NAAC Awareness Programme

at

NAAC, 210 Anuvrat Bhavan Deendayal Upadhyay Marg, New Delhi
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REVISED ASSESSMENT AND ACCREDITATION (A&A) FRAMEWORK

The Revised Assessment and Accreditation Framework is launched in July 2017. It represents an explicit Paradigm Shift making it ICT enabled, objective, transparent, scalable and robust. The Shift is:

- from qualitative peer judgement to data based quantitative indicator evaluation with increased objectivity and transparency
- towards extensive use of ICT confirming scalability and robustness
- in terms of simplification of the process drastic reduction in number of questions, size of the report, visit days, and so on
- in terms of boosting benchmarking as quality improvement tool. This has been attempted through comparison of NAAC indicators with other international QA frameworks
- introducing Pre-qualifier for peer team visit, as 30% of system generated score
- introducing *System Generated Scores* (SGS) with combination of online evaluation (about 70%) and peer judgement (about 30%)
- in introducing the element of *third party validation* of data
- in providing appropriate differences in the metrics, weightages and benchmarks to universities, autonomous colleges and affiliated/constituent colleges
- in revising several metrics to bring in enhanced participation of students and alumni in the assessment process

THE ASSESSMENT PROCESS in RAF

Taking cognizance of the diversity in the kinds of institutions HEIs have been grouped under three categories namely, Universities, Autonomous Colleges and Affiliated/Constituent Colleges.

The assessment process will be carried out in three stages. As stated earlier, it will comprise three main components, viz., Self Study Report (SSR), Student Satisfaction Survey and the Peer Team Report. The SSR has a total of 137 Metrics for Universities covering the seven Criteria described earlier. The SSR has two kinds of Metrics: one, those requiring quantifiable facts and figures as data which have been indicated as ‘quantitative metrics’ (QnM); and two, those metrics requiring descriptive responses and are accordingly named ‘qualitative metrics’ (QM). Table 1 depicts the distribution of Key Indicators (KIs) and Metrics across them.
Table 1: Distribution of Metrics and KIs across Criteria

<table>
<thead>
<tr>
<th>Type of HEIs</th>
<th>Universities</th>
<th>Autonomous Colleges</th>
<th>Affiliated/Constituent Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Key Indicators (KIs)</td>
<td>34</td>
<td>34</td>
<td>32</td>
</tr>
<tr>
<td>Qualitative Metrics (QₗM)</td>
<td>38</td>
<td>38</td>
<td>41</td>
</tr>
<tr>
<td>Quantitative Metrics (QₙM)</td>
<td>99</td>
<td>98</td>
<td>80</td>
</tr>
<tr>
<td>Total Metrics (QₗM + QₙM)</td>
<td>137</td>
<td>136</td>
<td>121</td>
</tr>
</tbody>
</table>

Table 2 gives t

ELIGIBILITY FOR ASSESSMENT AND ACCREDITATION BY NAAC

Higher Education Institutions (HEIs), if they have a record of at least two batches of students graduated or been in existence for six years, whichever is earlier, are eligible to apply for the process of Assessment and Accreditation (A&A) of NAAC, and fulfil the other conditions or are covered by the other provisions, if any, mentioned below:

1. Universities (Central/State/Private/Deemed-to-be) and Institutions of National Importance
   - Provided the Institutions /Deemed –to-be Universities and their off-campuses if any are approved by MHRD/UGC. NAAC will not consider the unapproved off-campuses for A&A.
   - Provided that these institutions have regular students enrolled in to the full time teaching and Research programmes offered on campus.
   - Provided further that the duly established campuses within the country, if any, shall be treated as part of the Universities / Institutions of National Importance for the A&A process.
   - NAAC will not undertake the accreditation of off-shore campuses

2. Autonomous colleges/Constituent Colleges/ Affiliated Colleges (affiliated to universities recognized by UGC as an affiliating University)
• Provided the Colleges are affiliated to a University recognized by UGC for the purposes of affiliation. Constituent colleges of a Private and Deemed-to-be Universities are considered as the constituent units of the University and thus will not be considered for A&A independently. Such constituent colleges need to come along with the University

• Provided the colleges/institutions not affiliated to a University are offering programmes recognized by Statutory Professional Regulatory Councils and have been recognized by Association of Indian Universities(AIU) or other such Government agencies concerned, as equivalent to a degree programme of a University

3. Accredited HEIs applying for Re-assessment or Subsequent Cycles (Cycle 2, Cycle 3, Cycle 4….) of Accreditation

• Institutions, which would like to make an improvement in the accredited status, may apply for Re-assessment, after a minimum of one year and before three years of accreditation subject to the fulfillment of other conditions specified by NAAC from time to time for the purpose.

• Institutions opting for Subsequent Cycles (Cycle 2, Cycle 3, Cycle 4….) of Accreditation can submit the Institutional Information for Quality Assessment (IIQA), during the last six months of the validity period subject to the fulfillment of other conditions specified by NAAC from time to time for the purpose.

1. Any other HEIs at the discretion of NAAC.

**Note:**

1. The NAAC accreditation does not cover distance education units of HEIs and offshore campuses.
2. All the institutions intending to apply for Assessment and Accreditation by NAAC need to mandatorily upload the information on All India Survey on Higher Education (AISHE) portal. AISHE code (reference number) is one of the requirements for Registration.

**PROCEDURAL DETAILS**

HEIs are expected to read the below given details carefully and note the specifications of the revised process of A&A.

1. Eligible HEIs seeking A&A are required to submit Institutional Information for Quality Assessment (IIQA) online any time during the year starting from June-2018. Duly filled in IIQAs of eligible HEIs will be accepted by NAAC for further processing and others will be rejected.
2. In case of rejection of IIQA applications specific suggestions would be given to HEIs to facilitate them to resubmit IIQA. An institution can reapply twice after the first attempt resulted in rejection. That is, each HEI is permitted three attempts in a year, with a single fee. After this, it will be considered a fresh application with required fees.

3. After the acceptance of IIQA, the institution will be asked to fill the SSR with the required document to be uploaded in the portal of NAAC website within 30 days. The SSR of the HEI will then be subjected to further process. As preparation of SSR is a systematic process, so it is suggested that the HEIs should be ready with soft copy of SSR and related documents well in advance of submitting IIQA. Those institutions who fail to submit SSR within 30 days will have to apply afresh starting from IIQA & its fees. In any case fees for IIQA will not be refundable.

4. The SSR has to be uploaded as per the format in portal of NAAC. After submission of SSR on NAAC portal HEI would receive an auto generated link/ID of SSR in their registered email id. The same SSR in .pdf format should be then uploaded on institutional website.

5. The SSR has to be submitted only online. HEIs should make necessary preparations with the required data, documents and/or responses before logging on to the NAAC website for submission of SSR online. Careful study of the Manual will be of great help in this regard.

6. As indicated earlier, the SSR comprises both Qualitative and Quantitative metrics. The Quantitative Metrics (QnM) add up to about 70% and the remaining about 30% are Qualitative Metrics (QlM).

7. Optional Metrics: In these diversified education system, there can be few metrics which may not be applicable to the HEI’s. Thus in order to facilitate the HEI’s NAAC has come out with this concept of Non Applicable Metrics.

Thus the provision is made for the HEI’s to opt out some of the metrics which may not be applicable to them for various reasons. Following are the rules for opting out non applicable metrics:

- Maximum weightage of metrics that can be opted out shouldn’t exceed 50 (up to 5%).
- Metrics with maximum of total 20 weightage per criteria can only be opted out.
- All metrics in Criterion 7 are essential. None of the metrics in this Criterion can be opted out.
- d) Metrics identified as essential cannot be opted out (list of essential metrics are stated in Appendices 3, 4 & 5).
- e) Qualitative metrics cannot be opted out.

The essential metrics across 6 criteria have been identified for Universities (Appendix 3) Affiliated/constituent colleges (Appendix 4) and Autonomous Colleges (Appendix 5) which cannot be opted out. The calculation of Cumulative Grade Point Average (CGPA) of Higher Education Institutions (HEIs) will be done excluding the metrics as opted out.
with 50 weightage (up to 5%) by the HEIs. This decision is aimed at helping HEIs, as they will not be assessed on metrics not applicable to them. HEIs willing to opt out the non applicable metrics need to exercise the same, prior to final submission of SSR to NAAC.

2. The data submitted on Quantitative Metrics (QnM) will be subjected to validation exercise with the help of Data Validation and Verification (DVV) process done by NAAC. The responses to Qualitative Metrics (QlM) will be reviewed by the Peer Team on site only after the institution clears the Pre-qualifier stage.

3. Any Institution found to be providing wrong information/data during validation and verification stage will be asked for clarifications. On the basis of clarifications submitted by the HEIs the data will be again sent for DVV process. The process of Data Validation and Verification (DVV) by NAAC will be done in not more than 30 days.

4. **Pre-qualifier**: The Quantitative Metrics (QnM) of SSR will be sent for Data Validation and Verification (DVV) Process. After DVV process, a DVV Deviation report will be generated. On the basis of the Deviation report, the A&A process will proceed further as per the following conditions:
   a) HEI whose Metrics are found to be deviated will be liable for the penalty or legal action. Their first installment of accreditation fees will also be forfeited, and the name of such HEI will be sent to statutory authorities for further actions.
   b) HEI that clears the DVV process will proceed for Peer Team Visit with a condition of a Pre-qualifier, that the HEI should score at least 30% in Quantitative Metrics (QnM) as per the final score after the DVV Process. If the HEI does not clear the Pre-qualifier stage then they will have to apply afresh by submitting the IIQA and its fees. Such HEIs are eligible to apply again only after six months from the day of declaration of Pre-qualification status.

5. After the DVV process, NAAC will intimate the HEI, within 10 days stating that they have successfully cleared the Pre-qualifier. This indicates that the institution has entered the next round of assessment to be done by the Peer Team during their on-site visit. The focus of Peer Team visit will be on the 30% Qualitative Metrics (QlM).

6. **Student Satisfaction Survey (SSS)**: It will be conducted as per the following conditions:
   a) SSS will be conducted simultaneously with DVV process.
   b) Institutions will have to submit the entire database of students with e-mail/mobile numbers, at the time of filling of online SSR itself.
   c) The SSS questionnaire (20 objective & 01 subjective) will be e-mailed to all students and the following rule will be applied for processing the responses.
      - For colleges – (UG/PG and Autonomous) responses should be received from at least 10% of the student population or 100, whichever is lesser.
      - For Universities – 10% of the student population or 500, whichever is lesser.
   d) If the response rate is lower than the limits mentioned by NAAC, the metric will not be taken up for evaluation.
   e) SSS will be completed within one month after its initiation.

7. Peer Team visit of the institution should not exceed three months after clearance of Pre-qualifier stage.
8. Based on the size and scope of academic offerings at the HEIs, the number of days and experts for onsite visit may vary from 2-3 days with 2-5 expert reviewers visiting the institutions. The visiting teams’ role would be very specific in the revised model limited to Qualitative Metrics (Qm). The teams would play an important role in reviewing the intangible aspects.

9. Unlike in the past NAAC will not pre-disclose the details of the visiting teams and HEIs will not be responsible for Logistics for the Visiting Teams. Hence forth NAAC will directly take care of all the logistics regarding the Peer Teams visiting the institutions. All payment towards TA, DA, Honorarium, etc., will be directly paid by NAAC to the nominated members. There would be no financial transactions between the Institution and the visiting NAAC team.

10. The institutions need to add a link in home page of their institutional website for NAAC records/files viz., SSR, Peer Team Report, AQAR, Certificate of NAAC and Accreditation documents etc., for easy access by its stakeholders. The said link should be clearly visible/ highlighted.

Guidelines for filling up Self-Study Report (SSR):

- Extended profile contains all the questions which are basically the figures of denominators of the formulas used for calculation of various Metrics values.

- There are Tool Tips at various places in portal, such as Metrics, sub-metrics, upload, etc. which are given as guidance regarding the sort of data required to be submitted by the institution. The Tool Tip is denoted in the form of . Institutions are required to go through the respective Tool Tip thoroughly before filling the data.

- The data filled should contextualize with the related metrics. There is an upload limit for the documents to be uploaded for various Metrics, if the size of the document exceeds that limit, Institution may upload the same in their own website with password protection, if required. The link of the said uploaded document should be given in the portal.

- The data of the students for Student Satisfaction Survey (SSS) has to be submitted concurrently during online submission of SSR.

- Where-so-ever ‘Asterisk Red mark’ * is indicated in the portal it should be understood as mandatory requirement.

Policy to withdraw Accreditation applications by Higher Education Institutions (HEIs): HEIs which have submitted their Self Study Reports (SSRs) for any reason does not complete the A&A process:

- Will be allowed to apply for A&A only after a period of one year from the date of submission of SSR.

- Will host the information that it has withdrawn / not completed the process on the HEI website and the information will be hosted on NAAC website too.
The fees submitted by HEI for Assessment and Accreditation process so far will be forfeited.

11. **Non-compliance of DVV Process**: Institutions are given 15 days time to complete the DVV process, and are supposed to respond within stipulated time during DVV clarification stage. In unforeseen situations (such as natural calamities, political disturbances and alike) when the institutions fail to comply with the DVV process, a further extension of 7 days shall be granted on the basis of decision from Competent Authority. If even beyond the extension, the institution does not comply the DVV clarification process, the assessment and accreditation of such institutions can be terminated at the level of DVV clarification. The institution will forfeit the fees paid for IIQA and SSR 1st installment. Such institutions shall reapply for accreditation after one year of cooling period by submission of IIQA and filling SSR afresh.

**MANDATORY DISCLOSURE ON HEI’s WEBSITE**

To ensure the transparency in the process of Assessment and Accreditation, it is necessary for the Higher Educational Institution’s (HEI’s) to upload the SSR along with other relevant documents on Institutional website. Thus it is suggested to create a separate NAAC tab/link on Higher Educational Institution’s (HEI’s) website and upload following documents till the validity period of Accreditation is over:

1) SSR submitted online, to be uploaded after DVV process only (.pdf format).
2) Data templates which are uploaded along with SSR (in password protected mode, if needed).
3) Annual Quality Assurance Report (AQAR – Year wise)
4) Accreditation outcome document viz., Certificate, Grade sheet, etc.

The Higher Educational Institution’s (HEI’s) may suitably design their NAAC tab/link to accommodate all relevant documents.
THE FEE STRUCTURE AND OTHER FINANCIAL IMPLICATIONS  
(w.e.f. March 21, 2018)

IIQA Fee  
For Registration – applicable to all institutions i.e., recognized 12B of UGC Act, 1956 / not recognized

<table>
<thead>
<tr>
<th>Process</th>
<th>Total amount of Assessment and Accreditation (A&amp;A) Fee</th>
<th>Amount to be paid by the Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Information for Quality Assessment (IIQA)</td>
<td>Rs. 25,000/- + GST 18% (Non-refundable) *</td>
<td></td>
</tr>
</tbody>
</table>

*In case of rejection of IIQA application, HEIs may resubmit IIQA applications for maximum of three attempts without IIQA fees, including the rejection attempt, within the period of a year.

Assessment and Accreditation (A&A) Fee  
For Universities and Professional Institutions

<table>
<thead>
<tr>
<th>Type</th>
<th>Total amount of A&amp;A Fee</th>
<th>Amount to be Paid by the Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 10 departments</td>
<td>Rs. 3,75,000/- + GST18%</td>
<td>Rs. 1,87,500/- + GST18% (50% of Total fee along with the online submission of SSR) (Non-refundable)</td>
</tr>
<tr>
<td>More than 10 departments</td>
<td>Rs. 7,50,000/- + GST18%</td>
<td>Rs. 3,75,000/- + GST18% (50% of Total fee along with the online submission of SSR) (Non-refundable)</td>
</tr>
</tbody>
</table>

The accreditation fee will be limited to a maximum amount of Rs. 7,50,000/- + GST18%, per institution.  
** Balance 50% of total fees along with 18% GST before 15 days from the date of on site visit.
For Colleges (Government, Grant-in-Aid and Private)

<table>
<thead>
<tr>
<th>Type</th>
<th>Total amount of A&amp;A Fee</th>
<th>Amount to be paid by the Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>General College with multi faculties</td>
<td>Rs. 1,85,000/-.** + GST18%</td>
<td>Rs.92,500/-** + GST18% (50% of Total fee along with the online submission of SSR) (Non-refundable)</td>
</tr>
<tr>
<td>General College with mono faculty</td>
<td>Rs. 1,25,000/-.** + GST18%</td>
<td>Rs.62,500/-** + GST18% (50% of Total fee along with the online submission of SSR) (Non-refundable)</td>
</tr>
</tbody>
</table>

** Balance 50% of total fees along with 18% GST before 15 days from the date of on site visit.

Note:

1. **Professional Institutions** - Higher Education Institutions (HEIs) in which all the programs offered are recognised by Statutory Regulatory Authority(s) (SRA) or HEIs in which 50% or more of the programmes offered are recognised by the Statutory Regulatory Authority (s). Similar to Universities the A&A fee for **Professional Institutions** will be calculated depending on the number of the departments.

2. NAAC classified the programs offered leading to specific Degrees awarded as Arts Faculty, Commerce Faculty and Science Faculty. In case of General Colleges, HEIs are broadly categorised by NAAC for the purposes of deciding on the applicable Fee as Mono Faculty and Multi Faculty colleges. Colleges offering programs leading to Degrees such as BA, MA, BSW, MSW, BRS, MRS are considered as **Arts Faculty**, those colleges offering programs leading to Degrees such as B.Com, M.Com, BBA, BMS, MMS and other degrees relating to programs (not recognised by any SRA) in business administration/commerce/management are considered as **Commerce Faculty**. **Science Faculty** are those offering programs leading to Degrees such as B.Sc., M.Sc., B.F.Sc., M.F.Sc., BCA, B. Stat. M. Stat. and other degrees relating to programs (not recognised by any SRA) in applied and pure sciences.

   a. **Mono Faculty** - The **Mono faculty institutions** are those Higher education Institutions (HEIs) offering programs in only one discipline i.e. either in Arts, Commerce or Science.
   b. **Multi Faculty** - The **Multi faculty institutions** are those Higher education Institutions (HEIs) offering programs in more than one discipline i.e. either in a combination of Arts and Commerce, Science and Commerce, Science and Arts or Arts, Commerce and Science.

1. **Balance amount 50%**
   - 50% of the stipulated fee+ applicable taxes along with online submission of Self-study Report (SSR) (Non-refundable).
   - The pre-qualified HEIs will be asked to pay balance 50% of the stipulated fees+ applicable taxes as shown in column 2 and 3 above before 15 days from the visit date. If the institution

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
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does not pay the fee within 15 days, the SSR will not be processed. They have to apply again / afresh with IIQA and its fees.

- **Mandatory Taxes/GST will not be refunded.**

2. **Logistics Fee**: Institution has to pay an advance, towards logistic expenses for the arrangement of Peer Team Visit, after clearing Pre-qualifier, which is as follows:
   - All General colleges and Professional colleges will have 2 day visit for which the fee structure will be 1,50,000 + GST 18%.
   - In case of exceptional case of Professional colleges with proper justifications and approval from the competent authority the Peer Team Visit can be extended to 3 days & the fee structure will be 3,00,000 + GST 18%.
   - For University the Fee structure of logistics will be 3,00,000 + GST 18% for 3 or more days of visit.

3. **Appeals Mechanism and Fee:**
   Review of Accreditation (grievance) Rs. 1,00,000/- + GST 18% as applicable from time to time. Institution shall pay TA and Honorarium to Peer Team Members through NAAC. In case of decision by the Appeals committee, the logistic fee applicable as mention in point 5.

4. **For subsequent cycles of Accreditation:**
   The fee structure proposed for Assessment and Accreditation and towards logistics as above applies for all the cycles of Accreditation and Re-assessment for all Institutions.

5. **Provision for Reimbursement of A&A fees and PTV logistics fees for UGC recognized institutions under 2f & 12B.**
   Institutions which are recognized under section 2(f) and 12B of UGC Act, 1956 and receiving the General Developmental Grants from UGC should also pay the assessment and accreditation fees. The A&A fees and expenses on TA and logistics expenses of peer team would be reimbursed as per NAAC guidelines on submission of the latest General Developmental Grants sanction letter of UGC with an attestation by the Head of the Institution and other necessary documents, as and when NAAC receives grants from UGC.

6. **Mode of Payment: Online:**
   The fees should be paid online through the online payment option available in the HEI portal.
### Standard Operating Procedure for Data Validation and Verification (Affiliated UG/PG)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Metric</th>
<th>Documents</th>
<th>Specific instruction to HEI</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.1.2 Number of certificate/diploma program introduced during the last five years</td>
<td>• Syllabus copy of certificate/Diploma Program &amp;</td>
<td>Minutes of meeting specifying the introduction of the Certificate of Diploma program from the Competent authority</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minutes of meeting specifying the introduction of the Certificate of Diploma program from the Competent authority</td>
<td>Will be cross checked with syllabus copy or course content</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In case of Data being large, the DVV may seek for documents of random selected courses during DVV clarification</td>
</tr>
<tr>
<td>2.</td>
<td>1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</td>
<td>• Nomination letter such BoS and Academic Council From University/Autonomous college</td>
<td>• One Full-time teacher will be counted once irrespective of number of participation in different bodies in last five years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Period of one tenure of membership on any Body to be considered as one count.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Eg. If one teacher is a member of BOS for tenure of two years, the count should be considered as one.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>1.2.1</strong> Percentage of new courses introduced of the total number of courses across all programs offered during the last five years</td>
<td>• Minutes of relevant Academic Council/BOS meetings.</td>
<td>• 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. • The newly introduced courses will be verified with the approved BOS / Academic Council minutes or relevant bodies</td>
</tr>
<tr>
<td>4.</td>
<td><strong>1.2.2</strong> Percentage of programs in</td>
<td>• Minutes of relevant</td>
<td>• Either CBCS or Elective or</td>
</tr>
</tbody>
</table>
| 5. | **1.2.3** 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 | • List of the students enrolled in the Program | • If list not provided, the list of students enrolled in different relevant programs along with sample certificate will be sought.  
• It list being provided initially during SSR submission, certificates of random selected students will be sought during clarification process if the data being large  
• A student can enroll in multiple Certificate/ Diploma programs/Add-on programs |
| 6. | **1.3.2** Number of value added courses imparting transferable and life skills offered during the last five years | • Courses content or syllabus specifying such courses and the program in which it is being offered. | • Will be Cross checked and validated with the documents mentioned in column II.  
• Value added course: Courses of varying durations which are optional, and offered outside the curriculum that add value and helping them students in getting placed. |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
| 7. | **1.3.3 Percentage of students undertaking field projects / internships** |
|---|---|---|
| | • Internship completion certificate from the organization where internship was completed. |
| | • In case field visit, course content mentioning in favour of field visit, along with field visit report of selected |
| | • 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. |
| | • In case field visit, course content |

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

| 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 | items. | items.  
| 3 sample filled in forms in each category.  
| The feedback concerned with syllabus only will be considered  
| Only filled –in feedback reports will be considered  
| Three filled forms in each category in case of option A, B and C has to be provided |

| 9. | **1.4.2** Feedback processes of the institution may be classified as follows:  
A. Feedback collected, analysed and action taken and feedback available on website  
B. Feedback collected, analysed and action has been taken  
C. Feedback collected and analysed  
D. Feedback collected  
E. Feedback not collected | 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 A, only those links which leads directly to the concerned web page hosting action taken report will be considered  
| Unavailable websites not to be considered.  
<p>| In case of option B,C and D reports of the same shall be provided. |</p>
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<tbody>
<tr>
<td><strong>10.</strong></td>
<td><strong>2.1.1</strong> Average percentage of students from other states and countries during the last five years</td>
<td>• 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 • It is envisaged that the institution will provide the list of students from other states and countries in the prescribed format during SSR submission from which relevant document of selected students will be sought during DVV clarification.</td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td><strong>2.1.2</strong> Average Enrolment percentage</td>
<td>• Document relating to Sanction of intake • Sanctioned admission strength in each program vs</td>
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</tr>
</tbody>
</table>
| 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** | • Extract of No. of application received in each program  
  - Copy of letter issued by state govt. or and Central Government Indicating the policy of seat allocation for reserved categories  
  - Final admission list published by the HEI or  
  - Admission extract submitted to the state OBC, SC and ST cell every year.  
  - Only those reserved categories as specified by State/central Government orders for admission will be considered.  
  - For institutions where reservations would not apply, like minority institutions, or institutions located in J&K region, please provide the data as 100% and also provide the applicable orders for the same.  
  - Students from Reserved Categories admitted under General Category shall not be Considered in this metrics. |
|   |   |   |
| 13. | **2.2.2 Student - Full time teacher ratio (current year)** | Will be verified in the extended profile  
  - 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.  
  - The tool will calculate this metric automatically. The input of both denominator and numerator comes from the extended profile. |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
| 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 | • Differently abled students (*Divyangjan on rolls*) in the current year (recently completed academic year) only to be considered. Please cross check with NIRF data for relevant year wherever available |
| 15. | **2.3.2** Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), e-learning resources etc. | • List of teachers using ICT enabled learning facility.  
• LMS website/Academic management system.  
• Link of LMS, moodles etc, link of resources created and/or | • Will be Cross checked and validated with the documents mentioned in column II |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
| 16. | **2.3.3** Ratio of mentor to students for academic and stress related issues (current year) | - Geotagged Photos | - Copy of circular pertaining the details of mentor and their allotted mentees  
- Approved Mentor list as announced by the HEI or  
- 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) | - The appointment letter of selected faculty will be sought during clarification stage, if the data is large |
| 18. | **2.4.2** Average percentage of full time teachers with Ph.D. during the last five years | - Copies of Ph.D. certificate | - Consider number of full-time teachers with PhD year wise irrespective year of award of Ph.D.  
- The PhD certificates of selected faculty will be sought during clarification stage if the data is large |
| 19. | **2.4.3** Average teaching experience of full time teachers in number of years | - Experience certificate/appointment order of full time teachers | - The experience certificate/appointment order of selected faculty will be sought during clarification stage, if the data is large |

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

| 20. | **2.4.4** Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognized 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 be 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. |
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<td>21.</td>
<td><strong>2.4.5</strong> Average percentage of full time teachers from other states against sanctioned posts during</td>
<td>• Documentary evidence in support of teachers from other states</td>
<td>• Domicile certificate/previous degree certificate or relevant documentary proof of selected</td>
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<td></td>
<td><strong>2.6.3</strong> Average pass percentage of students</td>
<td><strong>22.</strong> If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.</td>
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<td><strong>2.6.3</strong> Average pass percentage of students</td>
<td>Will be Cross-checked and validated with the documents mentioned in column II</td>
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<td></td>
<td><strong>3.1.1.</strong> 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</td>
<td><strong>23.</strong> Will be cross-checked and validated with the documents mentioned in column II</td>
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<td></td>
<td><strong>3.1.2</strong> Percentage of teachers recognized as research guides at present</td>
<td><strong>24.</strong> Percentage of teachers recognized as research guides at present is not applicable to UG College.</td>
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<td></td>
<td><strong>3.1.2</strong> Percentage of teachers recognized as research guides at present</td>
<td><strong>24.</strong> E-copy of letter of recognition of teachers as research guide by affiliating university will be sought for.</td>
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| 25. | **3.1.3** Number of research projects per teacher funded by government and non-government agencies during the last five years  
(For UG College weightage of this metric will be 7) | **Refer 3.1.1**  
**Reconcile the data counts of 3.1.1**  
**Hence the number of projects in 3.1.1 should result in 3.1.3** |
| 26. | **3.2.2** Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years | **Brochure/Detailed program report for each program**  
**Only activities with a bearing on Intellectual Proper Rights, Innovation practices, and Industry-academia initiatives should be considered here.** |
| 27. | **3.3.1** The institution has a stated | **Code of ethics documents**  
Provide the copy/web link |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
| Code of Ethics to check malpractices and plagiarism in Research | as approved by the appropriate board of the university or web-link of the same | directing to the code of ethics for research, preferably hosted in the web
If the link leads to the home page, the claim would not be considered. |
|---|---|---|
| **28. 3.3.2** The institution provides incentives to teachers who receive state, national and international recognition/awards | • e- copies of the letters of incentives granted to the awardees | • Incentives Range from Study leave to monetary and promotion benefits
• Seek e- copies of the letters of incentives granted to the awardees for selected faculty during the clarification process. If the data is large |
| **29. 3.3.3** Number of Ph.D.s awarded per teacher during the last five years (Not applicable to UG college) | • PhD Award letters/provisional certificate 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 guideship letters awarded by the University.
• PhD Award letters of students and Guideship letters of research supervisor for selected faculty |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
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| 30. | **3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years** | • Web-link of the research paper, which redirects to the UGC notified listed journal webpage published in UGC website

• Consider only UGC approved Journals

• Refer UGC deleted journal list also to cross validate the publications in deleted list of UGC which were valid by UGC for that period until 2nd May 2018. |
| 31. | **3.3.5 Number of books and chapters in edited volumes / books published, and papers in** | • Cover page, content page and first page of the selected publications

• Books with ISBN number only would be considered

• the details of selected |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
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<td></td>
<td>national/international conference-proceedings per teacher during the last five years</td>
<td>publications would be sought during the clarification process, if the data is large</td>
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<tr>
<td>32.</td>
<td><strong>3.4.2 Number of awards and recognition received for extension activities from Government recognized bodies during the last five years</strong></td>
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</table>
|   | • 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. |
| 33. | **3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organizations through NSS/NCC/Red cross/YRC etc., during the last five years** |   |
|   | • Photographs/Newspaper report or any supporting document in relevance of the metrics and/or  
• Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated | • Will be Cross checked and validate with the documents mentioned in column II |
| 34. | **3.4.4 Average percentage of students participating in extension activities with Government Organizations, Non-Government Organisations and programs 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 and or  
• Photographs or any supporting document in relevance of the metrics | • Will be Cross checked and validate with the documents mentioned in column II |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
35. **3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, 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

36. **3.5.2 Number of functional MoU’s with institutions of national, international importance,**

- E-copies of the MoU’s with institution/ industry/ corporate house,

- The MoU should be functional during the assessment period

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
<table>
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<tr>
<th>37.</th>
<th><strong>4.1.3</strong> Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.</th>
<th>• Hyper linked video of ICT enabled facilities and or • Geotagged Photos of class rooms /seminar halls with ICT</th>
<th>• Specific number of classrooms and/or seminar halls with facilities for teaching-learning through ICT for the current year to be considered here.</th>
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<tr>
<td>38.</td>
<td><strong>4.1.4</strong> Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years</td>
<td>• Abstract of budget highlighting fund allocation towards infrastructure augmentation <em>facilities</em> only duly certified by chartered accountant/Finance related concerned authority • <strong>Maintenance cost not to be considered</strong></td>
<td>• This metric is supposed to be looked with the perspective of infrastructure augmentation only</td>
</tr>
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<td>39.</td>
<td>Does the institution have the following: e – journals, e-ShodhSindhu, Shodhganga membership, e-books, 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</td>
<td>• E-copy of subscription letter/member ship letter or related document with the mention of year</td>
<td>• Scan copy of books claimed as e-books cannot be accepted. • In the absence of appropriate subscription letter, the claims not to be considered</td>
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The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
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| 40. | **4.2.4** Average annual expenditure for purchase of books and journals during the last five years | • Abstract of budget highlighting annual expenditure towards purchase of books and journals during the last five years duly attested by Chartered Accountant / Finance related concerned authority and
• Audited statement highlighting the expenditure for purchase of books and journals library resources and/or
• Proceedings of Library Committee meeting for allocation of fund and utilization of funds
• Will be Cross checked and validate with the documents mentioned in column II |
| 41. | **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 leading to the login page of remote access only will be considered |
| 42. | **4.2.6** Percentage per day usage of library by teachers and students | • E-copy/scan copy of log book for random check (any 5 working days)
• During DVV clarification process, the log book entries of Library users for any five working days of the accreditation period will be sought. |
| 43. | **4.3.2** Student - Computer ratio | • Invoice / vouchers for the purchase of computers for student use only and/or
• Annual Stock entry of computers
• The computers for office and faculty use should not be considered |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
| 44. | 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 cannot to be considered |
| 45. | **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](https://www.ugc.ac.in/oldpdf/xiplanpdf/EContentxiplan.pdf) |
| 46. | **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 | • A copy of extract of expenditure incurred on **maintenance** of physical facilities and academic support facilities duly certified by Charted accountant/Finance related concerned authority | • The emphasis of this metric is in the **maintenance of physical and academic support facilities** |
| 47. | **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 to be considered here.  
| | • Sanction letters from concerned department with detailed list of the students benefitted through scholarships and free ships provided by the Government in specific selected scheme will be sought during DVV clarification. |
| 48. | **5.1.2** Average percentage of students benefited by scholarships, freeships, etc. provided by the institution during the last five years | • Sanction letter of scholarship or freeship provided by the institution besides Government schemes | • The sanction letters from granting institution with detailed list of the students benefitted through scholarships and free ships provided by the institution will be sought during clarification. |
| 49. | Number of capability enhancement and development schemes for last five years— Guidance for competitive examinations, Career Counseling, Soft skill development, Remedial coaching, Language lab, Bridge courses Yoga and Meditation Personal Counseling Options: A. 7 or more of the above | • Institutional website. • Web-link to particular program/scheme mentioned in the metric • Copy of circular/brochure/report of the event/activity report | • Will be Cross verified with the documents provided in column 2 |
| 50. | **5.1.4** Average percentage of students benefited by for competitive examinations and career counseling offered by the institution during the last five years | • Copy of circular/brochure of such programs | • Students attending the said programs to be considered as benefitted |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
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<tr>
<td>51.</td>
<td><strong>5.1.5</strong> Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years</td>
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<td></td>
<td>- Copy of circular/brochure of such programs</td>
<td>- The list of enrolled students in specific VET during DVV clarification will be sought during DVV clarification if the data is large</td>
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<td>- List of students enrolled in such programs</td>
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<td>52.</td>
<td><strong>5.1.6</strong> The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</td>
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<td>- Minutes of the meetings of student redressal committee, Anti Ragging committee etc. and/or Circular/web-link/committee report justifying the objective of the metric</td>
<td>- The mechanism of redressal should be available as document and preferably hosted in the HEI’s Website.</td>
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<td>- Report of incident management of grievances from the concerned cell is essential.</td>
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<td>53.</td>
<td><strong>5.2.1</strong> Average percentage of placement of outgoing students during the last five years</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Annual reports of Placement Cell.</td>
<td>- The placements through HEI placement drive only to be considered here.</td>
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<td>54.</td>
<td><strong>5.2.2</strong> Percentage of student progression to higher education (previous graduating batch)</td>
<td></td>
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<td></td>
<td>- Supporting document for student/alumni in the relevance of the metric</td>
<td>- The details of selected students progressing to higher education along with validating document will be sought during DVV clarification if the data is large</td>
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<td>55.</td>
<td><strong>5.2.3</strong> Average percentage of students qualifying in state/national/international level examinations during the last five years (e.g.: NET/SLET/GATE/GMAT/CAT, GRE/TOEFL/Civil Services/State government examinations)</td>
<td>• Pass Certificates of the examination • In absence of certificate, the claim not to be considered. • If the data is large, specific certification for selected list of students will be sought during clarification process.</td>
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<tr>
<td>56.</td>
<td><strong>5.3.1</strong> 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</td>
<td>• e-copies of award letters and certificates. • Only national or international achievements to be considered.</td>
</tr>
<tr>
<td>57.</td>
<td><strong>5.3.3</strong> Average number of sports and cultural activities/competitions organised at the institution level per year</td>
<td>• Report of the event. or • Copy of circular/brochure indicating such kind of activities • Events cannot be split into activities</td>
</tr>
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<td>58.</td>
<td>Alumni contribution during the last five years Options: A. (\geq 5) Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs D. 1 Lakhs - 3 Lakhs E. &lt; 1 Lakhs</td>
<td>• Extract of Audited statements of highlighting Alumni Association contribution duly certified by Chartered Accountant/Finance related concerned authority. • Will be Cross checked and validated with the documents mentioned in column II</td>
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| 59. | **5.4.3 Number of Alumni Association /Chapters meetings held during the last five years** | • Report of the event/ Copy of circular/brochure of such meetings/chapters  
• Proceedings of the alumni chapters duly signed by the office bearers.  
• Will be Cross checked and validated with the documents mentioned in column II |
| 60. | **6.2.3 Implementation of e- governance in areas of operation**  
1. Planning and Development  
2. Administration  
3. Finance and Accounts  
4. Student Admission and | • Institutional budget statements allocated for the heads of E_governance implementation  
• ERP Document  
• Screen shots of user  
Will be Cross checked and validated with the documents mentioned in column II |
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<th>Support 5. Examination Options:</th>
<th>interfaces of each module</th>
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<tr>
<td>A. All 5 of the above</td>
<td>• Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate</td>
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<tr>
<td>B. Any 4 of the above</td>
<td>• Policy document</td>
</tr>
<tr>
<td>C. Any 3 of the above</td>
<td>• 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.</td>
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<td>D. Any 2 of the above</td>
<td>• If the data is large, the DVV will seek for document of specific list of teachers during DVV clarification</td>
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<td>E. Any 1 of the above</td>
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### 61. 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

### 62. 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
- Copy of circular/brochure/report of training program
- Will be Cross checked and validated with the documents mentioned in column II

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
| 63. | **6.3.4** Average percentage of teachers attending professional development 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 | - One teacher attending one or more professional development Program in a year to be counted as one only.
- certificates of specific faculty during DVV process will be sought during DVV clarification, if the data is large
- Days limits of program/course as prescribed by UGC/AICTE or Preferably Minimum two days programme conducted by recognised body/academic institution |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
| 64. | **6.4.2** Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III) | - Annual statements of accounts.  
- Copy of letter indicating the grants/funds received by respective agency as stated in metric and  
- Provide the budget extract of audited statement towards Grants received from non-government bodies, individuals, philanthropists duly certified by chartered accountant and/or Finance related concerned authority  
- Will be Cross checked and validated with the documents mentioned in column II |
| 65. | **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. |
66. **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
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

- 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)
- Certificate of NBA or any other quality audit whichever claimed
- Feedback analysis report

- AQAR not applicable for cycle I institutions
- Will be Cross checked and validated with the documents mentioned in column II

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

| 67. | 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years | Options:  
- Detailed program report for each program should be made available  
- Copy of circular/brochure/Report of the program  
- The focus of the program should be on gender equity/promotion |
| 68. | 7.1.3 Environmental Consciousness and Sustainability  
Alternate Energy initiatives such as:
Percentage of annual power requirement of the Institution met by the renewable energy sources | Options:  
- Geotagged photos of energy sources  
- Proof in support of energy sources (Invoice etc.) or  
- Green audit report or  
- Renewable energy installation bills or maintenance bills can also be provided  
- Will be Cross checked and validated with the documents mentioned in column II |
| 69. | 7.1.4 Percentage of annual lighting power requirements met through LED bulbs | Options:  
- Any supporting document in proof of same  
- Will be Cross checked and validated with the documents mentioned in column II |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
70. **7.1.8** Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

- The budget extract of audited statement specifically towards expenditure on green initiatives and waste management duly certified by chartered accountant/Finance related concerned authority
- The extract of expenditure should focus only on green initiatives and waste management.

71. Differently abled (Divyangjan) friendliness Resources available in the institution

1) Physical facilities
2) Provision for lift
3) Ramp / Rails

- Photos and videos
- Link to geotagged photos and videos
- Bills and invoice/purchase order/Annual

- Will be Cross checked and validated with the documents mentioned in column II

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
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<tbody>
<tr>
<td>4)</td>
<td>Braille Software/facilities</td>
<td>Maintenance Cost in support of facility</td>
</tr>
<tr>
<td>5)</td>
<td>Rest Rooms</td>
<td></td>
</tr>
<tr>
<td>6)</td>
<td>Scribes for examination</td>
<td></td>
</tr>
<tr>
<td>7)</td>
<td>Special skill development for differently abled students</td>
<td></td>
</tr>
<tr>
<td>8)</td>
<td>Any other similar facility (Specify)</td>
<td></td>
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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

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<tr>
<td>72.</td>
<td>7.1.10 Inclusion and Situatedness Number of specific initiatives to address locational advantages and disadvantages during the last five years</td>
<td></td>
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<tr>
<td></td>
<td>Detailed program report for each program should be made available</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of circular/brochure/report of the initiative/photos of the initiatives/news report published</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NSS and NCC activities not to be considered here</td>
<td></td>
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<tr>
<td></td>
<td>The focus of the program should be on specific initiatives to address locational advantages and disadvantages only</td>
<td></td>
</tr>
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The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
| 73. | **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 is essential, in the absence of which the claim will be accepted. |
| 74. | **7.1.12** Human Values and Professional Ethics Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor/Director/Principal/Officials and support staff | • University Code of Conduct for students and
• University Code of Conduct for teachers and
• Handbooks, manuals and brochures on human values and professional ethics
• Report on the student attributes facilitated by the Institution | • Will be Cross checked and validated with the documents mentioned in column II
• Web-Link to the relevant documents at Institution website directing to home page not to be considered |

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
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<tbody>
<tr>
<td>75.</td>
<td><strong>7.1.13</strong> Display of core values in the institution and on its website</td>
<td>- Web-Link to the relevant documents at Institution website</td>
</tr>
<tr>
<td>76.</td>
<td><strong>7.1.14</strong> 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</td>
<td>- Link of the same in the website of HEI - The weblink should direct to the Core values of the HEI specifically</td>
</tr>
<tr>
<td>77.</td>
<td><strong>7.1.15</strong> The institution offers a course on Human Values and professional ethics</td>
<td>- Copy of circular/brochure/report of such activity - Will be Cross checked and validated with the documents mentioned in column II</td>
</tr>
<tr>
<td>78.</td>
<td><strong>7.1.16</strong> The institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</td>
<td>- Course content along with structure of the program - Will be Cross checked and validated with the documents mentioned in column II</td>
</tr>
<tr>
<td>79.</td>
<td><strong>7.1.17</strong> 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 observance of fundamental duties</td>
<td>- Professional code prescribed by statutory body available in Web link of the HEI website - Will be Cross checked and validated with the documents mentioned in column II</td>
</tr>
</tbody>
</table>

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Note:

- The NAAC Portal supports only 5MB data. If the HEI’s data exceeds 5MB, the HEI will 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.

- For documents in regional language, kindly seek a attested translated version in English.

- If the data is large, the HEI will fill the data template. During DVV clarification, the DVV to seek for sample selective documents for validation.

Sd/- Director
Out of 79 Qnm, 11 can be verified by NIRF data.

Out of 79 Qnm, 15 metrics will apply random application.

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

Online A&A ProcessFlow

The list of the documents is only suggestive. If the institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.
IIQA Submission Process

SSR Submission Process

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