

**Standard Operating Procedure for Data Validation and Verification Process
(for Health Sciences Colleges)**



National Assessment and Accreditation Council (NAAC), Bengaluru

Manual of Health Sciences for Colleges - in RAF

(for affiliated / Constituent Colleges, applicable for all cycles and re-assessment)

**Final version of the Unified Manual of Health Sciences for
Colleges prepared by Expert Committee (CWG) on 10/02/2019
and few changes made on 07/03/2019 (Profile, Part B and Grade sheet)**

**Standard Operating Procedure for Data Verification and
Validation (SOP for Health Sciences Colleges)**

Standard Operating Procedures (SOP) for A&A processes of NAAC.

Date 25-4-2019



**Standard Operating Procedure for Data Validation and Verification Process
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UNIFIED Manual for Health Sciences Colleges

Manual has 2 parts namely -

Part - A for 900 weightage and Part -B for 100 weightage.

Part -A Metrics is generic in nature and applicable to all types of Health Sciences Colleges where as Part -B is discipline specific (Medical, Dental, Pharmacy, Nursing, Ayurveda, Yoga / Naturopathy, Unani, Siddha, Homeopathy, Physiotherapy and Allied Health Sciences). This Manual is applicable for all cycles including Re-Assessment. However, this Manual is applicable to affiliated / Constituent Colleges only.

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Part A - 900 Weightage and

Part B- 100 Weightage

Health Sciences College manual has 2 parts namely - Part - A for 900 weightage and Part -B for 100 weightage. Part-A is applicable to all types of Health Sciences Colleges where as part-B is discipline specific (Medical, Dental, Pharmacy, Nursing, Ayurveda, Yoga / Naturopathy, Unani, Siddha, Homeopathy Physiotherapy and Allied Health Sciences). This Manual is applicable for all cycles including Re-Assessment. However, this Manual is applicable to affiliated / Constituent Colleges only.

The Core Working Group (CWG) of experts recommended for the integration of part -A with part-B and can be taken up as follows:

The ICT team of NAAC is requested to arrive at CGPA for the manual of Health Sciences for Colleges as under:

CGPA - Part -A 900 weightage points -covering Criterion 1 to 7

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Part -B 100 with weightage points to be integrated in ICT as 8th component

CGPA Total = 1000 (to keep uniformity in the usage of CGPA in all places at NAAC)

1. Meaning and need of SOP in the NAAC context:

NAAC as a quality organisation must first create a culture where quality objectives are transparent and well understood. Undoubtedly these goals can be achieved by following certain sets of procedures called as “**Standard Operating Procedures**” (**SOP**). A Standard Operating Procedure (**SOP**) is a set of written instructions that document a routine or repetitive activity which is followed by employees in an organization. The development and use of **SOPs** are an integral part of a successful quality system. Procedures are essential for effectiveness and efficiency in work and they are regulatory requirement in the NAAC processes. It provides information to perform a job properly, and consistently in order to achieve pre-determined specification and quality end-result.

SOPs detail the regularly recurring work processes that are to be conducted or followed within an organization. They document the way activities are to be performed to facilitate consistent conformance to quality system requirements and to support data quality. . Sops are intended to be specific to the organization or facility whose activities are described and assist that organization to maintain their quality control and quality assurance processes and ensure compliance with governmental regulations. **SOP** contains step by step instructions that employee must refer in daily work to complete various tasks more reliably and consistently. **SOP** makes clear about followings -

- What is the objective of SOP (Purpose) ?
- What are its applicability and use of SOP (Scope)?
- Who will perform tasks (Responsibility) ?
- Who will ensure implementation of procedure (Accountability) ?
- How tasks will be performed (Procedure) ?

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Procedures are not an end in themselves but support process/ people .They do not guarantee good performance or results. More important are well-designed systems and processes, qualified employees, and a motivating work culture that guarantee good performance.

SOP is a dynamic process and hence it is decided not to print the material. We will provide only soft copy. It is because NAAC rules /norms /standards keep on changing from time to time. Accordingly changes will be incorporated in SOP periodically.

Further this SOP material is prepared based on existing practices/rules/norms/standards and is for internal use in NAAC . Any changes may be incorporated later on.

Many activities use **checklists** to ensure that steps are followed in order. Checklists are also used to document completed actions. Any checklists or forms included as part of an activity should be referenced at the points in the procedure where they are to be used and then attached to the SOP. In some cases, detailed checklists are prepared specifically for a given activity. In those cases, the SOP should describe, at least generally, how the checklist is to be prepared, or on what it is to be based. Copies of specific checklists should be then maintained in the file with the activity results and/or with the SOP. Remember that the checklist is not the SOP, but a part of the SOP.

It shall be noted that the Best written SOPs will fail if they are not followed.

Note

Date: 16/01/2019

Modification of Time Line for Submission of Self Study Report (SSR) Time line for online submission of Self Study Report for Higher Education Institutions (HEIs) shall be 45 days from the date of acceptance of Institutional Information for Quality Assessment (IIQA). This is applicable to all the Higher Education Institutions (HEIs) whose Institutional Information for Quality Assessment (IIQA) is accepted.

Sd/-

Director, NAAC

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Reviewed by Dr.Priya, Prof.ASRAO,Mrs. Kavya[ICT] and Mrs Anitha [ICT] on 22-4-2019

Metric ID	Metric	Documents Needed	Specific Instruction to HEI
Extended Profile			
1.1	Number of Courses offered year wise for the last five years	Kindly include all the courses offered under all programs that were/ are operational during the years of the accreditation	A course is a unit of 2 to 6 credits in a formal program. A 3-credit course will have three classroom sessions of one-hour duration during each week for the entire semester. Example: Program: BA Economics; Course: Kerala Economy; Credits: 3:0:1
2.1	Number of full time teachers year wise during the last five years	This is a year wise metric. Please consider the teachers working in the institution year-wise (Repeat counting in years allowed)	A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher.
2.2	Number of sanctioned posts year wise during the last five years	<ul style="list-style-type: none"> Official letter of sanction of post 	<ul style="list-style-type: none"> Please include State/Central

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		<p>from the statutory body or Government</p> <ul style="list-style-type: none"> • Official letter from the Board of Management or Syndicate clearly mentioning the sanction of posts 	<p>Government sanction post</p> <ul style="list-style-type: none"> • Please include Management sanctioned post
3.1	Number of students year wise during the last five years	<ul style="list-style-type: none"> • Please include all the students on campus in all the semester year-wise All semester students year wise. 	<ul style="list-style-type: none"> • Ensure to fill in the template completely
3.2	Number of seats earmarked for reserved category as per GOI/State Govt rules- year wise during the last five years	<ul style="list-style-type: none"> • Provide the State government / Central Government reservation policy for admission in higher education 	In case of institutions where reservations do not apply, please mention the total number of students admitted as reserved
3.3	Number of outgoing / final year students year wise during the last five years	<ul style="list-style-type: none"> • Consolidated list of final year student duly attested by the head of the institution 	<ul style="list-style-type: none"> • The final year students of different program in the years of assessment period should be considered here
4.5	Total Expenditure excluding salary- year wise during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • Extract of expenditure duly audited and certified by the Chartered Accountant and Head of the institution 	

Metrics

Metric ID	Metric	Documents Needed	Specific Instruction to HEI
1.1.2	Percentage of fulltime teachers participating in BoS /Academic Council of Universities during the last five years. (Restrict data to BoS /Academic Council only)	Provide Nomination letter such BoS and Academic Council From University/ Autonomous college	<ul style="list-style-type: none"> • One Full-time teacher to be counted once in a year irrespective of number of participation in the same body. • Period of one tenure of membership on any Body to be considered as one count in an year.

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			<ul style="list-style-type: none"> Eg. If one teacher is a member of BOS for tenure of two years (2016-18), the count should be considered as one in 2016 and one in 2018.
1.2.1	Percentage of interdisciplinary/interdepartmental courses/training across the Programmes offered by the college during the last five years	<ul style="list-style-type: none"> Minutes of relevant Academic Council/BoS meetings Clearly approving the interdisciplinary Courses with specifications of departments involved Contents shared by the SRA / Affiliating University clearly mentioning the interdisciplinary subjects 	<ul style="list-style-type: none"> The introduction of the course should be with-in the assessment period The courses should be interdisciplinary in nature
	Number of courses in all Programmes year wise during the last five years	The specified total number of subjects (papers) that the students study and write exams in order to obtain the degree.	A course is a unit in both credit based and non-credit based formal programme. A 3-credit course will have three classroom sessions of one-hour duration during each week for the entire semester. Example: Non-credit Program: BDS; Course: Prosthodontics; Credit based programme; Human Genetics Course; Genetic Engineering (4 credits).
1.2.2	Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years	<ul style="list-style-type: none"> List of the students enrolled in the Program Course completion certificate of students 	<ul style="list-style-type: none"> The DVV would seek for certificates of random selected students (5%) during DVV clarification
1.3.3	Average percentage of students enrolled in the value-added courses during the last five years.	<ul style="list-style-type: none"> The institution should provide list of the students as per the requirement in the template failing which the claim will not be considered Attendance copy of the students enrolled for the course 	<ul style="list-style-type: none"> The attendance copy of 5 % of random selected specific student list will be sought by DVV during DVV clarification process.

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1.3.4	Percentage of students undertaking field visits/Clinical / industry internships/research projects/industry visits/community postings (data for the preceding academic year)	<ul style="list-style-type: none"> • completion certificate of field visits/Clinical / industry internships/research projects/industry visits/community postings from the organization where internship was completed. • Internship completion certificate given to the students by the host organisation will be asked during DVV process with specific student list. • In case of field visit, course content mentioning in favour of field visit, filed visit report with list of students duly attested by the Head of the institution to be provided • Community posting certificate should be duly certified by the Head of the institution. • 	<p>Only data for the preceding academic year to be considered.</p> <ul style="list-style-type: none"> • One student involved in multiple Field works and/or internship should be counted as one. • The metric emphasises over and above the mandatory curriculum requirements.
1.4.1	<p><i>Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders</i></p> <p>1 Students 2 Teachers 3 Employers 4 Alumni 5 Professionals</p>	Sample filled in Structured Feedback to be provided by the institution for each category claimed in SSR	<ul style="list-style-type: none"> • The feedback about curriculum development only can be considered here • Only filled –in feedback report will be considered • provide three filled forms from each criteria claimed in the SSR
1.4.2	<p><i>Feedback process of the Institution may be classified as:</i> <i>Options(Opt any one that is applicable):</i></p> <ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken on feedback and such documents are made available on the institutional website 2. Feedback collected, analysed and action has 	<ul style="list-style-type: none"> • Stakeholder feedback report. • Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management. • In case of option B,C and D reports of the same should be provided by the HEI 	<ul style="list-style-type: none"> • In case of option A, only those links which leads directly to the concerned web page hosting action taken report in the institution’s website only will be considered • Un available websites will not be considered. • Hosting the report on 3rd party website will not be considered

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	<p>been taken</p> <p>3. Feedback collected and analysed</p> <p>4. Feedback collected</p> <p>5. Feedback not obtained/collected</p>		<ul style="list-style-type: none"> • General web-link to homepage of the HEI shall not be considered •
2.1.1	<p><i>Due consideration is given to equity and inclusiveness by providing reservation of seats to all categories</i></p>	<ul style="list-style-type: none"> • Copy of letter issued by state govt. or and Central Government (which-ever applicable) Indicating the reserved categories to be considered as per the GO rule (translated in English) • Final admission list published by the HEI • Admission extract submitted to the state OBC, SC and ST cell every year. • Annual Report/ BOM report/ Admission report duly certified by the Head of the Institution. 	<ul style="list-style-type: none"> • 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. • Number of admitted cannot go more than the number allocated.
2.1.2	<p><i>Average percentage of seats filled for the various programmes as against the approved intake</i></p>	<ul style="list-style-type: none"> • The details certified by the Head of the Institution clearly mentioning the programs that are not covered under CET and the number of applications received for the same 	<ul style="list-style-type: none"> • Please provide only the number. The ratio will be worked out automatically by the system and will be visible in the response
2.1.3	<p><i>Average percentage of students enrolled demonstrates a national spread and includes students from other states</i></p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • In case of large data, the DVV will seek document for specific list of students during DVV clarification.
2.2.1	<p><i>The Institution assesses the learning levels of the students after admission and organises special programmes for advanced learners and low performers</i></p> <p>1. Adopts measurable criteria to identify low performers.</p>	<ul style="list-style-type: none"> • Consolidated report of special programs for advanced learners and slow learners duly attested by the Head of the Institution 	<p>The supporting document should clearly elicit the following:</p> <ul style="list-style-type: none"> • Methodology and Criteria for the assessment of Learning levels

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	<ol style="list-style-type: none"> 2. Adopts measurable criteria to identify advanced learners 3. Organizes special programmes for low performers and advanced learners 4. Follows protocols to measure students' achievement 		<p>Details of special programmes</p> <ul style="list-style-type: none"> • Details of outcome measures
2.2.2	<i>Student - Fulltime teacher ratio (data for the preceding academic year)</i>	This is an automatic metric. Both values used in the formula is obtained from extended profile	
2.3.2	<i>Use of Clinical Skills Laboratory and Simulation Based Learning</i> <ol style="list-style-type: none"> 1. Has Basic Clinical Skills Training Models and Trainers for clinical skills in the relevant disciplines. 2. Has advanced patient simulators for simulation-based training 3. Has structured programs for training and assessment of students in Clinical Skills Lab / Simulation centre 4. Conducts training programs for the faculty in the use of clinical skills lab and simulation methods of teaching-learning 	<ul style="list-style-type: none"> • Proof of Establishment of Clinical Skill Laboratories • Proof of patient simulators for simulation-based training • Report on training programmes in Clinical skill lab/simulator Centre • Details of training programs conducted and details of participants. • Geotagged Photos of the <i>Clinical Skills Laboratory</i> 	<p>Provide supporting documents mentioned as according to the choice of the institution among A,B,C,D</p>
2.3.4	<i>Student :Mentor Ratio (preceding academic year)</i>	<ul style="list-style-type: none"> • 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 • Log Book of mentor 	<ul style="list-style-type: none"> • Only full-time teachers can be considered as mentors. • Mentors in preceding year alone to be considered and this metric is for preceding year only.
2.4.1	<i>Average percentage of fulltime teachers against sanctioned posts</i>	This is automatic metric and the values are derived from	

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	<i>during the last five years</i>	the extended profile	
2.4.2	Average percentage of fulltime teachers with Ph.D./D.Sc./D.Lit./DM/M Ch/DNB in super specialities /other PG degrees (like MD/ MS/ MDS etc.,) in Health Sciences for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils / Universities. Last five years data to be entered	<ul style="list-style-type: none"> Copies of Guideship letters or authorization of research guide provide by the the university 	<ul style="list-style-type: none"> These guideship awarded before the assessment period can be considered here Repeat count of the guides in each year is allowed If the data is large, details selected (about 5%)faculty will be asked during DVV clarification stage if the data is large Please do not include those mentioned in 6.5.2
2.4.3	Average Teaching experience of fulltime teachers in number of years (preceding academic year)	<ul style="list-style-type: none"> Consolidated Experience certificate duly certified by the Head of the insitution 	<ul style="list-style-type: none"> The experience certificate of selected faculty (about 5%) will be asked during DVV clarification stage Consider the experience of the faculty in other institutions as well, if any)
2.4.4	Average percentage of teachers trained for development and delivery of e-contents / e-courses / video lectures / demonstrations during the last 5 years	<ul style="list-style-type: none"> Certificate of completion of training for development of and delivery of e-contents / e-courses / video lectures / demonstrations Web-link to the contents delivered by the faculty hosted in the HEI's website 	<ul style="list-style-type: none"> Training completion certificate of selected faculty (about 5%) will be asked during DVV clarification stage
2.4.5	Average Percentage of fulltime teachers who received awards and recognitions for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations / academies during the last five years	<ul style="list-style-type: none"> e-Copies of award letters (scanned or soft copy) for achievements Awards claimed without certificates will not be considered 	<p>Kindly consider awards like THE CWG to provide list of examples</p> <ul style="list-style-type: none"> 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

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			<ul style="list-style-type: none"> One Full-time teacher to be counted once for a year irrespective of number of awards or recognition in the same year.
2.5.4	<p>The Institution provides opportunities to students for midcourse improvement of performance through specific interventions Opportunities provided to students for midcourse improvement of performance through:</p> <p>Opportunities to students for midcourse improvement of performance are provided through:</p> <p>Options(<i>Opt one which is applicable to you</i>):</p> <ol style="list-style-type: none"> Timely administration of CIE On time assessment and feedback Make-up assignments and tests Remedial teaching 	<ul style="list-style-type: none"> Policy document of the options claimed by the institution duly signed by the Head of the Institution 	
2.6.2	<p><i>Incremental performance in Pass percentage of final year students in the last five years</i></p>	<ul style="list-style-type: none"> Reports from Controller of Exam (COE) office/ Registrar evaluation mentioning the relevant details and the result analysis performed by the institution duly attested by the Head of the Institution 	<ul style="list-style-type: none"> Consider only pass of final year examination thus qualifying the degree program
2.7.1	<p><i>Online student satisfaction survey regarding teaching learning process.</i></p>	<p>Details to be provided during SSR submission only</p>	
3.1.1	<p><i>Percentage of fulltime teachers recognized as Ph D research Guides</i></p>	<ul style="list-style-type: none"> Copies of Guideship letters or authorization of research guide provide by the university 	<ul style="list-style-type: none"> These guideship awarded before the assessment period can be considered here Repeat count of the guides in each year is allowed

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			<ul style="list-style-type: none"> • If the data is large, details selected (about 5%)faculty will be asked during DVV clarification stage if the data is large • Please do not include those mentioned in 6.5.2
3.1.2	<i>Average Percentage of teachers awarded national/ international fellowship / Financial support for advanced studies/collaborative research participation in Indian and Overseas Institutions during the last five years</i>	<ul style="list-style-type: none"> • Fellowship award letter / grant letter from the funding agency 	<ul style="list-style-type: none"> • Claims without grant letter will not be accepted
3.1.3	Number of research projects/clinical trials funded by government, industries and non-governmental agencies during the last five years	<ul style="list-style-type: none"> • E-copies of the grant award letters for research projects sponsored by Government, industries and non-government sources such as industries, corporate houses etc 	<ul style="list-style-type: none"> • The funding should be from the external agencies not related to the institution • Funding grants for projects from the management etc. will not be admitted here • Data will not be considered without documentations prescribed
3.2.2	<i>Number of workshops/seminars conducted on Intellectual Property Rights (IPR), Research methodology, Good Clinical, Laboratory, Pharmacy and Collection Practices, Research Grant-writing and Industry-Academia Collaborations during the last five years</i>	<ul style="list-style-type: none"> • Report of the <i>workshops/seminars with photos</i> 	The focus of the workshop/seminar should be on Intellectual Property Rights (IPR), Research methodology, Good Clinical, Laboratory, Pharmacy and Collection Practices, Research Grant-writing and Industry-Academia Collaborations
3.3.1	<i>The institution ensures implementation of its stated Code of Ethics for research. The implementation of the stated Code of Ethics for research is ensured by</i> <ol style="list-style-type: none"> <i>1. There is an institutional ethics committee that oversees implementation of all research projects</i> <i>2. All research projects including student projects are subjected to institutional</i> 	<ul style="list-style-type: none"> • Share the code of ethics of research clearly stating the claims of the institution duly signed by the Head of the Institution 	<ul style="list-style-type: none"> • It is expected that this document shall be hosted in the institution's website

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	<p><i>ethics committee clearance.</i></p> <p>3. The Institution has plagiarism check software based on the institutional policy</p> <p>4. Norms and guidelines for research ethics and publication guidelines are followed</p>		
3.3.2	<p>Average number of Ph.D/ DM/ M Ch/ PG Degree in the respective disciplines awarded per recognized PG teacher* of the Institution during the last five years</p>	<p>PhD/ DM/ M Ch/ PG Degree Award letters of students (with guide's name mentioned)</p>	<ul style="list-style-type: none"> • Number of Phd/ DM/ M Ch/ PG awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered. • The recognised guides should be authenticated with guideship letters awarded by the University.
3.3.3	<p>Average Number of research papers per teacher in the approved list of Journals notified on UGC website / PubMed / Scopus / Web of Science during the last five years</p>	<ul style="list-style-type: none"> • This metric inputs will be verified by Infilbnet • Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list 	<ul style="list-style-type: none"> • Only Journals notified on UGC website / PubMed / Scopus / Web of Science approved Journals will be considered. • In the 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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			<ul style="list-style-type: none"> In case of publications in journals indexed in PubMed / Scopus / Web of Science please provide the links
3.3.4	Average number of books/ chapters in edited volumes/ number of papers in National/International conference-proceedings published per teacher during the last five years	<ul style="list-style-type: none"> This metric inputs will be verified by Infilibnet 	<ul style="list-style-type: none"> Publications without ISBN number will not be considered Publications without ISBN/ISSN number will not be considered If the data is large, specific sample publications will be sought by DVV (about 5%) during DVV clarification during DVV clarification
3.4.1	Total number of extension and outreach activities carried out in collaboration with national and international agencies, industries, community, Government organizations engaging NSS/NCC/Red Cross/YRC/Institutional clubs etc. during the last five years	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Can be supplemented with News paper reports of events.
3.4.2	Average percentage of students participating in extension and outreach activities during 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	
3.5.1	Average Number of Collaborative activities for research, faculty exchange, student exchange/ Industry-internship etc., per year	<ul style="list-style-type: none"> Copies of collaboration / related documents Documentary evidence/ agreement in support of collaboration 	<ul style="list-style-type: none"> The Collaboration should be valid for the assessment period. The collaboration activities of research/faculty exchange or/and student exchange should be

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			facilitated through the mentioned collaboration only.
3.5.2	Total number of functional MoUs/linkages with Institutions/ industries in India and abroad for academic, clinical training / internship, on-the-job training, project work, student / faculty exchange, collaborative research programmes etc., during the last five years	<ul style="list-style-type: none"> E-copies of the MoU's with institution/ industry/ corporate house, Indicating the start date and completion date 	<ul style="list-style-type: none"> The MoU should be functional during the assessment period If the MoU is for three years viz 2011-2013, it shall be counted only once.
4.1.4	Average percentage of expenditure incurred, excluding salary, for infrastructure development and augmentation during the last five years	<ul style="list-style-type: none"> Provide the consolidated expenditure towards infrastructure development and augmentation during last five years duly certified by Chartered Accountant and Head of the institution. 	<ul style="list-style-type: none"> This metric is supposed to be looked at with the <u>perspective of infrastructure augmentation only</u>. Hence expenditure towards these heads alone to be considered here. Please do not include maintainance cost of infrastructure here
4.2.2	Average number of Patients per year treated as our patients and in patients in the teaching hospitals for the last five years	<ul style="list-style-type: none"> Extract of patient details duly attested by the Head of the institution 	
4.2.3	Average number of students per year exposed to learning resource such as laboratories, animal house and herbal garden during the last five years	<ul style="list-style-type: none"> Detailed report of activities and list of students benefitted due to exposure to learning resource 	
4.2.4	Availability of infrastructure for community based learning Institution has: <ol style="list-style-type: none"> Attached Satellite Primary Health Centers Attached Rural Health Centers available for training of students Attached Urban Health Centre for training of students Residential facility for students / trainees at the above peripheral health centers / 	<ul style="list-style-type: none"> Geotagged photos of health centres Government Order on allotment/assignment of PHC to the institution Documents of resident facility 	<ul style="list-style-type: none"> Supporting document to be provided as per the claim of the institution amongst A/B/C

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	hospitals		
4.3.3	<p><i>Does the Institution have an e-Library with membership/subscription for the following:</i></p> <p><i>Options</i></p> <ol style="list-style-type: none"> 1. e - journals / e-books consortia 2. e - ShodhSindhu 3. Shodhganga 4. SWAYAM <p>Discipline-specific Databases</p>	<ul style="list-style-type: none"> • E-copy of subscription letter/member ship letter or related document with the mention of year to be submitted 	<ul style="list-style-type: none"> • Scan copy of books claimed as ebooks cannot be accepted. • In the absence of appropriate subscription letter, the claims will not be considered
4.3.4	<p><i>Average annual expenditure for purchase of books and journals including e-resources during the last five years</i></p>	<ul style="list-style-type: none"> • provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Chartered Accountant and Head of the institution • Audit statement highlighting the expenditure for purchase of books and journal library resources. • Proceedings of library Committee meeting for allocation of fund and utilization of fund for purchase of books and journals 	
4.3.6	<p><i>E-content resources used by teachers :</i></p> <ol style="list-style-type: none"> 1. NMEICT/NPTEL 2. other MOOCs platforms 3. SWAYAM 4. Institutional LMS 5. e-PG-Pathshala 	<ul style="list-style-type: none"> • Give links e_contnet repository used by the teachers 	<ul style="list-style-type: none"> • Informal e-content will not be accepted
4.4.1	<p><i>Percentage of classrooms, seminar halls and demonstration rooms linked with internet /Wi-Fi enabled ICT facilities (data for the preceding academic year)</i></p>	<ul style="list-style-type: none"> • Geo-tagged photos • Consolidated list duly certified by the Head of the institution. 	
4.4.3	<p><i>Available bandwidth of internet connection in the Institution</i></p>	<ul style="list-style-type: none"> • Latest bills for leased line connection 	<ul style="list-style-type: none"> • Snap shot of speed test for wifi/internet facility

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	<p><i>(Leased line)</i></p> <p>Opt any one:</p> <p>A. ≥1 GBPS B. 500 MBPS - 1 GBPS C. 250 MBPS - 500 MBPS D. 50 MBPS - 250 MBPS E. <50 MBPS</p>	<p>indicating plan and internet speed</p>	<p>will not be considered</p>
4.5.1	<p><i>Average percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years</i></p>	<ul style="list-style-type: none"> provide extract of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Chartered Accountant and the Head of the institution 	<ul style="list-style-type: none"> The emphasis of this metric is in the maintenance of physical and academic support facilities
5.1.1	<p><i>Average percentage of students benefited by scholarships /free-ships / fee-waivers by Government / Non-Governmental agencies / Institution during the last five years</i></p>	<ul style="list-style-type: none"> Upload sanction letter of scholarship. Consolidated document in favour of freeships and number of beneficiaries duly attested by the Head of the institution 	<ul style="list-style-type: none"> Both Government/ non government Scholarships are considered here For large data, the DVV will ask documents for specific list of students in specific schemes during DVV clarification. Hence please ensure to provide the list of students in the template.
5.1.2	<p><i>capability enhancement and development schemes employed by the institution for students</i></p> <ol style="list-style-type: none"> Soft skills development Language and communication skill development Yoga and wellness Analytical skill development Human value development Personality and professional development Employability skill development 	<ul style="list-style-type: none"> Detailed report of the Capacity enhancement programs and other skill development schemes 	<ul style="list-style-type: none">
5.1.3	<p><i>Average percentage of students</i></p>	<ul style="list-style-type: none"> Institutional website. 	<ul style="list-style-type: none"> Consider all the students

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	<i>participated in competitive examinations and career counselling offered by the Institution during the last five years</i>	<p>Web-link to particular program/scheme mentioned in the metric</p> <ul style="list-style-type: none"> • Copy of circular/ brochure/report of the event/ activity report Annual report of Pre-Examination Coaching centres 	who have enrolled in the program for the schemes
5.1.5	<p><i>The Institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment and prevention of ragging</i></p> <p><i>a. Adoption of guidelines of Regulatory bodies</i> <i>b. Presence of the committee and mechanism of receiving student grievances (online/ offline)</i> <i>c. Periodic meetings of the committee with minutes</i> <i>d. Record of action taken</i></p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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.
5.2.1	<p><i>Average percentage of students qualifying in state/ national/ international level examinations during the last preceding academic year</i> <i>(eg: NET/SLET/GATE/GMAT/GPAT/CAT/GRE/TOEFL/ PLAB/USMLE /AYUSH/AICTE/ Civil Services/Defense /UPSC/State government examinations/PG-NEET/ AIIMSPGET, JIPMER Entrance Test, PGIMER Entrance Test etc.,)</i></p>	<ul style="list-style-type: none"> • Pass Certificates of the examination 	<ul style="list-style-type: none"> • In absence of certificate, the claim will not be considered. • In case of large data, certificates of specific list of students will be sought during DVV clarification
5.2.2	<p><i>Average percentage of placement /self-employed professional services of outgoing students during the last five years</i></p>	<ul style="list-style-type: none"> • Annual reports of Placement Cell. • In case of self-employed professional services registration with MCI and documents for registered clinical Practitioner. 	<ul style="list-style-type: none"> • In case of large data, documents of specific list of students will be sought during DVV clarification
5.2.3	<i>Percentage of the graduates</i>	<ul style="list-style-type: none"> • Upload supporting data 	<ul style="list-style-type: none"> • The details of selected

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	<i>before the preceding year, who have had progression to higher education.</i>	<p>for student/alumni in prescribed format.</p> <ul style="list-style-type: none"> Any proof of admission to higher education 	<p>students progressing to higher education will be asked by DVV during DVV clarification.</p> <ul style="list-style-type: none"> If the SSR is submitted in 2019, the data of 2017 should be submitted for this metric
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at state/regional/national/international events (award for a team event should be counted as one) during the last five years	<ul style="list-style-type: none"> e-copies of award letters and certificates. 	<ul style="list-style-type: none"> Only State/nation or international achievements will be considered. Inter collegiate competitions will not be considered here
5.3.3	Average Number of sports and cultural activities / competitions organised in the Institution per year	<ul style="list-style-type: none"> Report of the event. or Copy of circular/ brochure indicating such kind of activities 	<ul style="list-style-type: none"> Events cannot be split into activities
5.4.2	<p>Provide the areas of contribution by the Alumni Association / chapters during the last five years</p> <p>A. Financial / kind B. Donation of books /Journals/ volumes C. Students placement D. Student exchanges E. Institutional endowments</p>	<ul style="list-style-type: none"> Annual audited statements of accounts. Extract of Audited statements of highlighting Alumni Association contribution duly certified by the Chartered Accountant and Head of the Institutions For B/C/D Certification by the head of the institution 	
6.2.2	<p>Implementation of e-governance in the following areas of operation</p> <p>1. Planning and Development 2. Administration (including Hospital Administration & Medical Records) 3. Finance and Accounts 4. Student Admission and Support 5. Examination</p>	<ul style="list-style-type: none"> Institutional budget statements allocated for the heads of E_governance implementation ERP Document Screen shots of user interfaces of each module Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate Policy document 	
6.3.2	Average percentage of teachers	<ul style="list-style-type: none"> Policy document from 	<ul style="list-style-type: none"> Complimentary benefits

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	<i>provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years</i>	<p>institutions providing financial support to teachers, if applicable E-copy of letter indicating financial assistance to teachers</p> <ul style="list-style-type: none"> • Relevant Budget extract/ expenditure statement • Office order of financial support 	<p>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.</p> <ul style="list-style-type: none"> • If the data is large, the DVV will seek for document of specific list of teachers during DVV clarification
6.3.3	<i>Average number of professional development / administrative training programmes organized by the University for teaching and non- teaching staff during the last five years</i>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The program should be minimum of one day duration
6.3.4	<i>Average percentage of teachers undergoing Faculty Development Programmes (FDP) including online programmes (Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) during the last five years</i>	<ul style="list-style-type: none"> • Annual reports of the AQAR submitted to NAAC • E-copy of the certificate of the program attended by teacher • Days limits of program/course as prescribed by UGC/AICTE or Preferably Minimum one day programme conducted by recognised body/academic institution 	<ul style="list-style-type: none"> • Kind of programs undergone by the faculty for updating their knowledge in their subject related domain • One teacher attending one or more professional development Program in a year to be counted as one only. • The DVV will ask for certificates of specific faculty during DVV process as a part of validation
6.4.3	<i>Funds / Grants received from government / non-government</i>	<ul style="list-style-type: none"> • Annual statements of accounts. 	<ul style="list-style-type: none"> • Funds received from Management will not be

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	<i>bodies / philanthropists during the last five years (excluding scholarships and research grants covered under Criterion III)</i>	<ul style="list-style-type: none"> • 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 nongovernment bodies, individuals, philanthropist duly certified by Chartered Accountant and the head of the institution 	considered here
6.5.2	<i>Average percentage of teachers attending programs/workshops/seminars specific to quality improvement in the last five years</i>	<ul style="list-style-type: none"> • Certificate of completion/participation in programs/workshops/seminars specific to quality improvement 	<ul style="list-style-type: none"> • The emphasis of the metric is orientation on institutional quality improvement • Exclude the ones claims in 6.3.4
6.5.3	<p><i>The Institution adopts several Quality Assurance initiatives: The institution has implemented the following QA initiatives:</i></p> <ol style="list-style-type: none"> <i>1. Regular meetings of the Internal Quality Assurance Cell (IQAC)</i> <i>2. Feedback from stakeholders collected, analysed and report submitted to College Management for improvements</i> <i>3. Organization of workshops, seminars and orientation programmes on quality initiatives for teachers and administrative staff</i> <i>4. Preparation of documents for Accreditation bodies (NAAC, NBA, ISO, NIRF etc.)</i> 	<ul style="list-style-type: none"> • Minutes of the meetings of IQAC • Report of the feedback from the stakeholders duly attested by the Board of Management • Report of the workshops, seminars and orientation program • AQAR submitted to NAAC and other applicable certification from accreditation bodies 	<ul style="list-style-type: none"> • Provide the supporting documents as per the claim of the institution in the metrics
7.1.1	<i>Total number of gender equity sensitization programmes organised by the institution during the last five years</i>	<ul style="list-style-type: none"> • Program report 	<ul style="list-style-type: none"> • The emphasis of the program should be gender equity
7.1.3	<i>The Institution has facilities for alternate sources of energy and energy conservation measures</i>	<ul style="list-style-type: none"> • Geo tagged photos • Installation receipts 	<ul style="list-style-type: none"> • The documents to be provided as per the options chosen by the institution

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	<ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment 		
7.1.5	<p><i>Water conservation facilities available in the Institution:</i></p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Upload :</p>	<ul style="list-style-type: none"> • Geo tagged photos • Installation or maintenance reports 	<ul style="list-style-type: none"> • The documents to be provided as per the options chosen by the institution
7.1.6	<p><i>Green campus initiatives include:</i></p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on the use of Plastics 5. Landscaping with trees and plants 	<ul style="list-style-type: none"> • Geotagged photo Code of conduct or visitor instruction displayed in the institution • Geo tagged photos of the facilities as the claim of the institution 	<ul style="list-style-type: none"> •
7.1.7	<p><i>The Institution has disabled-friendly, barrier free environment</i></p> <ul style="list-style-type: none"> • Built environment with ramps/lifts for easy access to classrooms. • Disabled-friendly washrooms • Signage including tactile path, lights, display boards and signposts • Assistive technology and facilities for persons with disabilities (<i>Divyangjan</i>) 	<ul style="list-style-type: none"> • Geo tagged photos of the facilities as per the claim of the institution 	

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	<p>accessible website, screen-reading software, mechanized equipment</p> <ul style="list-style-type: none"> • Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading 		
7.1.9	<p><i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</i></p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized 	<ul style="list-style-type: none"> • Weblink of the code of conduct • Details of the monitoring committee of the code of conduct • Details of Programs on professional ethics and awareness programs 	<p>These documents are expected to be hosted in the website of the HEI for public access</p>

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 attachments 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
- While proving the links of the HEI's website where the supporting documents are hosted, please provide the link in the HEI clarification

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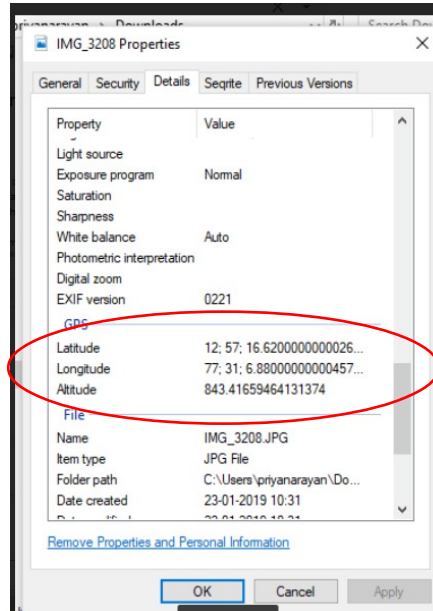
box. While providing the links in running text, please press “enter” and then paste the link and again press “enter”. This will enable hyperlink.

- 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 within 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 documents in regional languages should be translated in English and should be duly signed by the head of the 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

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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