

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality
Assurance Report (AQAR) by Accredited
Institutions
(For Universities)
(AQAR format based on the revised Manual for
Universities)
(Revised in April 2020)
Version 1.0



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

Published by:

The Director

National Assessment and Accreditation Council (NAAC)

P. O. Box. No. 1075, Nagarbhavi,

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Printed at:

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural

details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Accreditation Framework

NAAC has launched Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response.

AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC **(For Universities)**

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution

- Name of the Head of the institution :
- Designation:
- Does the institution function from own campus:
- Phone no./Alternate phone no.
- Mobile no.
- Registered Email
- Alternate Email
- Address :
- City/Town :
- State/UT :
- Pin Code :

2. Institutional status:

- University: State/Central/Deemed/Private:
(Tick appropriate)

- Type of Institution: Co-education/Men/Women
- Location : Rural/Semi-urban/Urban:
- Financial Status: Centrally funded/state funded/Private (please specify)
- Name of the IQAC Co-ordinator/Director:
- Phone no. /Alternate phone no. :
- Mobile:
- IQAC e-mail address:
- Alternate Email address:

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

For ex. <http://www.chanakyauniv.edu.in/AQAR2015-16.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st				from: to:
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY:

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries

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Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of Special Status conferred by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No:

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year:

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No

If yes, mention the amount:

Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

*

*
*
*
*

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes

14. Whether the AQAR was placed before statutory body? Yes /No:

Name of the statutory body:

Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?

Yes/No:

Date:

16. Whether institutional data submitted to AISHE: Yes/No:

Year:

Date of Submission:

17. Does the Institution have Management Information System?

Yes

No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

2. Extended Profile of the University

1 Programme:

1.1 Number of Programmes offered during the year

Year	
Number	

1.2 Number of departments offering academic programmes

2 Student:

2.1 Number of students during the year

Year	
Number	

2.2 Number of outgoing / final year students during the year

Year	
Number	

2.3 Number of students appeared in the University examination during the year

Year	
Number	

2.4 Number of revaluation applications during the year

Year	
Number	

3 Academic:

3.1 Number of courses in all Programmes during the year

Year	
Number	

3.2 Number of full time teachers during the year

Year	
Number	

3.3 Number of sanctioned posts during the year

Year	
Number	

4 Institution:

4.1 Number of eligible applications received for admissions to all the Programmes during the year

Year	
Number	

4.2 Number of seats earmarked for reserved category as per GOI/State Govt rule during the year

Year	
-------------	--

Number	
---------------	--

4.3 Total number of classrooms and seminar halls: _____

4.4 Total number of computers in the campus for academic purpose: _____

4.5 Total Expenditure excluding salary during the year (INR in Lakhs)

Year	
Expenditure	

Guidelines to HEIs to fill in AQAR

- Institution has to submit AQAR online in the prescribed format only. Institution has to provide Completed academic year data. Only one year data to be provided in AQAR.
- Duly filled Data template has to be submitted along with AQAR online. Data template along with supporting documents need to be uploaded in the institutional website.
- QIM responses to be recorded in 100-200 words only
- If the institution does not submit the AQARs in time, it will be recorded as late submission
- After the approval of AQAR, the edit option will not be provided.
- If the institutions do not respond for clarification sought and do not re-edit in AQAR within the stipulated time line even after 3 reminders, NAAC will accept AQAR as it is and an automated email will be sent to the HEI.
- All the glossaries used in AQAR shall be read in conjunction with the respective manuals.
- The Revised format of AQAR will be implemented from the academic year

2020 – 2021

Criterion I – Curricular Aspects

Metric No.	Key Indicator – 1.1 Curriculum Design and Development
1.1.1 Q _n M	<p><i>Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the University</i></p> <p>Write description in maximum of 500 words</p>
1.1.2 Q _n M	<p><i>Number of Programmes where syllabus revision was carried out during the year</i></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Programme Code • Names of the Programme revised
1.1.3 Q _n M	<p><i>Total number of courses having focus on employability/ entrepreneurship/ skill development offered by the University</i></p> <p>1.1.3.1: Number of courses having focus on employability/ entrepreneurship/ skill development during the year</p> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the Course with Code • Activities with direct bearing on Employability/ Entrepreneurship/ Skill development • Name of the Programme

Metric No.	Key Indicator – 1.2 Academic Flexibility
1.2.1 Q _n M	<p><i>Number of new courses introduced of the total number of courses across all programs offered during the year</i></p> <p>1.2.1.1: How many new courses were introduced within the year 1.2.1.2 : Number of courses offered by the institution across all Programmes during the year</p> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the new course introduced • Name of the Programme

<p>1.2.2</p> <p>Q_nM</p>	<p><i>Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented (Data for the latest completed academic year)</i></p> <p>1.2.2.1: Number of Programmes in which CBCS/ Elective course system implemented.</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> • Names of all Programmes adopting CBCS • Names of all Programmes adopting elective course system
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Metric No.	Key Indicator – 1.3 Curriculum Enrichment				
<p>1.3.1</p> <p>Q_iM</p>	<p><i>Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum</i></p> <p>Write description in maximum of 500 words</p>				
<p>1.3.2</p> <p>Q_nM</p>	<p><i>Number of value-added courses for imparting transferable and life skills offered during the year</i></p> <p>1.3.2.1: How many new value-added courses are added during the year</p> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Names of the value added courses with 30 or more contact hours • No. of times offered during the same year • Total no. of students completing the course in the year 				
<p>1.3.3</p> <p>Q_nM</p>	<p><i>Total number of students enrolled in the courses under 1.3.2 above</i></p> <p>1.3.3.1: Number of students enrolled in value-added courses imparting transferable and life skills offered during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Names of the value added courses with 30 or more contact hours • No. of times offered during the same year • Total no. of students completing the course in the year 	Year		Number	
Year					
Number					
<p>1.3.4</p> <p>Q_nM</p>	<p><i>Number of students undertaking field projects / research projects / internships (Data for the latest completed academic year)</i></p> <p>1.3.4.1: Number of students undertaking field project or research projects or internships</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> • Names of the Programme • No. of students undertaking field projects /research projects/ internships 				

Metric No.	Key Indicator – 1.4 Feedback System
1.4.1 Q _n M	<p>Structured feedback for design and review of syllabus – semester wise / is received from</p> <p>1) Students, 2) Teachers, 3) Employers, 4) Alumni</p> <p>Options:</p> <p>A. All 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</p> <p style="text-align: right;">} Opt one</p> <p>Data Requirements: Report of analysis of feedback received from different stakeholders year wise</p>
1.4.2 Q _n M	<p>Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected</p> <p style="text-align: right;">} Opt one</p> <p>Documents: Upload Stakeholder feedback report, Action taken report of the university on it as stated in the minutes of the Governing Council, Syndicate, Board of Management</p>

Criterion II – Teaching-Learning and Evaluation

Metric No.	Key Indicator - 2.1 Student Enrolment and Profile				
2.1.1 Q _n M	<p>Demand Ratio (Average of year)</p> <p>2.1.1.1: Number of seats available during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 5px;">Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Number of seats available in all the Programmes • Total number of eligible applications received • Total number of Seats filled against sanctioned seats 	Year		Number	
Year					
Number					

<p>2.1.2</p> <p>Q_nM</p>	<p>Total number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year (Excluding Supernumerary Seats)</p> <p>2.1.2.1: Number of actual students admitted from the reserved categories during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">Year</td> <td style="width: 40px;"></td> </tr> <tr> <td style="padding: 2px;">Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Number of students admitted from the reserved category • Total number of seats earmarked for reserved category as per GOI or State Government rule 	Year		Number	
Year					
Number					

Metric No.	Key Indicator - 2.2 Catering to Student Diversity
<p>2.2.1</p> <p>Q_iM</p>	<p><i>The institution assesses the learning levels of the students-and organises special Programmes for advanced learners and slow learners.</i></p> <p>Write description in maximum of 500 words</p>
<p>2.2.2</p> <p>Q_nM</p>	<p><i>Student - Full time teacher ratio (Data for the latest completed academic year)</i></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Total number of students enrolled in the institution • Total number of full time teachers in the institution

Metric No.	Key Indicator - 2.3 Teaching - Learning Process
<p>2.3.1</p> <p>Q_iM</p>	<p><i>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</i></p> <p>Write description in maximum of 500 words</p>
<p>2.3.2</p> <p>Q_iM</p>	<p><i>Teachers use ICT enabled tools including online resources for effective teaching and learning processes</i></p> <p>Write description in maximum of 500 words</p>

2.3.3 Q _n M	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year data)</p> <p>2.3.3.1: Number of mentors Number of students assigned to each Mentor</p>
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Metric No.	Key Indicator - 2.4 Teacher Profile and Quality				
2.4.1 Q _n M	<p>Total Number of full time teachers against sanctioned posts during the year</p> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> Number of full time teachers Number of sanctioned posts 				
2.4.2 Q _n M	<p>Total Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit. during the year</p> <p>2.4.2.1: Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit. during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">Year</td> <td style="width: 40px;"></td> </tr> <tr> <td style="padding: 2px;">Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit. Total number of full time teachers 	Year		Number	
Year					
Number					
2.4.3 Q _n M	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1: Total experience of full-time teachers</p> <p>Data Requirements: (As per Data Template)</p> <ul style="list-style-type: none"> Name and Number of full time teachers with years of teaching experiences 				
2.4.4 Q _n M	<p>Total number of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year</p> <p>2.4.4.1: Number of full time teachers receiving awards from state /national /international</p>				

	<p>level from Government/Govt. recognized bodies during the year</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 10%;">Year</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Number of full time teachers receiving awards from State, National, International level • Number of full time teachers 	Year						Number					
Year													
Number													

Metric No.	Key Indicator - 2.5 Evaluation Process and Reforms				
2.5.1 Q_nM	<p><i>Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the year</i></p> <p>2.5.1.1: Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 10%;">Year</td> <td style="width: 10%;"></td> </tr> <tr> <td>Number of days</td> <td></td> </tr> </table> <p>Data Requirements for year:</p> <ul style="list-style-type: none"> • Semester wise/ year wise • Last date of the last semester-end/ year- end examination • Date of declaration of results of semester-end/ year- end examination • Number of days taken for declaration of the results • Average number of days for declaration of results during the year 	Year		Number of days	
Year					
Number of days					
2.5.2 Q_nM	<p><i>Total number of student complaints/grievances about evaluation against total number appeared in the examinations during the year</i></p> <p>2.5.2.1: Number of complaints/grievances about evaluation during the year</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 10%;">Year</td> <td style="width: 10%;"></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Number of complaints/grievances about evaluation • Total number of students appeared in the examinations 	Year		Number	
Year					
Number					
2.5.3	<i>IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in</i>				

Q_iM	considerable improvement in examination management system of the institution Write description in maximum of 500 words
2.5.4 Q_nM	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 E. Only manual methodology

Metric No.	Key Indicator - 2.6 Student Performance and Learning Outcomes
2.6.1 Q_iM	The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents Write description in maximum of 500 words
2.6.2 Q_iM	Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution Describe the method of measuring the level of attainment of POs , PSOs and COs in not more than 500 words.
2.6.3 Q_nM	Number of students passed (Data for the latest completed academic year) 2.6.3.1: Total number of final year students who passed the university examination 2.6.3.2: Total number of final year students who appeared for the examination Data Requirement: <ul style="list-style-type: none"> • Programme Code • Name of the Programme • Number of students appeared • Number of students passed • Pass percentage

Metric No.	Key Indicator - 2.7 Student Satisfaction Survey
2.7.1	Online student satisfaction survey regarding teaching learning process.
Q_nM	<p>(Online survey to be conducted)</p> <p>Data Requirements: (As per Data Template)</p> <ul style="list-style-type: none"> • Name/ Class/ Gender • Student Id number/ Adhar Id number • Mobile number • Email id • Degree Programme <p>(Database of all currently enrolled students need to be prepared and shared with NAAC along with the online submission of QIF)</p>

Criterion III – Research, Innovations and Extension

Metric No.	Key Indicator - 3.1 Promotion of Research and Facilities				
3.1.1	The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented				
Q₁M	<p>Documents: Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy and its adoption</p>				
3.1.2	The institution provides seed money to its teachers for research (average per year INR in Lakhs)				
Q_nM	<p>3.1.2.1: The amount of seed money provided by institution to its faculty during the year(INR in lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>INR in lakhs</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the teacher getting seed money • The amount of seed money • Year of receiving grant 	Year		INR in lakhs	
Year					
INR in lakhs					

<p>3.1.3</p> <p>Q_nM</p>	<p><i>Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year</i></p> <p>3.1.3.1: The number of teachers who received national/ international fellowship/financial support by various agencies for advanced studies / research during the year</p> <table border="1" data-bbox="464 459 738 589"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number of teachers</td> <td></td> </tr> </table> <p>Data Requirements for year:</p> <ul style="list-style-type: none"> • Name of the teacher received national/ international fellowship/financial support by various agencies for advanced studies / research • Name of the award received • Year received • Awarding Agency 	Year		Number of teachers	
Year					
Number of teachers					
<p>3.1.4</p> <p>Q_nM</p>	<p><i>Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year</i></p> <p>3.1.4.1: The Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year</p> <table border="1" data-bbox="464 1149 700 1256"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirements for year:</p> <ul style="list-style-type: none"> • Name of Research fellow • Year of enrolment • Duration of fellowship • Type of the fellowship • Granting agency 	Year		Number	
Year					
Number					
<p>3.1.5</p> <p>Q_nM</p>	<p><i>Institution has the following facilities to support research</i></p> <ol style="list-style-type: none"> <i>1. Central Instrumentation Centre</i> <i>2. Animal House/Green House</i> <i>3. Museum</i> <i>4. Media laboratory/Studios</i> <i>5. Business Lab</i> <i>6. Research/Statistical Databases</i> <i>7. Mootcourt</i> <i>8. Theatre</i> <i>9. Art Gallery</i> 				

	<p>Options:</p> <p>A. Any 4 or more 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</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> • Name of the facility • Year of establishment • Geotagged pictures
<p>3.1.6 Q_nM</p>	<p><i>Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies (Data for the latest completed academic year)</i></p> <p>3.1.6.1: The Number of departments with UGC-SAP, CAS, DST-FIST , DBT, ICSSR and other similar recognitions by national and international agencies</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> • Name of the Department • Name of the Scheme • Name of the funding agency • Year of Award • Funds provided • Duration of award

<p>Metric No.</p>	<p>Key Indicator - 3.2 Resource Mobilization for Research</p>												
<p>3.2.1 Q_nM</p>	<p><i>Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year (INR in Lakhs)</i></p> <p>3.2.1.1: Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during the year (INR in Lakhs)</p> <table border="1" data-bbox="464 1805 1209 1944" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">INR in Lakhs</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data requirement for year:</p>	Year						INR in Lakhs					
Year													
INR in Lakhs													

	<ul style="list-style-type: none"> • Name of the Project/ Endowments, Chairs • Name of the Principal Investigator • Department of Principal Investigator • Year of Award • Funds provided • Duration of the project
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<p>3.2.2</p> <p>Q_nM</p>	<p><i>Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)</i></p> <p>3.2.2.1: Total Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">INR in Lakhs</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data requirement for year:</p> <ul style="list-style-type: none"> • Name of the Project • Name of the Principal Investigator • Department of Principal Investigator • Year of Award • Funds provided • Duration of the project • Funding Agency • Total amount of funds received 	Year						INR in Lakhs					
Year													
INR in Lakhs													

<p>3.2.3</p> <p>Q_nM</p>	<p><i>Number of research projects per teacher funded by government and non-government agencies during the year</i></p> <p>3.2.3.1: Number of research projects funded by government and non-government agencies during the year</p> <p>3.2.3.2 : Number of full time teachers worked in the institution during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data requirement for year:</p> <ul style="list-style-type: none"> • Name of Principal Investigator • Duration of project • Name of the research project • Amount / Fund received • Name of funding agency 	Year						Number					
Year													
Number													

	<ul style="list-style-type: none"> • Year of sanction • Department of recipient
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Metric No.	Key Indicator - 3.3 Innovation Ecosystem				
3.3.1 Q_nM	<p><i>Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge</i></p> <p>Describe available incubation centre and evidence of its usage (activity) within a maximum of 500 words</p>				
3.3.2 Q_nM	<p><i>Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the year</i></p> <p>3.3.2.1: Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirements:</p> <ul style="list-style-type: none"> • Name of the workshops / seminars • Number of Participants • Date (From -to) • Link to the activity report on the website 	Year		Number	
Year					
Number					
3.3.3 Q_nM	<p><i>Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year</i></p> <p>3.3.3.1: Total number of awards / recognitions received for <i>research/innovations</i> won by institution/teachers/research scholars/students during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirements for year:</p> <ul style="list-style-type: none"> • Name of the Awardee • Name of the Awarding Agency with contact details • Year of Award 	Year		Number	
Year					
Number					

	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data Requirements for year:</p> <ul style="list-style-type: none"> • Name of the Patent published/awarded • Patent Number • Year of Award 	Number					
Number							
3.4.4	<i>Number of Ph.D's awarded per teacher during the year</i>						
Q_nM	<p>3.4.4.1: How many Ph.D's are awarded within last 5 year</p> <p>3.4.4.2 : Number of teachers recognized as guides during the year</p> <p>Data Requirements for year:</p> <ul style="list-style-type: none"> • Name of the PhD scholar • Name of the Department • Name of the guide/s • Year of registration of the scholar • Year of award of PhD 						
3.4.5	<i>Number of research papers per teacher in the Journals notified on UGC website during the year</i>						
Q_nM	<p>3.4.5.1: Number of research papers in the Journals notified on UGC website during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table> <p>Data Requirements:</p> <ul style="list-style-type: none"> • Title of paper • Name of the author/s • Department of the teacher • Name of journal • Year of publication • ISBN/ISSN number 	Year		Number			
Year							
Number							
3.4.6	<i>Number of books and chapters in edited volumes published per teacher during the year</i>						
Q_nM	<p>3.4.6.1: Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year</p>						

	<table border="1" data-bbox="464 194 700 300"> <tr> <td data-bbox="464 194 604 244">Year</td> <td data-bbox="604 194 700 244"></td> </tr> <tr> <td data-bbox="464 244 604 300">Number</td> <td data-bbox="604 244 700 300"></td> </tr> </table> <p>Data Requirements for year:</p> <ul style="list-style-type: none"> • Name of the teacher: Title of the paper • Title of the book published: Name of the author/s: Title of the proceedings of the conference • Name of the publisher: National / International • National / international : ISBN/ISSN number of the proceeding • Year of publication: 	Year		Number	
Year					
Number					
<p>3.4.7</p> <p>Q_nM</p>	<p><i>E-content is developed by teachers :</i></p> <ol style="list-style-type: none"> 1. <i>For e-PG-Pathshala</i> 2. <i>For CEC (Under Graduate)</i> 3. <i>For SWAYAM</i> 4. <i>For other MOOCs platform</i> 5. <i>For NPTEL/NMEICT/any other Government Initiatives</i> 6. <i>For Institutional LMS</i> <p><i>Options:</i></p> <ol style="list-style-type: none"> A. <i>Any 5 or all of the above</i> B. <i>Any 4 of the above</i> C. <i>Any 3 of the above</i> D. <i>Any 2 of the above</i> E. <i>None of the above</i> <p>Data Requirements:</p> <ul style="list-style-type: none"> • Name of the teacher • Name of the module • Platform on which module is developed • Date of launching e-content • Number of platforms on which e-content has been developed by teachers 				
<p>3.4.8</p> <p>Q_nM</p>	<p><i>Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed</i></p> <p>Data Requirements for last five years:</p> <ul style="list-style-type: none"> • Title of the paper • Name of the author • Title of the journal • Year of publication • Citation Index 				
<p>3.4.9</p>	<p><i>Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University</i></p>				

Q_nM	<p>Data Requirements for last five years:</p> <ul style="list-style-type: none"> • Title of the paper • Name of the author • Title of the journal • Year of publication • H index
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Metric No.	Key Indicators - 3.5 Consultancy				
3.5.1 Q_iM	<i>Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy</i>				
3.5.2 Q_nM	<p><i>Revenue generated from consultancy and corporate training during the year (INR in Lakhs)</i></p> <p>3.5.2.1: Total amount generated from consultancy and corporate training during the year (INR in lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td></td> </tr> <tr> <td style="text-align: center;">INR in lakhs</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Names of the consultants • Name of consultancy project • Consulting/Sponsoring agency with contact details • Revenue generated (amount in rupees) • Total revenue generated in rupees • Details of Corporate training provided (Title of the training, corporates for which training has been provided, number of participants). 	Year		INR in lakhs	
Year					
INR in lakhs					

Metric No.	Key Indicators - 3.6 Extension Activities
3.6.1	<i>Extension activities in the neighbourhood community in terms of impact and</i>

Q₁M	<p><i>sensitising students to social issues and holistic development during the year</i></p> <p>Describe the impact of extension activities in sensitising students to social issues and holistic development within a maximum of 500 words</p>						
3.6.2 Q_nM	<p><i>Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year</i></p> <p>3.6.2.1: Total number of awards and recognition received for extension activities from Government / Government recognised bodies during the year</p> <table border="1" data-bbox="464 685 1106 739"> <tr> <td>Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the activity • Name of the Award/ recognition • Name of the Awarding Government/ Government recognized bodies • Year of the Award 	Number					
Number							
3.6.3 Q_nM	<p><i>Number of extension and outreach programs conducted by the institution including those through NSS/NCC/Red cross/YRC during the year (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)</i></p> <p>3.6.3.1: Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc. during the year (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs) during the year</p> <table border="1" data-bbox="464 1529 702 1637"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name and number of the extension and outreach Programmes • Name of the collaborating agency: Non- government, industry, community with contact details 	Year		Number			
Year							
Number							
3.6.4 Q_nM	<p><i>Total number of students participating in extension activities listed at 3.6.3 above during the year</i></p>						

	<p>3.6.4.1: Total number of students participating in extension activities listed at 3.6.3 above during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the activity • Name of the scheme • Year of the activity • Number of students participating in such activities 	Year		Number	
Year					
Number					

Metric No.	Key Indicator - 3.7 Collaboration				
<p>3.7.1</p> <p>Q_nM</p>	<p><i>Number of collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students per year</i></p> <p>3.7.1.1: Total number of Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table> <p>Data Requirements for year:</p> <ul style="list-style-type: none"> • Title of the collaborative activity • Name of the collaborating agency with contact details • Source of financial support • Year of collaboration • Duration • Nature of the activity 	Year		Number	
Year					
Number					
<p>3.7.2</p> <p>Q_nM</p>	<p><i>Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year</i></p> <p>3.7.2.1: Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and</p>				

	<p>collaborative research during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Number</td> <td></td> </tr> </table> <p>Data Requirements for year:</p> <ul style="list-style-type: none"> • Organisation with which MoU is signed • Name of the institution/ industry • Year of signing MoU • Duration • List the actual activities under each MoU • Number of students/teachers participated under MoUs 	Year		Number	
Year					
Number					

Criterion IV – Infrastructure and Learning Resources

Metric No	Key Indicator - 4.1 Physical Facilities
<p>4.1.1</p> <p>Q_iM</p>	<p><i>The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.</i></p> <p>Describe the adequacy of facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum of 500 words</p>
<p>4.1.2</p> <p>Q_iM</p>	<p><i>The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)</i></p> <p>Describe the adequacy facilities for cultural activities, yoga, games (indoor, outdoor) and sports which include specification about area/size, year of establishment and user rate within minimum of 500 characters and maximum of 500 words</p>
<p>4.1.3</p> <p>Q_iM</p>	<p><i>Availability of general campus facilities and overall ambience</i></p> <p>Describe the general campus facilities and its utilization in maximum of 500 words</p>
<p>4.1.4</p> <p>Q_nM</p>	<p><i>Total number of expenditure excluding salary for infrastructure augmentation during the year (INR in Lakhs)</i></p>

	<p>4.1.4.1: Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">INR in lakhs</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Budget allocated for infrastructure augmentation • Total expenditure for infrastructure augmentation • Audited statement of accounts • Total expenditure excluding Salary 	Year		INR in lakhs	
Year					
INR in lakhs					

Metric No.	Key Indicator - 4.2 Library as a Learning Resource				
4.2.1	<i>Library is automated using Integrated Library Management System (ILMS) and has digitisation facility</i>				
Q_iM	Describe the implementation of the automation of the Library and the digitization facility available and used in maximum of 500 words				
4.2.2	<i>Institution has subscription for e-Library resources</i>				
Q_nM	<p>Library has regular subscription for the following:</p> <ol style="list-style-type: none"> 1. e – journals 2. e-books 3. e-ShodhSindhu 4. Shodhganga 5. Databases <p>Options:</p> <p>A. Any 4 or all 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</p>				
4.2.3	<i>Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)</i>				
Q_nM	<p>4.2.3.1: Annual expenditure for purchase of books and journals during the year(INR in lakhs)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">INR in lakhs</td> <td></td> </tr> </table>	Year		INR in lakhs	
Year					
INR in lakhs					

	<p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Expenditure on the purchase of books • Expenditure on the purchase of journals in ith year • Year of expenditure:
<p>4.2.4 Q_nM</p>	<p><i>Number of usage of library by teachers and students per day (foot falls and login data for online access) (Data for the latest completed academic year)</i></p> <p>4.2.4.1: Number of teachers and students using library per day over last one year</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> • Upload last page of accession register details • per day login/online users of library • Number of users using library through e-access • Number of physical users accessing library

Metric No.	Key Indicator – 4.3 IT Infrastructure
<p>4.3.1 Q_nM</p>	<p><i>Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities .(Data for the latest completed academic year)</i></p> <p>4.3.1.1: Number of classrooms and seminar halls with ICT facilities</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> • Number of classrooms with LCD facilities • Number of classrooms with Wi-Fi/LAN facilities • Number of seminar halls with ICT facilities
<p>4.3.2 Q_iM</p>	<p><i>Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility</i></p> <p><i>Providing the salient features of the IT Policy and describe the process of implementation and adherence to the policy , budgetary provisions made and utilized and the expansion plan in maximum of 500 words</i></p>
<p>4.3.3 Q_nM</p>	<p><i>Student - Computer ratio (Data for the latest completed academic year)</i></p> <p><i>Number of students : Number of Computers available to students for academic purposes</i></p> <p>Data Requirements:</p> <ul style="list-style-type: none"> • <i>Number of computers for academic purposes in working condition</i> • <i>Total Number of students</i>

<p>4.3.4</p> <p>Q_nM</p>	<p>Available bandwidth of internet connection in the Institution (Leased line)</p> <p>Options:</p> <p>A. ≥1 GBPS B. 500 MBPS - 1 GBPS C. 250 MBPS - 500 MBPS D. 50 MBPS - 250 MBPS E. <50 MBPS</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> Available internet bandwidth
<p>4.3.5</p> <p>Q_nM</p>	<p>Institution has the following Facilities for e-content development</p> <p>1. Media centre 2. Audio visual centre 3. Lecture Capturing System(LCS) 4. Mixing equipments and softwares for editing</p> <p>Options:</p> <p>A. All 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</p> <p>Data Requirements:</p> <ul style="list-style-type: none"> Upload the names of the e-content development facilities

<p>Metric No.</p>	<p>Key Indicator - 4.4 Maintenance of Campus Infrastructure</p>				
<p>4.4.1</p> <p>Q_nM</p>	<p>Total number of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year</p> <p>4.4.1.1: Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year (INR in lakhs)</p> <table border="1" data-bbox="459 1664 738 1798"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>INR in lakhs</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> Non salary expenditure incurred Expenditure incurred on maintenance of campus infrastructure 	Year		INR in lakhs	
Year					
INR in lakhs					

<p>4.4.2</p> <p>Q_nM</p>	<p><i>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</i></p> <p>Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities within a minimum of 500 word and maximum of 1000 words</p>
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Criterion V - Student Support and Progression (100)

Metric No.	Key Indicator - 5.1 Student Support				
<p>5.1.1</p> <p>Q_nM</p>	<p><i>Total number of students benefited by scholarships and freeships provided by the institution, Government and non-government agencies (NGOs) during the year (other than the students receiving scholarships under the government schemes for reserved categories)</i></p> <p>5.1.1.1: Number of students benefited by scholarships and freeships provided by the institution, Government and non-government agencies (NGOs) during the year (other than the students receiving scholarships under the government schemes for reserved categories)</p> <table border="1" data-bbox="464 1223 700 1330"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the scheme • Number of students benefiting 	Year		Number	
Year					
Number					
<p>5.1.2</p> <p>Q_nM</p>	<p><i>Total number of students benefited by career counseling and guidance for competitive examinations offered by the Institution during the year</i></p> <p>5.1.2.1: Number of students benefited by guidance for competitive examinations and career counselling offered by the institution during the year</p> <table border="1" data-bbox="464 1765 700 1872"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the scheme • Number of students who have passed in the competitive exam • Number of students benefited by career counseling. 	Year		Number	
Year					
Number					

<p>5.1.3</p> <p>Q_nM</p>	<p><i>Following Capacity development and skills enhancement initiatives are taken by the institution</i></p> <ol style="list-style-type: none"> <i>1. Soft skills</i> <i>2. Language and communication skills</i> <i>3. Life skills (Yoga, physical fitness, health and hygiene)</i> <i>4. Awareness of trends in technology</i> <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above <p>Data Requirements:</p> <ul style="list-style-type: none"> • Name of the capacity development and skills enhancement scheme • Year of implementation • Number of students enrolled • Name of the agencies involved with contact details
<p>5.1.4</p> <p>Q_nM</p>	<p><i>The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</i></p> <ol style="list-style-type: none"> <i>1. Implementation of guidelines of statutory/regulatory bodies</i> <i>2. Organisation wide awareness and undertakings on policies with zero tolerance</i> <i>3. Mechanisms for submission of online/offline students' grievances</i> <i>4. Timely redressal of the grievances through appropriate committees</i> <p>Options:</p> <ol style="list-style-type: none"> A. All 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 <p>Data Requirement:</p> <p>Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed.</p>

Metric No.	Key Indicator - 5.2 Student Progression								
5.2.1 Q_nM	<p><i>Total number of students qualifying in state/ national/ international level examinations during the year</i> <i>(eg: NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations)</i></p> <p>5.2.1.1: Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil services/State government examinations) during the year</p> <table border="1" data-bbox="464 730 700 837"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>5.2.1.2: Number of students appearing in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services/State government examinations) during the year</p> <table border="1" data-bbox="464 992 700 1099"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <p>Number of students selected to</p> <ul style="list-style-type: none"> • NET • SLET • GATE • GMAT • CAT • GRE • TOEFL • Civil Services • State government examinations 	Year		Number		Year		Number	
Year									
Number									
Year									
Number									
5.2.2 Q_nM	<p><i>Total number of placement of outgoing students during the year</i></p> <p>5.2.2.1: Number of outgoing students placed during the year</p> <table border="1" data-bbox="464 1798 700 1906"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the employer with contact details • Number of students placed 	Year		Number					
Year									
Number									

<p>5.2.3</p> <p>Q_nM</p>	<p><i>Number of recently graduated students who have progressed to higher education (previous graduating batch)</i></p> <p>5.2.3.1: Number of outgoing students progressing to higher education</p> <p>Data Requirement :</p> <p>Number of students proceeding from</p> <ul style="list-style-type: none"> • UG to PG • PG to MPhil • PG to PhD • MPhil to PhD • PhD to Post doctoral

<p>Metric No.</p>	<p>Key Indicator - 5.3 Student Participation and Activities</p>				
<p>5.3.1</p> <p>Q_nM</p>	<p><i>Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the year</i></p> <p>5.3.1.1: Number of awards/medals <i>won by students</i> for outstanding performance in sports/cultural activities at inter-university/state/ national/international level (award for a team event should be counted as one) during the year</p> <table border="1" data-bbox="464 1290 700 1397"> <tr> <td data-bbox="464 1290 604 1341">Year</td> <td data-bbox="604 1290 700 1341"></td> </tr> <tr> <td data-bbox="464 1341 604 1397">Number</td> <td data-bbox="604 1341 700 1397"></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the award/ medal • Inter-university/State/National/ International • Name of the event 	Year		Number	
Year					
Number					
<p>5.3.2</p> <p>Q₁M</p>	<p><i>Presence of Student Council and its activities for institutional development and student welfare.</i></p> <p><i>Describe the Student Council and its activities for institutional development and student welfare within a maximum of 500 words</i></p>				
<p>5.3.3</p> <p>Q_nM</p>	<p><i>Average number of sports and cultural events / competitions organised by the institution per year</i></p>				

	<p>5.3.3.1: Number of sports and cultural events / competitions organised by the institution during the year</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">Year</td> <td style="width: 40px;"></td> </tr> <tr> <td style="padding: 2px;">Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of the event / competition 	Year		Number	
Year					
Number					

Metric No.	Key Indicator - 5.4 Alumni Engagement
<p>5.4.1</p> <p>Q_iM</p>	<p><i>The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services during the year</i></p> <p>Describe contribution of alumni association to the institution within a maximum of 500 words</p>
<p>5.4.2</p> <p>Q_nM</p>	<p><i>Alumni contribution during the year (INR in lakhs)</i></p> <p>Options:</p> <ul style="list-style-type: none"> A. ≥ 100 Lakhs B. 50Lakhs - 100 Lakhs C. 20 Lakhs - 50 Lakhs D. 5 Lakhs - 20 Lakhs E. <5 Lakhs <p>Data Requirement for year (year wise):</p> <ul style="list-style-type: none"> • Alumni association / Name of the alumnus • Quantum of contribution • Audited Statement of account of the institution reflecting the receipts.

Criterion VI – Governance, Leadership and Management

Metric No.	Key Indicator - 6.1 Institutional Vision and Leadership
<p>6.1.1</p> <p>Q_iM</p>	<p><i>The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance</i></p> <p>Write description in maximum of 500 words</p>

6.1.2	<i>The effective leadership is reflected in various institutional practices such as decentralization and participative management.</i>
Q_M	Write description in maximum of 500 words

Metric No.	Key Indicator - 6.2 Strategy Development and Deployment
6.2.1	<i>The institutional Strategic plan is effectively deployed.</i>
Q_M	Describe one successfully implemented activity based on the strategic plan within a maximum of 500 words
6.2.2	<i>The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.</i>
Q_M	Write description in maximum of 500 words
6.2.3	<i>Institution Implements e-governance in its areas of operations</i>
Q_nM	<p>6.2.3.1 e-governance is implemented covering following areas of operation</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <p>Options:</p> <ol style="list-style-type: none"> A. All 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 <p>Data Requirements:</p> <ul style="list-style-type: none"> • Areas of e-governance Administration Finance and Accounts Student Admission and Support Examination • Name of the Vendor with contact details • Year of implementation

Metric No.	Key Indicator - 6.3 Faculty Empowerment Strategies				
6.3.1 Q₁M	<p><i>The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff</i></p> <p>Write description in maximum of 500 words</p>				
6.3.2 Q_nM	<p><i>Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year</i></p> <p>6.3.2.1: Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year</p> <table border="1" data-bbox="488 837 724 945"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> • Name of teacher • Name of conference/ workshop attended for which financial support provided • Name of the professional body for which membership fee is provided 	Year		Number	
Year					
Number					
6.3.3 Q_nM	<p><i>Average number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the year</i></p> <p>6.3.3.1: Total number of professional development / administrative training Programmes organized by the Institution for teaching and non teaching staff during the year</p> <table border="1" data-bbox="488 1476 724 1583"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement for year:(As per)</p> <ul style="list-style-type: none"> • Title of the professional development Programme organised for teaching staff • Title of the administrative training Programme organised for non-teaching staff • Dates (From-to) 	Year		Number	
Year					
Number					

6.3.4

Q_nM

Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)

6.3.4.1: Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)during the year

Year	
Number	

Data Requirement for year:

- Name of teachers
- Title of the Programme
- Duration (From -to)

Metric No.	Key Indicator – 6.4 Financial Management and Resource Mobilization				
6.4.1 Q₁M	<p><i>Institutional strategies for mobilisation of funds and the optimal utilisation of resources</i></p> <p>Describe the resource mobilisation policy and procedures of the Institution within a maximum of 500 words</p>				
6.4.2 Q_nM	<p><i>Funds / Grants received from government bodies during the year for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)</i></p> <p>6.4.2.1: Total Grants received from government bodies for development and maintenance of infrastructure (not covered under Criteria III and V) during the year (INR in Lakhs)</p> <table border="1" data-bbox="485 801 807 891"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>INR in Lakhs</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> Name of the government funding agencies/ individuals Funds/ Grants received 	Year		INR in Lakhs	
Year					
INR in Lakhs					
6.4.3 Q_nM	<p><i>Funds / Grants received from non-government bodies, individuals, philanthropists during the year for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)</i></p> <p>6.4.3.1: Total Grants received from non-government bodies, individuals, philanthropers during the year (INR in Lakhs)</p> <table border="1" data-bbox="485 1368 807 1458"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>INR in Lakhs</td> <td></td> </tr> </table> <p>Data Requirement for year:</p> <ul style="list-style-type: none"> Name of the non government funding agencies/ individuals Funds/ Grants received 	Year		INR in Lakhs	
Year					
INR in Lakhs					
6.4.4 Q₁M	<p><i>Institution conducts internal and external financial audits regularly</i></p> <p>Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words</p>				

Metric No.	Key Indicator - 6.5 Internal Quality Assurance System
<p>6.5.1</p> <p>Q_iM</p>	<p><i>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals</i></p> <p>Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words</p>
<p>6.5.2</p> <p>Q_nM</p>	<p><i>Institution has adopted the following for Quality assurance</i></p> <ol style="list-style-type: none"> <i>1. Academic Administrative Audit (AAA) and follow up action taken</i> <i>2. Conferences, Seminars, Workshops on quality conducted</i> <i>3. Collaborative quality initiatives with other institution(s)</i> <i>4. Orientation programme on quality issues for teachers and students</i> <i>5. Participation in NIRF</i> <i>6. Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</i> <p>Options:</p> <ol style="list-style-type: none"> A. Any 5 or all of the above B. Any 4 of the above C. Any 3 of the above D. Any 2 of the above E. Any 1 of the above <p>Data Requirement for year:</p> <p>Quality initiatives</p> <ul style="list-style-type: none"> • AQARs prepared/ submitted • Academic Administrative Audit (AAA) and follow up action • Conferences, Seminars, Workshops on quality conducted • Collaborative quality initiatives with other institution(s) • Orientation programme on quality issues for teachers and students • Participation in NIRF • ISO Certification • NBA or any other certification received
<p>6.5.3</p> <p>Q_iM</p>	<p><i>Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)</i></p> <p><i>Post accreditation quality initiatives (second and subsequent cycles)</i></p> <p>Describe quality enhancement initiatives in the academic and administrative domains successfully implemented during the last five years within a Maximum of</p>

	500 words each
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Criterion VII – Institutional Values and Best Practices

Metric No.	Key Indicator - 7.1 Institutional Values and Social Responsibilities															
Environmental Consciousness and Sustainability																
7.1.1 Q_nM	<p><i>Measures initiated by the Institution for the promotion of gender equity during the year.</i></p> <p>Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words</p> <p><i>Provide Web link to:</i></p> <ul style="list-style-type: none"> • Annual gender sensitization action plan • Specific facilities provided for women in terms of: <ol style="list-style-type: none"> a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information 															
7.1.2 Q_nM	<p><i>The Institution has facilities for alternate sources of energy and energy conservation measures</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Solar energy</td> <td style="width: 5%;"></td> <td style="width: 35%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Biogas plant</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Wheeling to the Grid</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. Sensor-based energy conservation</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>5. Use of LED bulbs/ power efficient equipment</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>Options:</p> <p>A. Any 4 or all of the 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>	1. Solar energy		<input type="checkbox"/>	2. Biogas plant		<input type="checkbox"/>	3. Wheeling to the Grid		<input type="checkbox"/>	4. Sensor-based energy conservation		<input type="checkbox"/>	5. Use of LED bulbs/ power efficient equipment		<input type="checkbox"/>
1. Solar energy		<input type="checkbox"/>														
2. Biogas plant		<input type="checkbox"/>														
3. Wheeling to the Grid		<input type="checkbox"/>														
4. Sensor-based energy conservation		<input type="checkbox"/>														
5. Use of LED bulbs/ power efficient equipment		<input type="checkbox"/>														

<p>7.1.3 Q_nM</p>	<p>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management <p>Provide web link to</p> <ul style="list-style-type: none"> • Relevant documents like agreements/MoUs with Government and other approved agencies • Geotagged photographs of the facilities • Any other relevant information
<p>7.1.4 Q_nM</p>	<p>Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 1. Rain water harvesting <input type="checkbox"/> 2. Borewell /Open well recharge <input type="checkbox"/> 3. Construction of tanks and bunds <input type="checkbox"/> 4. Waste water recycling <input type="checkbox"/> 5. Maintenance of water bodies and distribution system in the campus <input type="checkbox"/> <p>Options:</p> <p>A. Any 4 or all of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1of the above</p> <p>E. None of the above</p>
<p>7.1.5 Q_nM</p>	<p>Green campus initiatives include (4)</p> <p>7.1.5.1. The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles <input type="checkbox"/> 2. Use of Bicycles/ Battery powered vehicles <input type="checkbox"/> 3. Pedestrian Friendly pathways <input type="checkbox"/> 4. Ban on use of Plastic <input type="checkbox"/> 5. landscaping with trees and plants <input type="checkbox"/> <p>Options:</p> <p>A. Any 4 or all of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1of the above</p> <p>E. None of the above</p>

<p>7.1.6</p> <p>QnM</p>	<p>Quality audits on environment and energy are regularly undertaken by the institution (5)</p> <p>7.1.6.1. The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1.Green audit <input type="checkbox"/> 2. Energy audit <input type="checkbox"/> 3.Environment audit 4.Clean and green campus recognitions/awards<input type="checkbox"/> 5. Beyond the campus environmental promotional activities<input type="checkbox"/> <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above
<p>7.1.7</p> <p>QnM</p>	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. <input type="checkbox"/> 2. Disabled-friendly washrooms <input type="checkbox"/> 3. Signage including tactile path, lights, display boards and signposts <input type="checkbox"/> 4. Assistive technology and facilities for persons with disabilities (<i>Divyangjan</i>) accessible website, screen-reading software, mechanized equipment <input type="checkbox"/> 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <input type="checkbox"/> <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above
<p><i>Inclusion and Situatedness</i></p>	
<p>7.1.8</p> <p>QIM</p>	<p>Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).</p> <p>Provide Web link to:</p> <ul style="list-style-type: none"> • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)

	<ul style="list-style-type: none"> Any other relevant information.
	Human Values and Professional Ethics
7.1.9 Q_iM	<p>Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens</p> <p>Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.</p> <p>Provide weblink to :</p> <ul style="list-style-type: none"> Details of activities that inculcate values; necessary to render students in to responsible citizens Any other relevant information
7.1.10 Q_nM	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> The Code of Conduct is displayed on the website <input type="checkbox"/> There is a committee to monitor adherence to the Code of Conduct <input type="checkbox"/> Institution organizes professional ethics programmes for students, teachers, administrators and other staff <input type="checkbox"/> Annual awareness programmes on Code of Conduct are organized <input type="checkbox"/> <p>Options:</p> <p>A. All of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1of the above</p> <p>E. None of the above</p>
7.1.11 Q_iM	<p>Institution celebrates / organizes national and international commemorative days, events and festivals</p> <p>Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the last five years within 500 words</p> <p>Provide weblink to :</p> <ul style="list-style-type: none"> Annual report of the celebrations and commemorative events for the last five years Geotagged photographs of some of the events Any other relevant information

Metric No.	Key Indicator - 7.2 Best Practices
7.2.1 QM	<p>Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.</p> <p>Provide web link to:</p> <ul style="list-style-type: none"> • Best practices in the Institutional web site • Any other relevant information

Note:

Format for Presentation of Best Practices

1. Title of the Practice

This title should capture the keywords that describe the practice.

2. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about 150 words)

Any other information regarding Institutional Values and Best Practices which the university would like to include.

Metric No.	Key Indicator - 7.3 Institutional Distinctiveness
7.3.1 Q _i M	<i>Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words</i> Provide web link to: <ul style="list-style-type: none">• Appropriate web in the Institutional website

8. Future Plans of action for next academic year (500 words)

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

For Communication with NAAC

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Internal Quality Assurance Cell (IQAC)

Introduction

- **NAAC, Bangalore proposes that every accredited institution should establish an IQAC as a quality sustenance measure.**
- **The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.**
- **Institutes need to channelize its efforts and measure towards promoting the holistic academic excellence including the peer committee recommendations.**

IQAC- Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objectives

- **To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.**
- **To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.**

Strategies

IQAC shall evolve mechanisms and procedure for

- **Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.**
- **Relevant and quality academic/research programmes.**
- **Equitable access to and affordability of academic programmes for various sections of society.**
- **Optimization and integration of modern methods of teaching and learning.**
- **The credibility of assessment and evaluation process.**
- **Ensuring the adequacy, maintenance and proper allocation of support structure and services.**
- **Sharing of research findings and networking with other institutions in India and abroad.**

Functions

- **Development and application of quality benchmarks**
- **Parameters for various academic and administrative activities of the institution;**
- **Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process**
- **Collection and analysis of feedback from all stakeholders on quality-related institutional processes**

Functions Contd....

- **Dissemination of information on various quality parameters to all stakeholders;**
- **Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles**
- **Documentation of the various programmes/activities leading to quality improvement**
- **Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices**

Functions Contd....

- **Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality**
- **Periodical conduct of Academic and Administrative Audit and its follow-up**
- **Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.**

Benefits

IQAC will facilitate / contribute to

- **Ensure clarity and focus in institutional functioning towards quality enhancement**
- **Ensure internalization of the quality culture**
- **Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices**
- **Provide a sound basis for decision-making to improve institutional functioning**
- **Act as a dynamic system for quality changes in HEIs**
- **Build an organised methodology of documentation and internal communication**

Operational features of the IQAC

- **The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above.**
- **The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.**

Operational features of the IQAC

- **The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.**
- **The IQAC's may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/report on its activities, as well as for hosting the AQAR.**

- **The membership duration of nominated members: 02 Years**
- **Frequency of meeting : At least once in every quarter.**
- **The quorum for the meeting :2/3rd of the total number of members.**
- **The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.**
- **It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details.**

- **AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.**