

SSR Mock Test – User Manual

1. Register in NAAC HEI portal , After activation, you may login to the HEI portal. [Click here.](#)



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

(An Autonomous Institution of the University Grants Commission)

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

HOME HELP DOCUMENT CONTACT US

HEI Login

ggj cp c

Log In

[New Registration](#)

[Forgot Password](#)

Supported Browsers: 11+ 21+ 28+

2. On successful login into the HEI portal, click on Mock Test

HEI Portal TEST COLLEGE

testcollege@gmail.com
AISHE Id: C-1111111

Higher Education Institution

- Dashboard
- Manage IIQA
- Manage SSR
- Manage DVV
- Manage Assessment
- Manage Appeal
- Manage AQAR
- Reports
- Visit Feedback
- Manage Profile Details
- Mock Test NEW**
- Support/ Helpdesk
- Guidelines
- FAQ

Home page of TEST COLLEGE

	APPLICATION STATUS NOT STARTED		PAYMENT STATUS NOT PAID
	LAST LOGIN DETAILS 29 Oct 2022 From: 10.0.1.161		CLARIFICATION No Clarification

Important Dates

NOTIFICATIONS	
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Institution Details

TRACK ID: XXXXXXXXXX

Institution Type	College
Current Cycle	Cycle 3
Previous Cycle	Cycle 2
Previous Grade	B+

Support / Helpdesk

Issues Raised	0
Issues Closed	0

[Report New Issue](#)

3. Select the type of the institution and then click on Submit (This Mock test can be attempted only once, so it is advised to select the HEI type correctly after verifying the respective manuals available in the NAAC website)

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SSR Mock Test

Basic Details

Type Of Institution Affiliated

Are you a specific type of college ?

Yes No

<input type="radio"/> Medical college	<input type="radio"/> Dental college
<input type="radio"/> Nursing college	<input type="radio"/> Physiotherapy college
<input type="radio"/> Ayurveda college	<input type="radio"/> Unani college
<input type="radio"/> Siddha college	<input type="radio"/> Homeopathy college
<input type="radio"/> Allied Health science college	<input type="radio"/> Yoga and Naturopathy college
<input type="radio"/> Teacher Education Institutions	<input type="radio"/> Law PG & Above College
<input type="radio"/> Law UG College	<input type="radio"/> Sanskrit College

4. Then Extended Profile tab will be opened with the questions as per the manual selected by the HEI .
Fill extended profile values and then click on Save & Next and Submit.

HEI Portal TEST COLLEGE

View Mock SSR Report

Extended Profile QIF

1 . Students

1.1 . Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2 . Teachers

2.1 . Number of teaching staff / full time teachers during the last five years (Without repeat count):

2.2 . Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 . Institution

3.1 . Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Then QIF tab will be opened with all the QIF quantitative metric questions as per the manual

The screenshot shows the HEI Portal interface. At the top, there is a purple header with 'HEI Portal' on the left and 'TEST COLLEGE' on the right. Below the header, there are two tabs: 'Extended Profile' and 'QIF', with 'QIF' being the active tab. A link 'View Mock SSR Report' is visible in the top right area. The main content area is titled 'Criterion' and contains a list of seven criteria, each with a corresponding 'Number of questions Answered' value. At the bottom left, there is a blue 'Submit' button.

Criterion	Number of questions Answered
1. Curricular Aspects	0/4
2. Teaching-learning and Evaluation	0/7
3. Research, Innovations and Extension	0/6
4. Infrastructure and Learning Resources	0/3
5. Student Support and Progression	0/8
6. Governance, Leadership and Management	0/4
7. Institutional Values and Best Practices	0/2

6. Fill all the quantitative metric values in each criterion and click on Save button in the respective criterion.

Related Input
Number of students year wise during the last five years

Year 1	Year 2	Year 3	Year 4	Year 5
10	10	10	10	10

1.4: Feedback System

1.4.1: Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

No **Yes**


Save

2.Teaching-learning and Evaluation Number of questions Answered :0/7

3.Research, Innovations and Extension Number of questions Answered :0/6

4.Infrastructure and Learning Resources Number of questions Answered :0/3

7. Fill all the quantitative metrics values in each criterion and click on Save button in the respective criterion. After ensuring that you have filled all the metrics data, click on Submit button. **Please note that you can fill and submit this mock test only once.**

HEI Portal 

TEST COLLEGE

Criterion : Institutional Values and Best Practices Save

7.1.3: Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit
- 2. Energy audit
- 3. Clean and green campus initiatives
- 4. Beyond the campus environmental promotion activities

E. None of the above D. Any 1 of the above
 C. Any 2 of the above B. Any 3 of the above
 A. All of the above

7.2: Best Practices

7.3: Institutional Distinctiveness

Save

Submit

8. Then you can view the completion status of the form. You may recheck and fill the details and then click on save and submit button again.


The screenshot shows the HEI Portal interface. At the top left, it says "HEI Portal" with a hamburger menu icon. Below that, there is a "Criterion" dropdown menu set to "Institutional Values and Best Practices". The main content area displays a list of items: "7.1.3: Quality audits on environment and energy the Institution. The institutional environment : confirmed through the following" followed by a numbered list: "1. Green audit / Environment audit", "2. Energy audit", "3. Clean and green campus initiatives", and "4. Beyond the campus environmental promo". Below this, there are three more items: "7.2: Best Practices", "7.3: Institutional Distinctiveness", and a "Submit" button at the bottom left.


The screenshot shows the "Extended Profile" form. It is divided into several sections:


- Extended Profile**: A box indicating "This Section successfully completed".
- QIF**: A section containing three sub-sections:
 - 1. Curricular Aspects**: "This Section is successfully completed".
 - 2. Teaching-learning and Evaluation**: "This Section is not Completed", "Pending list to be filled/updated", "Metrics", and "2.4.1 : Percentage of full-time teachers against san...".
 - 3. Research, Innovations and Extension**: "This Section is not Completed", "Pending list to be filled/updated", "Metrics", "3.3.1 : Number of research papers published per ...", "Sub Questions", and "3.3.1.1 : Number of research papers in the Journals no...".
 - 4. Infrastructure and Learning Resources**: "This Section is successfully completed".
 - 5. Student Support and Progression**: (The content for this section is partially cut off).

The screenshot shows the right side of the form. At the top right, there is a user profile icon and the text "TEST COLLEGE". Below that, there is a "Save" button. The main content area contains two radio button options: "D. Any 1 of the above" and "B. Any 3 of the above". At the bottom right, there is another "Save" button.

9. System will show the final confirmation message. Click on Ok to proceed further.

HEI Portal 

 TEST COLLEGE

Criterion  Research, Innovations and Extension

says
You are not allowed to make any changes after submission. Are you sure?

3.5: Collaboration

3.5.1: Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:

4.Infrastructure and Learning Resources Number of questions Answered :3/3

5.Student Support and Progression Number of questions Answered :8/8


6.Governance, Leadership and Management Number of questions Answered :4/4

7.Institutional Values and Best Practices Number of questions Answered :2/2

10. After successful submission , the page will be reloaded and the report will be ready to access. Click on View Mock SSR Report to open the report.

The screenshot displays the HEI Portal interface. At the top, a purple header contains the text "HEI Portal" on the left and "TEST COLLEGE" with a user icon on the right. Below the header, a user profile section shows an email address "testcollege@gmail.com" and an AISHE ID "C-1111111". A left-hand navigation menu lists various options: "Higher Education Institution", "Dashboard", "Manage IIQA", "Manage SSR", "Manage DVV", "Manage Assessment", "Manage Appeal", "Manage AQAR", "Reports", "Visit Feedback", "Manage Profile Details", "Mock Test" (with a red "NEW" badge), "Support/ Helpdesk", "Guidelines", and "FAQ". The main content area is titled "SSR Mock Test" and features a prominent orange banner with the text "You have submitted Mock SSR". To the right of this banner is a button labeled "View Mock SSR Report", which is highlighted with a red rectangular border.

11. Report of the quantitative metrics data submitted will be available for preview.

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SSR Report

QIF

1. Curricular Aspects

1.1 Curricular Planning and Implementation

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Answer: 55

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Answer: 50

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18

12. Click on View Performance button shown in the bottom of the page, in order to view the mock performance report.

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Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
12	25	56	78	89

Institution

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

Answer:

2021-22	2020-21	2019-20	2018-19	2017-18
25.66	22.22	23.33	27.8	29.9

View Performance

13. Then the performance report will be opened and this will be available in your portal.

Mock Performance Report

Mock Test Performance Report



Performance Report

1 Curricular Aspects : Weightage (70)

0 - 1	Below Average
2	Average
3 - 4	Good

1.2 Academic Flexibility : Maximum Weightage (30)

Metrics		Performance of the Institute	Performance Description	Metric-wise Weightages
1.2.1	Number of Add on /Certificate/Value added programs offered during the last five years	55	Good	15
1.2.2	Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years	50	Good	15
Total				30

1.3 Curriculum Enrichment : Maximum Weightage (20)

Metrics		Performance of the Institute	Performance Description	Metric-wise Weightages
	Percentage of students undertaking project work/field work/ internships (Data for the latest			

14. Overall performance of the quantitative metrics will be shown at the bottom of the page in the mock performance report.

HEI Portal		TEST COLLEGE		
Metrics		Performance of the Institute	Performance Description	Metric-wise Weightages
7.1.2	<p>The Institution has facilities and initiatives for</p> <ol style="list-style-type: none"> 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and nondegradable waste 3. Water conservation 4. Green campus initiatives 5. Disabled-friendly, barrier free environment <ul style="list-style-type: none"> o E. None of the above o D. 1 of the above o C. 2 of the above o B. 3 of the above o A. 4 or All of the above 	A. 4 or All of the above	Good	20
7.1.3	<p>Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green audit / Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion activities <ul style="list-style-type: none"> o E. None of the above o D. Any 1 of the above o C. Any 2 of the above o B. Any 3 of the above o A. All of the above 	C. Any 2 of the above	Average	10
Total				30

Overall performance of the institution in Quantitative Evaluation of Metrics with the given inputs is (Excluding SSS and Inflibnet Bibliographic metrics): **A+**