements of highlighting the revenue generated through training/Seminars/Conferences.</li> <li>Schedule of the training programmes.</li> <li>Certified copy attested by the Finance Officer of the Open University.</li> </ul>	<ul style="list-style-type: none"> <li>Only Corporate training/Valid programmes organized by the Open University will be considered.</li> <li>Extract of Statement of account duly signed by the Finance Officer indicating the amount generated by such programmes are essential.</li> </ul>	<ul style="list-style-type: none"> <li>Revenue generated by training their own learners are not to be considered.</li> </ul>

	Institution from training / seminars/ conferences/ through sponsorship, etc year wise over the last five years (INR in lakhs)	<ul style="list-style-type: none"> <li>• Letter from the beneficiary from Training /seminars / Conferences / Sponsorships etc., along with fee paid.</li> </ul>		
49	<p><b>3.6.2 Recognition of extension activities</b></p> <p>Number of awards and recognition received for extension activities from Government /recognized bodies year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• e-copies/scanned copies of award letters/documents issued by the awarding agency.</li> <li>• Awards received for extension activities.</li> <li>• Any other relevant supporting document.</li> </ul>	<ul style="list-style-type: none"> <li>• These awards are to the Open University and not to the individual and for extension activities only.</li> </ul>	<ul style="list-style-type: none"> <li>• Awards to the individual will not be considered here.</li> <li>• Awards given by the same Open University will not considered</li> <li>• Awards claimed in 2.4.5 and 3.3.4 will not be considered here.</li> <li>• Award that are local in nature not to be considered. For Ex: Avoid awards from urban local bodies/ Panchayat etc.</li> </ul>
50	<p><b>3.6.3 Collaborative extension and outreach Programmes</b></p> <p>Number of extension and outreach Programmes conducted in collaboration with Community Based Organizations, Government and non-government</p>	<ul style="list-style-type: none"> <li>• Web links to Reports of the event organized.</li> <li>• List of activities conducted (As per Data Template).</li> <li>• Photographs or any supporting document in relevance.</li> <li>• Brief program report for each extension and outreach program</li> </ul>	<ul style="list-style-type: none"> <li>• The collaboration should be valid for the period of evaluation.</li> <li>• DVV will verify the documents for a set of randomly selected programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities mentioned under 3.7.1 not be included here (Avoid duplication).</li> <li>• Collaborations with the sister institutions under the same Trust not to be included.</li> </ul>

	Organizations year wise over the last five years	should be made available, with specific mention of number of employees and learner and the collaborating agency participated.		
<b>51</b>	<b>3.6.4 Participation in extension activities</b>  Number of employees and learners participating in extension activities conducted by the Institution with Government Organizations, Non-Government Organizations and Programmes such as Swachh Bharat, AIDS Awareness, Gender issues, Rights of PwD Act, etc. year wise over the last five years	<ul style="list-style-type: none"> <li>• Brief programme report / web-link for each extension and outreach program should be made available, with specific mention of number of employees and learners participated.</li> <li>• Photographs or any supporting document in relevance of the metrics.</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross check and validate with the documents randomly.</li> </ul>	
<b>52</b>	<b>3.7.1 Collaborative activities</b>  Number of Collaborative activities for research, programme development and faculty exchange year wise over the last five years	<ul style="list-style-type: none"> <li>• Documentary evidence/agreement in support of collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• The Collaboration should be valid for the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities conducted other than research, programme development and faculty exchange will not be considered</li> <li>• Linkages under 3.7.2 to be excluded in this metrics</li> </ul>
<b>53</b>	<b>3.7.2 Linkages with</b>	<ul style="list-style-type: none"> <li>• Web-link of the collaborator</li> </ul>	<ul style="list-style-type: none"> <li>• These linkages are exclusively for</li> </ul>	Collaboration under

	<p><b>institutions/industries</b></p> <p>Number of linkages with institutions / industries for faculty exchange, learner exchange, programme development, internship, field trip, research, establishing Chairs, etc over the last five years</p>	<ul style="list-style-type: none"> <li>• MoU of the collaboration (s)</li> <li>• List of linkages along with the name of the institution/industry along with the type of activities. (As per Data Template)</li> <li>• E-copies/scanned copies of linkage related documents indicating the start date and completion date.</li> </ul>	<p>Faculty exchange, learner exchange, Programme development, internship, field trip, research, establishing Chairs, etc only</p> <ul style="list-style-type: none"> <li>• DVV will verify documents on random basis.</li> </ul>	<p>3.7.1 to be excluded in this metrics</p>
54	<p><b>4.1.2 Expenditure incurred for infrastructure augmentation</b></p> <p>Average percentage of expenditure incurred for infrastructure augmentation</p> <p>Expenditure incurred for infrastructure augmentation and total expenditure excluding salary year wise over the last five years (INR in lakhs)</p>	<ul style="list-style-type: none"> <li>• Audited statement of accounts highlighting items pertaining to: <ul style="list-style-type: none"> <li>○ Infrastructure Augmentation</li> <li>○ Annual Accounts of the Open University</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• This metric is supposed to be looked at with the perspective of infrastructure augmentation and total expenditure excluding salary.</li> </ul>	
55	<p><b>4.1.3 Average percentage of the expenditure incurred on maintenance of physical facilities and academic support facilities</b></p> <p>Expenditure incurred on maintenance of physical facilities</p>	<ul style="list-style-type: none"> <li>• Audited statement of accounts highlighting items pertaining to: <ul style="list-style-type: none"> <li>○ Maintenance of Physical facilities</li> <li>○ Academic support facilities</li> </ul> </li> <li>• Provide the consolidated fund allocation towards maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will verify from documents.</li> </ul>	

	and academic support facilities and total expenditure excluding salary, year wise, over the last five years (INR in lakhs).	of physical facilities and academic support facilities. • Annual Accounts of the Open University.		
56	<b>4.2.1 ICT enabled facilities at HQs</b>  Percentage of the rooms and seminar halls of the Institution Headquarters IT enabled as on date  Details of the number of rooms and seminar halls with ICT facilities/Wi-Fi/LAN at the Institution HQs (as on date) and total number of rooms and seminar halls.	• Photographs of IT infrastructure facilities at HQs. • Geo tagged photographs of the rooms and seminar halls in HQs.	• Specific number of rooms and seminar halls with ICT facilities for the current year to be considered here.	Labs and workshops with ICT facilities will not to be considered.
57	<b>4.2.2 ICT enabled facilities at RCs</b>  Percentage of the rooms and seminar halls of the Regional Centres (RCs) IT enabled as on date  Details of the number of rooms with ICT facilities/Wi-Fi/LAN at RCs. (data as on date) at RCs	• Photographs of infrastructure facilities at a few RCs. • Geo-tagged Photos of rooms /seminar halls with ICT of RCs.	• Specific number of rooms and/or seminar halls with facilities for teaching-learning through ICT for the current year to be considered here.	

	(cumulative). Also provide the total number of rooms (cumulative) at the RCs.			
<b>58</b>	<p><b>4.2.3 ICT enabled facilities at LSCs</b></p> <p>Percentage of the rooms of the learner support centres are IT enabled as on date</p> <p>Details of rooms with ICT facilities/Wi-Fi/LAN (data as on date) at Learner Support Centres (cumulative) and total number of rooms at the LSCs (cumulative)</p>	<ul style="list-style-type: none"> <li>• Photographs of infrastructure facilities at a few LSCs.</li> <li>• Geo tagged photographs of the rooms and seminar halls of LSCs used by the Institutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Specific number of rooms and/or seminar halls with facilities for teaching-learning through ICT for the current year to be considered here.</li> </ul>	
<b>59</b>	<p><b>4.2.5 Internet Bandwidth at the HQs and RCs</b></p> <p>Available bandwidth of the internet facility at the Headquarters and Regional Centres of the Institution</p> <p>Internet connection (s) in the Institution (Leased line) in terms of the available bandwidth for the current year (as per actual)</p>	<ul style="list-style-type: none"> <li>• Relevant documents on available bandwidth of internet connection at the Open University's Head Quarters and Regional Centres.</li> <li>• Bills of any one month of the previous academic year for leased line connection indicating plan and internet speed both at HQs and RCs.</li> <li>• E-copy of the document/agreement with the service provider.</li> </ul>	<ul style="list-style-type: none"> <li>• DVV to seek documents at random</li> <li>• Only leased line connectivity in the name of the Open University will be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Snapshot of speed test for wifi/internet facility will not be considered.</li> <li>• Broadband connections will not be considered.</li> </ul>

<p><b>60</b></p>	<p><b>4.2.6 Facilities for media production</b></p> <p>Facilities for audio, video and e-content development are available and are in use at the Institution.</p> <p>Audio- video and e-Content production facilities:</p> <ol style="list-style-type: none"> <li>1. Audio / video studios</li> <li>2. Outdoor shooting equipment /Outdoor audio recording</li> <li>3. Post production unit / Editing unit</li> <li>4. Duplication unit</li> <li>5. Graphics workstation</li> <li>6. Direct Reception Sets (DRS)</li> <li>7. Set Scenic unit</li> <li>8. Make-up unit</li> <li>9. E-Platform</li> <li>10. Workstations with broadband connectivity</li> <li>11. Cloud space</li> <li>12. Licensed software</li> <li>13. Uninterrupted web connectivity</li> <li>14. IT security system</li> </ol>	<ul style="list-style-type: none"> <li>• Relevant geo-tagged photographs of the facilities for audio, video e-content production etc.</li> </ul>	<ul style="list-style-type: none"> <li>• For large data, DVV will seek a sample link to the e-content from the list provided by the Open University.</li> </ul>	
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	15. Any other			
61	<p><b>4.2.7 Transmission facilities at the Institution</b></p> <p>Number of transmission facilities (Channels) available as on date in the Institution</p>	<ul style="list-style-type: none"> <li>• Links to geo-tagged photographs of the facilities available.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Photographs</li> </ul>	
62	<p><b>4.3.2 Average number of Learners attached to LSCs</b></p> <p>Number of learners on an average enrolled at LSCs in the preceding academic year</p>	<ul style="list-style-type: none"> <li>• Number of learners during preceding academic year programme wise for each of the LSCs (As per Data Template).</li> <li>• Link to website of controlling Regional Centres.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of learners LSC wise</li> <li>• Websites of Regional Centres.</li> </ul>	
63	<p><b>4.3.4 Expenditure on Library</b></p> <p>Average percentage of annual expenditure on library year wise over the last five years</p> <p>Annual expenditure on library year wise over the last five years (INR in lakhs)</p>	<ul style="list-style-type: none"> <li>• Web-link to Library catalogues.</li> <li>• Web-link to relevant resources available in the library.</li> <li>• Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Finance Officer and Chartered Accountant in case of Private University / Deemed to be University.</li> <li>• Audited Statement of accounts</li> </ul>	<ul style="list-style-type: none"> <li>• In case of privately funded University the document should be certified by Chartered Accountant also.</li> </ul>	

		<p>highlighting the expenditure on library (like purchase of books, journal, e- resources etc.,) Statement certified by the Finance Officer.</p> <ul style="list-style-type: none"> <li>• Annual Accounts of the Open University.</li> <li>• Proceedings of Library Committee meetings for allocation of fund and utilization of fund.</li> </ul>		
64	<p><b>5.1.5 Attending to learners' queries</b></p> <p>Modes employed by the University to attend to learners' queries</p> <p>Enlist the approaches given below, used by the University to attend to learners' queries:</p> <ol style="list-style-type: none"> <li>1. Automated interactive voice response system</li> <li>2. Call centre</li> <li>3. Online Help Desk</li> <li>4. Social media</li> <li>5. App based support</li> <li>6. Chat Box</li> <li>7. E-mail Support</li> </ol>	<ul style="list-style-type: none"> <li>• Web-link to Online Help Desk, App based support, Chat Box/Chatbot, Interactive radio counselling, Web-conferencing, Student Services Centre, any other.</li> <li>• Open University to provide web-links/screenshots/photographs on different modes employed.</li> </ul>	<ul style="list-style-type: none"> <li>• Different modes employed by the university will be considered.</li> <li>• DVV will cross verify through the web-links/screenshots/ photographs provided by the Open University.</li> </ul>	

	8. Interactive radio counselling 9. Teleconferencing 10. Web-conferencing 11. Student Services Centre/ Inquiry Counter 12. Postal communication 13. Any other (please specify)			
<b>65</b>	<b>5.1.6 Academic Counselling services</b>  Number of modes employed by the Institution to provide academic counseling services to its learners  1. Face to face counselling sessions 2. Interactive radio counselling 3. Online LMS based counselling 4. Teleconferencing 5. Web-conferencing 6. Laboratory based counselling 7. Internship 8. Workshops 9. Field study 10. Seminar 11. Extended Contact Programme (ECP) 12. Enhancement of Professional	<ul style="list-style-type: none"> <li>• Web-link to Counselling schedules through various modes for current year available in Regional Centre websites</li> </ul>	<ul style="list-style-type: none"> <li>• Number of modes employed by the university will be considered.</li> <li>• DVV will cross verify through the web-links provided by OU.</li> <li>• Random Check websites of Regional Centres.</li> </ul>	

	Competency (EPC) 13. Any other (please specify)			
<b>66</b>	<p><b>5.1.7 Addressing learners' grievances</b></p> <p>The Institution has a transparent mechanism for timely redressal of learner grievances.</p> <p>Average percentage of grievances received at HQ and redressed year wise over the last five years</p> <p>Total number of grievances received at HQ and redressed year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Web- link on Grievance Redressal Mechanism for learners.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Report of grievances management by the concerned cell is essential.</li> <li>• The Grievance Redressal Mechanism should be available as document and preferably hosted in the Open University website. The link of the same shall be provided to validate the same by DVV.</li> </ul>	
<b>67</b>	<p><b>5.1.9 Financial Support to learners of disadvantaged groups</b></p> <p>Percentage of learners of disadvantaged groups benefited by financial support provided by the Government / University / or any other year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Web-link to notifications issued by the Open University.</li> <li>• Upload sanction letter of scholarship.</li> <li>• Consolidated document in favour of financial support and number of beneficiaries.</li> <li>• Number of learners benefited and indicating the nature of benefit year wise (As per Data Template).</li> </ul>	<ul style="list-style-type: none"> <li>• Support provided by the Government/University/any others year wise (like Scholarships /free ships etc.,) for disadvantaged groups.</li> <li>• For large data, the DVV will ask documents for specific number of learners in specific schemes during DVV clarification.</li> </ul>	

<p><b>68</b></p>	<p><b>5.2.1 Submission of assignments</b></p> <p>Percentage of learners enrolled in the preceding academic year (only newly enrolled) have submitted assignments as per the academic calendar</p>	<ul style="list-style-type: none"> <li>• Web-link to academic calendar of the Open University.</li> <li>• List of UG and PG Degree programmes on offer.</li> <li>• Web-link to assignments of programmes on offer.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of learners (newly enrolled) having submitted assignments duly authenticated by the Controller of Examinations/Competent Authority.</li> <li>• DVV will cross check and validate with the documents.</li> </ul>	
<p><b>69</b></p>	<p><b>5.2.2 Newly enrolled learners <u>registered</u> for term end examination</b></p> <p>Percentage of learners enrolled in the preceding academic year (only newly enrolled) have registered for term end examination</p>	<ul style="list-style-type: none"> <li>• List of UG and PG Degree programmes on offer.</li> <li>• Web-link of examination schedule.</li> <li>• Number of learners (only newly enrolled) who have registered for term end examination certified by the Controller of Examination/Competent Authority in the UG and PG Degree Programmes (As per Data Template).</li> </ul>	<ul style="list-style-type: none"> <li>• Number of learners registered (newly enrolled) for examinations duly authenticated by the Controller of Examinations/Competent Authority.</li> <li>• Consolidated list of learners registered (newly enrolled) Certified by the registrar/Competent Authority.</li> <li>• DVV will cross check and validate with the documents.</li> </ul>	
<p><b>70</b></p>	<p><b>5.2.3 Number of learners <u>appeared</u> for term end examination</b></p> <p>Percentage of learners enrolled in the preceding academic year (only newly enrolled) have appeared for term end examination</p>	<ul style="list-style-type: none"> <li>• Approved list of UG and PG Degree programmes on offer.</li> <li>• Web-link of examination schedule.</li> <li>• List of learners (only newly enrolled) who have appeared for term end examination certified by the Controller of</li> </ul>	<ul style="list-style-type: none"> <li>• Consolidated list of learners registered (newly enrolled) and have appeared for examinations duly authenticated by the Controller of Examinations or equivalent official.</li> <li>• DVV will cross check and validate with the documents</li> </ul>	

		Examination/Competent Authority in the UG and PG Degree Programmes (As per Data Template).		
71	<p><b>5.2.4 Number of learners <u>passed</u> in term end examination</b></p> <p>Percentage of learners enrolled in the preceding academic year (only freshly enrolled) have appeared and have passed in the term end examination</p>	<ul style="list-style-type: none"> <li>• Approved list of UG and PG Degree programmes on offer.</li> <li>• Web-link of examination schedule.</li> <li>• Number of learners (only newly enrolled) who have passed in the term end examination certified by the Controller of Examination/Competent Authority (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• Number of learners registered (newly enrolled) passed in the term end examinations duly authenticated by the Controller of Examinations/Competent Authority.</li> <li>• DVV will cross check and validate with the documents.</li> </ul>	
72	<p><b>5.2.5 Placement services provided to the learners</b></p> <p>Number of placement drives conducted by the Institution for the learner's year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Brief Reports of the campus placement drives</li> <li>• List the placement drives along with name of placement company and number of learners attended and number of learners selected year wise for the last five years (As per Data Template).</li> <li>• Photographs/Geo-tagged photographs of placement drives.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports of the Campus placement drives conducted year wise over last five years</li> <li>• If the data is large, DVV partner will ask for the appointment orders of the selected learners.</li> </ul>	If same learners have multiple offers it has to be counted only once.

73	<p><b>5.3.1 Alumni Association Involvement</b></p> <p>Percentage of passed out learners enrolled in Alumni Association</p>	<ul style="list-style-type: none"> <li>• Web-link to Alumni Association</li> <li>• Registered document of the Alumni Association.</li> <li>• Report of Alumni Association.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of learners registered in Alumni Association signed by competent authorities.</li> <li>• DVV will cross check and validate with the documents.</li> </ul>	
74	<p><b>5.3.2 Facilities for Alumni Engagement</b></p> <p>The Alumni Association facilitates its members by the following</p> <ol style="list-style-type: none"> <li>1. online enrolment for its membership</li> <li>2. online networking amongst its Alumni members</li> <li>3. online payment of fees</li> <li>4. donation by Alumni</li> <li>5. any other</li> </ol>	<ul style="list-style-type: none"> <li>• Web-link of the Alumni Association.</li> <li>• Report of the event/ Copy of circular/brochure of such meetings/chapters.</li> <li>• Proceedings of the alumni chapters duly signed by the office bearers.</li> <li>• Photographs/Geo-tagged photographs of the alumni meetings conducted.</li> <li>• Provide valid documents for the claims by the institution.</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross check and validate with the documents.</li> </ul>	
75	<p><b>6.2.3 Implementation of e-governance in different areas of operation</b></p> <p>Areas of operation of Institution which has e-governance implementation</p> <ol style="list-style-type: none"> <li>1. Planning and Development</li> <li>2. Administration</li> </ol>	<ul style="list-style-type: none"> <li>• Document on ERP.</li> <li>• Screenshots of user interfaces of each operation / module reflecting the name of the Open University.</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross check and validate with the documents.</li> </ul>	

	<p>3. Finance and Accounts 4. Learners Admission and Support 5. Examination</p>			
76	<p><b>6.3.2 Financial support for faculty development</b></p> <p>Average Percentage of teachers and other academics provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• E-copy of letters to teachers and other academics provided with financial support / assistance to attend conferences, workshops etc.</li> <li>• Policy document of Open University for providing financial support to teachers and other academics.</li> <li>• Relevant Budget extract/ expenditure statement certified by Finance Officer.</li> <li>• Office order of financial support to teachers and other academics.</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits incorporated in the policy of promotion of quality through financial support to attend conferences/ workshops and towards membership fee of professional bodies in the Open University 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>	<ul style="list-style-type: none"> <li>• Without proof of payment on financial support for faculty development, mere name-list of the faculty will not considered.</li> <li>• Mere cash vouchers for payment will not be considered</li> </ul>
77	<p><b>6.3.3 Organizing programmes for professional development</b></p> <p>Total number of professional development / administrative training Programmes organized by the University for teachers, other academics and non-academic staff</p>	<ul style="list-style-type: none"> <li>• Schedules of programmes organized for teachers, other academics and non-academic staff.</li> <li>• List of programmes organized year wise and brief report of each programme year-wise (As per Data Template).</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will be cross check and validate at random with the certificates issued to the participants.</li> </ul>	



	year wise over the last five years			
<b>78</b>	<p><b>6.3.4 Teachers and other academics attended Professional Development Programmes (PDPs)</b></p> <p>Average percentage of teachers and other academics attended Professional Development Programmes, viz.: Orientation Programme, Refresher Programme, Faculty Development Programme (FDP), year wise over the last five years.</p>	<ul style="list-style-type: none"> <li>• Number of Teachers and Other Academics attended PDP year-wise over the last five years (As per Data Template).</li> <li>• CIQA report of PDP conducted by the University.</li> <li>• Annual reports of the AQAR submitted to NAAC (only in case of 2<sup>nd</sup> Cycle and onwards).</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>• Sample Certificates of faculty during DVV process will be sought during DVV clarification, if the data is large.</li> <li>• Number of days of program/course as prescribed by UGC/AICTE or Preferably Minimum five days programme conducted by recognized body/academic Open University.</li> </ul>	<ul style="list-style-type: none"> <li>• Attending seminars / invited talks not to be considered.</li> <li>• Programmes of duration less than 5 days will not be considered.</li> </ul>
<b>79</b>	<p><b>6.3.5 Non- academic staff attending administrative training Programmes</b></p> <p>Average percentage of non-academic staff attended training Programmes, year wise over the last five years</p>	<ul style="list-style-type: none"> <li>• Number of non-academic staff attended administrative training Programmes along with programme duration year wise over the last five years (As per Data Template).</li> <li>• CIQA of training programme conducted by the university for non-academic staff.</li> </ul>	<ul style="list-style-type: none"> <li>• One non-academic attending one or more professional development Program in a year to be counted as one only.</li> <li>• Sample Certificates of specific non academics during DVV process will be sought during DVV clarification, if the data is large.</li> <li>• Duration for the training Programmes needs to be mentioned.</li> </ul>	
<b>80</b>	<p><b>6.4.3 Expenditure on learner support services</b></p>	<ul style="list-style-type: none"> <li>• Statement of Finance Officer on the expenditure highlighting the items on learner support services</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross check and validate at random with the documents submitted.</li> </ul>	

	Average percentage of expenditure by the Institution on learner support services year wise over the last five years	over the last five years.		
<b>81</b>	<p><b>6.5.1 Institutionalizing quality assurance through CIQA</b></p> <p>Details of the activities of CIQA listed below:</p> <ol style="list-style-type: none"> <li>1. Number of Programme Project Reports (PPRs) prepared</li> <li>2. Number of workshops/ seminars organized on quality related themes</li> <li>3. Number of innovative practices implemented for quality enhancement</li> <li>4. Number of initiatives undertaken for system-based research</li> <li>5. Number of feedback mechanisms developed for different stakeholders</li> <li>6. Activities undertaken for recognition and accreditation of the Institutions</li> </ol>	<ul style="list-style-type: none"> <li>• List of activities conducted under CIQA year wise (As per data template).</li> <li>• Annual reports of CIQA.</li> <li>• AQARs of CIQA Copies of the accreditations and certifications (only in case of 2<sup>nd</sup> cycle and onwards).</li> </ul>	<ul style="list-style-type: none"> <li>• AQAR not applicable for cycle I.</li> <li>• DVV will cross verify at random on the activities conducted under CIQA.</li> </ul>	

	7. Any other activity			
82	<p><b>7.1.1 Initiatives for the empowerment of the marginalized and the weaker sections</b></p> <p>Number of initiatives undertaken by the Institution year wise during the last five years for empowering the marginalized and the weaker sections, the disadvantaged: women, SC, ST, OBC, PwD, transgender, jail inmates, defence personnel, persons residing in rural and remote areas, backward and tribal areas.</p>	<ul style="list-style-type: none"> <li>• List of initiatives undertaken by the Open University authenticated by Competent Authority.</li> <li>• Minutes of relevant statutory bodies like Academic Council/ BoS /School Boards meetings etc.</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross verify the initiatives undertaken by seeking at random the certificates / documents.</li> </ul>	
83	<p><b>7.1.3 Disabled friendly amenities</b></p> <p>Disabled friendly amenities are available in the Institution</p> <ol style="list-style-type: none"> <li>1) Lifts</li> <li>2) Ramps</li> <li>3) Rails</li> <li>4) Rest Rooms</li> <li>5) Scribes</li> <li>6) Braille sign boards</li> </ol>	<ul style="list-style-type: none"> <li>• Link to photographs/ geo-tagged photographs/of amenities for PwD.</li> <li>• List of amenities available in the Open University for PwD (As per Data Template).</li> <li>• Access audit report of the University.</li> <li>• Facilities at RCs for PwD.</li> <li>• A rest room should include</li> </ul>	<ul style="list-style-type: none"> <li>• Geo-tagged photographs for each of the facilities created.</li> <li>• DVV will cross verify each one of the facility based on the documents submitted.</li> </ul>	

	<p>7) Braille Software/facilities  8) Audio books,  9) Sign language facilities,  10) Accessible website  11) Accessible study material  12) Any other similar facility  (Specify)</p>	<p>specific requirements of PwD for use of the Toilet (rest room) and other facilities.</p>		
<b>84</b>	<p><b>7.1.4 Green Practices</b></p> <p>Green practices are being implemented in the Institution over the last five years</p> <ol style="list-style-type: none"> <li>1. Smoke free campus</li> <li>2. Plastic free campus</li> <li>3. Paperless office</li> <li>4. Rainwater harvesting</li> <li>5. Waste management</li> <li>6. Renewable energy initiatives</li> <li>7. Energy efficiency practices</li> <li>8. Any other</li> </ol>	<ul style="list-style-type: none"> <li>• Geo-tagged photographs of each of the green initiatives.</li> <li>• Proof in support of each of the initiative on green practices.</li> <li>• Green practice initiatives (As per Data Template).</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross verify each one of the facilities based on the documents submitted.</li> </ul>	
<b>85</b>	<p><b>7.1.5 Green Campus</b></p> <p>The Open University has taken measures to set up a ‘green campus’ over the last five years</p> <ol style="list-style-type: none"> <li>1. Landscaping of the campus</li> </ol>	<ul style="list-style-type: none"> <li>• List of initiatives undertaken for a green campus. (As per Data Template)</li> <li>• Geo-tagged photographs of each of the facilities on green campus Award received if any, for the</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross verify the claims of the Open University.</li> </ul>	

	<ol style="list-style-type: none"> <li>2. Maintenance of natural forest area</li> <li>3. Planting of trees</li> <li>4. Development of farms on campus</li> <li>5. Planting of ornamental plants</li> <li>6. Planting of potted flowering and foliage plants</li> <li>7. Re-cycling of agro-waste into compost</li> <li>8. Created rainwater harvesting trenches</li> <li>9. Recycling of sewage water</li> <li>10. Any other</li> </ol>	green campus.		
<b>86</b>	<p><b>7.1.6 Quality audits on environment and energy</b></p> <p>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus institutions.</p> <ol style="list-style-type: none"> <li>1. Green audit</li> <li>2. Energy audit</li> <li>3. Environment audit</li> <li>4. Clean and green campus recognitions / awards</li> <li>5. Beyond the campus</li> </ol>	<ul style="list-style-type: none"> <li>• Policy document on environment and energy usage.</li> <li>• Reports on environment and energy audits.</li> <li>• Audit reports of green audit, energy audit, environmental audit.</li> <li>• List of recognitions and awards on clean and green campus.</li> <li>• List of activities conducted on / beyond the campus on environmental promotion activities along with geo-tagged</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross check on the claims of quality audits.</li> </ul>	

	environmental promotion activities	photographs of each of them. Statement of Finance Officer on the expenditure highlighting the initiatives taken on green campus.		
87	<b>7.1.7 Code of conduct for different stakeholders</b>  Stakeholders code of conduct exists in the Institution  1. Teachers and other academics 2. Non-academic staff 3. LSC functionaries 4. Learners	<ul style="list-style-type: none"> <li>• Open University code of conduct for teachers and other academics.</li> <li>• Open University code of conduct for non-academic staff.</li> <li>• Open University code of conduct for RC and LSC functionaries.</li> <li>• Open University code of conduct for Learners.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide web-links for the code of conduct for different stake holders.</li> <li>• DVV will cross verify the claims.</li> </ul>	
88	<b>7.1.8 Core values displayed on website</b>  Core values of the Institution displayed on its website (Yes/No)	<ul style="list-style-type: none"> <li>• Link of the URL displaying core values in the website of Open University.</li> </ul>	<ul style="list-style-type: none"> <li>• The web link should direct to the Core values of the Open University specifically.</li> </ul>	
89	<b>7.1.9 Efforts for increasing consciousness about constitutional obligations</b>  Institution plans and organizes appropriate activities to increase	<ul style="list-style-type: none"> <li>• Photographs of activities organized to increase consciousness about national identities and symbols.</li> <li>• Copy of circular/brochure/ brief</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross verify the claims.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities conducted other than for increasing consciousness about constitutional</li> </ul>

	consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens, Right to Information Act and other constitutional obligations amongst different stakeholders over the last five years.	reports of such activities conducted.		obligations will not be considered
<b>90</b>	<b>7.1.10 Promotion of universal values and fundamental duties</b>  Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year wise over the last five years	<ul style="list-style-type: none"> <li>• Brochures/ Brief Reports of activities conducted for promotion of universal values.</li> <li>• Photographs of activities.</li> <li>• List of activities conducted year wise. (As per Data Template)</li> </ul>	<ul style="list-style-type: none"> <li>• DVV will cross verify the claims.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities conducted other than the promotion of Universal Values and fundamental duties will not be considered.</li> </ul>

\*\*\*\* Note: Private University need to submit signed document of both Chartered Accountant and Finance Officer \*\*\*\*