

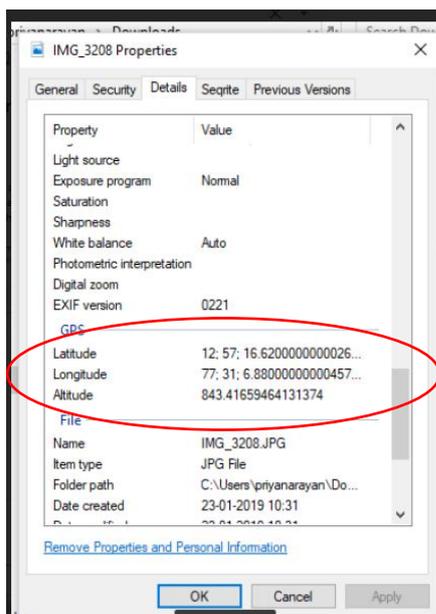
Standard Operating Procedure for Data Validation and Verification

(Sanskrit University) – 10th January 2019 (updated on 30th July 2019 at 6.10pm)

General Guidelines:

- The NAAC Portal supports only 5MB data for each metric. To the extent possible, kindly upload the data in NAAC website only. If the attachments exceed 5MB, host the supporting documents in the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification space.
- While providing the links of the HEI's website where the supporting documents are hosted, provide the link in the HEI clarification box. While providing the links in running text, press "enter" and then paste the link and again press "enter". This will enable hyperlink.
- Provide the relevant supporting documents during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to fill the templates in format provided by NAAC and attach the same in SSR. The HEI is not supposed to alter the format in which data is sought in the template.
- **The documents uploaded should be clearly readable for the claims to be considered.**
- It is mandatory to respond to all the DVV clarification raised in extended profile and metrics within stipulated time. If the data is large, ensure to fill the data template. During DVV clarification, the DVV will seek for sample selective documents for validation. It is mandatory to provide documents of all the samples sought by DVV, failing which pro rata data will be considered.
- Data should not be hosted in Google drive and in any third party websites. The data should be both in the NAAC portal and in the HEI website.
- **Once the data is uploaded, the changes in the content of the link regarding NAAC documents will be tracked.**
- **The data that are hosted in the HEI's website should not be changed after the submission of link to the NAAC. Such incidences will be viewed seriously as misappropriation of data and may lead to actions against the HEI.**
- While providing links, the institution should ensure that the links are working properly and are operational. The institution also should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links does not work during DVV clarification, it would deem fit to the decision of DVV.
- Content of the supporting documents in regional languages should be translated in English and should be duly signed by the head of the institution. The translated copy should be uploaded along with the regional language document also.
- All the documents required by DVV need to be approved by the Competent Authorities.
- 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.

Sd/- Director



SN	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	1.1.2 Percentage of programmes where syllabus revision was carried out during the last five years	<ul style="list-style-type: none"> Approved Minutes of relevant Academic Council/BOS meetings highlighting the specific agenda item regarding the metric from the competent authority, year wise 	<ul style="list-style-type: none"> Change of scheme is considered as “change of syllabus”. Content change / introduction of electives or renaming the course cannot be considered as “change of syllabus” If the number of courses in a given programme changed greater than or equal to 20 % then it can be considered as the “change in syllabus” If a course in the programme is revised three times during last five years, it should be counted only once. Eg. If Acharya (MA) in Sahitya is revised three times during last five years it should be counted once. 	<ul style="list-style-type: none"> Renaming / minor changes in the course content cannot be considered
2.	1.1.3 Average percentage of courses having focus on indepth-shastric learning/ creative writing/ employability/ entrepreneurship/ skill development/ Interdisciplinary/ Indigenous Knowledge base with modern	<ul style="list-style-type: none"> Syllabus copy of the courses highlighting the focus on employability/ entrepreneurship/ skill development Reflection of mapping the courses to employability / entrepreneurship / skill development 	<ul style="list-style-type: none"> Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM http://naac.gov.in/images/docs/Manuals/University-Manual-11th-January-2019.pdf Eg. Acharya (MA) in Vyakarana has some number of paper/ courses completing which the candidates attain the degree 	<ul style="list-style-type: none"> The courses which are not directly leading to employability / entrepreneurship / skill development cannot be considered

	application during the last five years		(C-1 Mahabhashyam, C-2 – Siddantakaumudi etc.,)	
3.	1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented (Preceding academic year)	<ul style="list-style-type: none"> Minutes of relevant Academic Council/BOS meetings highlighting the relevant documents to this metric. University letter stating implementation of CBCS by the institution Structure of the program clearly indicating courses, credits/Electives as approved by the competent board. 	<ul style="list-style-type: none"> Either CBCS or Elective or both can be considered If CBCS, course structure along with credit details to be given. If elective, list of elective offered for the program to be given If both, CBCS details alone is sufficient. 	<ul style="list-style-type: none"> Provision list of documents cannot be considered
4.	1.3.2 Number of value-added courses imparting transferable and life skills offered during the last five years	<ul style="list-style-type: none"> Brochure or Course content or syllabus of Value added courses 	<ul style="list-style-type: none"> Courses of varying durations (atleast 30 contact hours), that are optional, and offered outside the curriculum that adds value to the holistic development of the students Names of the value added courses with 30 or more contact hours No. of times offered during the same year (for Ex. Yoga, Theraphy, Temple Culture, Temple Management, Web Technology, Archakatva – Paurohitya, Vastu, Jyotisha etc., 	<ul style="list-style-type: none"> Avoid courses opted by student/students not offered by the institution Value added courses that are not offered by the institutions will not be considered
5.	1.3.3 Average Percentage of students enrolled in the courses under 1.3.2	<ul style="list-style-type: none"> List of enrolled students in such courses year wise 	<ul style="list-style-type: none"> Certificates given to the few selected students enrolled in such courses will be listed out by DVV and asked for during DVV process with specific student list. (for Ex. Yoga, Theraphy, Temple Culture Certificates with no contact hours to be mentioned) 	
6.	1.3.4 Percentage of students undertaking field projects/ internship/ training programme/ summer assignment etc. (Preceding academic year data)	<ul style="list-style-type: none"> Internship completion certificate from the organization where internship was completed along with the duration. (Internship Completion Certificates like Yoga, Shiksha Shastri Internship, Temple Culture, Temple Management, Web Technology etc.,) Report of the field visit / sample photographs of the field visit / permission letter from the competent authority will be considered 	<ul style="list-style-type: none"> Only recently completed Academic Year data to be considered One student involved in multiple field works and/or internship should be counted as one. Internship completion certificate given to the students by the host organisation will be asked during DVV process with specific student list. In case of field visit, course content mentioning in favour of field visit, along with field visit report. 	<ul style="list-style-type: none"> Mere list of students cannot be considered without relevant supporting documents

7.	1.4.1 Structured feedback received from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents for design and review of syllabus Semester wise /year-wise Options: A. Any 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	<ul style="list-style-type: none"> Stakeholder feedback analysis report. Action taken report of the Institution on feedback report as minutes by the Governing Council, Syndicate, Board of Management and IQAC. 	<ul style="list-style-type: none"> The feedback concerned with curriculum development only can be considered Only filled -in feedback report will be considered In case of selecting A, B, C or D provide three filled forms from each category 	<ul style="list-style-type: none"> Feedback not related to design and review of syllabus will not be considered
8.	1.4.2 Feedback processes of the institution may be classified as follows: A. Feedback collected, analysed, action taken and available on website B. Feedback collected, analysed and action taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	<ul style="list-style-type: none"> Stakeholder feedback report. Action taken report of the Institution on feedback report as minutes by the Governing Council, Syndicate, Board of Management. 	<ul style="list-style-type: none"> In case of option A, only those links which leads directly to the concerned web page hosting action taken report will be considered Feedback reports should be hosted only in the institutional website. In case of option B,C and D, reports of the same shall be provided. Feedback from obtained from different stakeholders in Sanskrit version shall be provided. 	<ul style="list-style-type: none"> Feedback not related to design and review of syllabus will not be considered <ul style="list-style-type: none"> Feedback reports reflected in other websites will not be considered
9.	2.1.1 Average percentage of students from other States and Countries during the last five years	<ul style="list-style-type: none"> Copy of the domicile certificate/passport from respective states / countries Previous degree/ Matriculation / HSC certificate from other state or country 	<ul style="list-style-type: none"> Copy of the domicile certificate as part of the from other states and countries and/or Previous degree/ Matriculation / HSC certificate from other state or country In case of large data, the DVV will seek for the relevant documents for specific list of students during DVV clarification. 	<ul style="list-style-type: none"> Mere list of students without relevant documents will not considered
10.	2.1.2 Demand Ratio (Average of last five years)	<ul style="list-style-type: none"> Document relating to sanction of intake approved by competent authority 	<ul style="list-style-type: none"> Sanctioned admission strength in each program vs number of applications received for each program 	<ul style="list-style-type: none"> Documents relating to sanction of intake from Government (different categories

		<ul style="list-style-type: none"> • Extract of number of application received in each program 		of students)
11.	2.1.3 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years	<ul style="list-style-type: none"> • Copy of letter issued by state govt. or Central Government Indicating the reserved categories to be considered as per the state rule (in English as applicable) • Final admission list published by the HEI approved by competent authority • Admission extract submitted to the state OBC, SC, ST and Divyangjan cell every year. • Initial reservation of seats for admission. 	<ul style="list-style-type: none"> • Include only those reserved categories as specified by State/central Government orders for admission. • Only those seats filled against the quota should be counted here. • Upload the relevant Government Order for the reservation 	
12.	2.2.2 Student - Full time teacher ratio (Regular, Adhoc, Contractual) (current year data)	<ul style="list-style-type: none"> • Approved list of faculty • Approved list of students <p><i>(Adhoc, Contractual means the appointment for one full academic year)</i></p>	<ul style="list-style-type: none"> • A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher. 	<ul style="list-style-type: none"> • Inclusion of part-time / Ad-hoc / visiting faculty cannot be considered
13.	2.3.2 Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	<ul style="list-style-type: none"> • List of teachers using ICT enabled learning facility. • LMS website/ Academic management system. • Link of LMS, moodles etc, link of resources created • Geotagged Photos 	<ul style="list-style-type: none"> • Provide details of LMS server logbook, virtual labs, and other online learning tools • Upload List of teachers (using ICT for teaching) based on Data Template 	<ul style="list-style-type: none"> • Merely having a LCD in the classroom cannot be considered for ICT effective teaching
14.	2.3.3 Ratio of mentor to students for academic and stress related issues (preceding academic year data)	<ul style="list-style-type: none"> • Copy of circular pertaining the details of mentor and their allotted mentees • Approved Mentor list as announced by the HEI • Allotment order of mentor to mentee by the competent authority • In addition, issues raised and resolved in the mentor system has to be attached mentor-wise 	<ul style="list-style-type: none"> • Only full-time teachers can be considered as mentors. • In case of large data, the DVV will seek for the relevant documents for specific list of students during DVV clarification. 	<ul style="list-style-type: none"> • Mere list of mentor and mentee list will not suffice for this metric
15.	2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	<ul style="list-style-type: none"> • Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority 	<ul style="list-style-type: none"> • Appointment letter of selected teachers will be asked during DVV clarification stage • All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers 	<ul style="list-style-type: none"> • Mere appointment letters provided in regional language cannot be considered
16.	2.4.2 Average percentage of full	<ul style="list-style-type: none"> • Copies of Ph.D. certificate 	<ul style="list-style-type: none"> • Mention number of full-time teachers with PhD year-wise 	

	time teachers with Ph.D. during the last five years	(institution should have digitised copies of Ph. D certificate of All Full time faculty)	irrespective of awarding Ph.D <ul style="list-style-type: none"> PhD certificates of selected faculty will be asked during DVV clarification stage if the data is large 	
17.	2.4.3 Average teaching experience of full time teachers in number of years	<ul style="list-style-type: none"> Experience certificate (institution should have digitised version (e-copies) of Experience certificate of all Full time faculty certified by Registrar) 	<ul style="list-style-type: none"> Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large 	<ul style="list-style-type: none"> Work experience of other institutions cannot be considered in this metric
18.	2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government recognised bodies during the last five years	<ul style="list-style-type: none"> e-Copies of award letters (scanned or soft copy) for achievements 	<ul style="list-style-type: none"> Only State, National and International level from Government, recognised bodies only should be considered The date of award should fall with-in the assessment period One Full-time teacher to be counted once for a year irrespective of number of awards or recognition in the same year. 	<ul style="list-style-type: none"> Award that are local in nature cannot be considered. Intra and inter university / institution awards to be avoided Participation / presentation certificates – during paper presentation etc needs to be avoided
19.	2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years	<ul style="list-style-type: none"> Documentary evidence in support of teachers from other states 	<ul style="list-style-type: none"> Relevant documentary evidence belonging to other states Relevant documentary proof of selected faculty will be asked during DVV clarification stage if the data is large 	
20.	2.5.1 Average number of days from the date of last semester-end/ year-end examination till the declaration of results during the last five years	<ul style="list-style-type: none"> Reports from Controller of Examination (COE) office/ Annual reports mentioning the relevant details. Notified exam date and result declaration date year – wise / semester wise 	<ul style="list-style-type: none"> Documentary evidence of academic sessions / academic year planner approved by competent authority 	<ul style="list-style-type: none"> Provisional documents cannot be considered
21.	2.5.2 Average percentage of student complaints/ grievances about evaluation against total number appeared in the examinations during the last five years	<ul style="list-style-type: none"> Minutes of the grievance cell / relevant body List of students applied for revaluation certified by Registrar / Controller of Examinations 	<ul style="list-style-type: none"> Grievance is based on number of students and not number of subjects. One student to be counted once only in a year Grievances including re-valuation to be considered 	<ul style="list-style-type: none">
22.	2.5.3 Average percentage of applications for revaluation leading to change in marks	<ul style="list-style-type: none"> Reports from Controller of Exam (COE) office/ Annual reports mentioning the relevant details. 	<ul style="list-style-type: none"> Eg. If one student applies for grievance in 5 subjects and have change in marks after revaluation in at least one subject, then the count is one. If change in marks occurs in more than one subject, even then the count is one. 	<ul style="list-style-type: none">

23.	2.5.5 Status of automation of Examination division along with approved Examination Manual A. 100% automation of entire division & implementation of Examination Management System (EMS) B. Only student registration, Hall ticket issue & Result Processing C. Only student registration and result processing D. Only result processing Only manual methodology	<ul style="list-style-type: none"> The present status of automation., Invoice of the software, & screenshots of software 	<ul style="list-style-type: none"> Proof to be given from manual of examination automation system Evidence of automation through software screen shots, any other documents Annual reports of examination including the present status of automation 	
24.	2.6.3 Average pass percentage of students	<ul style="list-style-type: none"> Annual report from examination section highlighting pass percentage of students Certified report from Controller Examination indicating pass percentage of students year-wise / program-wise 	<ul style="list-style-type: none"> Only current final year (recently completed academic year) student data will be considered. 	
25.	2.7.1 Online student satisfaction survey regarding teaching learning process.	<ul style="list-style-type: none"> Database of all currently enrolled students need to be prepared and shared with NAAC along with the online submission 	<ul style="list-style-type: none"> Students should be properly advised about the nature of questionnaire and during the survey students need to respond to the questionnaire sent to their e-mails. 	<ul style="list-style-type: none">
26.	3.1.1 The institution has a well defined policy for promotion of research and Research Committee to monitor and address issues related to research and the same is uploaded on the institutional website . (Yes /No)	<ul style="list-style-type: none"> Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption. Research promotion policy displayed in the HEI's website 	<ul style="list-style-type: none"> In case of option Yes, only those links which leads directly to the concerned well defined policy for promotion of research web page will be considered Unavailable websites will not be considered. 	
27.	3.1.2 The institution provides seed money for in-depth Shastric training/ inter-disciplinary training to its teachers for research during the last five years	<ul style="list-style-type: none"> Sanction letter of seed money to the faculty is mandatory Budget and expenditure statements signed by the Finance Officer 	<ul style="list-style-type: none"> In case of large data, the DVV will ask for valid document for specific list of teachers Only formal research project seed money will be considered 	<ul style="list-style-type: none"> Grants for other than research projects need to be avoided Sponsorship to conferences / seminars etc to be avoided

		indicating seed money provided and utilized.		
28.	3.1.3 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and any other research fellowships in the University enrolled during the last five years	<ul style="list-style-type: none"> E-copies of the award letters of the teachers. 	<ul style="list-style-type: none"> Documents for all awards are compulsory 	
29.	<p>3.1.4 University has the following facilities</p> <ol style="list-style-type: none"> Central Instrumentation Centre/ Language Laboratory ComputerLab/ ICT Lab Museum Studios/ Recording Studio for Audio-Video/ e-P.G.Pathashala Facilities Research/ Statistical Databases Manuscript Resource Centre (MRC) Manuscript Conservation Centre(MCC) Yoga Training Centre Yoga Therapy Centre with modern equipments Observatory/ Yajnashala Psychology Laboratory 	<ul style="list-style-type: none"> Videos and photographs geotagged. Videos and photographs of the facilities 		
30.	3.1.5 Percentage of departments with UGC-SAP, CAS, funding from DST/ ICSSR/ ICPR, Shastra-chudamani Scheme, Ashtadashi Scheme and other similar recognitions by government	<ul style="list-style-type: none"> E copies of recognition /grant award letters from central / state governments 	<ul style="list-style-type: none"> This is a current year metrics. Hence the running grant should be valid for the current year. 	

	agency			
31.	3.2.1 Grants for research projects sponsored by the non-government sources such as industry, corporate houses, other allied organizations, national/international bodies, endowments, chairs in the institution during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> E-copies of the grant award letters for research projects sponsored by non-government sources 	<ul style="list-style-type: none"> Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from non-government organisations. The duration of the grant period should align with the assessment period. 	<ul style="list-style-type: none"> Grants given by their own trust / sister institutions not to be included
32.	3.2.2 Grants for research projects sponsored by the government sources like UGC, Rashtriya Sanskrit Sansthan, IGNCA, NMM, Sanskrit Academies, ICPR, DST, ICHR etc. during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> E-copies of the grant award letters for research projects sponsored by government sources. 	<p>Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from government organisations. The duration of the grant period should align with the assessment period.</p>	<ul style="list-style-type: none"> Grants for Equipments / software / skill development centres will not be considered
33.	3.2.3 Number of research projects per teacher funded by government and non-government agencies during the last five years	<ul style="list-style-type: none"> List of research projects and funding details (Data Template) Copy of the letter indicating sanction of research project funded by govt./non-govt agency including details of name of teacher and amount in INR 	<ul style="list-style-type: none"> This metric is about the number of projects, hence the number of projects in 3.2.1 and 3.2.2 put together should result in 3.2.3 	<ul style="list-style-type: none"> Non-government agency does not include own institution / trust / sister institutions
34.	3.3.2 Number of awards won by institution/teachers for innovation during the last five years	<ul style="list-style-type: none"> Detailed program report for each program should be made available 	<ul style="list-style-type: none"> Only activities with a bearing on Intellectual Property Rights, Innovation practices, and Industry-academia initiatives should be considered here. 	
35.	3.3.3 Number of mentoring provided to other newly established Institutes during the last five years	<ul style="list-style-type: none"> e- copies of letter issued by the University 	<ul style="list-style-type: none"> Pathashalas/ Institutes names listed by the university shall be provided Pathashala's working certificate shall be provided by the head of the institute. 	
36.	3.4.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research (Yes /No)	<ul style="list-style-type: none"> Web link of the approved code of Ethics Code of ethics as approved by the appropriate board of the university 	<ul style="list-style-type: none"> If yes, provide the copy of code of ethics for research, preferably hosted in the web If hosted in the web, provide the web link should lead to the landing page where code of ethics for research is hosted. 	

			<ul style="list-style-type: none"> If the link leads to the home page, the claim will not be considered. 	
37.	3.4.2 The institution provides incentives to teachers who receive state, national and international recognition/awards (Yes /No)	<ul style="list-style-type: none"> e-copies of the letters of incentives granted by the institutions to the awardees 	<ul style="list-style-type: none"> Ranges from Study leave to monetary and promotion benefits If the data is large, details of incentives for selected faculty will be asked during DVV clarification process 	
38.	3.4.3 Number of Patents acquired/Creative writings/ Critical Shastric writings composed in Sanskrit awarded by State and National bodies hitherto unknown manuscripts brought to light through publication during the last five years	<ul style="list-style-type: none"> e-copies of the letters of awards and the current status 	<ul style="list-style-type: none"> Only awarded / published patents should be considered. Patents awarded should be supported with a letter of award and the unique patent number which can be cross-verified. 	
39.	3.4.4 Number of Ph.D.s awarded per teacher during the last five years	<ul style="list-style-type: none"> PhD Award letters of students and Guideship letters of research supervisor. Co-guides are also considered Ph.D s awarded by other institutions are also considered (for DVV Partners) 	<ul style="list-style-type: none"> Number of Phd awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered. The recognised guides should be authenticated with guideship letters awarded by the University. If the data is large, details of guideship letter/award details for selected faculty will be asked during DVV clarification process 	
40.	3.4.5 Number of research papers/ Conference Proceedings per teacher in the Journals notified on UGC website/ recognised peer reviewed journals/ reputed journals published by Sanskrit/ General Universities/ Departments/ Research Institutes and notified journals by the Rashtriya Samskrit Sansthan in its website	<ul style="list-style-type: none"> Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list 	<ul style="list-style-type: none"> Only UGC-CARE approved Journals will be considered <p>In your template paste the link of UGC approved list of journals available in this link: https://www.ugc.ac.in/journallist like https://www.ugc.ac.in/journalist/ugc_admin_journal_report.aspx?eid=Mjc2MDk= for each publication</p> <ul style="list-style-type: none"> In case of research papers published in deleted list of UGC until 2nd may 2018, the details in the link column may please mentioned as: the S.No of the journal – 	<ul style="list-style-type: none"> Incomplete entries will not be considered If details given are not complete with the UGC link, the respective publication will not be considered

			Deleted list	
41.	3.4.6 Number of books edited and chapters in edited volumes/ books published, monographs in Sanskrit and other languages, original creative writing in Sanskrit, Sanskrit Shastras etc. (excluding awarded works), per teacher during the last five years	<ul style="list-style-type: none"> Cover page, content page and first page of the selected publication. Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication 	<ul style="list-style-type: none"> Books with ISBN number only would be considered Self Learning Materials published. The details of selected publications would be sought during the DVV clarification process, if the data is large 	<ul style="list-style-type: none">
42.	3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual	<ul style="list-style-type: none"> Minutes of the Governing Council/ Syndicate/Board of Management related to Consultancy policy. e-copy/link of the Consultancy Policy. 	<ul style="list-style-type: none"> If yes, provide the copy of Policy on Consultancy, preferably hosted in the web If hosted in the web, provide the web link should lead to the landing page where policy on consultancy including revenue sharing between the institution and the individual is hosted. If the link leads to the home page or any other irrelevant page, the claim will not be considered. 	
43.	3.5.2 Revenue generated from consultancy during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> Audited statements of accounts indicating the revenue generated through consultancy. CA certified copy attested by head of the institute Letter from the beneficiary of consultancy along with honourium paid details including non-remunerative consultancy 	<ul style="list-style-type: none"> Amount generated through consultancy work alone has to be considered here. 	<ul style="list-style-type: none"> Research projects where the consultant are Principal investigator cannot be considered here
44.	3.6.2 Number of awards and recognition received for extension activities from Government/ recognised bodies during the last five years	<ul style="list-style-type: none"> e-copy of the award letters Any supporting document in relevance to the metric 	<ul style="list-style-type: none"> These awards are to the institution and not to the individual and for extension activities only. 	<ul style="list-style-type: none"> Awards to the individuals should not be considered here.
45.	3.6.3 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non-	<ul style="list-style-type: none"> Photographs or any supporting document of relevance should have proper captions and 	<ul style="list-style-type: none"> All evidences including photographs should have proper dates and captions respectively Can be 	

	Government Organisations through NSS/ Swaccha Bharata Abhiyana/ NCC/ Red cross/ YRC etc., during the last five years	<ul style="list-style-type: none"> • Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated 	supplemented with Newspaper reports of events.	
46.	3.6.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and Programmes such as Spoken Sanskrit Camps/ Shibiras/ Yoga camps/ etc. during the last five years.	<ul style="list-style-type: none"> • Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated and amount generated • Photographs or any supporting document of relevance should have proper captions and dates 		
47.	3.7.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)	<ul style="list-style-type: none"> • E-copies of the MoU's with institution/ industry/ corporate house, indicating the start date and completion date • List of activities conducted under each MoU year-wise signed by both parties 	<ul style="list-style-type: none"> • The MoU should be functional during the assessment period <p>If the MoU is for three years viz 2011-2013, it shall be counted only once.</p>	

48.	4.1.4 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS (Learning Management System), etc. (preceding academic year data)	<ul style="list-style-type: none"> • Hyper linked video. • Geotagged Photos of class rooms /seminar halls with ICT • Provide the consolidated fund allocation towards infrastructure augmentation <i>facilities</i> duly certified by chartered accountant 	<ul style="list-style-type: none"> • Specific number of classrooms and/or seminar halls with facilities for teaching-learning through ICT for the current year to be considered here. • This metric is supposed to be looked at with the perspective of <u>infrastructure augmentation only</u> 	
49.	4.1.5 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years (INR in Lakhs	<ul style="list-style-type: none"> • Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Finance Officer • Highlight the relevant items in the balance sheet 	<ul style="list-style-type: none"> • This metric is supposed to be looked at with the perspective of <u>infrastructure augmentation only</u> • In case of privately funded University the document should be certified by Chartered Accountant also. 	<ul style="list-style-type: none"> • Avoid recurring expenditure on laboratory and acquisition of books and journals
50.	4.2.3 Does the Institution/ Library have the following: 1. Back Volumes of Rare Sanskrit Journals/Indological Journals/ Journals Related to Sanskrit Studies like Indian Historical Quarterly (IHQ)/ Annals of Bhandarkar Oriental Research Institute (ABORI)/ Brahmavidya/Sarasvati-sushama etc 2. Sanskrit magazines and Sanskrit Periodicals 3. e-journals 4. e-books 5. e-dictionaries of Sanskrit 6. Sanskrit Databases 7. Bharatvani Portal	<ul style="list-style-type: none"> • E-copy of subscription letter/member ship letter or related document with the mention of year to be submitted 	<ul style="list-style-type: none"> • Scan copy of books claimed as ebooks cannot be accepted. • In the absence of appropriate subscription letter, the claims will not be considered 	

	8. CD's/DVD's/other e-materials for the study of Vedas 9. Electronic Display Board 10. Internet/ Wifi Facility 11. Search Facility 12. Reprographic facility Options: A. Any 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above			
51.	4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Finance Officer Audited Statement highlighting the expenditure for purchase of books and journal library resources. Proceedings of Library Committee meetings for allocation of fund and utilization of fund NIRF data 	<ul style="list-style-type: none"> In case of privately funded University the document should be certified by Chartered Accountant also. 	
52.	4.2.5 Availability of remote access to e-resources of the library	<ul style="list-style-type: none"> Gateway used for remote access Snap shot of landing page of remote access after log in to remote access 	<ul style="list-style-type: none"> The landing page of the link should lead to the login page of remote access A link may be provided to NAAC To substantiate the claim, a snap shot of details of remote access after login can be provided. 	
53.	4.2.6 Percentage per day usage of library by teachers and students (Preceding academic year data)	<ul style="list-style-type: none"> E-copy/scan copy of log book for random check (any 5 working days) 	<ul style="list-style-type: none"> Provide the log book entries of Library users on any five days. The DVV will ask for library log-book any random five selective days during DVV clarification process The DVV should ask for log book data for specific dates 	

			on a sample basis	
54.	4.2.7 E-content is developed by teachers: 1. For e-PG-Pathshala 2. For CEC (Under Graduate) 3. For SWAYAM 4. For other MOOCs platform 5. For NPTEL/NMEICT/any other Government initiative 6. For institutional LMS 7. E-books Uploaded on Website	<ul style="list-style-type: none"> • Give links or upload document of e-content developed. • Supporting documents from the hosting agency for the e-content developed by the teachers need to be given 	<ul style="list-style-type: none"> • Only the content developed by the teachers of the institution need be considered 	<ul style="list-style-type: none"> • Informal e-content will not be accepted
55.	4.3.2 Student - Computer ratio (Preceding academic year data)	<ul style="list-style-type: none"> • Computer available for student use only • Invoice / vouchers for the purchase of computers • Highlight the purchase of computers in the approved Stock Register 	<ul style="list-style-type: none"> • Provide the number of computers for student use only 	<ul style="list-style-type: none"> • The computers for office and faculty use will not be considered
56.	4.3.3 Available bandwidth of internet connection in the Institution (Leased line) Options: A. ≥1 GBPS B. 500 MBPS - 1 GBPS C. 250 MBPS - 500 MBPS D. 50 MBPS - 250 MBPS E. <50 MBPS Opt one	<ul style="list-style-type: none"> • Bills for any one month of the last completed academic year indicating internet connection plan, speed and bandwidth 		<ul style="list-style-type: none"> • Snap shot of speed test for wifi/internet facility will not be considered
57.	4.4.1 Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years	<ul style="list-style-type: none"> • Provide balance sheet highlighting the items of expenditure incurred on <u>maintenance</u> of physical facilities and academic support facilities duly certified by Finance Officer. • Provide budget extract incurred on <u>maintenance</u> of physical facilities and academic support facilities duly certified by Finance Officer. 	<ul style="list-style-type: none"> • The emphasis of this metric is in the maintenance of physical and academic support facilities • In case of privately funded University the document should be certified by Chartered Accountant also. 	
58.	5.1.1 Average percentage of	<ul style="list-style-type: none"> • Upload sanction letter of scholarship. 	<ul style="list-style-type: none"> • Only Government Scholarships (both state 	

	students benefited by scholarships/ freeships provided by the Government/ UGC/ Rashtriya Samskrit Sansthan/ any other body during the last five years	<ul style="list-style-type: none"> • Consolidated document of freeships and number of beneficiaries in each • Year-wise list and number of beneficiaries 	<p>and central)</p> <ul style="list-style-type: none"> • For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification 	
59.	5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years	<ul style="list-style-type: none"> • Upload sanction letter year-wise • Copies of certificates of freeships, scholarships provided by various agencies 	<ul style="list-style-type: none"> • Sanctions by non-government agencies only • For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification 	
60.	<p>5.1.3 Number of capability enhancement and development schemes</p> <ol style="list-style-type: none"> 1. Guidance for competitive examinations 2. Career counselling 3. Soft skill development 4. Remedial coaching 5. Language lab 6. Bridge courses 7. Yoga and Meditation 8. Personal Counselling 9. Training for deciphering ancient manuscripts 10. Training on Composing Sanskrit Creative poetry and Dramaturgy 11. Shastra Vakyartha Training 12. Proof Reading for Devanagari Texts 13. Spoken Sanskrit Classes 	<ul style="list-style-type: none"> • Web-link to particular program/scheme mentioned in the metric • Copy of circular /brochure /report of the event/ activity report • Report and photographs with date and caption for each scheme 	<ul style="list-style-type: none"> • Consider all the students who have enrolled for the schemes 	

	<p>14. Foreign Language Study and Training</p> <p>15. Training on Vedic Recitation with correct Intonation</p> <p>16. Training on Karma-Kanda</p> <p>17. Fine Arts, Performing Arts and Theatre</p> <p>Options:</p> <p>A. 7 or more of the above</p> <p>B. Any 6 of the above</p> <p>C. Any 5 of the above</p> <p>D. Any 4 of the above</p> <p>E. Any 3 of the above</p>			
61.	5.1.4 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years	<ul style="list-style-type: none"> • Copy of circular/brochure of such programs • Year-wise list of students attending each of these schemes signed by competent authority 	<ul style="list-style-type: none"> • “Students benefited” refers to students enrolled / attending the said programs 	
62.	5.2.1 Average percentage of placement of outgoing students during the last five years	<ul style="list-style-type: none"> • Annual reports of Placement Cell. • List of students placed along with placement details 	<ul style="list-style-type: none"> • The placements through HEI placement drive only to be considered here. • If the data is large, DVV will ask for the appointment orders of the selected students 	
63.	5.2.2 Percentage of student progression to higher education (previous graduating batch) (preceding academic year data)	<ul style="list-style-type: none"> • Upload supporting data for student/alumni in prescribed format. 	<ul style="list-style-type: none"> • The details of selected students progressing to higher education will be asked by DVV during DVV clarification. The validating document for the same to be provided then. 	<ul style="list-style-type: none"> •
64.	5.2.3 Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/ SLET/	<ul style="list-style-type: none"> • Pass Certificates of the examination 	<ul style="list-style-type: none"> • List of students year-wise under each head 	<ul style="list-style-type: none"> • In absence of certificate, the claim will not be considered.

	TOEFL/ Civil Services/ State government examinations)			
65.	5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at State/ national/ international level (award for a team event should be counted as one) during the last five years	<ul style="list-style-type: none"> e-copies of award letters and certificates. 	<ul style="list-style-type: none"> Only nation or international achievements will be considered. 	<ul style="list-style-type: none"> Participation/appreciation certificates at the regional/local /institutional levels should be avoided
66.	5.3.3 Average number of sports and cultural activities / competitions organised at the institution level per year	<ul style="list-style-type: none"> Report of the events/along with photographs appropriately dated and captioned year-wise. Copy of circular/brochure indicating such kind of activities 	<ul style="list-style-type: none"> Events cannot be split into activities Only the activities organised by the institution need to be considered 	
67.	5.4.2 Alumni contribution during the last five years (Amount in Rupees) Options: A. ≥ 1.00 Lakhs B. Rs. 75,000/- to 1.00 Lakhs C. Rs. 50,000/- to Rs. 75,000/- D. Rs. 25,000/- to Rs. 50,000/- E. Less than Rs. 25,000/- Opt one	<ul style="list-style-type: none"> Annual audited statements of accounts highlighting Alumni contribution duly certified by Chartered Accountant. Name of the alumnus/alumni with the amount contributed year-wise. 		
68.	5.4.3 Number of Alumni Association /Chapters meetings held during the last five years	<ul style="list-style-type: none"> Copy of circular/brochure of such meetings/chapters Agenda of the meetings and proceedings thereof of Alumni Association/Chapters 	Random verification of minutes of the meeting will be sought for during DVV clarification	
69.	6.2.3 Implementation of e-governance in areas of operation 1. Planning and Development 2. Administration 3. Finance and Accounts	<ul style="list-style-type: none"> Institutional budget statements allocated for the heads of E_governance implementation ERP Document Screen shots of user interfaces of each 		

	<p>4. Student Admission and Support</p> <p>5. Examination</p> <p>Options:</p> <p>A. All 5 of the above</p> <p>B. Any 4 of the above</p> <p>C. Any 3 of the above</p> <p>D. Any 2 of the above</p> <p>E. ≤ 1 of the above</p>	<p>module</p> <ul style="list-style-type: none"> • Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate • Policy document 		
70.	6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years	<ul style="list-style-type: none"> • Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. 	<ul style="list-style-type: none"> • If the data is large, the DVV will seek for document of specific list of teachers during DVV clarification 	<ul style="list-style-type: none"> • Without proof of payment on financial support for faculty development, mere name-list of the faculty will not be considered
71.	6.3.3 Average number of professional development / administrative training programmes organized by the university for teaching and non teaching staff during the last five years	<ul style="list-style-type: none"> • List of professional development / administrative training programs organized by the institution • Brochures • Reports year-wise • List of participants of each programme • Photographs with date and caption. 		
72.	6.3.4 Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during the last five years	<ul style="list-style-type: none"> • Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period participated year-wise. • E-copy of the certificates of the program attended by teachers. • List of participants for each programme during last five years. 	<ul style="list-style-type: none"> • One teacher attending one or more professional development Program in a year to be counted as one only. • The DVV will ask for certificates of specific faculty during DVV process as a part of validation 	

		<ul style="list-style-type: none"> Annual reports of the AQAR submitted to NAAC 		
73.	6.4.2 Funds/ Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III) (INR in Lakhs)	<ul style="list-style-type: none"> Annual statements of accounts. Copy of letter indicating the grants/funds received by respective agency as stated in metric Provide the budget extract of audited statement towards Grants received from non-government bodies, individuals, philanthropist duly certified by chartered accountant and/or Finance Officer 		<ul style="list-style-type: none"> Avoid duplication Funds from own institutions/own trust and sister institutions not to be considered
74.	6.5.3 Number of quality initiatives by IQAC for promoting quality culture per year	<ul style="list-style-type: none"> IQAC link verification for upload of data/information Copy of circular/reports/newsletter/invitation letter/brochure per event 	<ul style="list-style-type: none"> The initiatives should be through IQAC and should have special focus on promoting quality culture in the institution. 	<ul style="list-style-type: none"> Activities other than quality initiatives not to be considered.
75.	6.5.4 Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); 2. Timely submission of Annual Quality Assurance Report (AQAR) to NAAC; 3. Academic Administrative Audit (AAA) and initiation of follow up action 4. Participation in NIRF 5. UGC Recognition for any other Academic Excellence or any other quality audit recognized by state, national agencies. Options: A. Any 4 of the	<ul style="list-style-type: none"> Annual reports of IQAC AQARs of IQAC e-Copies of the accreditations and certifications Consolidated report of Academic Administrative Audit (AAA) Supporting document in favour of participation in NIRF/link of NIRF submitted ISO certificate (valid period) Certificate of NBA or any other quality audit whichever claimed Feedback analysis report 	<ul style="list-style-type: none"> AQAR not applicable for cycle I 	

	<p>above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p>			
76.	<p>7.1.1 Number of gender equity promotion Programmes organized by the institution during the last five years</p>	<ul style="list-style-type: none"> Detailed program report with photographs (date and caption) for each program should be made available Copy of circular/brochure/ Report of the program Extract of Annual report 	<ul style="list-style-type: none"> The focus of the program should be on gender equity/promotion 	<ul style="list-style-type: none"> Avoid programme which does not pertain to gender.
77.	<p>7.1.3 Alternate Energy initiatives such as:</p> <ol style="list-style-type: none"> Percentage of power requirement of the university met by the renewable energy sources (Preceding academic year data) 	<ul style="list-style-type: none"> Geotagged photos of energy sources Proof in support of energy sources (Invoice etc.) Green audit report Renewable energy installation bills or maintenance bills can also be provided 		
78.	<p>7.1.7 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years (INR in Lakhs)</p>	<ul style="list-style-type: none"> Audited financial statement highlighting the expenditure on green initiatives and waste management Provide the budget extract of audited statement specifically towards expenditure on green initiatives and waste management duly certified by chartered accountant and/or Finance Officer 	<ul style="list-style-type: none"> The extract of expenditure should focus only on green initiatives and waste management. 	
79.	<p>7.1.8 Differently abled (Divyangjan) Friendliness Resources available in the institution</p> <ol style="list-style-type: none"> Physical facilities Provision for lift Ramp/ Rails Braille Software/ facilities Rest Rooms Scribes for 	<ul style="list-style-type: none"> Photos (with date and caption) and videos Link to Geotagged photos and videos Bills and invoice/purchase order/AMC in support of facility 		

	<p>examination</p> <p>7) Special skill development for differently abled students</p> <p>8) Any other similar facility (Specify)</p> <p>Options:</p> <p>A. 5 and more of the above</p> <p>B. At least 4 of the above</p> <p>C. At least 3 of the above</p> <p>D. At least 2 of the above</p> <p>E. One or none of the above</p> <p>Opt one</p>			
80.	7.1.9 Number of specific initiatives to address locational advantages and disadvantages during the last five years	<ul style="list-style-type: none"> • Summary report of each program conducted. • Copy of circular/brochure/ report of the initiative/photos of the initiatives/news report published 	<ul style="list-style-type: none"> • The focus of the program should be on specific initiatives to address locational advantages and disadvantages only 	<ul style="list-style-type: none"> • NSS and NCC activities not to be considered here. • Activities mentioned in other metrics not to be considered.
81.	7.1.10 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)	<ul style="list-style-type: none"> • Copy of circular/brochure/ report of the initiative/ photos of the initiatives/ news report published • Summary report of each program conducted. 	<ul style="list-style-type: none"> • The focus of the program should be on specific initiatives taken to engage with and contribute to local community 	<ul style="list-style-type: none"> • NSS and NCC activities not to be considered here • Activities mentioned in other metrics not to be considered.
82.	7.1.11 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff	<ul style="list-style-type: none"> • University Code of Conduct for students • University Code of Conduct for teachers • Handbooks, manuals and brochures on human values and professional ethics • Report on the student attributes facilitated by the Institution • Web-Link to the relevant documents at Institution website 		
83.	7.1.12 Display of core values in the institution and on its website	<ul style="list-style-type: none"> • Link of the same in the website of HEI • Geotagged photos of display of core values 	<ul style="list-style-type: none"> • The web link should direct to the Core values of the HEI specifically 	
84.	7.1.13 The institution plans and organizes appropriate	Copy of circular/brochure/ report of such activity		

	activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations			
85.	7.1.14 The institution offers a course on Human Values and professional ethics on the basis of Vedic and Sanskrit literature.	Course content along with structure of the program		
86.	7.1.15 The institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	Professional code prescribed by statutory body available in Web link of the HEI website		
87.	7.1.16 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	<ul style="list-style-type: none"> • List of Activities/celebrations and their summary reports • Link to photos (with date and caption) and videos of activities/events 		