Standard Operating Procedure (SOP) For Data Validation and Verification of General Universities

A: General Guidelines for HEIs:

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

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

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

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

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

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

- HEI should ascertain that all documents sought by the DVV Partner are uploaded before submitting the clarification responses.
- Once the data is uploaded and the links are submitted to the NAAC, changes/ additions are not permissible and such changes in the documents (if any) will be tracked and viewed seriously, which may lead to actions against the HEI. While providing links, the institution should ensure that links are operational.
- The institution should give the links as appropriate to the metric and not general links whose landing page is the HEI"s home page. In case the links do not work during the DVV validation/clarification stage, the decision of NAAC will be final.
- Content of the supporting documents in regional languages should be translated to English and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the original regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during the DVV clarification process should be duly endorsed by the competent authority.
- Note: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letterhead in the documents for proof of evidence shall not be acceptable.

B: Guidelines for specific operations:

Geo-tagging: Kindly follow the following steps to obtain a Geo-tagged photo:
(1) While setting your digital camera, set the location on.
(2) If you are taking photos using a smart phone, then set the location on.

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

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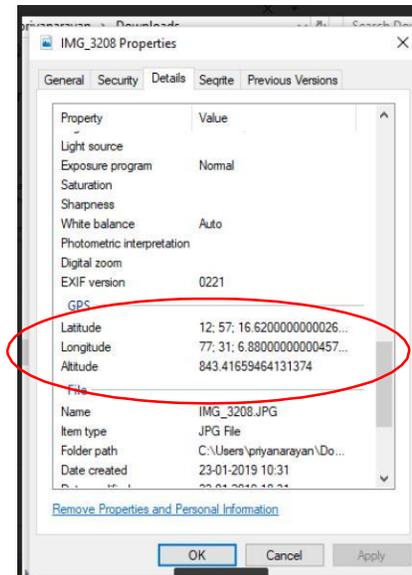
☐ It is possible that both, the Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in the Extended Profile. That is, if the data/documents sought are given in response to the Extended Profile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

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

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

- Programme: A range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree / PG Degree / PG Diploma. All possible formal Degree Programmes are defined/identified by the UGC. Examples: BA (Economics, History, Sociology), B.Sc., (Physics, Chemistry, Mathematics), B.Sc., (Hons Chemistry), BE/B.Tech (Computer Science and Engineering), B.Arch, MSc (Mathematics), M.Com, M.A(English), ME/M.Tech (Textile Technology), PG Diploma (Library Science) and so one etc.,

- Course: A course is a paper/subject with specified number of credits/hours in a formal program. Examples: Organic Chemistry, Real Analysis, Solid State Physics, Indian History, Macro Economics, English, Hindi, Marathi, Telugu etc are courses under BSc/BA/B.Com Programs. A laboratory course having separate credits and examined separately is to be considered as a course.

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

(Extended Profile)

STANDARD OPERATING PROCEDURE (SOP)

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
1.1	Number of Programmes offered year- wise for the last five years	☐ Provide year-wise list of ALL programmes that have been operational during the last five years. ☐ Brochure/Prospectus mentioning program offered during last five years. ☐ List of Programs (year wise) should be specified on the letter head of HEI with signature of Head of the Institution.	☐ Refer to the Glossary of the manual to understand the terminologies: COURSE, PROGRAM ☐ Program list as approved by Registrar (Acad) / Competent Authority to be provided. ☐ Programs to be considered are UG, PG, PG diploma, Post Masters like DM, MCh etc	☐ Short term programs which do not lead to a degree are not to be included ☐ Courses under each program not to be included here. ☐ Diploma programs other than PG Diplomas not to be included
1.2	Number of departments offering academic programmes	☐ Provide the list of departments along with programs offered by the respective departments. ☐ Provide the web links of the departments in University.	☐ Ensure that the web links are operational and lead to the specific data of the department.	

2.1	Number of students year- wise during the last five years	☐ Provide appropriate document duly certified by the competent authorities ☐ List of students year- wise. ☐ List showing the number of students on roll in each of the programs for the latest completed academic year.	☐ Include the total number of students on rolls across all the programs (consider 1st, 2nd, 3rd years etc., of each program) for all the assessment years. ☐ Consider only the students on rolls during the odd semesters if the program is offered under the semester scheme.	☐ If a program is offered under the semester scheme, do not add the number of students of both odd and even semesters, because what is required is that of one batch.
2.2	Number of outgoing / final year students year-wise during the last five years	☐ Provide authenticated document showing the number of outgoing/final year students in all programs in the final year of study in each year ☐ Provide the data separately for each program year-wise	☐ Include all students eligible for registration for the final examinations. ☐ During the DVV process, the HEI may be asked to provide the list of final year students of specific programs as identified by the DVV partner. ☐ Students admitted to the final year of studies of all the programs for all the five years to be indicated.	
2.3	Number of students who appeared for the University examinations year-wise during the last	☐ Provide authenticated documents showing the number of students who have appeared for the University Examinations of each year	☐ If the program is under the semester scheme, consider students appearing for the even semester examinations for all the	

	five years		programs (consider 1st, 2nd, 3rd years etc., of each program) for all the five years.	
2.4	Number of revaluation applications received from students year- wise during the last 5 years	☐ Provide documents showing the number of applications received for revaluation year-wise, duly certified by the appropriate authority. ☐ In a semester scheme, give data for both odd and even semesters.	☐ If one student applies for revaluation in more than one course/subject it has to be counted only once	
3.1	Number of courses in all Programmes year-wise during the last five years	☐ Provide the list of programs along with the number of courses in each program year-wise	☐ Refer to the Glossary in the manual to understand the terminologies: COURSE, & PROGRAM ☐ If the same course is offered in more than one program it is to be counted only once.	☐ Same courses offered by different programs should not be counted multiple times.
3.2	Number of full time teachers year-wise during the last five years	☐ Provide the list of all full time teachers indicating the name of the department during the last five years year-wise, and as authenticated by the Registrar(Academic)	☐ A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year	☐ A teacher employed only for a part of a year is not to be considered ☐ Inclusion of part-time / Ad-hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be

					considered as full-time teachers
3.3	Number of sanctioned posts year-wise during the last five years	List the names of the departments and the number of posts sanctioned for the respective departments. Official letter(s) of sanction of posts from the statutory body/Government / Board of Management during the last five years, to be provided year-wise	Only those posts sanctioned by the State/Central Government/Board of Management are to be considered	
4.1	Number of eligible applications received for admissions to all the Programmes year-wise during the last five years	Provide the list showing the number of eligible applications received program-wise, as duly certified by the Registrar (Academic) / Appropriate Authority. Consider only admissions to the first year of each program.	Multiple applications by a student for different programs are also to be considered	
4.2	Number of seats earmarked for reserved category as per GOI/State Govt rules- year-wise during the last	Provide documents showing the State Government / Central Government reservation policy for admission to higher education and also provide the number of seats reserved for each of the	Consider only admissions to the first year of each program.	

	five years	programmes and the program-wise total as authenticated by the Registrar (Acad)		
4.3	Total number of classrooms and seminar halls	☐ List the number of classrooms and seminar halls available. ☐ Geo-tagged photos of classrooms and seminar halls to be provided.	☐ All rooms used for academic purpose are to be considered and geo-tagged photos of the classrooms to be provided.	☐ Laboratories and workshops are not to be included.
4.4	Total number of computers in the campus for academic purpose	☐ Stock register extracts and duly certified bills of purchase / invoice copies are to be provided		☐ Exclude the number of computers used for administrative purposes.
4.5	Total Expenditure excluding salary, to be provided year-wise during the last five years (INR in Lakhs)	☐ Audited Statement of Income and Expenditure duly certified by the Finance officer and Charted Accountant in case of Private University / Deemed to be University to be provided highlighting the salary component. ☐ Also provide a statement showing the total expenditure excluding the salary component for each of the years as certified by the Finance Officer.		☐ Claims made without audited Income Expenditure statements not to be considered

Metric-wise Standard Operating Procedure (SOP)

Sl. No.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	1.1.2 Percentage of Programmes where the syllabus revision was carried out during the last five years	▢ List of programs where syllabus revision has been carried out during the last five years as certified by the Registrar, to be provided. ▢ Approved Minutes of the relevant Academic Council/BOS meetings highlighting the specific agenda item relevant to the metric, to be provided year- wise.	▢ If the number of courses in which the content is revised in a given programme to the extent of 20 % or more, it should be considered as "change in syllabus" ▢ If the syllabus is changed more than once in a program during the five-year period, then it should be counted as one change.	▢ Renaming/minor changes in the course content not to be included/considered
2.	1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the University	▢ Syllabus copies of the courses highlighting the focus on employability/ entrepreneurship/ skill development along with their course outcomes to be provided. ▢ Provide mapping of the courses to employability / entrepreneurship / skill development.	▢ Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM ▢ Refer Manual available at NAAC website	▢ The courses which are not directly leading to employability / entrepreneurship / skill development cannot be considered.

3.	1.2.1 Percentage of new courses introduced out of the total number of courses across all programs offered during the last five years	☐ List of new courses introduced program-wise during the last five year period as certified by the Registrar. ☐ Minutes of the relevant Academic Council/BOS meetings highlighting the name of the new courses introduced	☐ Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM	
4.	1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS)/Elective Course System (ECS) has been implemented (Data to be provided only for the latest completed academic year)	☐ List of programs in which CBCS/ECS was implemented in the last completed academic year as certified by the Registrar. ☐ Minutes of the Academic Council/BOS meetings highlighting the relevant documents to this metric to be provided. ☐ University letter endorsing the implementation of CBCS. ☐ Structure of the program clearly indicating the courses, credits/Electives as approved by the competent board to be provided.	☐ Either CBCS or ECS elective or both can be considered ☐ If CBCS, course structure along with credit details to be given. ☐ If elective, list of electives offered for the program to be given ☐ If both are adopted, CBCS details alone is sufficient. ☐ M. Phil. / Ph.D. programs should be entered as one program each irrespective of number of departments/ centers offering it.	
5.	1.3.2 Number of value-added courses for imparting	☐ List of value added courses which are optional and offered outside the curriculum of the	☐ Courses of varying durations (at least 30 contact hours), that are	☐ Online courses opted by students which are not offered by the institutions

	transferable and life skills offered during last five years	programs as endorsed by the appropriate authority. ☐ Brochure and Course content or syllabus along with course outcome of Value added courses offered.	optional, and offered outside the curriculum that adds value to the holistic development of the students.	are not to be considered
6.	1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 as above	☐ List of enrolled students in such courses year-wise	☐ The DVV partner may ask for certificates of randomly selected students enrolled in such courses and also attendance sheets of selected courses to be provided.	
7.	1.3.4 Percentage of students undertaking field projects / research projects / internships (Data to be provided only for the latest completed academic year)	☐ List of students undertaking the field projects/ research projects / internship program-wise during the last completed academic year along with the details of title, place of work etc., to be provided. ☐ Completion certificate from the organization where the internship / research project was completed along with the duration of the same is to be provided. ☐ Report of the field visit / sample photographs of the field	☐ Only latest completed Academic Year data to be considered ☐ One student involved in multiple field works and/or research projects and/or internship should be counted as one. ☐ Internship / research project completion certificate given to the students by the host organisation will be asked during the DVV process with specific list of students. ☐ In case of field visit,	☐ Mere list of students cannot be considered without relevant supporting documents

		visit / permission letter from the competent authority only will be considered	mentioning objectives and outcomes of field visit along with the field visit report is necessary for consideration.	
8.	1.4.1 Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni Options: A. All 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	☐ Filled in sample feedback forms from the stakeholders are to be provided.	☐ The feedback concerned with curriculum development only can be considered. ☐ Only filled –in feedback report will be considered. ☐ In case of selecting A, B, C or D provide three filled forms from each category. ☐ The DVV partner may ask for filled in forms of randomly selected stakeholders.	☐ Feedback not related to the design and review of syllabus will not be considered.
9.	1.4.2 Feedback processes of the institution may be	☐ Stakeholder feedback analysis report signed by the competent authority is to be provided.	☐ Feedback reports should be hosted on the institutional website.	☐ Feedback not related to the design and review of syllabus will not be

	classified as follows: A. Feedback collected, analysed, action taken and feedback hosted on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	☐ Department-wise Action taken Report on the feedback, as signed by the competent authority is to be provided.	☐ Provide links which directly lead to the feedback reports on the items as per the chosen option.	considered ☐☐
10.	2.1.1Demand Ratio (Average of last five years)	☐ List containing the number of applications received for each of the programs as endorsed by competent authority. ☐ Document relating to sanction of intake as approved by competent authority	☐ Sanctioned admission strength in each program vs number of applications received for each program. ☐ During the DVV process, verification of the data for any selected program may be sought. ☐ Documents relating to sanction of intake from the concerned regulatory body (if applicable).	

11.	2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years (Excluding Supernumerary Seats)	☐ Copy of the letter issued by the State govt. or Central Government Indicating the reserved categories(SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable) ☐ Final admission list indicating the category as published by the HEI and endorsed by the competent authority ☐ Admission extract submitted to the state OBC, SC and ST cell every year. ☐ Number of seats year marked for the reserved categories	☐ Include only those reserved categories as specified by the State/Central Government orders for admission. ☐ Only those seats filled against the quota should be counted here.	☐ Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.
12.	2.2.2 Student - Full time teacher ratio (Data to be provided only for the latest completed academic year)	☐ Certified list of full time teachers along with the departmental affiliation in the latest completed academic year. ☐ List showing the number of students in each of the programs for the latest completed academic year.	☐ 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.	☐ Part-time / Ad-hoc / visiting faculty not be included/considered
13.	2.3.3 Ratio of students to mentor for academic and	☐ Copy of circular pertaining the details of mentor and their allotted mentees.	☐ Only full-time teachers can be considered as mentors.	☐ Mere list of names of mentors and mentees will not suffice for this metric.

	other related issues (Data to be provided only for the latest completed academic year)	☐ Approved Mentor list as announced by the HEI ☐ In addition, issues raised and resolved in the mentor system has to be attached mentor-wise		
14.	2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	☐ Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts). ☐ List of full-time teachers appointed along with their departmental affiliation.	☐ Appointment letter of selected teachers will be sought during the DVV clarification. ☐ All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers	☐ Mere appointment letters provided in regional language cannot be considered
15.	2.4.2 Average percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/ D.Sc./D'Lit. during the last five years	☐ List of faculty having Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit along with particulars of the degree awarding university, subject and the year of award. ☐ Degrees awarded by UGC recognized universities only to be considered.	☐ Mention number of full-time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit year-wise irrespective of the year of the award. ☐ Ph.D./D.M/M.Ch./D.N.BSuperspeciality/D.Sc./D'Lit certificates of selected faculty will be sought during DVV clarification. ☐ List of certificate should be provided as per academic year.	☐ Honorary Doctorate Degrees are not to be included/considered

16.	2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	☐ List of faculty along with particulars of the date of Appointment in the HEI and years of experience only in the same institution. (for details of full time teachers - Refer glossary).	☐ Experience certificate/ appointment order of selected faculty will be sought during DVV clarification. ☐☐	☐ Previous Work experience of the teacher in other institutions will not be considered here.
17.	2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the last five years	☐ e-Copies of award letters (scanned or soft copy)of achievements	☐ Only State, National and International level from Government/Govt. recognised bodies will be considered. ☐ The date of award should fall within the last five years period. ☐ One Full-time teacher to be counted once during the assessment period irrespective of the number of awards or recognition secured.	☐ Awards that are local in nature cannot be considered. (For Ex: Avoid awards from urban local bodies/Panchayat etc.) ☐ Intra and inter university / institution will not be considered. ☐ Participation / presentation certificates – during paper presentation etc., are not considered.
18.	2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five	☐Reports from the Controller of Examination (COE) mentioning the name of the program, end date of the examination and date of announcement of the results along with the number of days elapsed in between, for all the programs for each year during the last five	☐ Documentary evidence of academic sessions / academic year planner as endorsed by competent authority ☐ In case of semester system, take the average of days of two semesters in a year.	

	years	years.		
19.	2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years	☐ Minutes of the grievance cell / relevant body ☐ List the number of students who have applied for revaluation/re-totalling program wise and the total certified by the Controller of Examinations year-wise for the assessment period.	☐ One student to be counted only once in a year irrespective of the number of papers/courses for which he/she has applied.	
20.	2.5.4. Status of automation of Examination division along with approved Examination Manual A. 100% automation of entire division & implementation of Examination Management System (EMS) B. Only student registration, Hall ticket issue & Result Processing C. Only student registration and result processing D. Only result	☐ The report on the present status of automation of examination division including screenshots of various modules of the software. ☐ Copies of the purchase order and bills/AMC of the software. ☐ If the EMS is outsourced, copy of the relevant contract and copies of bills of payment to be provided.	☐ The screenshot should reflect the HEI name and the name of the module. ☐ Bills/AMC should be in the name of the HEI.	☐ Bills/AMC/Software etc in the name of the Trust/Society not to be considered.

	processing E. Only manual methodology			
21.	2.6.3 Pass percentage of students (Data for the latest completed academic year)	☐ Annual report of COE highlighting the pass percentage of students ☐ Certified report from the Controller of Examinations indicating the pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise	☐ Only current final year (latest completed final academic year) students data of all programs to be considered.	☐ Results pertaining to the students other than the final year are not to be submitted.
22.	3.1.2 The institution provides seed money to its teachers for research (average per year INR in Lakhs)	☐ List of faculty who have been provided with seed money for research along with the title of the project, duration and amount year-wise. ☐ Sanction letters of seed money to the teachers is mandatory. ☐ Audited Income-Expenditure statement highlighting the relevant expenditure endorsed by the Finance Officer indicating the seed money	☐ In case of large data, the DVV will ask for valid documents for specific enlisted teachers ☐ Only formal research project seed money will be considered.	☐ Grants for other than research projects are not to be considered ☐ Sponsorship to conferences / seminars etc are not to be considered. ☐ Grants received from outside agencies for research are not to be included.

		provided and utilized.		
23.	3.1.3 Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years	☐ E-copies of the award letters of the teachers. ☐ List of teachers who have received the awards along with the nature of award, the awarding agency etc.	☐ Documents for all awards are compulsory	☐ Awards without any financial support are not to be included (E.g: Best Teacher Award, Certificate of Appreciation).
24.	3.1.4 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the last five years	☐ List of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows along with the details of the funding agency is to be provided. ☐ E copies of fellowship award letters are mandatory		☐ Research fellowships to the teachers/students/research assistants etc given by the HEI will not be considered.
25.	3.1.5 Institution has the following facilities to support research 1. Central Instrumentation Centre 2. Animal	☐ Videos and geo-tagged photographs of each of the facilities available in the HEI. ☐ Details of the structures of each of the facilities available in the HEI. ☐ Copy of the subscription letter		☐ Mere claiming of facility without sufficient supporting documents will not be considered.

	House/Green House 3. Museum 4. Media laboratory/Studios 5. Business Lab 6. Research/Statistical Databases 7. Mootcourt 8. Theatre 9. Art Gallery 10. Any other facility to support research Options: A. 4 or more of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	for database is essential for Option 6 (Research/Statistical Databases).		
26.	3.1.6 Percentage of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies (Data for the latest completed academic year)	⬜ E copies of recognition of departments /grant award letters from central / state government agencies and other recognitions by national and international agencies	⬜ This is a current year metrics. Hence the running grant should be valid for the latest completed academic year ⬜ This metric refers to the recognition of the departments and not individuals.	⬜ Grants given by their own trust / sister institutions are not to be included. ⬜ Projects sanctioned to individual researchers / teachers etc., are not to be included.

27.	3.2.1 Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the last five years (INR in Lakhs)	☐ List of Extramural funding received for research, endowments, Chairs received during the last five years along with the nature of award, the awarding agency and the amount. ☐ E-copies of the letters of award for research, endowments, Chairs sponsored by non-government sources	☐ Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from non-government organisations. ☐ The duration of the grant period should align with the last five years period.	☐ Grants given by their own trust / sister institutions are not to be included. ☐ Grants in the form of Equipments / software / skill development centres will not be considered. ☐☐
28.	3.2.2 Grants for research projects sponsored by the government agencies during the last five years (INR in Lakhs)	☐ List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc. ☐ E-copies of the grant award letters for research projects sponsored by government agencies. .	☐ Sanction letter of grants by the funding agency is mandatory to support the claim. ☐ The duration of the grant period should align with the last five years.	☐ Grants in the form of Equipments / software / skill development centres will not be considered
29.	3.2.3 Number of research projects per teacher funded by government and non-government agencies during the last five years.	☐ Details of research projects and funding details to be provided as per the data template ☐ Copy of the letter indicating the sanction of research project and the name of the faculty funded by govt. /non-govt agencies.	☐ This metric is about the number of projects, hence the number of projects in 3.2.1 and 3.2.2 put together should match with that given here (in 3.2.3)	☐ Non-government agency does not include own institution / trust / sister institutions

30.	3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),entrepreneurship, skill development during the last five years	▢ Detailed report for each program. ▢ Brochure/Geo-tagged Photograph with date and captions; title of the workshops / seminars conducted. ▢ Details of resource persons.	▢ Only activities with a bearing on Research methodology, Intellectual Property Rights (IPR), entrepreneurship and skill development are to be considered here.	
31.	3.3.3 Number of awards / recognitions received for research/innovations by the institution/teachers/re search scholars/students during the last five years	▢ e- Copies of award letters issued by the awarding agency.	▢ Awards for research/innovation received by the institution/teachers/researc h scholars/students to be considered here. ▢ The claims without certificate or award letter will not be considered	▢ Participation / presentation certificates in workshops / conferences etc., are not to be included. ▢ Awards claimed in 2.4.4 not to be claimed here. ▢ Patents not to be included here.
32.	3.4.1 The institution ensures implementation of i ts stated Code of Ethics for research 3.4.1. 1The institution has a stated Code of	▢ Copy of the syllabus of the research methodology course work to indicate if research ethics is included. ▢ Constitution of the ethics committee and its proceedings as approved by the appropriate body.	▢ Provide web link on the institutional website which should lead to the landing page where Code of Ethics for research is hosted. ▢ Report of research content checked through licensed plagiarism check software.	▢ If the link leads only to the home page, the claim will not be considered.

	Ethics for research and the implementation of which is ensured through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc) 3. Plagiarism check 4. Research Advisory Committee Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	Constitution of research advisory committee and its proceedings as approved by the appropriate body. Bills of purchase of licensed plagiarism check software in the name of the HEI.	
33.	3.4.2 The institution provides incentives to teachers who receive	List of beneficiaries among faculty along with their contact details, nature of incentives	Ranges from Study leave to monetary and promotional benefits

		state, national and international recognitions/awards 1.Commendation and monetary incentive at a University function 2.Commendation and medal at a University function 3. Certificate of honor 4.Announcement in the Newsletter / website Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	received by each. ⬜ Policy document detailing scheme of incentives as approved by the appropriate body. ⬜ E-copies of the letters of incentives, certificate of honors granted by the university to the beneficiary.	⬜ If the data is large, details of incentives given to selected faculty will be asked during the DVV clarification process	
34.	3.4.3 Number of Patents published/awarded during the last five years	⬜ e-copies of the letters of published or granted patents, and the current status. Patents granted / published in the name of the faculty with the institutional affiliation to the university working during the assessment period.	⬜ Only awarded / published patents to be considered. ⬜ Patent awarded / published during the last five year assessment period only to be considered. ⬜ Patents awarded should be supported with a letter of award and the unique	⬜ Mere submission of application for the patent will not be considered.

			patent number which can be cross-verified. ☐ Patents awarded / published in the name of faculty working in the University during the assessment period only to be considered.	
35.	3.4.4 Number of Ph.D's awarded per teacher during the last five years 3.4.4.1 : How many Ph.D's are awarded within last 5 years 3.4.4.2 : Number of teachers recognized as guides during the last five years	☐ PhD Award letters to PhD students. ☐ Letter from the university indicating name of the PhD student with title of the doctoral study and the name of the guide. ☐ Co-guides are also considered ☐ Ph.D s awarded by other university/institutions are also considered	☐ Ph.D's awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered, during the last five year period. ☐ If the data is large, details of guideship letter/award details for selected faculty will be sought during the DVV clarification process	
36.	3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years	☐ The HEI should provide the link landing to the paper/article. ☐ The HEI should provide the link to the journal website. ☐ The HEI should provide screenshots of research	☐ Publication of the authors with Institution affiliation will be considered for assessment years only.	☐ Incomplete entries will not be considered. ☐ If details given are not complete with the links/screenshot, the respective publication will not be considered.

		articles clearly showing the title of the article, affiliation, name of the journal, year and authors name if the links and DOI number are not available. ☐ The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list.		
37.	3.4.6 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years	☐ E-copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters and conference proceedings ☐ Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication	☐ Books with ISBN number only would be considered ☐ The details of select publications would be sought during the DVV clarification process, if the data is large. ☐ Book's publication year and publisher name should be mentioned	☐ Publication claimed under 3.4.5 not to be included in this metric.
38.	3.4.7 E-content is developed by teachers: 1. For e-	☐ Give links to upload document of e-content developed showing the authorship.	☐ Only the content developed by the teachers of the institution will be	☐ Informal e-content will not be accepted ☐ Open Source e-content

	PG-Pathshala
	2. For CEC (Under Graduate)
	3. For SWAYAM
	4. For other MOOCs platform
	5.Any other Government initiative
	6. For institutional LMS
	Options:
	  A. Any 5 or all of the above
	  B. Any 4 of the above
	  C. Any 3 of the above
	  D. Any 2 of the above
	  E. None of the above
		▢ Supporting documents from the sponsoring agency for the e- content developed by the teachers need to be provided.
		▢ For institution LMS a summary of the e-content developed and the links to the e-content should be provided
			considered	should not be included.

39.	3.4.8 Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science/Pub Med		▢ The data for this metric will be fetched by INFLIBNET directly ▢ The HEI can seek clarification for the data given by INFLIBNET through the portal only.	
40.	3.4.9 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-Index of the University		▢ The data for this metric will be fetched by INFLIBNET directly ▢ The HEI can seek clarification for the data given by INFLIBNET through the portal only.	

| 41. | 3.5.2 Revenue generated from consultancy and | ☐ Audited statements of accounts indicating the revenue generated through | ☐ Amount generated through consultancy and corporate training will be considered | ☐ Grants received for research projects are not to be included. |

	corporate training during the last five years (INR in Lakhs)	and corporate training. □ Letter from the corporate where training was imparted along with the fee paid. □ CA certified copy of statement of accounts as attested by head of the institution. □ Letter from the beneficiary of the consultancy along with details of the consultancy fee.	here.	□ Consultancy fee from any sister institution / same trust will not be considered. □ The revenue generated by sharing the physical resources / by testing will not to be considered. □ Revenue generated by training the students should not be included.
42.	3.6.2 Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the last five years	□ e- Copies of award letters issued by the awarding agency. □ Any other relevant supporting document.	□ Awards received only to the extension activities carried out are to be included.	□ Awards claimed in 2.4.4 and 3.1.3 will not be considered here. □ Awards that are local in nature will not be considered. □ For Ex: Avoid awards from urban local bodies/ Panchayat etc. □ Awards by individuals will not to be considered. □ Awards from own trust / sister institutions not to be considered.
43.	3.6.3 Number of extension and outreach programs conducted by the	□ Geo-tagged Photographs and any other supporting document of relevance should have proper captions and dates.	□ Extension activities: The aspect of education, which emphasizes neighbourhood services. These are often	□ Events conducted for the benefit of their own students not to be included under outreach programs.

	institution including those through NSS/NCC Government and Government recognized bodies during the last five years	☐ Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	integrated with curricula as extended opportunities intended to help, serve reflect and learn. The curriculum- extension interface has educational values, especially in rural India ☐ Can be supplemented with Newspaper reports of events.	
44.	3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years	☐ Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency. ☐ Photographs or any supporting document of relevance should have proper captions and dates	☐ During the DVV clarification process, HEI may be asked for student attendance documents / certificates for selected outreach/ extension activities. ☐ Data given in this metrics should match with that of 3.6.3	
45.	3.7.1 Number of collaborative activities with other	☐ Copies of documents indicating the collaboration/related	☐ Collaboration to be valid and within the assessment	☐ Activities mentioned under3.6.3, 3.7.2 and 3.7.3

	institutions/ research establishment/industry for research and academic development of faculty and students per year	documents indicating the nature of collaboration and activities year-wise ☐ The HEI should provide the summary of the collaboration indicating start date, end date, nature of collaboration etc. ☐ List of year wise activities and exchange should be provided	period. ☐ The collaboration activities for research and academic development of faculty and students facilitated through the mentioned collaboration only will be considered.	not to be included here. ☐ Collaborations with the sister institutions under the same Trust are not to be included.
46.	3.7.2 Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years	☐ List of activities conducted under each MoU along with dates of starting and completion year-wise as endorsed by both parties ☐ E-copy of the MOUs indicating the objectives of the MOU as endorsed by both the parties.	☐ 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. ☐ At least one activity should have been conducted under an MOU to qualify as a functional MOU.	☐ MOU's with the sister institutions under the same Trust are not to be included. ☐ Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the external agency.
47.	4.1.4 Average percentage of expenditure excluding salary for infrastructure augmentation during	☐ Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by the Finance Officer and Chartered Accountant in case of Private	☐ Focus of this metric is on infrastructure augmentation only.	☐ Avoid recurring expenditure on laboratory, on maintenance of infrastructure and acquisition of books and journals under this metric.

		University / Deemed to be University ☐ Highlight the relevant items in the audited income and expenditure statement.		
48.	4.2.2 Institution has subscription for e-Library resources Library has regular subscription for the following: 1. e – journals 2. e-books 3. e-ShodhSindhu 4. Shodhganga 5. Databases Options: A. Any 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	☐ E-copy of the letter of subscription /member ship in the name of HEI. ☐ Screenshots of the facilities claimed with the name of HEI. ☐ Specific details in respect of e-resources selected.	☐ Ensure that the letter of subscription contains the complete details. ☐ Provide a link in the institutional website for the selected option for verification by the DVV.	☐ Soft copy of printed books cannot be accepted as e-books.
49.	4.2.3Average annual expenditure for purchase of books/ e-books and subscription to	☐ Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Finance Officer and Chartered		

	journals/e-journals during the last five years (INR in Lakhs)	Accountant in case of Private University / Deemed to be University ⬚ Audited Income/Expenditure Statement highlighting the expenditure for purchase of books and journal library resources. ⬚ Proceedings of Library Committee meetings for ⬚ Allocation and utilization of funds.		
50.	4.2.4Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	⬚ Certified E-copy of the ledger for footfalls for any 5 working days. ⬚ Certified screenshots of the data for the same 5 working days for online access.	⬚ During the DVV clarification process, library log-book entries and data for online access for randomly selected five days will be sought.	
51.	4.3.1 Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording	⬚ Geo-tagged photographs of class rooms /seminar halls with ICT-enabled facilities	⬚ Number of classrooms and/or seminar halls with ICT-enabled facilities to be considered here.	⬚ Labs and workshops with ICT facility will not be considered.

	facilities .(Data for the latest completed academic year)			
52.	4.3.3 Student - Computer ratio (Data for the latest completed academic year)	⬜ Number of Computers available for student use only will be considered. ⬜ Bills for the purchase of computers. ⬜ Highlight the purchase of computers in the stock registers.		⬜ The computers for office and faculty use will not be considered
53.	4.3.4 Available bandwidth of internet connection in the Institution Options: A. ≥1 GBPS B. 500 MBPS - 1 GBPS C. 250 MBPS - 500 MBPS D. 50 MBPS - 250 MBPS E. <50 MBPS	⬜ Bills for any one month / one quarter of the latest completed academic year indicating internet connection plan, speed and bandwidth. ⬜ e-copy of the document/agreement with the service provider.		⬜ Snap shot of speed test for Wi-Fi/internet facility will not be considered.
54.	4.3.5 Institution has the following Facilities for e-	⬜ Geo-tagged photographs of Media Centre, Audio Visual Centre etc.,	⬜ List of e-content developed by the HEI. ⬜ For large data, DVV will	

	content development 1. Media centre 2. Audio visual centre 3. Lecture Capturing System(LCS) 4. Mixing equipments and softwares for editing Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above None of the above	◻ Purchase Bill / stock register entry for lecture capturing system, composing equipment, software for editing. ◻ Audited income and expenditure statement highlighting the relevant expenditure.	seek a sample link to the e-content from the list provided by the HEI.	
55.	4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	◻ Provide audited income and expenditure statement highlighting the items of expenditure incurred on __maintenance__ o f physical facilities and academic support facilities duly certified by the Finance Officer. ◻ Consolidated list of expenditure under this head for five years as endorsed by the Finance Officer	◻ Focus of this metric is only on the maintenance of physical and academic support facilities.	◻ Mere statement of last five years data on the metric without audited statement will not be considered.

		and Chartered Accountant in case of Private University / Deemed to be University.		
56.	5.1.1 Average percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years	☐ Upload policy document of HEI for award of scholarship and free ship. ☐ Year-wise list of students benefited, along with the name of the contributing agency / scheme. ☐ Consolidated document of scholarships / freeships and number of beneficiaries in each year. ☐ Upload sanction letter of scholarship / freeships for each of the schemes. ☐ Audited income and expenditure statement of the HEI highlighting the relevant head.	☐ Consider scholarships and freeships sanctioned by the institution and Government and Non-Government agencies. ☐ For large data, the DVV will seek documents for randomly selected students in specific schemes, during the DVV clarification	
57.	5.1.2 Average percentage of students benefited by career counseling and guidance for competitive examinations offered by the	☐ Copy of circular/brochure of such programs along with the details of the resource persons. ☐ Year-wise list of students attending each of these schemes as endorsed by the competent authority. ☐ Report of the programme and	☐ "Students benefited" refers to students enrolled / attending the said programs. ☐ DVV can seek the documents regarding the attendance and certificates of selected students from	

		photograph with date and caption.	the list of students enrolled.	
58.	5.1.3 Following Capacity development and skills enhancement initiatives are taken by the institution 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	⬜ Web-link to particular programs/schemes mentioned in the metric ⬜ Copy of circular /brochure /report of the event Photographs with date and caption for each scheme or event ⬜ List of programs conducted and the number of students enrolled for each of the events.	⬜ Consider all the students who have enrolled for various initiatives. ⬜ DVV can seek the documents regarding the attendance and certificates of selected students from the list of programs/students enrolled in the specified initiatives.	⬜ Mere circulars and student lists will not be accepted.
59.	5.1.4 The Institution	⬜ Minutes of the meetings of	⬜ Minutes of the meetings /	

adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees Options: A. All of the above B. 4 of the above C. 3 of the above	Student Grievance Cell as per the metric. ☐ Circular/web-link/ committee report justifying the objective of the metric ☐ Proof of constitution of Internal Complaints Committee/ Grievances Redressal Committee formation/Anti Ragging Commitee as per UGC regulations.	Report of the grievance from the concerned committee is essential. ☐ The mechanism of redressal should be available as document and should be hosted in the HEI's Website. The link of the same shall be provided to validate the same.	

	D. 1 of the above E. None of the above			
60.	5.2.1 Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations)	☐ List of students year-wise under each head ☐ Qualifying Certificates of the students taking the examination year-wise under each category		☐ In the absence of certificate, the claim will not be considered. ☐ Exams conducted for job recruitments other than the examinations conducted by State/Central Government are not to be included/will not be considered.
61.	5.2.2 Average percentage of placement of outgoing students during the last five years	☐ List of students placed along with placement details such as name of the company, compensation, etc year-wise.	☐ Placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered. ☐ If the data is large, DVV partner will seek for the appointment orders of selected students	☐ If same student has multiple offers it has to be counted only once.
62.	5.2.3 Percentage of	☐ Upload supporting data for	☐ Evidences such as	☐ Appearing / passing of

	recently graduated students who have progressed to higher education (previous graduating batch)	students who have joined for higher education in the prescribed format for the latest graduating batch.	admission letters or identity cards for selected students progressing to higher education will be sought by the DVV partner.	competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.
63.	5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the last five years	▢ E-copies of award letters and certificates.	▢ Participation in Republic Day Parade by NCC candidates may be considered. ▢ Only inter-university / state / national / international achievement will be considered. ▢ Award for team event will be counted as one.	▢ Participation/appreciation certificates at the regional/local /institutional levels will not be considered. ▢ Awards from intra or inter institutions / departments will not be considered.
64.	5.3.3 Average number of sports and cultural events / competitions organised by the institution per year	▢ Report of the events/along with photographs appropriately dated and captioned year-wise. ▢ Copy of circular/brochure indicating such activities. ▢ List of students participated in different events year-wise.	▢ All activities conducted under an event will be counted as one event. ▢ Only the events organised by the university need to be considered ▢ For large data DVV will seek participation Certificates of specified students.	▢ Events cannot be further split into activities

65.	5.4.2 Alumni contribution during the last five years (INR in lakhs)
	
	Options:
	
	  A. ≥ 100 Lakhs
	  B. 50Lakhs - 100 Lakhs
	  C. 20 Lakhs - 50 Lakhs
	  D. 5 Lakhs - 20 Lakhs
	  E. <5 Lakhs
		◻ Annual audited statements of accounts of the HEI highlighting the Alumni contribution duly certified by the Chartered Accountant/Finance Officer.
		◻ List of alumnus/alumni with the amount contributed year-wise.
				◻ Mere list indicating the contribution will not be considered.
				◻ Alumni contribution in kind may be considered if it is entered into the stock ledger of the college and/or in the audited statement.

66.	6.2.3 Institution Implements e-governance in its areas of operations 6.2.3.1 e-governance is implemented covering following areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and	◻ Institutional expenditure statements for the budget heads of e-governance implementation ◻ ERP Document ◻ Screen shots of user interfaces of each module reflecting the name of the HEI. ◻ Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate ◻ Policy document on e-governance.	◻ Bills for the expenditure on implementation of e-governance in the areas of operation.	

	Support
	4. Examination
	
	Options:
	
	  A. All of the
	     above
	  B. 3 of the above
	  C. 2 of the above
	  D. 1 of the above
	  A. None of the
	    above			

67.	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 on providing financial support to teachers □ E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. □ Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies.	□ If the data is large documents related to specific teachers will be sought during the DVV clarification. □ Receipt of Institution in favour of teacher with amount given should be considered.	□ Without proof of payment on financial support for faculty development, mere name/list of the faculty will not be considered. □ Mere cash vouchers for payment will not be considered
68.	6.3.3 Average number of professional development /	□ List of professional development / administrative training programs organized	□ DVV partner may ask for participation certificates / attendance at selected	□ Seminars / invited talks cannot be included in this metric.

		by the institution	programs.	
	administrative training Programmes organized by the institution for teaching and non teaching staff during the last five years	▢ Brochures and Reports year-wise▢ ▢ List of participants in each programme▢ ▢ Photographs with date and caption to be provided.▢ ▢ Annual reports highlighting the programmes conducted by the university.▢		
69.	6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	▢ Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise. ▢ E-copy of the certificates of the program attended by teachers. ▢ List of participants for each programme during the last five years. ▢ Annual reports highlighting the programmes undertaken by the teachers	▢ One teacher attending more than one professional development Program in a year to be counted as one only.▢ ▢ If the data is large documents related to specific teachers will be sought during the DVV clarification.▢	▢ Attending seminars / invited talks are not to be considered. ▢ Programs of duration less than those stipulated by UGC/AICTE or one week will not be considered.
70.	6.4.2 Funds / Grants received from	▢ Annual audited statements of accounts highlighting the		▢ Avoid duplication ▢ Contribution in kind in the

	government bodies during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)	grants received. ▢ Copy of the sanction letters received from government bodies for development and maintenance of infrastructure		form of equipment / software etc cannot be counted. ▢ Grants received under Criterion III and V not to be repeated here. ▢ Grants received from government other than Development & maintenance of infrastructure cannot be considered.
71.	6.4.3Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)	▢ Annual audited statements of accounts highlighting the grants received. ▢ Copy of the sanction letters received from non-government bodies, individuals, philanthropists for development and maintenance of infrastructure		▢ Avoid duplication ▢ Funds from own institutions/own trust and sister institutions are not to be considered ▢ Contribution in the form of equipment / software etc not to be counted. ▢ Grants received under Criterion III and V not to be repeated here. ▢ Grants received from government for other than Development & maintenance of infrastructure cannot be considered.

| 72. | 6.5.2 Institution has adopted the following for Quality assurance

1. Academic Administrative Audit (AAA) and follow up action taken

2. Confernces, Seminars, Workshops on quality conducted

3. Collaborative quality initiatives with other institution(s)

4. Orientation programme on quality issues for teachers and students

5. Participation in NIRF

6. Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | ☐ Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal) / NBA / ISO as applicable and valid for the assessment period.
☐ List of Conferences / Seminars / Workshops on quality conducted along with brochures and geo-tagged photos with caption and date.
☐ List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.
☐ List of Orientation programmes conducted on quality issues for teachers and students along with geo-tagged photos and supporting documents. | ☐ AQAR not applicable for cycle I
☐ For large data, DVV will seek proof of list of attendance, participation certificates etc for the randomly selected activities. | ☐ Collaborative quality initiatives with sister organizations under the same management not to be considered. |

	Options: A. Any 5 or more of the above B. 4 of the above C. 3 of the above D. 2 of the above E. 1of the above			
73.	7.1.2The Institution has facilities for alternate sources of energy and energy conservation measures 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment Options: A. 4 or All of the above B. 3 of the above C. 2 of the above	☐ Geo-tagged photographs of the facilities. ☐ Bills for the purchase of equipments for the facilities created under this metric. ☐ Any other relevant evidences for the selected options. ☐ Permission document for connecting to the grid from the Government/ Electricity authority.		☐ Having diesel generator set as backup cannot be considered in this metric.

	D.1of the above E. None of the above		
74.	7.1.4 Water conservation facilities available in the Institution: 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 Options: A. Any 4 or all of the above B. 3 of the above C. 2 of the above D.1of the above E. None of the above	□ Geo-tagged photographs of the facilities. □ Bills for the purchase of equipments for the facilities created under this metric. □ Any other relevant evidences for the selected options. □ Green audit reports on water conservation by recognised bodies	
75.	7.1.5Green campus initiatives include (4)	□ Policy document on the green campus.	

	7.1.5.1. The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants Options: A. Any 4 or All of the above B. 3 of the above C. 2 of the above D. 1of the above E. None of the above	☐ Geo-tagged photographs/videos of the facilities. ☐ Circulars for the implementation of the initiatives and any other supporting document.		
76.	7.1.6 Quality audits on environment and energy are regularly undertaken by the	☐ Policy document on environment and energy usage ☐ Certificate from the auditing agency. ☐ Certificates of the awards		

institution (5) 7.1.6.1.The institutional environment and energyinitiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities Options: A. Any 4 or all of the above B. 3 of the above C. 2 of the above D.1of the above E. None of the above	received from recognized agency (if any). ☐ Report on environmental promotional activities conducted beyond the campus with geo-tagged photographs with caption and date. ☐ Any other supporting document for the claims made. ☐ Green audit report of all the years from recognised bodies		

77.	7.1.7 **The Institution has friendly, barrier free environment** 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment	- Policy document and information brochure. - Link to Geo-tagged photos and videos with date and caption. - Bills and invoice/purchase order/AMC in support of facilities. - A rest room should include specific requirements of Divyangjan for their use of the Toilet (rest room) and other facilities. - Brief report on facilities provided for enquiry and information. - Bills for the software procured for providing the assistance.		

	5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading, font enlargement etc., Options: A. Any 4 or all of the above B. 3 of the above C. 2 of the above D.1of the above E. None of the above		
78.	7.1.10The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct	☐ Policy document on code of ethics. ☐ Constitution and proceedings of the monitoring committee. ☐ Circulars and geo-tagged photographs with date and caption of the activities organized under this metric for teachers, students, administrators and other staff. ☐ Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority. ☐ Handbooks, manuals and brochures on human values and professional ethics ☐ Report on the student		

	3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized Options: A. All of the above B. 3 of the above C. 2 of the above D.1of the above E. None of the above	attributes facilitated by the Institution ☐ Web-Link to the relevant documents on the HEI website.		

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