

Standard Operating Procedures for Data Validation and Verification Process

(Health Sciences University Manual)



National Assessment and Accreditation Council (NAAC), Bengaluru

Manual of Health Sciences for Universities

(Revised Accreditation Frame work - Applicable for all cycles and for Re-Assessment)

Standard Operating Procedure for Data Verification and Validation (SOP for Health Sciences Universities)

Standard Operating Procedures (SOP) for A&A processes of NAAC.

Date 22-4-2019

The Director,

**National Assessment and Accreditation
Council (NAAC), Bengaluru**

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National Assessment and Accreditation Council (NAAC), Bengaluru

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Standard Operating Procedure for Data Validation and Verification (SOP for Health Sciences Universities)

Health Sciences Manual for Universities with Qualitative Metrics and Quantitative Metrics (applicable for all cycles and for Re-Assessment) (Applicable for the first as well as subsequent Cycles) with data templates and Glossary.

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1. Meaning and need of SOP in the NAAC context:

NAAC as a quality organisation must first create a culture where quality objectives are transparent and well understood. Undoubtedly these goals can be achieved by following certain sets of procedures called as “**Standard Operating Procedures**” (**SOP**). A Standard Operating Procedure (**SOP**) is a set of written instructions that document a routine or repetitive activity which is followed by employees in an organization. The development and use of **SOPs** are an integral part of a successful quality system. Procedures are essential for effectiveness and efficiency in work and they are regulatory requirement in the NAAC processes. It provides information to perform a job properly, and consistently in order to achieve pre-determined specification and quality end-result.

SOPs detail the regularly recurring work processes that are to be conducted or followed within an organization. They document the way activities are to be performed to facilitate consistent conformance to quality system requirements and to support data quality. . Sops are intended to be specific to the organization or facility whose activities are described and assist that organization to maintain their quality control and quality assurance processes and ensure compliance with governmental regulations. **SOP** contains step by step instructions that employee must refer in daily work to complete various tasks more reliably and consistently. **SOP** makes clear about followings -

- What is the objective of SOP (Purpose) ?
- What are its applicability and use of SOP (Scope)?
- Who will perform tasks (Responsibility) ?
- Who will ensure implementation of procedure (Accountability) ?
- How tasks will be performed (Procedure) ?

Procedures are not an end in themselves but support process/ people .They do not guarantee good performance or results. More important are well-designed systems and processes, qualified employees, and a motivating work culture that guarantee good performance.

SOP is a dynamic process and hence it is decided not to print the material. We will provide only soft copy. It is because NAAC rules /norms /standards keep on changing from time to time. Accordingly changes will be incorporated in SOP periodically.

Further this SOP material is prepared based on existing practices/rules/norms/standards and is for internal use in NAAC . Any changes may be incorporated later on.

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Many activities use **checklists** to ensure that steps are followed in order. Checklists are also used to document completed actions. Any checklists or forms included as part of an activity should be referenced at the points in the procedure where they are to be used and then attached to the SOP. In some cases, detailed checklists are prepared specifically for a given activity. In those cases, the SOP should describe, at least generally, how the checklist is to be prepared, or on what it is to be based. Copies of specific checklists should be then maintained in the file with the activity results and/or with the SOP. Remember that the checklist is not the SOP, but a part of the SOP.

It shall be noted that the Best written SOPs will fail if they are not followed.

Note

Date: 16/01/2019

Modification of Time Line for Submission of Self Study Report (SSR) Time line for online submission of Self Study Report for Higher Education Institutions (HEIs) shall be 45 days from the date of acceptance of Institutional Information for Quality Assessment (IIQA). This is applicable to all the Higher Education Institutions (HEIs) whose Institutional Information for Quality Assessment (IIQA) is accepted.

Sd/-

Director, NAAC

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Reviewed by Dr.Priya, Prof.ASRAO,Mrs. Kavya[ICT] and Mrs Anitha [ICT] on 22-4-2019

Metric ID	Metric	Documents Needed	Specific Instruction to HEI
Extended Profile [Health Sciences University Manual]			
1.1	Number of Programmes offered year wise for the last five years	Kindly include all the programs that were/are operational during the years of the accreditation	Programs are a range of learning experiences offered to students in a formal manner over a period of one-to-four years leading to certificates/ diplomas/ degrees. Examples: BSC Nursing , MBBS, etc. All possible formal degree Programmes are identified by UGC
1.2	Number of departments offering academic programmes	Please provide the web- link of the departments in University.	
2.1	Number of students year wise during the last five years	<ul style="list-style-type: none"> • Please include all the students on campus in all the semester year-wise All semester students year wise. 	<ul style="list-style-type: none"> • Ensure to fill in the template completely
2.2	Number of outgoing / final year students year wise during the last five years	<ul style="list-style-type: none"> • The final year student s of different program in the years of assessment period should be considered here 	
2.3	Number of students appeared in the University examination year wise during the last five	<ul style="list-style-type: none"> • No repeat count of the students if the institution is following semester system. 	
2.4	Number of revaluation applications year wise during the last 5 years	<ul style="list-style-type: none"> • Revaluation is based on number of students and not number of subjects. One student to be counted once only in a year 	
3.1	Number of courses in all Programmes year wise during the	The specified total number of subjects (papers) that the	A course is a unit in both credit based and

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	last five years	students study and write exams in order to obtain the degree.	non-credit based formal programme. A 3-credit course will have three classroom sessions of one-hour duration during each week for the entire semester. Example: Non-credit Program: BDS; Course: Prosthodontics; Credit based programme; Human Genetics Course; Genetic Engineering (4 credits).
3.2	Number of full time teachers year wise during the last five years	This is a year wise metric. Please consider the teachers working in the institution year-wise (Repeat counting in years allowed)	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.
3.3	Number of sanctioned posts year wise during the last five years	<ul style="list-style-type: none"> • Official letter of sanction of post from the statutory body or Government • Official letter from the Board of Management or Syndicate clearly mentioning the sanction of posts 	<ul style="list-style-type: none"> • Please include State/Central Government sanction post • Please include Management sanctioned post
4.1	Number of eligible applications received for admissions to all the Programmes year wise during the last five years	<ul style="list-style-type: none"> • Multiple applications by a student for different programs can be considered here 	--
4.2	Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise during the last five years	<ul style="list-style-type: none"> • Provide the State government / Central Government reservation policy for admission in higher education 	In case of institutions where reservations do not apply, please mention the total number of students admitted as reserved
4.3	Total number of classrooms and seminar halls:	<ul style="list-style-type: none"> • Please count all the rooms for academic use 	--
4.4	Total number of computers in the campus for academic purpose	<ul style="list-style-type: none"> • Stock register, invoice copy 	Include the computers dedicated for student's use only.
4.5	Total Expenditure excluding salary- year wise during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • Extract of expenditure duly audited and certified by the finance officer and 	

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		Head of the institution	--
Metrics wise -Cr 1 to 7 [Health Sciences University Manual]			
Metric ID	Metric	Documents Needed	Specific Instruction to HEI
1.1.2	<i>Percentage of Programmes where syllabus revision was carried out during the last five years</i>	Minutes of relevant Academic Council/BoS /Governing Council meetings clearly documenting the revision of the programs claimed in the metrics	<ul style="list-style-type: none"> • The programs mentioned in the IIQA and SSR and the SRA should match. • Kindly read the definition of programs in the manual • Programs which are revised more than once in five years should be counted only once.
1.2.1	<i>Percentage of Programmes in which Choice-Based Credit System (CBCS)/Elective course system has been implemented, wherever provision was made by the Regulatory Bodies (Data for the preceding academic year).</i>	<ul style="list-style-type: none"> • Minutes of relevant Academic Council/BoS meetings Clearing indicating the adoption of CBCS System and/or • Structure of Programs mentioning the Credit Allocation and Elective options 	<ul style="list-style-type: none"> • Either CBCS or Elective or both can be considered • If CBCS, course structure along with credit details to be given. • If elective, list of elective offered for the program to be given • If both, CBCS details alone is sufficient.
1.2.2	<i>Percentage of new Degree Programmes, Fellowships and Diplomas introduced by the University across all Faculties during the last five years (certificate programmes are not to be included)</i>	<ul style="list-style-type: none"> • Minutes of relevant Academic Council/BoS meetings Clearing approving the introduction of new Degree Programmes, Fellowships and Diplomas claimed in the SSR 	<ul style="list-style-type: none"> • The introduction of the program should be with-in the assessment period.
1.2.3	<i>Percentage of interdisciplinary courses under the Programmes offered by the University during the last five years</i>	<ul style="list-style-type: none"> • Minutes of relevant Academic Council/BoS meetings Clearly approving the interdisciplinary Courses with specifications of departments involved 	<ul style="list-style-type: none"> • The introduction of the course should be with-in the assessment period • The courses should be interdisciplinary in nature
1.3.2	<i>Number of value-added courses offered during the last five years that impart transferable and life skills</i>	<ul style="list-style-type: none"> • Brochure or /Course content or syllabus relating to Value added courses to be uploaded 	<ul style="list-style-type: none"> • Courses with 16 or more contact hours which are optional, and offered outside the curriculum that

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		in the SSR	<p>add value and help them students in getting placed.</p> <ul style="list-style-type: none"> No repeat count of courses offered each year
1.3.3	Percentage of students who successfully completed the value-added courses during the last five years	<ul style="list-style-type: none"> The institution should provide list of the students as per the requirement in the template failing which the claim will not be considered 	<ul style="list-style-type: none"> Course Completion Certificate of 5 % of random selected specific student list will be sought by DVV during DVV clarification process. If the institutions do not comply with the DVV's clarification, the claim of the institution will reduced pro rata.
1.4.1	<p>Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders</p> <ol style="list-style-type: none"> Students Teachers Employers Alumni Professionals 	Sample filled in Structured Feedback to be provided by the institution for each category claimed in SSR	<ul style="list-style-type: none"> The feedback about curriculum development only can be considered here Only filled –in feedback report will be considered provide three filled forms from each criteria claimed in the SSR
1.4.2	<p>Feedback process of the Institution may be classified as:</p> <p>Options(Opt any one that is applicable):</p> <ol style="list-style-type: none"> Feedback collected, analysed and action taken on feedback and such documents are made available on the institutional website Feedback collected, analysed and action has been taken Feedback collected and analysed Feedback collected Feedback not obtained/collected 	<ul style="list-style-type: none"> Stakeholder feedback report. Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management. In case of option B,C and D reports of the same should be provided by the HEI 	<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 in the institution's website only will be considered Un available websites will not be considered. Hosting the report on 3rd party website will not be considered General web-link to homepage of the HEI shall not be considered
2.1.1	Due consideration is given to equity and inclusiveness by providing reservation of seats to	<ul style="list-style-type: none"> Copy of letter issued by state govt. or and Central Government 	<ul style="list-style-type: none"> Include only those reserved categories as specified by State/central Government

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	<i>all categories during the admission process</i>	<p>(which-ever applicable) Indicating the reserved categories to be considered as per the GO rule (translated in English)</p> <ul style="list-style-type: none"> • Final admission list published by the HEI • Admission extract submitted to the state OBC, SC and ST cell every year. • Annual Report/ BOM report/ Admission report duly certified by the Head of the Institution. 	<p>orders for admission.</p> <ul style="list-style-type: none"> • Only those seats filled against the quota should be counted here. • Number of admitted cannot go more than the number allocated. • For minority institutions and other private institutions where reservations are not applicable, consider the total admitted students as reserved.
2.1.2	Student Demand Ratio, applicable to programmes where State / Central Common Entrance Tests are not conducted	<ul style="list-style-type: none"> • The details certified by the Controller of Examination or Registrar evaluation clearly mentioning the programs that are not covered under CET and the number of applications received for the same 	<ul style="list-style-type: none"> • Please provide only the number. The ratio will be worked out automatically by the system and will be visible in the response
2.1.3	Student enrolment pattern and student profile demonstrate - national/international spread of enrolled students from other states and countries	<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 	<ul style="list-style-type: none"> • In case of large data, the DVV will seek for the mentioned documents for specific list of students during DVV clarification.
2.2.1	<p>The Institution assesses the learning levels of the students after admission and organises special programmes for advanced learners and low performers</p> <ol style="list-style-type: none"> 1. Adopts measurable criteria to identify low performers. 2. Adopts measurable criteria to identify advanced learners 3. Organizes special programmes for low performers and advanced learners 	<ul style="list-style-type: none"> • Consolidated report to Dean academics /Dean student's welfare on special programs for advanced learners and slow learners 	<p>The supporting document should clearly elicit the following:</p> <ul style="list-style-type: none"> • Methodology and Criteria for the assessment of Learning levels Details of special programmes • Details of outcome measures

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	Follows protocols to measure students' achievement		
2.2.2	Student - Fulltime teacher ratio (data for the preceding academic year)	This is an automatic metric. Both values used in the formula is obtained from extended profile	
2.3.2	<p>Has provision for the use of Clinical Skills Laboratory and Simulation Based Learning</p> <ol style="list-style-type: none"> 1. Has Basic Clinical Skills Training Models and Trainers for clinical skills in the relevant disciplines. 2. Has advanced patient simulators for simulation-based training 3. Has structured programs for training and assessment of students in Clinical Skills Lab / Simulation centre 4. Conducts training programs for the faculty in the use of clinical skills lab and simulation methods of teaching-learning 	<ul style="list-style-type: none"> • Proof of Establishment of Clinical Skill Laboratories • Proof of patient simulators for simulation-based training • Report on training programmes in Clinical skill lab/simulator Centre • Details of training programs conducted and details of participants. • Geotagged Photos of the Clinical Skills Laboratory 	Provide supporting documents mentioned as according to the choice of the institution among A,B,C,D
2.3.4	Student :Mentor Ratio (preceding academic year)	<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 • Log Book of mentor 	<ul style="list-style-type: none"> • Only full-time teachers can be considered as mentors. • Mentors in preceding year alone to be considered and this metric is for preceding year only.
2.4.1	Average percentage of fulltime teachers against sanctioned posts during the last five years	This is automatic metric and the values are derived from the extended profile	
2.4.2	Average percentage of fulltime teachers with Ph.D./D.Sc./D.Lit./ DM/M Ch/DNB in super specialities /other PG degrees (like MD/ MS/ MDS etc.,) in Health Sciences for recognition as Ph.D guides as per the eligibility	<ul style="list-style-type: none"> • Copies of Guideship letters or authorization of research guide provide by the competent authority 	<ul style="list-style-type: none"> • These guideship awarded before the assessment period can be considered here • Repeat count of the guides in each year is allowed • If the data is large, details

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	criteria stipulated by the Regulatory Councils / Universities. Last five years data to be entered		selected (about 5%)faculty will be asked during DVV clarification stage if the data is large
2.4.3	<i>Average Teaching experience of fulltime teachers in number of years (preceding academic year)</i>	<ul style="list-style-type: none"> Consolidated Experience certificate duly certified by the competent 	<ul style="list-style-type: none"> The experience certificate of selected faculty (about 5%) will be asked during DVV clarification stage Consider the experience of the faculty in other institutions as well, if any)
2.4.4	<i>Average percentage of teachers trained for development and delivery of e-contents / e-courses / video lectures / demonstrations during the last 5 years</i>	<ul style="list-style-type: none"> Certificate of completion of training for development of <i>and delivery of e-contents / e-courses / video lectures / demonstrations</i> Web-link to the contents delivered by the faculty hosted in the HEI's website 	<ul style="list-style-type: none"> Training completion certificate of selected faculty (about 5%) will be asked during DVV clarification stage
2.4.5	<i>Average Percentage of fulltime teachers who received awards and recognitions for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations / academies during the last five years</i>	<ul style="list-style-type: none"> e-Copies of award letters (scanned or soft copy) for achievements Awards claimed without certificates will not be considered 	<p style="text-align: center;">Kindly consider awards like..... THE CWG to provide list of examples</p> <ul style="list-style-type: none"> Award that are local in nature need to be avoided. 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.
2.5.1	<i>Average number of days from the date of last semester-end/ year-end examination to the date of declaration of results during the last five years</i>	<ul style="list-style-type: none"> Reports from Controller of Exam (COE) office/ Registrar evaluation mentioning the relevant details. Notice from the examination section mentioning the details 	<ul style="list-style-type: none"> In case of semester system, take the average days of two semesters in a year

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2.5.2	<p>Average percentage of student complaints / grievances about evaluation against the total number of students appeared in the examinations during the last five years</p>	<ul style="list-style-type: none"> • Report from the Examination section mentioning the list of complaints/grievances about evaluation 	<ul style="list-style-type: none"> • Grievances about re-evaluation also to be included here • Grievance is based on number of students and not number of subjects. One student to be counted once only in a year
2.5.3	<p>Evaluation-related Grievance Redressal mechanism followed by the Institution:</p> <p>The University adopts the following for the redressal of evaluation-related grievances.</p> <p>Options(Opt one which is applicable to you):</p> <ol style="list-style-type: none"> 1. Double valuation/Multiple valuation with appeal process for retotalling/revaluation and access to answer script 2. Double Valuation/Multiple valuation with appeal process for revaluation only 3. Double Valuation/Multiple valuation with appeal process for retotalling only 4. Single valuation and appeal process for revaluation <p><i>Grievance Redressal mechanism does not exist</i></p>	<ul style="list-style-type: none"> • Provide links to the examination procedure and re-evaluation procedure developed by the institution and duly hosted in the institution's website • Report of the Controller of Examination/ registrar evaluation regarding the <i>Grievance Redressal mechanism followed by the Institution</i> 	<ul style="list-style-type: none"> • The examination procedure and re-evaluation procures are expected to be hosted in the institution's website.
2.5.5	<p>Status of automation of Examination division using Examination Management System (EMS) along with approved online Examination Manual</p>	<ul style="list-style-type: none"> • Snap shot of EMS used by the institution • Copies of the purchase order of the software/AMC of the software 	
2.6.2	<p>Incremental performance in Pass percentage of final year students</p>	<ul style="list-style-type: none"> • Reports from Controller of Exam (COE) office/ 	<ul style="list-style-type: none"> • Consider only pass of final year examination thus

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	<i>in the last five years</i>	Registrar evaluation mentioning the relevant details.	qualifying the degree program
2.7.1	Online student satisfaction survey regarding teaching learning process.	Details to be provided during SSR submission only	
3.1.2	The Institution provides seed money to its teachers for research	<ul style="list-style-type: none"> • Sanction letter of seed money to the faculty is mandatory • Budget and expenditure statements signed by the Finance Officer indicating seed money provided. 	<ul style="list-style-type: none"> • In case of large data, the DVV will ask for valid document for specific list of teachers • The seed money grant should be provided by the institution only and not from any other agency
3.1.3	Average Percentage of teachers awarded national/ international fellowship / Financial support for advanced studies/collaborative research participation in Indian and Overseas Institutions during the last five years	<ul style="list-style-type: none"> • Fellowship award letter from the funding agency 	<ul style="list-style-type: none"> • The fellowship is for advanced studies only • Financial grants to attend conference and short-term visits will not be considered here
3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the last five years	<ul style="list-style-type: none"> • E copies of fellowship award letters • Registration and guide/mentor allocation by the institution 	<ul style="list-style-type: none"> • E copies of fellowship award letters is mandatory
3.1.5	University has the following facilities* <ol style="list-style-type: none"> 1. Central Research Laboratory / Central Research Facility 2. Animal House/ Medicinal plant garden / Museum 3. Media laboratory/Business Lab/e-resource Studios 4. Research/Statistical Databases/ Health Informatics 5. Clinical Trial Centre 	<ul style="list-style-type: none"> • videos and geo-tagged photographs 	Photos/videos shall be hosted in the institution's website and links may be shared in the SSR
3.1.6	Percentage of departments with recognition by ICMR-CAR, DST-FIST, DBT, MCI, DCI, PCI, AICTE, AYUSH, NACO, WHO, NIH etc. and other similar recognitions by national and international agencies, (excluding mandatory recognitions by Regulatory Councils for UG /PG programmes)	<ul style="list-style-type: none"> • e-copies of departmental recognition award letters 	<ul style="list-style-type: none"> • The running grant should be valid for the assessment year • Data will not be considered without documentations prescribed

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	(Examples: WHO collaborating Centre, AYUSH & AICTE Centre for Excellence, MCI Regional / Nodal Centre for Medical Education etc.,) (Data for the last 5 years)		
3.2.1	Grants for research projects / clinical trials sponsored by non-government sources such as industry, corporate houses, international bodies, endowments, professional associations, endowment-Chairs etc., in the Institution during the last five years	<ul style="list-style-type: none"> E-copies of the grant award letters for research projects sponsored by non-government 	<ul style="list-style-type: none"> The funding should be from the external agencies not related to the institution Funding grants for projects from the management etc. will not be admitted here Research endowment funds can be considered here. Data will not be considered without documentations prescribed
3.2.2	Grants for research projects / clinical research project sponsored by the government funding agencies during the last five years	<ul style="list-style-type: none"> E-copies of the grant award letters for research projects sponsored by government. 	<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 government organisations. The running period of grant should be valid for the assessment period.
3.2.3	Ratio of research projects/clinical trials per teacher funded by government/industries and non-government agencies during the last five years	<ul style="list-style-type: none"> E-copies of the grant award letters for research projects sponsored by government/non-government to be referred from 3.2.1 and 3.2.2. 	This metric is about the number of projects /clinical trials Hence the number of projects in 3.2.1 and 3.2.2 put together should result in 3.2.3
3.3.3	Number of awards / recognitions received for innovation / discoveries by the Institution/teachers/research scholars/students during the last five years	<ul style="list-style-type: none"> e-Copies of award letters (scanned or soft copy) for innovations This metric specifically emphasise awards for innovations 	<p style="color: red;">Kindly consider awards like.....</p> <p style="color: red;">THE CWG to provide list of examples</p> <ul style="list-style-type: none"> The date of award should fall with-in the assessment period Awards claimed without certificates will not be considered
3.3.4	Number of start-ups incubated on campus during the last five years	<ul style="list-style-type: none"> E copy of sanction order of the University for the Start Ups on campus mentioning the modus-operandi 	<ul style="list-style-type: none"> Supporting document in favour of start-ups with company registration details, and incubation details mentioning the facilities extended by the

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			institution to the company should be provided.
3.4.1	<p>The Institution has a stated Code of Ethics for research, the implementation of which is ensured by the following:</p> <p><i>Option</i></p> <ol style="list-style-type: none"> 1. Research methodology with course on research ethics 2. Ethics committee 3. Plagiarism check 4. Committee on Publication guideline 	<ul style="list-style-type: none"> • Course content of research ethics • Details of members of ethical committee • Copy of software procurement for plagiarism check • Details of committee on publication guidelines • Proceedings of the meeting on relevant committees 	These information are expected to be hosted in the HEI's website vide public access and the link to be shared during Submission of SSR
3.4.2	<p>The Institution provides incentives for teachers who receive state, national or international recognitions/awards</p> <p><i>Option</i></p> <ol style="list-style-type: none"> 1. Career Advancement 2. Salary increment 3. Recognition by Institutional website notification 4. Commendation certificate with cash award 	<ul style="list-style-type: none"> • Policy on Career advancement for the awardees • Policy on salary increment for the awardees • Snapshots of recognition of notification in the HEI's website • Copy of commendation certificate and receipt of cash award 	The institution to provide documents as per the choice of A/B/C/D in the SSR
3.4.3	<p>Number of Patents/ Copyrights published/awarded/technology-transferred during the last five years</p>	<ul style="list-style-type: none"> • e- copies of the letters of award/ publication of patent/copyright 	<ul style="list-style-type: none"> • Only awarded / published patents should be considered. • Patents/copyright awarded should be supported with a letter of award and the unique patent number which can be cross-verified. • The award / publication of patent/copyright should be with-in the assessment period
3.4.4	<p>Average number of Ph.D/ DM/ M Ch/ PG Degree in the respective disciplines awarded per recognized PG teacher* of the Institution during the last five years</p>	<p>PhD/ DM/ M Ch/ PG Degree Award letters of students (with guide's name mentioned)</p>	<ul style="list-style-type: none"> • Number of Phd/ DM/ M Ch/ PG awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered.

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			<ul style="list-style-type: none"> 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
3.4.5	Average Number of research papers per teacher in the approved list of Journals notified on UGC website / PubMed / Scopus / Web of Science during the last five years	<ul style="list-style-type: none"> This metric inputs will be verified by Infilbnet Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list This metric will be verified by infilibnet 	<ul style="list-style-type: none"> Only Journals notified on UGC website / PubMed / Scopus / Web of Science approved Journals will be considered. In the 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/journalreport/ugc_admin_journal_report.aspx?eid=Mjc2MDk= for each publication In case of research papers published in deleted list of UGC until 2nd may 2018, the details in the link column may please mentioned as: the S.No of the journal -Deleted list In case of publications in journals indexed in <i>PubMed / Scopus / Web of Science</i> please provide the links
3.4.6	Average number of books/chapters in edited volumes published per teacher during the last five years	<ul style="list-style-type: none"> This metric inputs will be verified by Infilbnet 	<ul style="list-style-type: none"> Publications without ISBN number will not be considered If the data is large, specific sample publications will be sought by DVV (about 5%) during DVV clarification
3.4.7	Average number of papers in National/International conference-proceedings published per teacher during the last five	<ul style="list-style-type: none"> This metric inputs will be verified by Infilbnet 	<ul style="list-style-type: none"> Publications without ISBN/ISSN number will not be considered If the data is large, specific

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	<i>years</i>		sample publications will be sought by DVV (about 5%) during DVV clarification
3.4.8	<i>Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science/PubMed</i>	<ul style="list-style-type: none"> This metric inputs will be verified by Infilibnet 	
3.4.9	<i>Provide Scopus/ Web of Science - h-index of the Institution for the last 5 years.</i>	<ul style="list-style-type: none"> This metric inputs will be verified by Infilibnet 	
3.5.2	<i>Revenue generated from advisory / R&D consultancy projects(exclude Patients consultancy) including Clinical trials during the last five years</i>	<ul style="list-style-type: none"> Audited statements of accounts indicating the revenue generated through consultancy. CA certified copy/Finance Officer Certified copy attested by head of the institute 	<ul style="list-style-type: none"> Amount generated through consultancy work alone has to be considered here. Research projects where the consultant are Principal investigator cannot be considered here
3.6.1	<i>Extension* and outreach activities* such as community Health Education, Community health camps, Tele-conferences, Tele-Medicine consultancy etc., are conducted in collaboration with industry, Government and non-Government Organisations engaging NSS/ NCC/Red cross/YRC, Institutional clubs etc., during the last five years</i> <i>*check glossary for definition</i>	<ul style="list-style-type: none"> Photographs or any supporting document in relevance Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated 	<ul style="list-style-type: none"> Can be supplemented with News paper reports of events.
3.6.2	<i>Average percentage of students participating in extension and outreach activities beyond the curricular requirement as stated at 3.6.1</i>	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 in relevance	
3.7.1	<i>Average Number of Collaborative activities for research, faculty exchange, student exchange/</i>	<ul style="list-style-type: none"> Copies of collaboration /related documents 	<ul style="list-style-type: none"> The Collaboration should be valid for the assessment period.

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	Industry-internship etc., per year	<ul style="list-style-type: none"> Documentary evidence/ agreement in support of collaboration 	<ul style="list-style-type: none"> The collaboration activities of research/faculty exchange or/and student exchange should be facilitated through the mentioned collaboration only.
3.7.2	Presence of functional MoUs/linkages with Institutions/ industries in India and abroad for academic, clinical training / internship, on-the-job training, project work, student / faculty exchange, collaborative research programmes etc., during the last five years	<ul style="list-style-type: none"> E-copies of the MoU's with institution/ industry/ corporate house, Indicating the start date and completion date 	<ul style="list-style-type: none"> The MoU should be functional during the assessment period If the MoU is for three years viz 2011-2013, it shall be counted only once.
4.1.4	Average percentage of expenditure incurred, excluding salary, for infrastructure development and augmentation during the last five years	<ul style="list-style-type: none"> Provide the consolidated expenditure towards infrastructure development and augmentation during last five years duly certified by Finance Officer and the Head of the Institution . 	<ul style="list-style-type: none"> This metric is supposed to be looked at with the <u>perspective of infrastructure augmentation only</u>. Hence expenditure towards these heads alone to be considered here. Please do not include maintenance cost of infrastructure here
4.2.3	Availability of infrastructure for community based learning Institution has: <ol style="list-style-type: none"> Attached Satellite Primary Health Centers Attached Rural Health Centers available for training of students Attached Urban Health Centre for training of students Residential facility for students / trainees at the above peripheral health centers / hospitals 	<ul style="list-style-type: none"> Geotagged photos of health centres Government Order on allotment/assignment of PHC to the institution Documents of resident facility 	<ul style="list-style-type: none"> Supporting document to be provided as per the claim of the institution amongst A/B/ C
4.2.4	Is the Teaching Hospital / Clinical Laboratory accredited by any National Accrediting Agency?	<ul style="list-style-type: none"> Provide certificates of accreditation 	<ul style="list-style-type: none"> As per the claim of the institution in SSR, appropriate certificate from the National Accrediting

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	<p>A. NABH accreditation B. NABL accreditation C. International accreditation like JCI., D. ISO certification of departments /Institution E. GLP/GCLP accreditation.</p>		<p>Agency to be provide failing which the claim will not be accepted.</p>
4.3.3	<p><i>Does the Institution have an e-Library with membership/subscription for the following:</i></p> <p>Options</p> <ol style="list-style-type: none"> 1. e - journals / e-books consortia 2. e - ShodhSindhu 3. Shodhganga 4. SWAYAM <p>Discipline-specific Databases</p>	<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
4.3.4	<p><i>Average annual expenditure for purchase of books and journals (including e-resources) during the last five years</i></p>	<ul style="list-style-type: none"> • provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Finance Officer and Head of the insitution • Audit statement highlighting the expenditure for purchase of books and journal library resources. • Proceedings of library Committee meeting for allocation of fund and utilization of fund for purchase of books and journals 	<p>Give links or upload document of e-content developed.</p>
4.3.5	<p><i>E-content resources used by teachers :</i></p> <ol style="list-style-type: none"> 1. NMEICT/NPTEL 2. other MOOCs platforms 3. SWAYAM 4. Institutional LMS 5. e-PG-Pathshala 	<ul style="list-style-type: none"> • Give links e_contnet repository used by the teachers 	<ul style="list-style-type: none"> • Informal e-content will not be accepted

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4.4.1	Percentage of classrooms, seminar halls and demonstration rooms linked with internet /Wi-Fi enabled ICT facilities (data for the preceding academic year)	<ul style="list-style-type: none"> • Geo-tagged photos • Consolidated list duly certified by the Head of the institution. 	
4.4.3	Available bandwidth of internet connection in the Institution (Leased line) Opt any one: A. ≥1 GBPS B. 500 MBPS - 1 GBPS C. 250 MBPS - 500 MBPS D. 50 MBPS - 250 MBPS E. <50 MBPS	<ul style="list-style-type: none"> • Latest bills for leased line connection indicating plan and internet speed 	<ul style="list-style-type: none"> • Snap shot of speed test for wifi/internet facility will not be considered
4.5.1	Average percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	<ul style="list-style-type: none"> • provide extract of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Finance Officer and the Head of the institution 	<ul style="list-style-type: none"> • The emphasis of this metric is in the maintenance of physical and academic support facilities
5.1.1	Average percentage of students benefited by scholarships /free-ships / fee-waivers by Government / Non-Governmental agencies / Institution during the last five years	<ul style="list-style-type: none"> • Upload sanction letter of scholarship. • Consolidated document in favour of freeships and number of beneficiaries duly signed by the Head of the institution 	<ul style="list-style-type: none"> • Both Government/ non government Scholarships are considered here • For large data, the DVV will ask documents for specific list of students in specific schemes during DVV clarification. Hence please ensure to provide the list of students in the template.
5.1.2	Institution implements a variety of capability enhancement and other skill development schemes 1. Soft skills development 2. Language and communication skill development 3. Yoga and wellness	<ul style="list-style-type: none"> • Detailed report of the Capacity enhancement programs and other skill development schemes 	

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	<p>4. Analytical skill development</p> <p>5. Human value development</p> <p>6. Personality and professional development</p> <p>7. Employability skill development</p>		
5.1.3	<p>Average percentage of students undergone guidance for competitive examinations and career advancement offered by the Institution during the last five years</p>	<ul style="list-style-type: none"> • Institutional website. Web-link to particular program/scheme mentioned in the metric • Copy of circular/ brochure/report of the event/ activity report Annual report of Pre-Examination Coaching centres 	<ul style="list-style-type: none"> • Consider all the students who have enrolled for the schemes
5.1.5	<p>The Institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment and prevention of ragging</p> <p>a. Adoption of guidelines of Regulatory bodies</p> <p>b. Presence of the committee and mechanism of receiving student grievances (online/ offline)</p> <p>c. Periodic meetings of the committee with minutes</p> <p>d. Record of action taken</p>	<ul style="list-style-type: none"> • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. (the names of the complainant shall be masked) • Circular/web-link/ committee report justifying the objective of the metric 	<ul style="list-style-type: none"> • Report of incident management of grievances from the concerned cell is essential. • The mechanism of addressal should be available as document and preferably hosted in the HEI's Website. The link of the same shall be provided to validate the same.
5.2.1	<p>Average percentage of students qualifying in state/ national/ international level examinations during the last preceding academic year</p> <p>(eg: NET/SLET/GATE/GMAT/GPAT/CAT/GRE/TOEFL/ PLAB/USMLE /AYUSH/AICTE/ Civil Services/Defense /UPSC/State government examinations/PG-NEET/ AIIMSPGET, JIPMER Entrance Test, PGIMER Entrance Test etc.,)</p>	<ul style="list-style-type: none"> • Pass Certificates of the examination 	<ul style="list-style-type: none"> • In absence of certificate, the claim will not be considered. • In case of large data, certificates of specific list of students will be sought during DVV clarification

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5.2.2	Average percentage of placement /self-employed professional services of outgoing students during the last five years	<ul style="list-style-type: none"> • Annual reports of Placement Cell. • In case of self-employed professional services registration with MCI and documents for registered clinical Practitioner. 	<ul style="list-style-type: none"> • In case of large data, documents of specific list of students will be sought during DVV clarification
5.2.3	Percentage of the graduates before the preceding year, who have had progression to higher education.	<ul style="list-style-type: none"> • Upload supporting data for student/alumni in prescribed format. • Any proof of admission to higher education 	<ul style="list-style-type: none"> • The details of selected students progressing to higher education will be asked by DVV during DVV clarification
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at state/regional/national/international events (award for a team event should be counted as one) during the last five years	<ul style="list-style-type: none"> • e-copies of award letters and certificates. 	<ul style="list-style-type: none"> • Only State/nation or international achievements will be considered. • Inter collegiate competitions will not be considered here
5.3.3	Average Number of sports and cultural event / competitions organised in the Institution per year	<ul style="list-style-type: none"> • Report of the event. or Copy of circular/ brochure indicating such kind of activities 	<ul style="list-style-type: none"> • Events cannot be split into activities
5.4.2	Provide the areas of contribution by the Alumni Association / chapters during the last five years <ol style="list-style-type: none"> A. Financial / kind B. Donation of books /Journals/ volumes C. Students placement D. Student exchanges E. Institutional endowments 	<ul style="list-style-type: none"> • Annual audited statements of accounts. Extract of Audited statements of highlighting Alumni Association contribution duly certified by the Finance Officer and Head of the Institutions • For B/C/D Certification by the head of the institution 	
6.2.3	The University has implemented e-governance in the following areas of operation <ol style="list-style-type: none"> 1. Planning and Development 2. Administration (including Hospital Administration & Medical Records) 	<ul style="list-style-type: none"> • Institutional budget statements allocated for the heads of E_governance implementation ERP Document • Screen shots of user interfaces of each module Annual e- 	

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	<p>3. Finance and Accounts 4. Student Admission and Support 5. Examination</p>	<p>governance report approved by Governing Council/ Board of Management/ Syndicate Policy document</p>	
6.3.2	<p><i>Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years</i></p>	<ul style="list-style-type: none"> • Policy document from institutions providing financial support to teachers, if applicable E-copy of letter indicating financial assistance to teachers • Relevant Budget extract/ expenditure statement • Office order of financial support 	<ul style="list-style-type: none"> • Complimentary benefits incorporated in the policy of promotion of quality through financial support to attend conferences/ workshops and towards membership fee of professional bodies in institutions may be considered. • If the data is large, the DVV will seek for document of specific list of teachers during DVV clarification
6.3.3	<p><i>Average number of professional development / administrative training programmes organized by the University for teaching and non- teaching staff during the last five years</i></p>	<ul style="list-style-type: none"> • Detailed program report for each program should be made available Reports of the Human Resource Development Centres (UGC ASC or other relevant centres). • Reports of Academic Staff College or similar centers Verification of schedules of training programs • Copy of circular/ brochure/report of training program self conducted program may also be considered 	<ul style="list-style-type: none"> • The program should be minimum of one day duration
6.3.4	<p><i>Average percentage of teachers undergoing Faculty Development Programmes (FDP) including online programmes (Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) during the last five years</i></p>	<ul style="list-style-type: none"> • Annual reports of the AQAR submitted to NAAC • E-copy of the certificate of the program attended by teacher • Days limits of program/ course as prescribed by UGC/AICTE or Preferably Minimum 	<ul style="list-style-type: none"> • One teacher attending one or more professional development Program in a year to be counted as one only. • The DVV will ask for certificates of specific faculty during DVV process as a part of validation

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		one day programme conducted by recognised body/academic institution	
6.4.2	<i>Funds / Grants received from government / non-government bodies / philanthropists during the last five years (excluding scholarships and research grants covered under Criterion III)</i>	<ul style="list-style-type: none"> • Annual 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 nongovernment bodies, individuals, philanthropist duly certified by Finance Officer and the head of the institutor 	<ul style="list-style-type: none"> • Funds received from Management will not be considered here
6.5.2	<p><i>Quality assurance initiatives of the Institution include:</i></p> <ol style="list-style-type: none"> 1. Academic and Administrative Audit (AAA) and initiation of follow-up action 2. Conferences, Seminars, Workshops on quality 3. Collaborative quality initiatives with other Institution(s) 4. Orientation programmes on quality issues for teachers and students 5. Participation in NIRF process 6. Any other quality audit by recognized State, National or International agencies (ISO, NABH, NABL Certification, NBA, any other) 	<ul style="list-style-type: none"> • Report of AAA • Details of Conferences Workshops with thrust on quality education • Details of the Collaborative initiations (with or without MOU) • Report of orientation programs for teachers and students • NIRF details • Any other relevant document • Certificate of the quality audit 	<ul style="list-style-type: none"> • These documents are expected to be hosted in the website of the HEI for public access
7.1.2	<i>The Institution has facilities for</i>	<ul style="list-style-type: none"> • Geo tagged photos 	<ul style="list-style-type: none"> • The documents to be

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	<p><i>alternate sources of energy and energy conservation measures</i></p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment 	<ul style="list-style-type: none"> • Installation receipts 	<p>provided as per the options chosen by the institution</p>
7.1.4	<p><i>Water conservation facilities available in the Institution:</i></p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Upload :</p>	<ul style="list-style-type: none"> • Geo tagged photos • Installation or maintenance reports 	<ul style="list-style-type: none"> • The documents to be provided as per the options chosen by the institution
7.1.5	<p><i>Green campus initiatives include:</i></p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on the use of Plastics 5. Landscaping with trees and plants 	<ul style="list-style-type: none"> • Geotagged photo Code of conduct or visitor instruction displayed in the institution • Geo tagged photos of the facilities as the claim of the institution 	<ul style="list-style-type: none"> •
7.1.6	<p><i>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</i></p> <ul style="list-style-type: none"> • Green audit • Energy audit • Environment audit 	<ul style="list-style-type: none"> • Audit reports of the institution related to the metric 	<ul style="list-style-type: none"> • The audit has to be performed by recognised agencies

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	<ul style="list-style-type: none"> Clean and green campus recognitions / awards Beyond the campus environmental promotion activities 		
7.1.7	<p><i>The Institution has disabled-friendly, barrier free environment</i></p> <ul style="list-style-type: none"> Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (<i>Divyangjan</i>) accessible website, screen-reading software, mechanized equipment Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading 	<ul style="list-style-type: none"> Geo tagged photos of the facilities as per the claim of the institution 	
7.1.10	<p><i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</i></p> <ol style="list-style-type: none"> The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, 	<ul style="list-style-type: none"> Weblink of the code of conduct Details of the monitoring committee of the code of conduct Details of Programs on professional ethics and awareness programs 	<p>These documents are expected to be hosted in the website of the HEI for public access</p>

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	administrators and other staff		
	4. Annual awareness programmes on Code of Conduct are organized		

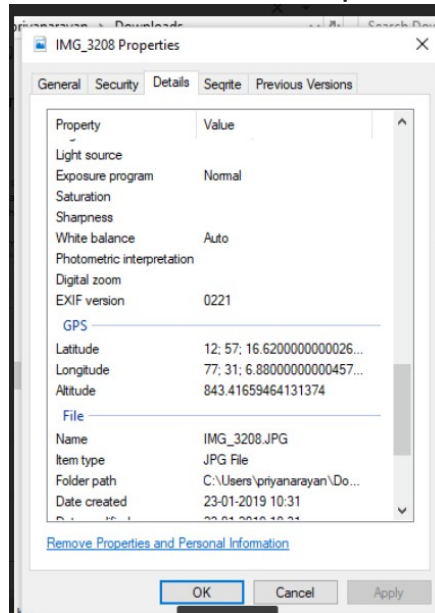
General Guidelines:

- The NAAC Portal supports only 5MB data for each metric. If the HEI's data exceeds 5MB, please host the supporting documents in the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification Space
- Please provide the supporting documents during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to respond to all the DVV clarification raised in extended profile and metrics with in stipulated time. If the data is large, ensure to fill the data template. During DVV clarification, the DVV will seek for sample selective documents for validation
- Data should not be hosted in google drive and third party websites. The data should be either in the NAACs portal or in the HEI website
- The data that are hosted in the HEI's website should not be changed after the submission of link to the NAAC. Such incidences will be viewed seriously as misappropriation of data and may lead to actions against the HEI.
- The instruction while providing links should ensure that the links work properly and are operational. The institution also should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page.
- Content of the Supporting documents in regional languages should be translated in English and should be duly signed by the head of the institution. The translated copy should be uploaded along with the regional language document.
- Geotagging: Kindly follow the steps to obtain a Geo-tagged photo

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- (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.



Dear Madam,

This has reference to your email dated 19/04/2019 and also meeting held on 22/04/2019.

After perusal of your queries, reply is as under:

- (1) 1.2.2 - asks for percentage of students enrolled in certificate/diploma programmes... but no metric on how many certificate or diploma programmes

Reply – the metric is ok there is no need to create one more metric because in HSM colleges see metric 1.3.2 which captures all details.

- (2) The difference between value added and add-on courses is not brought out in the manual. But the student enrolments for both are asked separately.

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Reply – value added courses have more than 16 contact hours and are optional and offered outside the curriculum this also helps. They enhance the curriculum by amplifying, supplementing and replacing such parts or features as have become ineffective or obsolete.

Examples of value added courses
Campus Recruitment Training
Aptitude Test Training
Dot Net & Visual Basics
Advanced Web Technology
Microsoft NET
English Language Lab Training
Foreign Language Courses: French/Spanish/German
Networking
SAP
Productivity & Employability Skills Training
Training for NSE certification exams in Mutual Funds and DMAT
Certificate Program in Practical Taxation
Certification on IFRS
Certified Course in MS-Office Specialist
Certified Course in Tally
Certified Courses in Tally with GST
Google and Amazon Certified Course in Digital Marketing.
Certified Programme in GST
NSC certified course in Capital Markets

Add-On courses are a continuation course from Higher Cert to Bachelors to Honours Bachelors.

These courses are linked to certain undergraduate courses within the college. There are two means of applying for **Add-On Courses**, online application and applying directly to LIT

Examples of add on courses
Functional Hindi & Translation
T.V. Production
Media & Communication
Women's Studies
Library Automation & Networking
Industrial Psychology
Planning and Evaluation
Biotechnology
Health Fitness and Life Style Management
Investment Management
Foreign Trade

- (3) In HSM University, we are asking for percentage of students completing the value added course, but in HSM College we are asking for percentage of students enrolled in value added course. In this case, course completion certificate in SOP cannot be asked, and verification becomes challenges.

Reply – there is no problem with metrics

- (4) The denominator for 1.3.4 (internships) is final year students or all students.

Reply – HSM College 1.3.4 – metric is OK it captures the data of preceeding academic year of all students undergoing field visits, clinical work, industry internship, industry visits, research projects and community postings.

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- (5) 2.1.5 Number of students from other states. There is some confusion in the metric and so in the formula. As we are seeking newly admitted student from other state as numerator but operating the formula considering all students in the denominator.

Reply – in HSM college and university metric number 2.1.3 OK, there is no problem

- (6) 2.4.2 is the metric about teachers recognised as research guides, which is been put as year-wise metric. Guideship is a onetime phenomena in the academics. Hence, it would be better if this can be turned as block metric and not year-wise.

Reply – HSM College and university - metric number 2.4.2 as per MCI norms full time teachers with Ph.D/D.Sc/D.Lit/DM/M.Ch/ DNB are eligible to become Ph.D guides. Here 5 years data is essential.

- (7) 2.4.5 is about awards to the teachers, this metric while taken and annual average, as described in the formula, the result is going to be very negligible. It is better to take the numbers directly without formula. May be we shall mark this metrics and observe for how it spins in the field.

Reply – we have to work out with examples and see the difference – discuss .

- (8) 2.4.2 and 3.1.1 have some similarities. 2.4.2 is Average percentage of fulltime teachers with Ph.D./D.Sc./ D.Lit./DM/M Ch/DNB in super specialities /other PG degrees (like MD/ MS/ MDS etc..) in Health Sciences (like MD/ MS/ MDS etc..) for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils. 3.1.1 is Percentage of teachers recognized as Ph.D research guides by the respective University. Both the metric intends for the count of recognised guides. Hence difference in these metrics needs to be highlighted in SOP. Kindly help me.

Reply – HSM college – metrics number 2.4.2 is under CR-2 –teacher profile and 3.1.1 is under CR -3 under research innovation – even though they are similar but purpose is different.

- (9) 3.1.1 is about research guide and can be block year metric

Reply – discuss

- (10) Few metric I observed that the denominator is coming from IIQA. This may please be relooked by the ICT. All the metric need to take the denominator within SSR.

Reply – ICT unit shall not populate data from IIQA .

- (10) 3.4.3 and 3.4.4 is not part of the manual that I am referring to but found in the scheme. ICT team to please ensure if these two metrics are obvious as part of the manual or inadvertent errors. Kindly correct me if I am wrong.

Reply – HSM college and university – metrics number 3.4.3 and 3.4.4 are part of manual

- (12) 3.5.2 (concerning to MOU) Needs to be block year metric.

Reply – 3.5.2 in HSM College is for block year data only, hence no problem.

Others:

1. In HSM college 4.2.2 is split in to 2 metrics as 4.2.2 (wt -4) and 4.2.3 (wt – 3) hence 4.2.3 becomes 4.2.4 see email received from Prof. S.P. Thygarajan, dated 12/04/2019.
2. In HSM University 3.4.5 to 3.4.9 – INFLIBNET data to obtained for scoring already discussed with Prof. R.P. Singh Joorel, Gujarat. In HSM college metric number 3.3.3 and 3.3.4 also covers INFLIBNET data.
3. 5.3.3 in HSM university – remove activity and replace it with event in the manual.
4. HSM University additional changes made in data template on 08/04/2019

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In Key Indicator in 1.2 Academic Flexibility, weightage points is 40 whereas in templates it comes to 50. (There are three questions 1.2.1, 1.2.2 and 1.2.3 for which total is 35 in templates). : **Corrected in University Manual under templates 1.2 Academic Flexibility (40)**

In 2.6.2 Student Performance and Learning Outcomes weightage is 25 but in templates Student Learning and Programme outcomes it is given 30. - **Corrected in University Manual under templates Student Performance and Learning Outcomes (25)**

In 3.1 Promotion of Research and Facilities weightage is 30 but in template it is 25 though the total of all questions comes to 30. **Corrected in University Manual under templates 3.1 Promotion of Research and Facilities (30)**

In Key Indicator 3.3 Innovation ecosystem weightage given is ~~10~~ 20 whereas in template it is ~~20~~ 25. **Corrected in University Manual under templates 3.3 Innovation Ecosystem (20)**

In Key Indicator 4.5 Maintenance of Campus Infrastructure weightage given is 10 whereas in templates it is 20.(There are two questions 4.5.1 and 4.5.2 of 5 points weightage each). **Corrected in University Manual under templates 4.5 Maintenance of Campus Infrastructure**

In 6.3 Faculty and Staff Empowerment Strategies, weightage given is 25, but in template it is written as 30 though the total points of all questions in 6.3 comes to 25. **Corrected in University Manual under templates -6.3 Faculty and Staff Empowerment Strategies**

5. HSM University Additional Changes in Data templates

Key Indicator - 4.2 Clinical and Laboratory Learning Resources (30) Changed in the data templates as **Key Indicator - 4.2 Clinical, Equipment and Laboratory Learning Resources (30)**

4.2.4 Is the Teaching Hospital / Clinical Laboratory accredited by any National Accrediting Agency? : **Data Template is missing..... To be Added**

Key Indicator - 5.2 Student Progression (40) - **Name of the Key Indicator is Missing - Added in Data templates**

5.4.2 Provide the areas of contribution by the Alumni Association / chapters during the last five years : **Data Template is missing..... To be Added**

In Key Indicator - 6.2 Strategy Developments and Deployment weightage given is 15 whereas in templates it is 10. **Corrected in University Manual under templates 6.2 Strategy Developments and Deployment (15)**

6. ICT unit (Smt. Anita Mallukar email dated 05/04/2019) as made changes in profile of HSM University.

Standard Operating Procedures for Data Validation and Verification Process

(Health Sciences University Manual)

7. HSM College (Medical and Dental) NEET related metric Prof. Vaman has sent percentile score calculation with examples on 22/03/2019.
8. HSM University and College manual - Extended profile to be reviewed on 26/04/2019.

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