SSR

1. **How can I get a copy of the SSR after submission?**

You can kindly download it from your HEI portal.

2. **Which manual is to be followed if an Institution is having both PG and UG programs? Should they submit two manuals to NAAC?**

If the Institution is having at least one PG programme offered during the ongoing academic year then the Institution has to follow the PG manual. Institution, which offers only UG programmes will have to follow the UG manual.

Further, "If an institution is offering PG program/s they must prepare SSR according to affiliated PG Manual as system will choose based on the programmes mentioned in IIQA. As NAAC is doing institutional accreditation, in IIQA all the programmes offered by institution should be mentioned".

3. **Can SSR be kept password protected?**

Kindly do not keep any file password protected. Please remove the password   if any   otherwise the validation and verification would not be possible.

4. **What is the end time of the last date for submitting the SSR.**

The Institution has to submit the SSR in the portal on or before 12 'o' clock mid night.

5. **Can the Institution change the details of the Principal in the basic profile information   after submission of SSR.**

Already submitted documents (IIQA, SSR etc.,) cannot be edited

after submission.

6. **What to do if the file size to be uploaded is more than 5 MB.**

In such cases, HEI can upload it in the website and the link to the particular document must be given without password protection and kindly ensure that the links are functional and do not host any data in Google drive, MS drive or any other similar drive.

7. **Is it possible to pay the payment for SSR submission through RTGS/NEFT? If so the details of bank and account number.**

Institution has to pay the fee only through portal and through options available on portal, but not by any other me Answer

8. **Can you please tell us which format of SSR needs to be prepared?**

Format for filling SSR will be depending upon type of institution you are like University, Autonomous and Affiliated (UG, PG). Kindly choose respective manual which is applicable for your institution type.

9. **If the SSR is password protected document, what is to be done?**

Kindly do not keep any file password protected. Please remove the password if any otherwise the validation and verification would not be possible.