Standard Operating Procedure for Data Validation and Verification

(Autonomous Institution)

Sl. No.	Metric	Documents Needed	Specific instruction to HEI
1.	**1.1.2** Percentage of Programmes where syllabus revision was carried out during the last five years.	• Minutes of relevant Academic Council/BOS meetings from the University: (university/autonomous bodies)	• Eg. If MA English is revised three times during last five year it should be counted as one once.
2.	**1.1.3** Average percentage of courses having focus on employability/ entrepreneurship/ skill development.	• Syllabus Copy of the courses having focus on employability/ entrepreneurship/ skill development	• Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM eg. MBA **program** has some number of **paper/courses** completing which the candidates attain the degree
3.	**1.2.1** Percentage of new courses introduced of the total number of courses across all programs offered during the last five years	• Minutes of relevant Academic Council/BOS meetings.	• Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM eg. MBA **program** has some number of **paper/courses** completing which the candidates attain the degree.
4.	**1.2.2** Percentage of programs in which Choice Based Credit System (CBCS)/elective course system has been implemented ((current year data)	• Minutes of relevant Academic Council/BOS meetings. • University letter stating implementation of CBCS by the institution • Structure of the program clearly indicating courses, credits/Electives as approved by the competent board.	• Either CBCS or Elective or both can be considered • If CBCS, course structure along with credit details to be given. • If elective, list of elective offered for the program to be given • If both, CBCS details alone is sufficient.
5.	**1.3.2** Number of value-added courses imparting transferable and life skills offered during the last five years	• Brochure or /Course content or syllabus relating to Value added courses	• Courses of varying durations (of at least 30 contact hours), that are optional, and offered outside the curriculum that add value and helping them

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			students in getting placed
6.	**1.3.3** Average Percentage of students enrolled in the courses under 1.3.2 above	• List of enrolled students in such courses	• Certificates given to the few selected students enrolled in such courses will be listed out by DVV and asked for during DVV process with specific student list.
7.	**1.3.4** Percentage of students undertaking field projects / internships	• Internship completion certificate from the organization where internship was completed.	• Only current year (Recently completed Academic Year) data to be considered • One student involved in multiple Field works and/or internship should be counted as one. • Internship completion certificate given to the students by the host organisation will be asked during DVV process with specific student list. • In case field visit, course content mentioning in favour of field visit, along with filed visit report.
8.	**1.4.1** Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise /year wise Options: A. Any 4 of above B. Any 3 of above C. Any 2 of above D. Any 1 of above E. None of the above	• Stakeholder feedback analysis report. • Action taken report of the Institution on feedback report as minutes by the Governing Council, Syndicate, Board of Management and IQAC.	• The feedback concerned with curriculum development only can be considered • Only filled –in feedback report will be considered • In case of selecting C, B, or A provide three filled forms from each criteria
9.	**1.4.2** Feedback processes of the institution may be classified as follows: A. Feedback collected,	• Stakeholder feedback report. • Action taken report of the Institution on feedback report as recorded by the Governing	• In case of option A, only those links which leads directly to the concerned web page hosting action taken report will

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	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	Council, Syndicate, and Board of Management.	be considered • Unavailable websites will not be considered. • In case of option B, C and D reports of the same shall be provided.
10.	**2.1.1** Average percentage of students from other states and countries during the last five years		• Copy of the domicile certificate as part of the from other states and countries and/or • Previous degree/ Matriculation / HSC certificate from other state or country • In case of large data, the DVV will seek for the above mentioned documents for specific list of students during DVV clarification.
11.	**2.1.2** Demand Ratio (Average of last five years)	• Document relating to Sanction of intake • Extract of No. of application received in each program	• Sanctioned admission strength in each program vs No. of Application received for each program
12.	**2.1.3** Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years	• Copy of letter issued by state govt. or and Central Government Indicating the reserved categories to be considered as per the state rule (in English) • Final admission list published by the HEI • Admission extract submitted to the state OBC, SC and ST 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.
13.	**2.2.2** Student - Full time teacher ratio (current year)		• A teacher employed for at least 90 per cent of the normal or

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			statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher.
14.	**2.2.3** Percentage of differently abled students (Divyangjan) on rolls (current year)	• Copy of disability certificate indicating the differently-abled status/Unique Disability Identification card scan copy	• Please provide the list of differently abled students (*Divyangjan*)__ **on rolls** in the current year (recently completed academic year)
15.	**2.3.2** Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc(current year data).	• List of teachers using ICT enabled learning facility. • LMS website/ Academic management system. • Link of LMS, moodles etc, link of resources created • Geotagged Photos	
16.	**2.3.3** Ratio of students to mentor for academic and stress related issues (current year data)	• Copy of circular pertaining the details of mentor and their allotted mentees • Approved Mentor list as announced by the HEI • Allotment order of mentor to mentee	• Only full-time teachers can be considered as mentors.
17.	**2.4.1** Average percentage of full time teachers against sanctioned posts during the last five years	• Position sanction letters (including Management sanctioned posts) by competent authority (in English/translated in English)	• Appointment letter of selected faculty will be asked during DVV clarification stage
18.	**2.4.2** Average percentage of full time teachers with Ph.D. during the last five years	• Copies of Ph.D. certificate	• Mention number of full-time teachers with PhD year wise irrespective year of award of Phd • PhD certificates of selected faculty will be asked during DVV clarification stage if the data is large
19.	**2.4.3** Teaching experience of full time teachers in number of years(Current Year data)	• Experience certificate	• Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the

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			data is large
20.	**2.4.4** Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years	• e-Copies of award letters (scanned or soft copy) for achievements	• Award that are local in nature need to be avoided. • Only State, National and International level from Government, recognised bodies only should be considered • The date of award should fall with-in the assessment period • One Full-time teacher to be counted once for a year irrespective of number of awards or recognition in the same year.
21.	**2.4.5** Average percentage of full time teachers from other states against sanctioned posts during the last five years	• Documentary evidence in support of teachers from other states	• Domicile certificate/previous degree certificate or relevant documentary proof of selected faculty will be asked during DVV clarification stage if the data is large
22.	**2.5.1** Average number of days from the date of last semester-end/ year-end examination till the declaration of results during the last five years	• Reports from Controller of Exam (COE) office/ Annual reports mentioning the relevant details. • Notified exam date and result declaration date year wise/semester wise	
23.	**2.5.2** Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years	• Minutes of the grievance cell / relevant body	• Grievance is based on number of students and not number of subjects. One student to be counted once only in a year
24.	**2.5.3** Average percentage of applications for revaluation leading to change in marks during the last five years.	• Reports from Controller of Exam (COE) office/ Annual reports mentioning the relevant details.	• Eg. If one student applies for grievance in 5 subjects and have change in marks after revaluation in at least one subject, then the count is one. If change in marks occurs in more than one

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			subject, even then the count is one.
25.	**2.5.5** 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	• The present status of automation., Invoice of the software, & screenshots of software	
26.	**2.6.3** Average pass percentage of students	• Annual report from examination section highlighting pass percentage of students • Report from Controller of Examination Office in relevance to the metrics	• Only current final year (recently completed academic year) student data will be considered.
27.	**3.1.1** The institution has a well defined policy for promotion of research and the same is uploaded on the institutional website. Provide URL of Policy document on promotion of research uploaded on website	• Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption. • Research promotion policy displayed in the HEI's website	• In case of option Yes, only those links which leads directly to the concerned well defined policy for promotion of research web page will be considered • Un available websites will not be considered.
28.	**3.1.2** The institution provides seed money to its teachers for research (average per year) (INR in Lakhs)	• Sanction letter of seed money to the faculty is mandatory • Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized.	• In case of large data, the DVV will ask for valid document for specific list of teachers
29.	**3.1.3** Number of teachers awarded international	• E-copies of the award letters of the teachers.	• Documents for all awards are compulsory. Only

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	fellowship for advanced studies/research during the last five years		awards of international fellowships for advanced studies only will be considered.
30.	**3.1.4** Institution has the following facilities. 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/Business Lab/Studios 5. Research/Statistical Databases	• Videos and photographs geotagged. Videos and photographs of the facilities	• Videos and photographs geotagged
31.	**3.2.1** Grants for research projects sponsored by the Government and non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during the last five years (INR in Lakhs)	• E-copies of the grant award letters for research projects sponsored by Government non-government	• Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from non-government organisations. The running period of grant should be valid for the assessment period.
32.	**3.2.2** Number of research Centers recognized by Institution and National/ International Bodies	• Award letter of recognition of Research Centers by Institutions and National/ International Bodies.	• The period of recognition should be valid for the present
33.	**3.2.3** Percentage of teachers recognized as research guides	• E copies of Guide ship Recognition Letters of the Faculty	• Teachers recognised as guides as on present date should be considered • If the Data is large, the DVV will seek for the Guide ship letters of Specific list of Teachers during DVV clarification
34.	**3.2.4.** Number of research projects per teacher funded by government and non-government agencies during the last five years. (As per Data Template in Section B) The template is combined with 3.2.1	• List of research projects and funding details (Data Template) • Copy of the letter indicating sanction of research project funded by govt./non-govt agency including details of name	• This metric is about the number of projects • Hence the count of projects in 3.2.2 should result in 3.2.4

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		of teacher and amount in INR	
35.	**3.3.2** Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years	• Detailed program report for each program should be made available	• Only activities with a bearing on Intellectual Proper Rights, Innovation practices, and Industry- academia initiatives should be considered here.
36.	**3.3.3** Number of awards for innovation won by institution/teachers/research scholars/students during the last five years	• e- Copies of award letters.	• Awards **for innovation only** to be considered here. • This should not include patents • The claims without certificate or award letter will not be considered
37.	**3.3.4** Number of start-ups incubated on campus during the last five years	• E copy of sanction order of the University for the Start-Ups on campus.	• Supporting document in favour of start-ups with company registration details, and incubation details mentioning the facilities extended by the institution to the company should be provided.
38.	**3.4.1** The institution has a stated Code of Ethics to check malpractices and plagiarism in Research. (Yes/No)	• Web link of the approved code of Ethics • Code of ethics as approved by the appropriate board of the university	If yes, provide the copy of code of ethics for research, preferably hosted in the web If hosted in the web, provide the web link should lead to the landing page where code of ethics for research is hosted. If the link leads to the home page, the claim will not be considered.
39.	**3.4.2** The institution provides incentives to teachers who receive state, national and international recognition/awards (Yes/No)	• e- copies of the letters of incentives granted to the awardees	• Ranges from Study leave to monetary and promotion benefits • If the data is large, details of incentives for selected faculty will be asked during DVV clarification process

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40.	**3.4.3** Number of Patents published/awarded during the last five years	• e- copies of the letters of awards.	• Only awarded / published patents should be considered. • Patents awarded should be supported with a letter of award and the unique patent number which can be cross-verified.
41.	**3.4.4** Number of Ph.D.s awarded per teacher during the last five years. 3.4.4.1: How many Ph.D's are awarded within last 5 years 3.4.4.2 : Number of teachers recognized as guides during the last five	• PhD Award letters of students and Guideship letters of research supervisor.	• Number of Phd awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered. • The recognised guides should be authenticated with guide ship letters awarded by the University. • If the data is large, details of guide ship letter/award details for selected faculty will be asked during DVV clarification process
42.	**3.4.5** Number of research papers per teacher in the Journals notified on UGC website during the last five years	• Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list	• Only UGC approved Journals will be considered In your template paste the link of UGC approved list of journals available in this link: https://www.ugc.ac.in/journallist like https://www.ugc.ac.in/journallist/ugc_admin_journal_report.aspx?eid=Mjc2MDk= for each publication • In case of research papers published in deleted list of UGC until 2nd may 2018, the details in the link column may please mentioned as: the S.No of the journal –Deleted list

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43.	**3.4.6** Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years	• Cover page, content page and first page of the selected publications	• Books with ISBN number only will be considered • the details of selected publications would be sought during the clarification process, if the data is large
44.	**3.4.7** Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index		• The data for this metrics will be fetched by Inflibnet directly • The HEI can seek clarification for the data provided by INFLIBNET through provision provided in the portal only.
45.	**3.4.8** Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-index of the university		• The HEI can seek clarification for the data provided by INFLIBNET through provision provided in the portal only.
46.	**3.5.1** Institution has a policy on consultancy including revenue sharing between the institution and the individual	• Minutes of the Governing Council/ Syndicate/Board of Management related to Consultancy policy. • e_copy/link of the Consultancy Policy.	• If yes, provide the copy of Policy on Consultancy , preferably hosted in the web • If hosted in the web, provide the web link should lead to the page where policy on consultancy including revenue sharing between the institution and the individual is hosted. • If the link leads to the home page or any other irrelevant page, the claim will not be considered.
47.	**3.5.2** Revenue generated from consultancy during the last five years (INR in Lakhs)	• Audited statements of accounts indicating the revenue generated through consultancy.	• Amount generated through consultancy work alone has to be considered here.

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		• CA certified copy duly attested by head of the institute	• Research projects where the consultant are Principal investigator cannot be considered here
48.	**3.5.3** Revenue generated from corporate training by the institution during the last five years (INR in Lakhs)	• Audited statements of account indicating the revenue generated through training. • CA certified copy duly attested by head of the institute • Detailed program report for each training program should be made available, with specific mention of number of candidates trained and amount generated	• Only Corporate training programs organised by the institution will be considered • Extract of Statement of account duly signed by the Finance officer indicating the amount generated by such programs are essential.
49.	**3.6.2** Number of awards and recognition received for extension activities from Government /recognized bodies during the last five years	• e-copy of the award letters • Any supporting document in relevance to the metric	• These awards are to the institution and not to the individual and for extension activities only. • Awards to the individuals should not be considered here.
50.	**3.6.3** Number of extension and outreach programs conducted in collaboration with industry, community and Non - Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years	• Photographs or any supporting document in relevance • Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated	• Can be supplemented with News paper reports of events.
51.	**3.6.4** Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and Programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years	• Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated and amount generated • Photographs or any supporting document in relevance	

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52.	**3.7.1** Number of Collaborative activities for research, faculty exchange, student exchange per year	• Copies of collaboration/related documents • Documentary evidence/agreement in support of collaboration	• The Collaboration should be valid for the assessment period. • The collaboration activities of research/faculty exchange or/and student exchange should be facilitated through the mentioned collaboration only.
53.	**3.7.2** Number of linkages with institutions/industries for internship, on-the job training, project work, sharing of research facilities etc. during the last five years	• E-copies of linkage related documents. Indicating the start date and completion date	• These linkages is exclusively for internship, on-the job training, project work, sharing of research facilities etc only • The same will not be counted for metrics 3.7.3
54.	**3.7.3** Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)	• E-copies of the MoU's with institution/ industry/ corporate house, Indicating the start date and completion date.	• The MoU should be functional during the assessment period. If the MoU is for three years viz 2011-2013, it shall be counted for only once.
55.	**4.1.3** Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc.	• Hyper linked video. • Geotagged Photos of class rooms /seminar halls with ICT	• Specific number of classrooms and/or seminar halls with facilities for teaching-learning through ICT for the current year to be considered here.
56.	**4.1.4** Average percentage of budget allocation, 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 chartered accountant	• This metric is supposed to be looked at with the perspective of **infrastructure augmentation only**

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57.	**4.2.3** Does the institution have the following: 1. e – journals 2. e-ShodhSindhu 3. Shodhganga membership 4. e-books 5. Databases Options: A. Any 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	• E-copy of subscription letter/member ship letter or related document with the mention of year to be submitted	• Scan copy of books claimed as ebooks cannot be accepted. • In the absence of appropriate subscription letter, the claims will not be considered
58.	**4.2.4** Average annual expenditure for purchase of 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 Charted Accountant • Audit statement highlighting the expenditure for purchase of books and journal library resources. • Proceeding of library Committee meeting for allocation of fund and utilization of fun for • NIRF data	
59.	**4.2.5** Availability of remote access to e-resources of the library.	• Gateway used for remote access • Snap shot of landing page of remote access after log in to remote access	• The landing page of the link should lead to the login page of remote access • To substantiate the claim, a snap shot of details of remote access after login can be provided.
60.	**4.2.6** Percentage per day usage of library by teachers and students(current year data)	• E-copy/scan copy of log book for random check (any 5 working days)	• Provide the log book entries of Library users on any five days. • The DVV will ask for library log-book any random five selective days during DVV clarification process
61.	**4.3.2** Student - Computer ratio (current year data)	• Computer available for student use only	• The computers for office and faculty use should not be

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		• Invoice / vouchers for the purchase of computers • Annual Stock entry of computers	consider • Provide the number of computers for student use only

62.	**4.3.3** Available bandwidth of internet connection in the Institution (Leased line)
	Options:
	  A. ≥50 MBPS
	  B. 35 MBPS - 50 GBPS
	  C. 20 MBPS - 35 MBPS
	  D. 5 MBPS - 20 MBPS
	  E. <5 MBPS
		• Latest bills for leased line connection indicating plan and internet speed	• Snap shot of speed test for wifi/internet facility will not be considered

63.	**4.3.4** Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System(LCS)	• geotagged photograph.	• Refer to https://www.ugc.ac.in/oldpdf/xiplanpdf/EContentxiplan.pdf
64.	**4.4.1** Average expenditure incurred on **maintenance** of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years. (INR in lakhs)	• provide extract of expenditure incurred on **maintenance** of physical facilities and academic support facilities duly certified by Charted accountant	• The emphasis of this metric is in the **maintenance of physical and academic support facilities**
65.	**5.1.1** Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	• Upload sanction letter of scholarship. • Consolidated document in favour of freeships and number of beneficiaries	• Only Government Scholarships • For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification
66.	**5.1.2** Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years	• Upload sanction letter of scholarship. • Consolidated document in favour of freeships and number of beneficiaries	• Only Government Scholarships • For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification
67.	**5.1.3** Number of capability enhancement and development schemes– 1. Guidance for competitive examinations,	• Institutional website. • Web-link to particular program/scheme mentioned in the metric • Copy of	• Consider all the students who have enrolled for the schemes

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	2. Career Counseling,
	3. Soft skill development,
	4. Remedial coaching,
	5. Language lab,
	6. Bridge courses
	7. Yoga and Meditation
	8. Personal Counseling
	Options:
	   A. 7 or more of the above
	   B. Any 6 of the above
	   C. Any 5 of the above
	   D. Any 4 of the above
	   E. Any 3 of the above
		circular/brochure/report of the event/ activity report
		Annual report of Pre-Examination Coaching centres	

68.	**5.1.4** Average 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 programs	• Students attending the said programs is considered as benefitted
69.	**5.1.5** Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years	• Copy of circular/brochure of such programs • List of students enrolled in such programs	• The list of enrolled students in specific VET during DVV clarification will be sought during DVV clarification if the data is large
70.	**5.1.6** The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. (Yes /No)	• 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	• Report of incident management of grievances from the concerned cell is essential. • The mechanism of addressal should be available as document and preferably hosted in the HEI's Website. The link of the same shall be provided to validate the same.
71.	**5.2.1** Average percentage of placement of outgoing students during the last five years	• Annual reports of Placement Cell.	• The placements through HEI placement drive only to be considered here.
72.	**5.2.2** Percentage of student progression to higher education (previous graduating batch) (current	• Upload supporting data for student/alumni in prescribed format.	• The details of selected students progressing to higher education will be asked by DVV during

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			DVV clarification. The validating document for the same to be provided then.
73.	**5.2.3** Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations)	• Pass Certificates of the examination	• In absence of certificate, the claim will not be considered.
74.	**5.3.1** Number of awards/medals for outstanding performance in sports/cultural activities at 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 nation or international achievements will be considered.
75.	**5.3.3** Average number of sports and cultural activities / competitions organised at the institution level per year	• Report of the event. or • Copy of circular/brochure indicating such kind of activities	• Events cannot be split into activities

76.	**5.4.2** Alumni contribution during the last five years. (Amount in Rupees) Options:
	  A. $\geq$ 5 Lakhs
	  B. 4 Lakhs - 5 Lakhs
	  C. 3 Lakhs - 4 Lakhs
	  D. 1 Lakhs - 3 Lakhs
	  E. <1 Lakhs
		• Annual audited statements of accounts.
		• Extract of Audited statements of highlighting Alumni Association contribution duly certified by Chartered Accountant.	

77.	**5.4.3** Number of Alumni Association /Chapters meetings held during the last five years	• Report of the event. Or • Copy of circular/brochure of such meetings/chapters • Proceedings of the alumni chapters	Random verification of minutes of the meeting will be sought for during DVV clarification
78.	**6.2.3** Implementation of e-governance in areas of operation 1. Planning and	• Institutional budget statements allocated for the heads of E_governance implementation	

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	Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination Options: A. All 5 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	• ERP Document • Screen shots of user interfaces of each module • Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate • Policy document	
79.	**6.3.2** Average 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 from institutions providing financial support to teachers, if applicable • E-copy of letter indicating financial assistance to teachers • Relevant Budget extract/ expenditure statement • Office order of financial support	• Complimentary benefits incorporated in the policy of promotion of quality through financial support to attend conferences/ workshops and towards membership fee of professional bodies in institutions may be considered. • If the data is large, the DVV will seek for document of specific list of teachers during DVV clarification
80.	**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	• Detailed program report for each program should be made available Reports of the Human Resource Development Centres (UGC ASC or other relevant centres). • Reports of Academic Staff College or similar centers • Verification of schedules of training programs • Copy of circular/brochure/report of training program • self conducted program may also be considered	
81.	**6.3.4** Average percentage of teachers attending professional development	• Annual reports of the AQAR submitted to NAAC	• One teacher attending one or more professional development Program in a

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	programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during the last five years	• E-copy of the certificate of the program attended by teacher • Days limits of program/course as prescribed by UGC/AICTE or • Preferably Minimum two days programme conducted by recognized body/academic institution	year to be counted as one only. • The DVV will ask for certificates of specific faculty during DVV process as a part of validation
82.	**6.4.2** Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III) (INR in Lakhs)	• Annual statements of accounts. • Copy of letter indicating the grants/funds received by respective agency as stated in metric • Provide the budget extract of audited statement towards Grants received from non-government bodies, individuals, philanthropers duly certified by chartered accountant and/or Finance Office	
83.	**6.5.3** Average number of quality initiatives by IQAC for promoting quality culture per year	• IQAC link verification for upload of data/information • Copy of circular/reports/newsletter/invitation letter/brochure per event	• The initiatives should be through IQAC and should have special focus on promoting quality culture in the institution.
84.	**6.5.4** Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements	• Annual reports of IQAC • AQARs of IQAC • e-Copies of the accreditations and certifications • Consolidated report of Academic Administrative Audit (AAA) • Supporting document in favour of participation in NIRF/link of NIRF submitted • ISO certificate (valid period)	• AQAR not applicable for cycle I

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	2. Academic Administrative Audit (AAA) and initiation of follow up action
	3. Participation in NIRF
	4. ISO Certification
	5. NBA or any other quality audit
	Options:
	   A. Any 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
		• Certificate of NBA or any other quality audit whichever claimed
		• Feedback analysis report	

85.	**7.1.1** Number of gender equity promotion programs organized by the institution during the last five years	• Detailed program report for each program should be made available • Copy of circular/brochure/ Report of the program • Extract of Annual report	• The focus of the program should be on gender equity/promotion
86.	Environmental Consciousness and Sustainability <u>Alternate Energy initiatives such as:</u> **7.1.3** Percentage of annual power requirement of the Institution met by the renewable energy sources (current year data)	• Geotagged photos of energy sources • Proof in support of energy sources (Invoice etc.) • Green audit report • Renewable energy installation bills or maintenance bills can also be provided	
87.	**7.1.4** Percentage of annual lighting power requirements met through LED bulbs. (current year data)	• Green audit report • Any supporting document in proof of same	
88.	**7.1.8** Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years. (INR in lakhs)	• Provide the budget extract of audited statement specifically towards expenditure on green initiatives and waste management duly certified by chartered accountant and/or Finance Officer	• The extract of expenditure should focus only on green initiatives and waste management.
89.	Differently abled (Divyangjan) friendliness **7.1.9** Resources available in	• Photos and videos • Link to geotagged photos and videos	

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	the institution
	1) Physical facilities
	2) Provision for lift
	3) Ramp / Rails
	4) Braille Software/facilities
	5) Rest Rooms
	6) Scribes for examination
	7) Special skill development for differently abled students
	8) Any other similar facility (Specify)
	Options:
	  A. 7 and more of the above
	  B. At least 6 of the above
	  C. At least 4 of the above
	  D. At least 2 of the above
	  E. None of the above
		• Bills and invoice/purchase order/AMC in support of facility	

90.	**7.1.10** Number of specific initiatives to address locational advantages and disadvantages during the last five years	• Detailed program report for each program should be made available • Copy of circular/brochure/ report of the initiative/photos of the initiatives/news report published	• NSS and NCC activities not to be considered here • The focus of the program should be on specific initiatives to address locational advantages and disadvantages only
91.	**7.1.11** Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)	• Copy of circular/brochure/ report of the initiative/ photos of the initiatives/ news report published	• NSS and NCC activities not to be considered here • The focus of the program should be on specific initiatives taken to engage with and contribute to local community • Detailed program report for each program should be made available, in the absence of which the claim will be accepted.
92.	**Human Values and**	• University Code of Conduct	

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	Professional Ethics **7.1.12** Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff	for students • University Code of Conduct for teachers • Handbooks, manuals and brochures on human values and professional ethics • Report on the student attributes facilitated by the Institution • Web-Link to the relevant documents at Institution website	
93.	**7.1.13** Display of core values in the institution and on its website	• Link of the same in the website of HEI • Geotagged photos of display of core values	• The weblink should direct to the Core values of the HEI specifically
94.	**7.1.14** The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations	• Copy of circular/brochure/ report of such activity	
95.	**7.1.15** The institution offers a course on Human Values and professional ethics	• Course content along with structure of the program	
96.	**7.1.16** The institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions.	• Professional code prescribed by statutory body available in Web link of the HEI website	
97.	**7.1.17** Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for	• Activity celebrations and its reports • Link to photos and videos of activities/events	• Detailed program report for each program should be made available, in the absence of which the claim will be accepted.

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	observance of fundamental duties during the last five years		

General Guidelines:

- The NAAC Portal supports only 2MB data for each metric. To extent possible kindly upload the data in NAAC website only. If the attahments exceeds 2MB, please host the supporting documents in the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification Space

- Please provide the supporting documents during the SSR submission to facilitate speedy DVV clarification process.

- It is mandatory to fill the templates in format provided by NAAC and attach the same in SSR. The HEI is not supposed to alter the format in which data is sought in template.

- It is mandatory to respond to all the DVV clarification raised in extended profile and metrics with in stipulated time. If the data is large, ensure to fill the data template. During DVV clarification, the DVV will seek for sample selective documents for validation. It is mandatory to provide documents of all the samples sought by DVV, failing which pro rata data will be implemented.

- Data should not be hosted in google drive and in any third party websites. The data should be either in the NAACs portal or in the HEI website

- The data that are hosted in the HEI's website should not be changed after the submission of link to the NAAC. Such incidences will be viewed seriously as misappropriation of data and may lead to actions against the HEI.

- The instruction while providing links should ensure that the links work properly and are operational. The institution also should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links does not work during DVV clarification, it would deem fit to the decision of DVV.

- Content of the Supporting document s in regional languages should be translated in English and should be duly signed by the head o the

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institution. The translated copy should be uploaded along with the regional language document.

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

(1) In setting of your digital camera, set the location on
(2) If you are taking photos in a smart phone, then set the location on
(3) Take pictures after setting the location on.
(4) Download the pictures in a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see something like the picture provided below, the value entries in Latitude and longitude will determine the location in which the photo was taken.
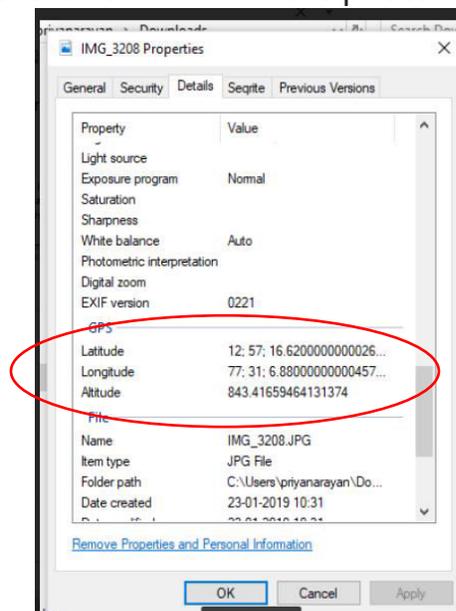
Sd/-   Director

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