

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

14/12/2022

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.

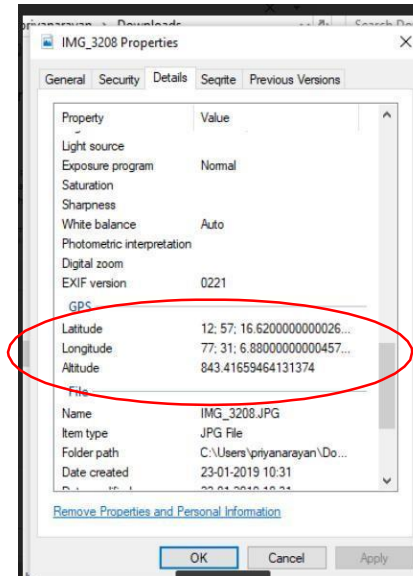
- HEI should ascertain that all documents sought by the DVV Partner are uploaded before submitting the clarification responses.
- Once the data is uploaded and the links are submitted to the NAAC, changes/ additions are not permissible and such changes in the documents (if any) will be tracked and viewed 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.

To reduce the enormous use of paper and printing the entire data, sign and a seal by the Competent Authority for all the papers, the Digital Signature will be accepted by NAAC in filling of SSR. Higher Education Institutions (HEIs) can use the Class-3 Digital signatures (Means Digital Signature Class-3 is the highest level of DSC where a Registration Authority verifies the identity of a person) of the head of the institution to authenticate and upload a large number of documents in the SSR.

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 on 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 students on rolls year-wise during the last five years	<ul style="list-style-type: none">☐ 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.	<ul style="list-style-type: none">☐ Include the total number of students on rolls across all the programs (consider 1st, 2nd, 3rdyears 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.	<ul style="list-style-type: none">☐ 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.
1.2	Number of final year-outgoing students year wise during last five years	<ul style="list-style-type: none">☐ 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	<ul style="list-style-type: none">☐ 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.	
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2.1	Number of Full-time teachers in the institutions year-wise during last five year (please refer glossary for understating Full-time teachers)	□ 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	
2.2	Total Number of full time teachers (without repeat count)during the last five years:	□ Provide the consolidated list of all full time teachers indicating the name of the department during the last five years as authenticated by the Registrar(Academic). Please avoid repeat count of faculties	□ 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	

3.1	<p>Expenditure excluding salary year wise during the last five years <i>(INR in lakhs)</i></p>	<ul style="list-style-type: none"> □ Audited Statement of Income and Expenditure duly certified by the Finance officer and Chartered 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. 		<ul style="list-style-type: none"> □ Claims made without audited Income Expenditure statements not to be considered
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Metric-wise Standard Operating Procedure (SOP)

Sl. No.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	1.2.1 Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years	<p>1. Minutes of Board of Studies meeting clearly specifying the syllabus approval of new courses</p> <p>2. Subsequent Academic Council meeting extracts endorsing the decision of BOS</p> <p>Apart from the above:</p> <ul style="list-style-type: none"> • Provide Links for any other relevant document to support the claim (if any) 	Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM	
2.	1.3.2 Number of certificate / value-added courses / Diploma Programme/ online courses of MOOCS / SWAYAM / e_Pathshala/ NPTEL etc. where the students of the institution have enrolled	<ul style="list-style-type: none"> • Institutional program brochure/notice for Add on /Certificate/Value added programs with course modules and outcomes • List of students and the attendance sheet for the above mentioned programs • Evidence of course completion, like course completion certificate etc. 	<p>☐ Courses of varying durations (at least 30 contact hours), that are optional, and offered outside the curriculum that adds value to the holistic development of the students.</p>	<ul style="list-style-type: none"> ☐ Online courses opted by students which are not offered by the institutions are not to be considered ☐ No repeat count of courses will be considered

	and successfully completed			
3.	1.3.3 Percentage of Programmes that have components of field projects / research projects / internships during last five years	<ul style="list-style-type: none"> • Program and course contents having element of field projects / research projects / internships as approved by BOS • Internship completion letter provided by host institutions • Evaluated project report/field work report submitted by the students 	<ul style="list-style-type: none"> □ 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. <p>In case of field visit, mentioning objectives and outcomes of field visit along with the field visit report is necessary for consideration.</p>	<ul style="list-style-type: none"> □ Mere list of students cannot be considered without relevant supporting documents □ The term internship is inclusive of Industry Immersion practices
4.	1.4.1 Structured feedback for curriculum and its transactions is obtained regularly from stakeholders like Students, Teachers, Employers, Alumni,	<ul style="list-style-type: none"> • At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc. • Feedback analysis report submitted to appropriate committee 	<ul style="list-style-type: none"> □ 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 	<ul style="list-style-type: none"> □ Feedback not related to the design and review of syllabus will not be considered. □ : The institution is expected to take feedback from at least two stake holders

	<p>Academic peers etc., and Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action has been taken</p> <p>B. Feedback collected and analysed</p> <p>C. Feedback collected</p> <p>D. Feedback not collected</p>	<ul style="list-style-type: none"> Action taken report on the feedback analysis Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted 	<p>forms from each category.</p> <ul style="list-style-type: none"> The DVV partner may ask for filled in forms of randomly selected stakeholders. 	
5.	2.1.1 Enrollment Percentage	<ul style="list-style-type: none"> Document relating to sanction of intake as approved by competent authority Extract of Sanctioned admission strength in each program vs number of applications received for each program . (only fresh admissions to be considered) 	<ul style="list-style-type: none"> * 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). 	

6.	2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission year-wise during the last five years	<ul style="list-style-type: none"> • 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. 	<p>1. Include only those reserved categories as specified by the State/Central Government orders for admission.</p> <p>2. Only those seats filled against the quota should be counted here.</p>	
7.	2.2.2 Student - Full time teacher ratio (Data for the latest completed academic year)	<ul style="list-style-type: none"> • 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 	<p>□ 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.</p>	<p>□ Part-time / Ad-hoc / visiting faculty not be included/considered</p>

		academic year		
8.	2.4.1 Percentage of full time teachers appointed against the number of sanctioned posts during the last five years	<ul style="list-style-type: none"> Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Mere appointment letters provided in regional language cannot be considered
9.	2.4.2 Percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B/Superspeciality/L.L.D/D.S.C/D.Litt. during the last five years	<ul style="list-style-type: none"> List of faculty having Ph.D./D.M/M.Ch./D.N. Superspeciality/D.Sc./D'Lit along with particulars of the degree awarding university, subject and the year of award per academic year. Copies of Ph.D./D.M/M.Ch./D.N. B Superspeciality /D.Sc./D'Lit.Degrees awarded by UGC recognized universities 	<ul style="list-style-type: none"> 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.BSu perspeciality/D.Sc./D'Lit certificates of selected faculty will be sought during DVV clarification. List of certificate should be provided as per academic year. 	<ul style="list-style-type: none"> Honorary Doctorate Degrees are not to be included/considered Provisional Degree Certificate may be considered wherever Degree Certificate is not awarded

10.	2.4.3 Average teaching experience of full time teachers (Data to be provided only for the latest completed academic year, in number of years)	Experience certificate/ appointment order of selected faculty will be sought during DVV clarification.	<input type="checkbox"/> Experience certificate/ appointment order of selected faculty will be sought during DVV clarification. <input type="checkbox"/> Previous Work experience of the teacher in other institutions will be considered here with appropriate documents.	
11.	2.5.1 Average number of days from the date of last semester-end/ year- end examination till the last date of declaration of results year-wise during the last five years	<ul style="list-style-type: none"> • Exam timetable released by the Controller of Examination • Result Sheet with date of publication • Policy document on Declaration of results (if any) 	<input type="checkbox"/> Documentary evidence of academic sessions / academic year planner as endorsed by competent authority <input type="checkbox"/>	In terms of semester system, consider details of even semester only

12.	<p>2.5.2 Percentage of student complaints/grievances about evaluation against total number of students appeared in the examinations during the last five years</p>	<ul style="list-style-type: none"> List the number of students who have applied for valuation/re-totaling program wise and the total certified by the Controller of Examinations year-wise for the assessment period. 	<ul style="list-style-type: none"> One student to be counted only once in a year irrespective of the number of papers/courses for which he/she has applied. 	
13.	<p>2.5.3 Status of automation of Examination division along with approved Examination Manual/ordinance</p> <p>A. 100% automation of entire division & implementation of Examination Management System (EMS)</p> <p>B. Only student registration, Hall ticket issue & Result Processing</p> <p>C. Only student registration and result processing</p> <p>D. Only result processing</p> <p>E. Only manual methodology</p>	<ul style="list-style-type: none"> The report on the present status of automation of examination division including screenshots of various modules of the software. The screenshot should reflect the HEI name and the name of the module. 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 	<ul style="list-style-type: none"> The screenshot should reflect the HEI name and the name of the module. Bills/AMC should be in the name of the HEI. 	<ul style="list-style-type: none"> Bills/AMC/Software etc in the name of the Trust/Society not to be considered.

14.	2.6.2 Pass percentage of students (excluding backlog students) (Data to be provided only for the latest completed academic year)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> ☐ Only current final year for the latest completed academic year students' data of all programs to be considered. 	<ul style="list-style-type: none"> ☐ Results pertaining to the students other than the final year are not to be submitted.
15.	3.1.2 The institution provides seed money to its teachers for research (average per year; INR in Lakhs)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> ☐ 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. 	<ul style="list-style-type: none"> ☐ 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. ☐ Seed money grant less than one lakh per faculty shall not be considered.

16.	3.1.3 Percentage of teachers receiving national/international fellowship/financial support by various agencies for advanced studies/ research during the last five years	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> ☐ Documents for all awards are compulsory 	<ul style="list-style-type: none"> ☐ Awards without any financial support are not to be included (E.g: Best Teacher Award, Certificate of Appreciation). ☐ Sponsored International travel grant can also be included here
17.	3.1.4 Percentage of JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years	<ul style="list-style-type: none"> • 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 (mandatory) 		<ul style="list-style-type: none"> ☐ Research fellowships to the teachers/students/ research assistants etc given by the HEI will not be considered. ☐ Institution research fellows with grants equal to UGC JRF & SRF fellowships shall be considered

18.	<p>3.2.1 Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the last five years (INR in Lakhs)</p>	<ul style="list-style-type: none"> • List of Extramural funding received for research, Endowment Research 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 	<ul style="list-style-type: none"> □ 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. 	<ul style="list-style-type: none"> □ 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.
19.	<p>3.2.2 Number of research projects per teacher funded by government, non-government, industry, corporate houses, international bodies during the last five years</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> □ 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. 	<ul style="list-style-type: none"> □ Grants in the form of Equipments / software / skill development centres will not be considered

20	<p>3.3.2. Number of awards received for research/innovations by the institution/teachers/research scholars/students during the last five years</p>	<ul style="list-style-type: none"> • e- Copies of award letters issued by the awarding agency 	<ul style="list-style-type: none"> ☐ Awards for research/innovation received by the institution/teachers/research scholars/students to be considered here. ☐ The claims without certificate or award letter will not be considered 	<ul style="list-style-type: none"> ☐ 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.
21	<p>3.4.1 The institution ensures implementation of its stated Code of Ethics for research</p> <p>3.4.1. 1The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:</p> <ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • 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. • 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 	<ul style="list-style-type: none"> ☐ 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. 	<ul style="list-style-type: none"> ☐ If the link leads only to the home page, the claim will not be considered.

	<p>Committee</p> <p>Options:</p> <p>A. All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	the HEI.		
22.	3.4.2 Number of Patents awarded during the last five years	<ul style="list-style-type: none"> • E-copies of the letters of granted patents, and the current status. Patents granted in the name of the faculty with the institutional affiliation to the university working during the assessment period. 	<ul style="list-style-type: none"> ☐ 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 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. 	<ul style="list-style-type: none"> ☐ Mere submission of application/or published patent will not be considered until it is awarded.

23.	<p>3.4.3 Number of Ph.Ds awarded per recognized guide during the last five years</p> <p>3.4.3.1: How many Ph.D's are awarded within last 5 years</p> <p>3.4.3.2: Number of teachers recognized as guides during the last five years</p>	<p>PhD Award letters to PhD students.</p> <ul style="list-style-type: none"> Letter from the university indicating name of the PhD student with title of the doctoral study and the name of the guide. 	<ul style="list-style-type: none"> 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 	
24.	<p>3.4.4 Number of research papers published per teacher in the Journals as notified on UGC website during the last five years</p>	<ul style="list-style-type: none"> List and links of the papers published in journals listed in UGC CARE list and Link to the institutional website where the first page/full paper (with author and affiliation details) is published Link re-directing to journal source-cite website in case of digital journals <p>Apart from the above:</p> <ul style="list-style-type: none"> Provide Links for any other relevant document to support the claim (if any) 	<p>Publication of the authors with Institution affiliation will be considered for assessment years only.</p>	<ul style="list-style-type: none"> Incomplete entries will not be considered. If details given are not complete with the links/screenshot, the respective publication will not be considered.

25.	3.4.5 Number of books and chapters in edited volumes published per teacher during the last five years	<ul style="list-style-type: none"> • E-copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters • List of chapter/book with the links redirecting to the source website. 	<ul style="list-style-type: none"> ☐ 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 	<ul style="list-style-type: none"> ☐ Publication claimed under 3.4.5 not to be included in this metric.
26.	<p>3.4.6 E-content is developed by teachers :</p> <ol style="list-style-type: none"> 1. For e-PG Pathshala 2. For CEC (Under Graduate) 3. For SWAYAM 4. For other MOOCs platform 5. Any other Government initiative 6. For institutional LMS <p>Options: A. Any 4 or all of</p>	<ul style="list-style-type: none"> • Give links to upload document of e-content developed showing the authorship/contribution. • 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 	<ul style="list-style-type: none"> ☐ Only the content developed by the teachers of the institution will be considered. 	<ul style="list-style-type: none"> ☐ Informal e-content will not be accepted Open Source e-content should not be included.

	<p>the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p>			
27.	3.4.7 Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science/PubMed	<ul style="list-style-type: none"> □ Bibliometric of the publications: citation report for the last five calendar years counting backward from SSR submission date to be uploaded 	<ul style="list-style-type: none"> □ 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. 	
28.	3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-Index of the University	<ul style="list-style-type: none"> • Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution • Any additional information 	<ul style="list-style-type: none"> □ 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. 	

29.	<p>3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs)</p>	<ul style="list-style-type: none"> • Audited statements of accounts indicating the revenue generated through and corporate training/consultancy. • 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. 	<ul style="list-style-type: none"> □ Amount generated through consultancy and corporate training will be considered here. 	<ul style="list-style-type: none"> □ Grants received for research projects are not to be included. □ Consultancy fee from any sister institution / same trust will not be considered. □ Corporate training is inclusive of all monetized training
30.	<p>3.6.2 Number of extension and outreach programs conducted by the institution during the last five years</p> <p>3.6.2.1: Number of extension and outreach programs conducted by the institution through NSS/NCC,</p>	<ul style="list-style-type: none"> • Detailed list and 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 	<ul style="list-style-type: none"> □ Extension activities: The aspect of education, which emphasizes neighbourhood services. These are often integrated with curricula as extended opportunities intended to help, serve reflect and learn. The curriculum-extension interface has educational values, especially 	<ul style="list-style-type: none"> □ Events conducted for the benefit of their own students not to be included under outreach programs. □ Events and activities organized within campus cannot be considered

	Government and Government recognized bodies during the last five years.	<ul style="list-style-type: none"> • Geo-tagged Photographs and any other supporting document of relevance should have proper captions and dates 	<p>in rural India</p> <ul style="list-style-type: none"> □ Can be supplemented with Newspaper reports of events. 	
31.	3.7.1 Number of functional MoUs /linkage 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	<ul style="list-style-type: none"> • List and Copies of documents indicating the functional MoUs/linkage/collaboration activity-wise and year-wise • Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc. • List of year wise activities and exchange should be provided 	<ul style="list-style-type: none"> □ functional MoUs/linkage/collaboration to be valid and within the assessment period. □ The functional MoUs/linkage/collaboration activities for research and academic development of faculty and students facilitated through the mentioned functional MoUs/linkage/collaboration only will be considered. 	<ul style="list-style-type: none"> □ Activities mentioned under 3.6.3, 3.7.2 and 3.7.3 not to be included here. □ Collaborations with the sister institutions under the same Trust are not to be included.

32	4.1.2 Percentage of expenditure excluding salary, for infrastructure development and augmentation during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • Institutional data in the prescribed format (data template) • Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted) 	<ul style="list-style-type: none"> ▣ This metric is supposed to be looked at with the perspective of infrastructure augmentation only ▣ In case of privately funded HEI the document should be certified by Chartered Accountant. ▣ Focus of this metric is on to acquiring new infrastructure 	<ul style="list-style-type: none"> ▣ Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under this metric.
33	4.2.2 Percentage expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> • Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority • (relevant expenditure claimed for purchase of books/ e-books and subscription to journals/e-journals should be clearly highlighted) 		

34	4.3.2. Student - Computer ratio (Data to be provided only for the latest completed academic year)	<ul style="list-style-type: none"> ● Stock register/extracts highlighting the computers issued to respective departments for student's usage. ● Purchased Bills/Copies highlighting the 	<ul style="list-style-type: none"> □ The data pertaining to the latest completed academic year. 	<ul style="list-style-type: none"> □ The computers for office and faculty use will not be considered. □ Computers purchased after the latest completed academic year not to be considered.
35	<p>4.3.3 Institution has the following Facilities for e-content development</p> <ol style="list-style-type: none"> 1. Audio visual center, mixing equipment, editing facilities center and Media Studio 2. Lecture Capturing System(LCS) 3. Central Instrumentation Centre 4. Animal House 5. Museum 6. Business Lab 7. Research/Statistical Databases 8. Mootcourt 9. Theatre 	<ul style="list-style-type: none"> □ Purchase Bill / stock register, entry for lecture capturing system, mixing equipment, software for editing. ● 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 for database is essential for Option 10 (Research/Statistical Databases) 	<ul style="list-style-type: none"> □ List of e-content developed by the HEI. For large data, DVV will seek a sample link to the e- content from the list provided by the HEI 	<ul style="list-style-type: none"> □ Mere claiming of facility without sufficient supporting documents will not be considered.

	10. Art Gallery 11. Any other facility to support research			
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36	4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding	<ul style="list-style-type: none"> ▫ Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority ▫ (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted) 	<ul style="list-style-type: none"> ▫ Focus of this metric is only on the maintenance of physical and academic support facilities. 	<ul style="list-style-type: none"> ▫ Mere statement of last five years data on the metric without audited statement will not be considered.
37.	5.1.1 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	<ul style="list-style-type: none"> • Upload Sanction letter of scholarship and free ships (in English). • Upload policy document of the HEI for award of scholarship and freeships. • Year-wise list of beneficiary students in each scheme duly signed by the competent authority. 	<ul style="list-style-type: none"> ▫ 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 	

38.	<p>5.1.3 Following Capacity development and skills enhancement initiatives are undertaken by the institution</p> <ol style="list-style-type: none"> 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills) 4. Awareness of trends in technology <p>Options:</p> <ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • Report with photographs on soft skills enhancement programs • Report with photographs on Language & communication skills enhancement programs • Report with photographs on Life skills (Yoga, physical fitness, health and hygiene) enhancement programs • Report with photographs on ICT/computing skills enhancement programs 	<ul style="list-style-type: none"> □ 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 	<ul style="list-style-type: none"> □ Mere circulars and student lists will not be accepted.
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39	5.1.4 <i>The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</i>	<ul style="list-style-type: none"> • Details of statutory/regulatory Committees (to be notified in institutional website also) • Proof for Implementation of guidelines of statutory/regulatory bodies • Report of Organisation wide awareness and undertakings on policies with zero tolerance • Proof related to Mechanisms for submission of online/offline students' grievances • Annual report of the committee monitoring the activities and number of grievances 	□	□
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40.	5.2.1 Percentage of placement of outgoing students during the last five years	<ul style="list-style-type: none"> • Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order (the above list should be available in institutional website) 	<ul style="list-style-type: none"> ▫ 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 	<ul style="list-style-type: none"> ▫ If same student has multiple offers it has to be counted only once.
41.	5.2.2 Percentage of graduated students who have progressed to higher education year-wise during last five years	<ul style="list-style-type: none"> • List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education. (the above list should be available in institutional website) 	<ul style="list-style-type: none"> ▫ Evidences such as admission letters or identity cards for selected students progressing to higher education will be sought by the DVV partner. 	<ul style="list-style-type: none"> ▫ Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.
42	5.2.3 Percentage of students qualifying in state/National/International level Examination during last five years (eg.	<ul style="list-style-type: none"> • List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination 		

	SLET, NET, UPSC etc)	Apart from the above: □ Provide Links for any other relevant document to support the claim (if any)		
43.	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	<ul style="list-style-type: none"> • list and links to e-copies of award letters and certificates 	<ul style="list-style-type: none"> □ 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.
44.	5.3.3 The institution conducts /organizes following activities 1. Sports competitions/events 2.Cultural competitions/events 3. Technical fest/academic fests 4. Any other events	<ul style="list-style-type: none"> • Report of the Sports competitions/events along with photographs appropriately dated and captioned year- wise. • Report of the Cultural competitions/events along with photographs appropriately dated and 	<ul style="list-style-type: none"> □ All activities conducted under an event will be counted as one event. □ Only the events organized by the university need to be considered □ For large data DVV will seek participation Certificates of 	□ Events cannot be further split into activities

	<p>through active clubs and forums</p> <p>Options:</p> <p>A. All four of the above</p> <p>B. Any three of the above</p> <p>C. Any two of the above</p> <p>D. Any one of the above</p> <p>E. None of the above</p>	<p>captioned year- wise.</p> <ul style="list-style-type: none"> • Report of the Technical fest/academic fests along with photographs appropriately dated and captioned year- wise. • Report of the Any other events through active clubs and forums along with photographs appropriately dated and captioned year- wise. • Copy of circular/brochure indicating such kind of activities. • List of students participated in different events year wise signed by the head of the Institution. 	<p>specified students.</p>	
45.	<p>5.4.1. Alumni contribution during the last five years (INR in lakhs) to the University through registered Alumni Association</p>	<ul style="list-style-type: none"> • Annual audited statements of accounts of the HEI highlighting the Alumni contribution duly certified by the Chartered 	<ul style="list-style-type: none"> ▫ Institutional expenditure statements for the budget heads of e-governance implementation ERP Document 	<ul style="list-style-type: none"> ▫ Bills for the expenditure on implementation of e governance in the areas of operation.

	<p>Options:</p> <p>A. ≥ 100 Lakhs</p> <p>B. 50Lakhs - 100 Lakhs</p> <p>C. 20 Lakhs - 50 Lakhs</p> <p>D. 5 Lakhs - 20 Lakhs</p> <p>E. <5 Lakhs</p>	<p>Accountant/Finance Officer.</p> <p>List of alumnus/alumni with the amount contributed year-wise</p> <p>□</p>	<p>□ Screen shots of user interfaces of each module reflecting the name of the HEI.</p> <p>□ Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on egovernance.</p>	
46.	<p>6.2.2 Institution Implements e-governance in its areas of operations</p> <p>6.2.3.1 e-governance is implemented covering following areas of operation</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <p>Options:</p> <p>A. All of the above</p>	<ul style="list-style-type: none"> • 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 	<p>□ Bills for the expenditure on implementation of e-governance in the areas of operation.</p>	

	<p>B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above</p>			
47.	6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> □ 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. 	<ul style="list-style-type: none"> □ 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 □ Financial support of Minimum of Rs. 5000/- per year per faculty will be considered

48	<p>6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course)</p>	<ul style="list-style-type: none"> • 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. • Annual reports highlighting the programmes undertaken by the teachers 	<ul style="list-style-type: none"> □ 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. 	<ul style="list-style-type: none"> □ 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. □ FDP less than 5 days will not be considered
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49	<p>6.4.2 Funds / Grants received from government bodies/non government during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in</p>	<ul style="list-style-type: none"> • Annual audited statements of accounts highlighting the grants received. • Copy of the sanction letters received from government/ nongovernment bodies and philanthropists for development and maintenance of 		<ul style="list-style-type: none"> □ Avoid duplication Contribution in kind in the 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
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	Lakhs)	infrastructure		infrastructure cannot be considered.
50.	<p>6.5.2 Institution has adopted the following for Quality assurance</p> <ol style="list-style-type: none"> 1. Academic Administrative Audit (AAA) and follow up action taken 2. Conferences, 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 and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc 6. Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> □ 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. 	<ul style="list-style-type: none"> □ Collaborative quality initiatives with sister organizations under the same management not to be considered.

	<p>Options:</p> <p>A. Any 5 or more of the above</p> <p>B. 4 of the above</p> <p>C. 3 of the above</p> <p>D. 2 of the above</p> <p>E. 1 of the above</p>	<p>along with geotagged photos and supporting documents.</p>		
51.	<p>7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment 6. Wind mill or any other clean green energy <p>Options:</p> <p>A. 4 or All of the above</p> <p>B. 3 of the above</p>	<ul style="list-style-type: none"> • Geo-tagged photographs of the facilities. • Bills for the purchase of equipment's for the facilities created under this metric. • Permission document for connecting to the grid from the Government/ Electricity authority. 		<p>□ Having diesel generator set as backup cannot be considered in this metric.</p>

	C. 2 of the above D.1of the above E. None of the above			
52	7.1.4 Water conservation facilities available in the Institution: 1. Rainwater harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Wastewater recycling 5. Maintenance of water bodies and distribution system in the campus	<ul style="list-style-type: none"> • Geo-tagged photographs of the facilities. • Bills for the purchase of equipment's for the facilities created under this metric. • Green audit reports on water conservation by recognised bodies 		
54	7.1.6 Quality audits on environment and energy are regularly undertaken by the institution 7.1.6.1.The Institutional environment and energy initiatives are confirmed through the following 1. Green	<ul style="list-style-type: none"> • Policy document on environment and energy usage Certificate from the auditing agency. • Certificates of the awards received from recognized agency (if any). • Report on environmental 		

	<p>audit/Environment Audit</p> <p>2. Energy audit</p> <p>3. Clean and green campus initiatives</p> <p>4. Beyond the campus environmental promotion and sustainability activities</p> <p>Options:</p> <p>A. Any 4 or all of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	<p>promotional activities conducted beyond the campus with geo-tagged photographs with caption and date.</p> <ul style="list-style-type: none"> • Green audit report of all the years from recognized bodies 		
56	<p>7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <p>1. The Code of Conduct is displayed on the website</p> <p>2. There is a committee to monitor adherence to the institutional Code of Conduct principles</p>	<ul style="list-style-type: none"> • 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 		

<p>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p> <p>Options:</p> <p>A. All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	<p>staff.</p> <ul style="list-style-type: none"> • 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 attributes facilitated by the Institution 		
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Note: Private University need to submit signed document of both Chartered Accountant and Finance Officer****