Standard Operating Procedure (SOP) for Data Validation and Verification

(Sanskrit Affiliated Colleges)

A: General Guidelines for HEIs:

Note: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letterhead in the documents for proof of evidence shall not be acceptable.

- The NAAC HEI Portal supports only 5MB data for each metric. If the attachments exceed 5MB, the HEI should host the supporting documents on the HEI"s website and provide the link of the same in the template and/or in the HEI-DVV clarification response.

- Data/supporting documents should not be provided on Google Drive, Microsoft one drive, Amazon Cloud or any third-party websites. Any such uploads will not be considered for the data validation and verification process.

- While providing the links of the HEI"s website where the supporting documents are hosted, the institution should provide the link in the HEI"s clarification box. While providing the links in the running text, to enable the hyperlink, press "Enter Key", then paste the link, and again press, "Enter Key". Provide the relevant supporting documents as per the SOP during the SSR submission to facilitate speedy DVV clarification process.

- It is mandatory to fill the templates in the specific formats provided by NAAC. The HEI is not supposed to alter the template format in which the data is sought. The documents uploaded should be clearly readable for the claims made.

- It is mandatory to respond to all clarifications raised by the DVV for the items in the extended profile and metrics, within the stipulated time.

- Whenever the data is voluminous, the DVV Partner will seek for details from selected sample documents for validation. Before submitting the clarification responses to the DVV, the institution should report to NAAC.

- Once the data is uploaded and the links are submitted to the NAAC, changes/ additions are not permissible and such changes in the documents (if any) will be tracked and viewed seriously, which may lead to actions against the HEI. While providing links, the institution should ensure that links are operational.

- The institution should give the links as appropriate to the metric and not general links whose landing page is the HEI"s home page. In case the links do not work during the DVV validation/clarification stage, the decision of NAAC will be final.

- Content of the supporting documents in regional languages should be translated to English and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the original regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during the DVV clarification process should be duly endorsed by the competent authority.

B: Guidelines for specific operations:

Geo-tagging: Kindly follow the following steps to obtain a Geo-tagged photo:

(1) While setting your digital camera, set the location on.

(2) If you are taking photos using a smart phone, then set the location on.

(3) Take pictures only after setting the "location on" mode.

(4) Download the pictures on to a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see a picture as shown below, the value entries for latitude and longitude will determine the location where the photo is taken.
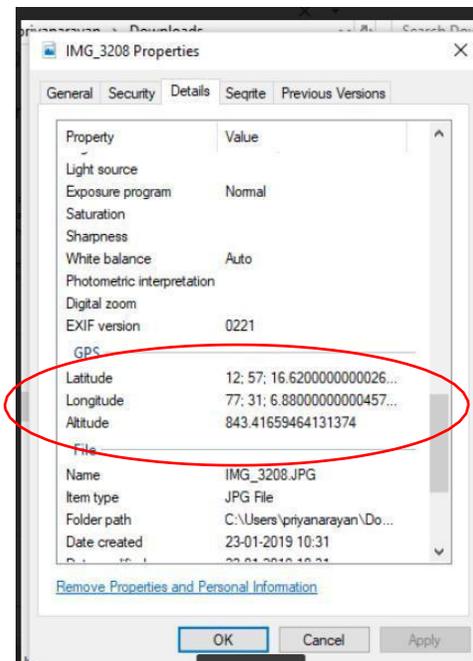
- It is possible that both, the Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in the Extended Profile. That is, if the data/documents sought are given in response to the Extended Profile they need not be repeated under those specific Quantitative Metrics (QnM) of the SSR.

- Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses, make sure that data/documents are provided for those Quantitative Metrics (QnM) which match with the corresponding data/documents given in the Extended Profile.

- Any other clarifications may be sought from the NAAC, by the HEIs

- Programme: A range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree/ PG Degree/ PG Diploma. All possible formal Degree Programmes are defined/ identified by the UGC. Examples: BA (Shastri), M.A (Acharya), B.Ed (Shiksha-Shastri), M.Ed (Shiksha-Acharya) etc.,

- Course: A course is a paper/subject with specified number of credits/hours in a formal program. A practical related course having separate credits and examined separately is to be considered as a course.

- Gender Equity: Gender equity means fairness of treatment of all humans irrespective of gender, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.

STANDARD OPERATING PROCEDURE (SOP)
EXTENDED PROFILE

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included/ Considered
1.1	Number of programmes during the last five years (Without repeat count): ___	▪ Provide list of all programs that have been operational during the assessment period (Without repeat count). ▪ Approved Minutes of relevant Academic Council/ BOS meetings highlighting the specific agenda item regarding the metric from the competent authority.	▪ Programme list approved by Registrar (Acad)/ Competent Authority to be provided.. ▪ Refer to the Glossary in the manual to under- stand the terminologies: COURSE, PROGRAMME ▪ M. Phil./ Ph.D. programs should be entered as one program each irrespective of number of departments/ centers offering it.	▪ Short term programs which do not lead to a degree are not to be included ▪ Courses under each programme not to be included here. ▪ Diploma not awarded by the University not to be included.
1.2	Number of courses during the last five years (Without repeat count): ___	▪ Provide the list of programs along with number of courses (Without repeat count) in each programme.	▪ Refer to the Glossary in the manual to under- stand the terminologies: COURSE, PROGRAMME. ▪ If the same course is offered in more than one programme it is to be counted only once	▪ Same courses offered by different programs should not be counted multiple times

2.1	Number of students year wise during the last five years	▢ Provide appropriate document duly certified by competent authorities ▢ Year wise list of students approved by the affiliating University	▢ Include the total number of students on rolls across all the programs (consider 1st, 2nd, 3rd years etc., of each program) for all the assessment period years. ▢ Consider only the students on the rolls during the odd semesters if the program is of semester scheme.	▢ If a program is of semester scheme, do not add students of both odd and even semesters.
2.2	Number of outgoing/ final year students year wise during the last five years	▢ Provide authenticated document showing the number of outgoing/ final year students in different programs during the assessment period ▢ Provide the data separately for each program year wise	▢ Include all students eligible for registration for the final examination. ▢ The students admitted to the final year study of all the programs for all the assessment years. ▢ During the DVV process the HEI may be asked to provide the list of final year students of specific programs identified by DVV partner.	
3.1	Number of full time teachers year wise during the last five years	▢ Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the Principal on letter head of HEI.	▢ A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year	▢ A teacher employed only for a part of a year not to be considered. ▢ Inclusion of part-time/ Ad-hoc/ visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full- time teacher.

3.2	Number of full time teachers during the last five years (Without repeat count)	▢ Provide the list of all full time teachers (without repeat count) indicating the name of the department during the last five years, and as authenticated by the Registrar (Academic)	▢ A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year	▢ A teacher employed only for a part of a year is not to be considered ▢ Inclusion of part-time/ Ad-hoc/ visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teachers.
4.1	Total expenditure excluding salary year wise during the last five years (INR in lakhs)	▢ Audited Statement of income and expenditure duly certified by the Principal and Charted Accountant in case of Privately funded institutions highlighting the salary component. Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by the Principal and Charted Accountant.		▢ Claims made without audited Income Expenditure statements not to be considered.

QUANTITATIVE METRICS

Sl. No.	Metric	Documents Needed	Specific Instructions to HEIs	Not to be Included/ Considered
1.	1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years 1. Academic council/ BoS of Affiliating university 2. Setting of question papers for UG/ PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment/ evaluation process of the affiliating University Options 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	▪ Nomination Letter of from their Affiliating University clearly indicating membership in BoS and Academic Council/ PG Council valid for the assessment period. ▪ Letters from the affiliating university to the faculty for setting question paper for UG/ PG programs. ▪ Document showing the faculty participation in the design and development of Curriculum for Add-on/ certificate/ Diploma Courses. ▪ The letters from the affiliating university inviting the faculty for Assessment/ evaluation	▪ Supporting document for the selected option to be provided. ▪ DVV can seek the supporting document for the randomly selected teachers for verification. ▪ Invitations/ Appointment letters for Valuation/ practical exams/ Viva-Voce exams can also be considered.	▪ Participation of the faculty in other than the affiliating university not to be included.

2.	1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented (Latest Completed academic year)	▪ List of programmes in which CBCS/ Elective course system implemented in the last completed academic year certified by the Registrar. ▪ Minutes of relevant Academic Council/ BOS meetings highlighting the relevant documents to this metric. ▪ University letter stating implementation of CBCS by the institution ▪ Structure of the programme clearly indicating courses, credits/ Electives as approved by the competent board.	▪ Either CBCS or ECS elective or both can be considered ▪ If CBCS, course structure along with credit details to be given. ▪ If elective, list of electives offered for the program to be given ▪ If both are adopted, CBCS details alone is sufficient. ▪ M. Phil. / Ph.D. programs should be entered as one program each irrespective of number of departments/ centers offering it.	
3.	1.2.2 Number of Add on/ Certificate programs offered during the last five years	▪ Details of each program such as: Name of the program, duration, list of students enrolled (with signature of students), curriculum, assessment procedures year-wise ▪ Summary report of each program year- wise along with their outcome.	▪ Add on/ Certificate programs of minimum 30 hours duration to be considered.	▪ Avoid programs conducted under regular university curriculum. ▪ Avoid considering certificate/ add on programmes of less than 30 hours.

4.	1.2.3 Percentage of students enrolled in Add-on/ Certificate programs as against the total number of students during the last five years	▢ Year-wise List of the students enrolled in the Program as defined in 1.2.2 ▢ Attendance sheet of student participating with signature should be provided.	▢ The DVV may seek for certificates of random selected students in selected courses and the attendance document for specific date maintained for the course.	
5.	1.2.4 Number of employment generating Add-on/ value added courses including skill oriented vocational courses introduced during the last five years	▢ Syllabus copies of the Add-on/ value added courses highlighting the focus on employment generation including skill oriented vocational courses along with their course outcomes to be provided. ▢ Provide mapping of the Add-on/ value added courses to employment generation.	▢ Refer the Glossary in the manual to understand the terminologies: ADD-ON/ VALUE ADDED COURSE, PROGRAMME. ▢ Refer Manual available at NAAC website.	▢ The courses which are not directly leading employment generation including skill oriented vocational courses cannot be considered.
6.	1.2.5 Percentage of students pursuing such courses specified in 1.2.4 during the last five years	▢ List of enrolled students in such courses year-wise	▢ The DVV partner may ask for mapping of Add-on/ value added courses for employment generation in the syllabus. ▢ List of randomly selected students enrolled in such courses and also attendance sheets of selected courses to be provided.	

7.	1.3.2 Percentage of courses that include experiential learning through project work/ field work/ internship during last five years	▢ Document showing the experimental learning through project work/ field work/ internship as prescribed by the affiliating university/ affiliating university curriculum.	▢ Only the courses having project work/ field work/ internship as per the affiliating university curriculum.	▢ The courses that support experimental learning through project work/ field work/ internship not prescribed by the affiliating university not to be included.
8.	1.3.3 Percentage of students undertaking field projects/ internship/ training programme/ summer assignment etc. (Latest completed academic year data)	▢ List of students undertaking the field projects/ research projects/ internship program-wise in the last completed academic year along with the details of title, place of work etc. ▢ Internship/ research projects completion certificate from the organization where internship was completed along with the duration. (Internship Completion Certificates like Yoga, Shiksha Shastri Internship, Temple Culture, Temple Management, Web Technology etc.) ▢ Report of the field visit/ sample photographs of the field visit / permission letter from the competent authority will be considered.	▢ Only latest completed Academic Year data to be considered. ▢ One student involved in multiple field works and/or research projects and/or internship should be counted as one. ▢ Internship/ research project completion certificate given to the students by the host organization will be asked during DVV process with specific student list. ▢ In case of field visit, mentioning objectives and outcomes of field visit along with field visit report.	▢ Mere list of students cannot be considered without relevant supporting documents

9.	1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni Options: 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	▫ Sample Filled in feedback forms from the stakeholders to be provided. ▫ The feedback claimed for last five years need to be upload in Institution website, link may be provided.	▫ The feedback concerned with curriculum development only can be considered ▫ Only filled–in feedback report will be considered ▫ In case of selecting Option A, B, C or D, provide three filled forms from each category	▫ Feedback not related to design and review of syllabus will not be considered
10.	1.4.2 Feedback process of the Institution may be classified as follows: Options: A. Feedback collected, analysed and action taken and available on website B. Feedback collected, analysed and action taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	▫ Stakeholder feedback analysis report signed by the competent authority to be provided. ▫ Department wise Action taken Report on feedback signed by respective Chairman, BOS and the Registrar. ▫ Stakeholder feedback report. ▫ Action taken report of the Institution on feedback report given as Minutes by the Governing Council, Syndicate, Board of Management.	▫ (For Ex: In case of option B, only those links which leads directly to the concerned web page hosting Action taken report will be considered) ▫ Feedback reports should be hosted only in the institutional website. ▫ Feedback obtained from different stakeholders in Sanskrit version shall be provided. ▫ Provide links which directly lead to reports on the items listed in the chosen option	▫ Feedback not related to design and review of syllabus will not be considered

11.	2.1.1 Enrolment percentage (Average of last five years)	▢ Document related to Sanction of intake from affiliating University/ Government/statutory body. ▢ Approved admission list year-wise/ program-wise from the affiliating university.	▢ Sanctioned admission strength in each program vs student's enrolment for each program year-wise.	
12.	2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, EWS etc.) as per applicable reservation policy during the last five years	▢ Copy of letter issued by state govt. or Central Government Indicating the reserved categories (SC, ST, OBC, Divyangjan, EWS etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable) ▢ Final admission list indicating the category as published by the HEI and signed by competent authority. ▢ Admission extract submitted to the state OBC, SC, ST, Divyangjan and EWS cell every year. ▢ Initial reservation of seats for admission.	▢ Include only those reserved categories as specified by State/ Central Government orders for admission. ▢ Only those seats filled against the quota should be counted here.	▢ Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.

13.	2.3.3 Ratio of students mentored for academic and other related issues (Data to be provided only for the latest completed academic year)	▢ Copy of circular pertaining the details of mentor and their allotted mentees ▢ Approved Mentor list as announced by the HEI ▢ In addition, issues raised and resolved in the mentor system have to be attached mentor-wise.	▢ Only full-time teachers can be considered as mentors. ▢ In case of large data, the DVV will seek the relevant documents for specific list of mentors/mentees during DVV clarification.	▢ Mere list of names of mentors and mentees will not suffice for this metric.
14.	2.3.5 Percentage of teachers teaching Simple Standard Sanskrit medium programmes in Institution during the last five years	▢ List of teachers teaching in Simple Standard Sanskrit medium programmes during the last five years as certified by the Registrar. ▢ Allotment of teachers for teaching the Simple Standard Sanskrit medium programmes as certified by registrar highlighting the relevant documents to this metric to be provided. ▢ University letter endorsing the implementation of Simple Standard Sanskrit as medium of text/ reference book. ▢ Structure of the programme clearly indicating the medium of programmes as approved by the competent board to be provided.	▢ A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year.	▢ A teacher employed only for a part of a year is not to be considered. ▢ Inclusion of part-time/ Ad-hoc/ visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teachers.

15.	2.4.2 Percentage of full time teachers with Ph.D/ D.Lit. during the last five years	▢ List of faculties having Ph.D/ D.Litt certificate should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award. ▢ Doctorate Degree awarded by UGC recognized universities only to be considered.	▢ Mention number of full-time teachers with Ph. D. / D.Litt. year-wise irrespective of the year of award. ▢ Ph. D. / D.Litt. Certificates of selected faculty will be asked during DVV clarification stage. ▢ List of certificate should be provide as per academic session wise.	▢ Honorary Doctorate Degrees not to be included/ considered
16.	2.4.3 Average teaching experience of full time teachers in the same institution (Data to be provided only for the latest completed academic year, in number of years)	▢ List of faculties along with particulars of the date of Appointment in the HEI and years of his previous experience.	▢ Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large.	▢ Work experience of the teacher in other institutions not to be considered in this metric
17.	2.6.3 Pass percentage of Students during last five years	▢ Annual report of COE highlighting pass percentage of students ▢ Certified report from Controller Examination indicating pass percentage of students of the final year (final semester) eligible for the degree programme-wise/ year wise	▢ Only final year (latest completed academic year) student data will be considered.	▢ Results pertaining to students other than the final year are not to be submitted.

18.	3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)	▢ List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount. ▢ E-copies of the letters of award for research projects sponsored by Government and non-government sources.	▢ Sanction letter of grants by the funding agency is mandatory to support the claim. ▢ The duration of the grant period to be aligned with the assessment period.	▢ Grants given by their own trust/ sister institutions not to be included. ▢ Grants in the form of Equipments/ software/ skill development centres will not be considered.
19.	3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)	▢ e-copies of letters from the University indicating the name of the Guide/ co-guide recognized ▢ Data pertaining to only teachers of the Institution in the latest completed academic year	▢ Teachers recognised as guides during the latest completed academic year should beconsidered. ▢ If the Data is large, the DVV will seek for the Guide ship letters of Specific list of Teachers during DVV clarification	
20.	3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years	▢ List of teachers along with the department affiliation, title of the funded project, the amount and the funding agency during the last five years.	▢ Data provided in this metric to match with that of 3.1.1	▢ Grants given by their own trust/ sister institutions not to be included. ▢ Grants in the form of Equipments/ software/ skill development centres will not be considered

21.	3.1.4 Number of research projects per teacher funded by government and non-government agencies during the last five years	▢ Details of research projects and funding details as per the data template ▢ Copy of the letter indicating sanction of research project and the name of the faculty funded by govt./ non-govt. agencies	▢ This metric is about the number of projects, hence the number of projects in 3.1.1	▢ Non-government agency does not include own institution/ trust/ sister institutions
22.	3.2.2 Number of workshops/ seminars conducted on Research methodology, Manuscriptology and Paleography, Intellectual Property Rights (IPR), Entrepreneurship, Research workshops in interdisciplinary and emerging areas of contemporary relevance, Skill development during the last five years	▢ Detailed report for each program. ▢ Brochure/ Photograph with date and captions; title of the workshops/ seminars conducted. ▢ Details of resource persons.	▢ Only activities bearing on Research methodology, Manuscriptology and Paleography, Intellectual Property Rights (IPR), Entrepreneurship, Research workshops in interdisciplinary and emerging areas of contemporary relevance, Skill development are to be considered here.	
23.	3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years	▢ List of faculties along with the name of the research scholars/ Guide during the assessment period. ▢ Guideship should be valid during the assessment period.	▢ Document of registration of the research scholar indicating the guide's name from the university. ▢ If data is large, randomly selected research scholars document from the university will be sought.	▢ Guideship registration after the assessment period not to be considered.

24.	3.3.2 Number of research papers per teacher in the Journals notified on UGC website/ recognised peer reviewed journals/ reputed journals published by Sanskrit/ General Universities/ Departments/ Research Institutes and notified journals by the Central Sanskrit University (Formerly Rashtriya Sanskrit Sansthan) in its website.	▪ The HEI should provide the link landing to the paper/ article. ▪ The HEI should provide the link to the journal website. ▪ The HEI should provide screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year and authors name if the links and DOI number are not available. ▪ The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list/ Scopus/ Web of Science/ other clearly.	▪ Publication of the authors with Institution affiliation will be considered for assessment years only.	▪ Incomplete entries will not be considered ▪ If details given are not complete with the UGC link, the respective publication will not be considered
25.	3.3.3 Number of papers in conference proceedings per teacher during the last five years.	▪ The HEI should provide the link landing to the paper/ article. ▪ The HEI should provide the link to the journal website. ▪ The HEI should provide screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year and authors name.	▪ Publication of the authors with Institution affiliation will be considered for calendar years during the assessment period.	▪ Incomplete entries will not be considered

26.	3.3.4 Number of books/ Monographs edited in Sanskrit and Other Languages pertaining to Bharatiya Vidya, basic and applied work in related areas (excluding awarded works) per teacher during the last five years.	▪ e-copy of the Cover page, content page and first page of the selected publication. ▪ Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication	▪ Books with ISBN number only will be considered ▪ The details of selected publications will be sought during the DVV clarification process, if the data is large	▪ Publication claimed elsewhere not to be Included in this metric.
27.	3.3.5 Number of books/ Monographs edited in areas other than those specified in 3.3.3 above (excluding awarded works) per teacher during the last five years.	▪ e-copy of the Cover page, content page and first page of the selected publication. ▪ Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication	▪ Books with ISBN number only will be considered ▪ The details of selected publications will be sought during the DVV clarification process, if the data is large	▪ Publication claimed elsewhere not to be Included in this metric.
28.	3.3.6 Number of original creative writings (books) in Sanskrit/Sanskrit shastras etc. (excluding awarded works) per teacher during the last five years.	▪ e-copy of the Cover page, content page and first page of the selected publication. ▪ Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication	▪ Books with ISBN number only will be considered ▪ The details of selected publications will be sought during the DVV clarification process, if the data is large	▪ Publication claimed elsewhere not to be included in this metric.

29.	3.3.7 Number of chapters in edited volumes/ other creative short pieces etc., (excluding awarded works) per teacher during the last five years.	▢ e-copy of the Cover page, content page and first page of the selected publication. ▢ Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication	▢ The details of selected publications will be sought during the DVV clarification process, if the data is large	Publication claimed elsewhere not to be included in this metric.
30.	3.3.8 Number of books published per teacher in Simple Standard Sanskrit medium during the last five years	▢ Cover page, content page and first page of books published in Simple Standard Sanskrit medium. ▢ Web-link of books.	▢ Books with ISBN number only would be considered. ▢ The details of selected publications in Simple Standard Sanskrit medium would be sought during the DVV clarification process, if the data is large. ▢ Book's publication year should be mentioned. ▢ Books published other than text/ reference books will be considered.	▢ Books other than in Simple Standard Sanskrit medium not to be considered in this metric. ▢ Books without ISBN number, title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication not to be considered
31.	3.3.9 Number of text/ reference books prepared by the institution with the help of teachers from the institution in Simple Standard Sanskrit during the last five years	▢ Cover page, content page and first page of books published in Simple Standard Sanskrit medium used as text/ reference book. ▢ Web-link of books.	▢ Books with ISBN number only would be considered. ▢ The details of selected publications in Simple Standard Sanskrit medium used as text/ reference book would be sought during the DVV clarification process, if the data is large. ▢ Book's publication year should be mentioned. ▢ Only text/ reference books will be considered.	▢ Used as text/ reference book other than in Simple Standard Sanskrit medium Publication not to be considered in this metric. ▢ Books without ISBN number title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication not be considered

32.	3.4.2 Number of awards and recognition received for extension activities from government/ recognised bodies during the last five years	▢ e-copies of award letters issued by the awarding agency. ▢ Any other relevant supporting document.	▢ Awards received only to the extension activities carried out are to be included.	▢ Awards claimed elsewhere will not be considered here. ▢ Award that are local in nature not to be considered. For Ex: Avoid awards from urban local bodies/ Panchayat etc. ▢ Awards to the individuals should not be considered here.
33.	3.4.3 Number of extension and outreach Programmes conducted by the institution including those through NSS/ NCC, Government and Government recognised bodies and Programmes such as Spoken Sanskrit Camps/ Shibiras/ Yoga camps during the last five years	▢ Photographs or any supporting document of relevance should have proper captions and dates. ▢ Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency	▢ Can be supplemented with Newspaper reports of events.	▢ Events conducted for the benefit of their own students not to be included.

34.	3.4.4 Percentage of students participating in extension activities at 3.4.3. above during last five years	▢ Detailed program report for each extension and outreach programme should be made available, with specific mention of number of students participated and collaborating agency. ▢ Spoken Sanskrit camps, shibiras, yoga camp Photographs or any supporting document of relevance should have proper captions and dates	▢ During the DVV clarification process, HEI may be asked for student attendance documents/ certificates for selected extension activities.	
35.	3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year	▢ Copies of collaboration/ related documents indicating the nature of ollaboration and activities year-wise.	▢ The Collaboration should be valid for the assessment period. ▢ The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on–the-job training/ project work should be facilitated through the mentioned collaboration only.	▢ The collaborations mentioned in metric 3.4.3 not to be considered here. ▢ Collaborations with the sister institutions under the same Trust not to be included. ▢ Certificates issued by external agencies to students/ Faculty for research/ Faculty exchange/ Student exchange/ internship cannot be the proof for having collaboration with the external agency.

36.	3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years	▢ List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties ▢ E-copy of the MOUs indicating the objectives of the MOU signed by both the parties.	▢ The MoU should be functional during the assessment period. ▢ If the MoU is for three years, it shall be counted only once. ▢ At least one activity should have been conducted under an MOU to qualify as a functional MOU with institutions.	▢ MoUs with the sister institutions under the same Trust not to be included. ▢ Certificates issued by external agencies to students/ Faculty for research/ Faculty exchange/ Student exchange/ internship cannot be the proof for having collaboration with the external agency.
37.	4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS (Learning Management System), etc. (Latest completed academic year data)	▢ Geotagged photographs of class rooms/ seminar halls with ICT enabled facilities	▢ Number of classrooms and/or seminar halls with ICT enabled facilities to be considered here.	▢ Labs and workshops not to be considered.
38.	4.1.4 Percentage of expenditure, excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)	▢ Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by the Finance Officer and Chartered Accountant in University/ Deemed to be University ▢ Highlight the relevant items in the audited income and expenditure statement in case of Private.	▢ Focus of this metric is on infrastructure augmentation only.	▢ Avoid recurring expenditure on laboratory, on maintenance of infrastructure and acquisition of books and journals under this metric.

39.	4.2.2 The institution has subscription for the following: 1. Back Volumes of Rare Sanskrit Journals/ Indological Journals/ Journals Related to Sanskrit Studies 2. Sanskrit magazines and Sanskrit Periodicals 3. e-journals 4. Bharatavani Portal 5. e-ShodhSindhu 6. Shodhganga Membership 7. e-books 8. Databases 9. Remote access to e-resources Options: 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	⬚ E-copy of the letter of subscription/ membership in the name of HEI. ⬚ Screenshots of the facilities claimed with the name of HEI. ⬚ Specific details in respect of e- resources selected.	⬚ Ensure that the letter of subscription contains complete details ⬚ Provide a link in the institutional website for the selected option for verification by DVV.	⬚ Soft copy of printed books cannot be accepted as e-books.

40.	4.2.3 Average annual expenditure for purchase of books/ e-books and journals during the last five years (INR in Lakhs)	▢ Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Finance Officer and Chartered Accountant in case of Private University/ Deemed to be University. ▢ Audited Income/ Expenditure Statement highlighting the expenditure for purchase of books and journal library resources. ▢ Proceedings of Library Committee meetings for allocation and utilization of funds.		
41.	4.2.4 Percentage per day usage of library by teachers and students (Latest Completed academic year data)	▢ Certified E-copy of the ledger for footfalls for any 5 working days. ▢ Certified screenshots of the data for the same 5 working days for online access.	▢ During the DVV clarification process, library log-book entries and data for online access for randomly selected five days will be sought.	

42.	4.2.5 Number of books based on Modern Knowledge System in Sanskrit knowledge tradition (Simple Standard Sanskrit) added to the library during the last five years	▢ Bills for the purchase of books based on Modern Knowledge System in Sanskrit knowledge tradition (Simple Standard Sanskrit) ▢ Highlight the purchase of books based on Modern Knowledge System in Sanskrit knowledge tradition (Simple Standard Sanskrit) in the stock registers. ▢ Catalogue of books based on Modern Knowledge System in Sanskrit knowledge tradition (Simple Standard Sanskrit).	▢ Books purchased within the assessment period to be considered. ▢ Here, number of books means number of titles.	
43.	4.3.2 Student – Computer ratio (Latest completed academic year data)	▢ Number of Computers available for student use only will be considered. ▢ Bills for the purchase of computers. ▢ Highlight the purchase of computers in the stock registers.		▢ The computers for office and faculty use will not be considered

44.	4.3.3 Bandwidth of internet connection in the Institution Options: A. ≥ 50MBPS B. 30 - 50MBPS C. 10 - 30MBPS D. 05 - 10MBPS E. < 05MBPS	▢ Bills for any one month of the latest completed academic year indicating internet connection plan, speed and bandwidth. ▢ E-copy of the document/ agreement with the service provider.		▢ Snap shot of speed test for Wi-Fi/ internet facility will not be considered.
45.	4.4.1 Percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	▢ Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance o f physical facilities and academic support facilities duly certified by the Chartered Accountant. ▢ Consolidated list of expenditure under this head for five years as endorsed by the head of the institution and Chartered Accountant in case of Private Colleges.	▢ Focus of this metric is only on the maintenance of physical and academic support facilities.	▢ Mere statement of last five years data on the metric without audited statement will not be considered.

46.	5.1.1 Percentage of students benefited by scholarships/ freeships provided by the Government and non-government bodies/ industries/ individuals/ philonthropists/UGC/ Central Sanskrit University (Formerly Rashtriya Sanskrit Sansthan) during the last five years	▪ Upload policy document of HEI for award of scholarship and freeship. ▪ Year wise list of students benefitted along with the name of the contributing agency/ scheme. ▪ Consolidated document of scholarships/ freeships and number of beneficiaries in each year. ▪ Upload sanction letter of scholarship/ freeships for each of the schemes. ▪ Audited income and expenditure statement of the HEI highlighting the relevant head.	▪ Consider scholarships and freeships sanctioned by the institution and Government and Non-Government agencies. ▪ For large data, the DVV will seek documents for randomly selected students in specific schemes, during the DVV clarification.	
47.	5.1.2 Percentage of students benefited by scholarships, freeships etc. provided by the institution besides government schemes during the last five years	▪ Upload policy document of the HEI for award of scholarships and freeships. ▪ Year wise list of students benefitted. ▪ Copies of award of freeships, scholarships.	▪ Consider scholarships and freeships sanctioned by the institution and Non – Govt. agencies. ▪ Audited Statement showing the expenditure on scholarships/ freeships etc. ▪ For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification	

48.	5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following 1. Softskills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills Options: 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	▢ Web-link to particular programs/ schemes mentioned in the metric. ▢ Copy of circular/ brochure/ report of the event Photographs with date and caption for each scheme or event. ▢ List of programs conducted and the number of students enrolled for each of the events.	▢ Consider all the students who have enrolled for the schemes. ▢ DVV can seek the documents regarding the attendance and certificates for the selected list of programs/ students enrolled in the specified programs.	▢ Mere circulars and student list will not be accepted.
49.	5.1.4 Percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years	▢ Copy of circular/ brochure of such programmes along with the details of the resource persons. ▢ Year-wise list of students attending each of these schemes signed by competent authority. ▢ Report of the programme and photograph with date and caption.	▢ "Students benefited" refers to students enrolled/ attending the said programmes. ▢ DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled.	

50.	5.1.5 The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/ regulatory bodies 2. Organisation-wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/ offline students' grievances 4. Timely redressal of the grievances through appropriate committees Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any1 of the above E. None of the above	▢ Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. ▢ Circular/ web-link/ committee report justifying the objective of the metric ▢ Proof of constitution of Internal Complaints/ Grievances Committee formation/ Sexual Harassment/ Anti Ragging Commitee as per UGC regulation.	▢ Minutes of the meetings/ Report of the grievance from the concerned committee is essential. ▢ The mechanism of addressal should be available as document and should be hosted in the HEI's Website. The link of the same shall be provided to validate the same.	
51.	5.2.1 Percentage of placement of outgoing students during the last five years	▢ List of students placed along with placement details such as name of the company, compensation, etc year wise.	▢ The placements through HEI placement drive and through pool campus interviews/ recruitment drives at other colleges can also be considered. ▢ If the data is large, DVV partner will ask for the appointment orders of the selected students	▢ If same student has multiple offers it has to be counted only once.

52.	5.2.2 Percentage of students progressed to higher education during the last five years	⬚ Upload supporting data for students who have joined for higher education in prescribed format.	⬚ Proof like admission letters or identity cards for selected students progressing to higher education will be asked by DVV partner.	
53.	5.2.3 Percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/ SLET/ TOEFL/ Civil Services/ State government examinations)	⬚ List of students year-wise under each head. ⬚ Qualifying Certificates of the students taking the examination year wise under each category		⬚ In absence of certificate, the claim will not be considered. ⬚ Exams conducted for recruitment to jobs by State/ Central Government other than the exams specified in the metric will not be considered.
54.	5.3.1 Number of awards/ medals for outstanding performance in cultural activities at Inter-university/ state/ national/ international level (award for a team event should be counted as one) during the last five years.	⬚ e-copies of award letters and certificates.	⬚ Only inter university/ state/ national/ international achievement will be considered. ⬚ Award for team event will be counted as one.	⬚ Participation/ appreciation certificates at the regional/ local/ institutional levels should be avoided. ⬚ Awards from intra or inter Institutions/ departments will not be considered.
55.	5.3.2 Number of awards/ medals for outstanding performance in sport activities at Inter-university, State/ national/international level (award for a team event should be counted as one) during the last five years	⬚ e-copies of award letters and certificates.	⬚ Participation in Republic Day Parade by NCC candidates may be considered. ⬚ Only inter university/ state/ national/ international achievement will be considered. ⬚ Award for team event will be counted as one.	⬚ Participation/ appreciation certificates at the regional/ local/ institutional levels should be avoided. ⬚ Awards from intra or inter Institutions/ departments will not be considered.

56.	5.3.4 Average number of sports and cultural events/ competitions in which students of the Institution participated during last five years (organized by the institution/ other institutions)	▪ Report of the events/ along with photographs appropriately dated and captioned year- wise. ▪ Copy of circular/ brochure indicating such kind of activities ▪ List of students participated in different events year-wise.	▪ All activities conducted under an event will be counted as one event. ▪ Only the events organised by the institution need to be considered • For large data DVV will seek participation Certificates of specified students.	▪ Events cannot be split into activities
57.	5.3.5 Percentage of students' participation in Simple Standard Sanskrit training sessions regarding communication practice during the last five years	▪ Soft copy of circular/ brochure indicating such kind of activities. ▪ List of training session along with the list of participants year wise signed by the competent authority.	▪ For large data DVV will seek participation training session of Specified students. ▪ Link to the reports of the training session with photographs appropriately date and caption year- wise to be provided in template.	
58.	5.4.2 Alumni contribution during the last five years (Amount in Rupees) Options: A. ≥ 1.00 Lakhs B. Rs. 75,000/- to 1.00 Lakhs C. Rs. 50,000/- to Rs. 75,000/- D. Rs. 25,000/- to Rs. 50,000/- E. Less than Rs. 25,000/-	▪ Annual audited statements of accounts highlighting Alumni contribution duly certified by Chartered Accountant. ▪ List of alumnus/ alumni with the amount contributed year-wise.		▪ Mere list indicating the Contribution will not be considered. ▪ Alumni contribution in kind may be considered if it is entered into the stock ledger of the college and/or in the audited statement.

59.	6.2.3 Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination Options: 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	▪ Institutional expenditure statements for the budget heads of e-governance implementation. ▪ ERP Document ▪ Screen shots of user interfaces of each module reflecting the name of the HEI. ▪ Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate. ▪ Policy document on e-governance.	▪ Bills for the expenditure on Implementation of e-governance in the areas of operation.	
60.	6.2.4 Institution has a strategy to implement Simple Standard Sanskrit in the following ways: A. Prominently included in the mission statement, in the main entrance, webpage and all major policy documents B. Displayed prominently in the main entrance and webpage C. Written in the web pages only D. Only in policy document E. Not expressed	▪ URL for particular content on webpage of official institutional website. ▪ Upload policy document. ▪ Relevant geo-tagged photographs reflecting the same.		

61.	6.2.5 The strategies adopted by the Institution for initiating the concept of Simple Standard Sanskrit by conducting events in following ways: A. Programs of communication practice in Simple Standard Sanskrit/ training Sessions - 8 camps over the year covering at least 80% of the students and teachers. B. Programs of communication practice in Simple Standard Sanskrit/ Sanskrit training Sessions - 6 camps over the year covering at least 60% of the students and teachers. C. Programs of communication practice in Simple Standard Sanskrit/ Sanskrit training Sessions - 4 camps over the year covering at least 40% of the students and teachers. D. Programs of communication practice in Simple Standard Sanskrit/ Sanskrit training Sessions - 2 camps over the year covering at least 20% of the students and teachers. E. Not conducted	⬚ Report of the training program ⬚ Course module, event schedule and report of the program, ⬚ Relevant geo-tagged/ captioned photographs reflecting the same.	⬚ Report clearly indicating number of camps and number/ percentage of students and teachers participated in the camps.	

62.	6.2.6 Institution has adopted the following strategies for the successful implementation of Simple Standard Sanskrit as medium of communication in campus, hostel etc.,: A. Stakeholders have been given capacity building training and quality improvement inputs necessary for time - bound implementation of Simple Standard Sanskrit as medium of communication and Written directions given to all residents of campus B. Only written directions given to residents of campus for time - bound implementation C. Only written directions given to residents of campus with extended time frame D. Only written directions given with no time frame for implementation E. Left to will of residents of campus	▢ Upload policy document ▢ Relevant geo-tagged photographs reflecting the same. ▢ Circulars notifications related to Simple Standard Sanskrit for communication in campus, hostel etc. ▢ URL for particular content on webpage of official institutional website.	▢ Circulars/ reports clearly indicating the time frame to be provided.	

63.	6.3.2 Percentage of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the last five years	▢ Policy document on providing financial support to teachers. ▢ e-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. ▢ Audited statement of account highlighting the financial support to teachers to attend conferences/ works hops and towards membership fee for professional bodies.	▢ If the data is large documents related to specific teachers will be asked during DVV clarification • Receipt of Institution in favour of teacher with amount given should be considered.	▢ Without proof of payment on financial support for faculty development, mere name-list of the faculty will not be considered. ▢ Mere cash vouchers for payment will not be considered
64.	6.3.3 Average number of professional development/ administrative training programs organized by the institution for teaching and non teaching staff during the last five years	▢ List of professional development/ administrative training programs organized by the institution. ▢ Brochures and Reports year-wise. ▢ List of participants in each programme. ▢ Photographs with date and caption. ▢ Annual reports highlighting the programmes conducted by the university.	▢ DVV partner may ask for participation certificates of selected participants in selected programs.	▢ Seminars/ invited talks cannot be included in this metric.

65.	6.3.4 Percentage of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the last five years	• Refresher course/Faculty Orientation or other programmes as per UGC/ AICTE stipulated periods, as participated by teachers year-wise. • E-copy of the certificates of the program attended by teachers. • List of participants for each programme during the last five years. • Annual reports highlighting the programmes undertaken by the teachers	• One teacher attending more than one professional development Program in a year to be counted as one only. • If the data is large documents related to specific teachers will be sought during the DVV clarification.	• Attending seminars/ invited talks are not to be considered. • Programs of duration less than those stipulated by UGC/AICTE or one week will not be considered.

66.	6.3.6 Percentage of participation of non-Sanskrit background teachers/ Non-teaching staff in programs of communication practice in Simple Standard Sanskrit/ Sanskrit training sessions etc., during the last five years	▫ Event Brochures and reports. ▫ Photographs with date and caption. ▫ Extract of the annual reports highlighting the programs organized by the institution. ▫ E-copy of the certificates of the program attended by non Sanskrit background teaching and non-teaching staff. ▫ List of participating non-Sanskrit background teaching and non-teaching staff participated in this program certified by competent authority. ▫ Annual reports highlighting the programs undertaken by non-Sanskrit background teaching and non-teaching staff.	▫ If data is large, DVV will seek documents pertaining to selected participants.	

| 67. | 6.4.2 Funds/ Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III) (INR in Lakhs) | ▢ Annual audited statements of accounts highlighting the grants received.
▢ Copy of the sanction letters received from non-government bodies, individuals, philanthropists for development and maintenance of infrastructure. | | ▢ Avoid duplication.
▢ Funds from own institutions/ own trust and sister institutions are not to be considered.
▢ Contribution in the form of equipment/ software etc not to be counted.
▢ Grants received under Criterion III and V not to be repeated here.
▢ Grants received from government for other than Development & maintenance of infrastructure cannot be considered. |

68.	6.5.2 Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality intitiatives with other institution(s) 3. Participation in NIRF 4. UGC Recognition for any other Academic Excellence or any other quality audit recognized by state, national agencies. Options: 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	▢ Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal) as applicable and valid for the assessment period. ▢ List of Conferences/ Seminars/ Workshops on quality conducted along with brochures and geo-tagged photos with caption and date. ▢ List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	▢ For large data, DVV will seek proof of list of attendance, participation certificates etc for the randomly selected activities.	▢ Collaborative quality initiatives with sister organizations under the same management not to be considered.

| 69. | 7.1.2 The Institution has facilities and initiatives for
1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and non-degradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Options:
A. 4 or All of the above
B. 3 of the above
C. 2 of the above
D. 1of the above
E. None of the above | ▢ Policy documents of the institution.
▢ Geo tagged photographs and videos of the facilities with caption.
▢ Bills for the purchase of equipments for the facilities created under this metric.
▢ Brief report of the facilities provided.
▢ Circulars, reports.
▢ Ramps/ rails/ lift/ wheel chair/ signage board/ restroom/ software should include specific requirement of Divyangjan for their use.
▢ Any other relevant proof for the selected options | ▢ Bills for purchase of equipments for creating the facility may be asked. | ▢ Having diesel generator set as backup cannot be considered in this metric. |

| 70. | 7.1.3 Quality audits on environment and energy regularly undertaken by the Institution.
The institutional environment and energy initiatives are confirmed through the following
1. Green audit/ Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Options:
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 | ☐ Policy document on environment and energy usage
☐ Green Audit/ Environment Audit/ Energy Audit reports by involving the one external expert of the accredited Institution/ Government/ Govt. recognised organization.
☐ Certificate from the auditing agency.
☐ Certificates of the awards received from the recognized agency.
☐ Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date.
☐ Action taken reports and achievement report as clear and Green campus initiatives.
☐ Any other supporting document for the claims made | | |

****Note: Private University needs to submit signed document of both Chartered Accountant and Finance Officer****

Note: The List of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.