Standard Operating Procedure (SOP) For Data Validation and Verification of Affiliated PG Colleges for HEIs as on 01/01/2021

A: General Guidelines for HEIs:

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.

- 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.

- 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.

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 locationon.

(3) Take pictures only after setting the 'locationon' 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.
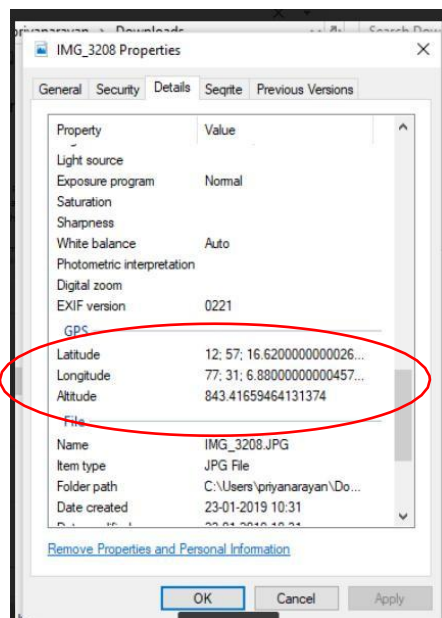
- **It is possible that both, the Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in the Extended Profile. That is, if the data/documents sought are given in response to the Extended Profile 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 courses offered by the Institution across all programs during the last five years	• Provide the number of courses in each program year-wise. • List of Courses should be specified on letter head of HEI with signature of Head of the Institution.	• Refer to the Glossary in the manual to understand the terminologies:PROGRAM, COURSE	
1.2	Number of Programmes offered year wise for the last five years	• Provide year-wise list of **ALL** programs that have been operational by HEI during the assessment period. • Boucher mentioning program offered during last five years. • List of Programs should be specified on letter head of HEI with signature of Head of the Institution.	• Program list approved by the Affiliating University/ Competent Authority to be provided. • Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM • 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 includedhere. • Diploma not awarded by the University not to beincluded.
2.1	Number of students year wise during the last five years	• Provide appropriate document duly certified by competent authorities • Year wise list of students approved by the affiliating University	• Include the total number of students on rolls across all the programs (consider 1st, 2nd, 3^{rd}years etc., of each program) for all the assessment periodyears. • Consider only the students on the rolls during the odd semesters if the program is of semesterscheme.	• If a program is of semester scheme, do not add students of both odd and even semesters.

2.2	Number of seats earmarked for reserved category as per GOI/State Govt. rules- year wise during the last five years	• Provide document showing the Reserved category should be mentioned separately for each category as State government / Central Government reservation policy for admission to higher education and also provide the number of seats reserved for each of the programmes and the program-wise total authenticated by the Registrar of the affiliating university/admission authority.	• Admissions to only the first-year classes of all theprograms to beconsidered.	
2.3	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 different programs during the assessment period • Provide the data separately for each program yearwise	• Include all students eligible for registration for the final examination. • The students admitted to the final year study of all the programs for all the assessment years. • During the DVV process the HEI may be asked to provide the list of final year students of specific programs identified by DVV partner.	

3.1	Number of full time teachers year wise during the last five years	• Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated bythe Principal on letter head of HEI.	• 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 not to be considered • Inclusion ofpart-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 teacher
3.2	Number of sanctioned posts year wise during the last five years	• Official letter(s) of sanction of posts from the statutory body/Government / Board of Management during the assessment period (year wise)	• State/Central Government/Board of Management sanctioned posts are to beconsidered.	
4.1	Total number of classrooms and seminar halls	• List of number of classrooms and seminar hall • Geo tagged photos of classroomsand seminar halls.	• All rooms used for academic purpose to be considered only and geo-tagged photos of the classroomsto beprovided.	• Laboratories and workshops are not to beconsidered.
4.2	Total Expenditure excluding salary-year wise during the last five years (INR in Lakhs)	• Audited Statement of income and expenditure duly certified by the Principal and Charted Accountant in case of Privately funded institutions highlighting the salary component. Also provide a statement		Claims made without audited Income Expenditure statements not to be considered

		showing the total expenditure excluding the salary component for each of the years certified by the Principal andCharted Accountant.		
4.3	Total number of computers in the campus for academic purpose	• Stock register extracts/invoice copy duly certified		• Exclude computers used for administrative purpose

Metric wise Standard Operating Procedure (SOP)

Sl. No.	Metric	Documents Needed	Specific Instructions to HEIs	Not to be Included /Considered
1.	**1.1.3Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. *Academic council/BoS of Affiliating university* 2. *Setting ofquestion papers for UG/PG programs* 3. *Design and Development of Curriculum for Add on/certificate/ Diploma Courses*	• Nomination Letter of from their Affiliating University clearly indicating membership in BoS and Academic Council/ PG Council valid for the assessmentperiod. • Letters from the affiliating university to the faculty for setting question paper for UG/PGprograms. • Document showing the faculty participation in the design and development of Curriculum for Addon/ certificate/ Diploma Courses. • The letters from the affiliating university inviting the faculty for Assessment/evaluation	• Supporting document for the selected option to beprovided. • DVV can seek thesupporting document for the randomly selected teachers for verification. • Invitations / Appointment letters for Valuation / practical exams / Viva-Voce exams can also beconsidered.	• Participation of the faculty in other than the affiliating university not to be included.

	4. *Assessment /evaluation process of the affiliating University* *Options* A. *All of theabove* B. *Any 3 of the above* C. *Any 2 of the above* D. *Any 1 of the above* E. *None of the above*		
2.	**1.2.1***Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*	• List of programs in which CBCS/Elective course system implemented in the last completed academic year certified by the Registrar of the affiliatinguniversity. • Minutes of relevant Academic Council/BOS meetings highlighting the relevant documents to this metric of the affiliatinguniversity. • AffiliatingUniversity letter stating implementation of CBCS.	• Either CBCS or Electiveor both can beconsidered • If CBCS, course structure along with credit detailsto begiven. • If elective, list of elective offered for the program to begiven • If both, CBCS details aloneis sufficient.	

		• Structure of theprogram clearly indicating courses, credits/Electivesas approved by the competent board.		
3.	**1.2.2***Number of Add on /Certificate programs offered during the last five years*	• Details of eachprogram such as: • Name of theprogram, duration, list of students enrolled (with signature of students), curriculum, assessment proceduresyear-wise • Summary report of each programyear-wise along with their outcome.	• Add on/Certificate programs of minimum 30 hours duration to beconsidered.	• Avoid programs conducted under regular university curriculum. • Avoid considering certificate / add on programmes of less than 30 hours.
4.	**1.2.3***Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years*	• Year-wise List of the students enrolled inthe Program as defined in 1.2.2 • Attendance sheet of student participating with signature should be provided.	• The DVV may seek for certificates of random selected students in selected courses and the attendance document for specific date maintained for thecourse.	
5.	**1.3.2***Average percentage of courses that include*	• Document showingthe experimentallearning through project work/field	• Only the courses having projectwork/field work/internship as per the affiliating university	• The courses that support experimental learning through

		work/internship as prescribed by the affiliating university / affiliating university curriculum.	curriculum.	project work/field work/internship not prescribed by the affiliating university not to be included.
6.	**1.3.3***Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)*	• List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of worketc. • Internship completion certificate / project work completion certificate from the organization where internship / project was completed along with theduration. • Report of the field work/ sample photographs of the field work / permission letter only for field work from the competent authority will beconsidered	• Only latest completed academic year data tobe considered. • One student involved in multiple field works and/or project work and/or internship in the same academic session should be counted asone. • Internship completion certificate / project work completion certificate given to the students by the host organisation will be asked during DVV process with specific studentlist. • In case of field work, mentioning objectives and outcomes of field workalong with field workreport. • Data given here should match with the metric 1.3.2 forthe latest completed academic year.	• Mere list of students cannot be considered without relevant supporting documents. • Training Internship during the job-enroll will not be considered.

| 7. | **1.4.1***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*

1) *Students*
2) *Teachers*
3) *Employers*
4) *Alumni*
Options:
  A. All 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 | • Sample Filledin feedback forms fromthe stakeholders tobe provided. | • The feedback concernedwith curriculum development only can be considered
• Only filled –in feedbackreport will beconsidered
• In case of selecting A, B, C or D provide three filled forms from eachcategory
• The DVV partner may askfor filled in forms of randomly selectedstakeholders. | • Feedback notrelated to design and review of syllabus will not be considered |
| 8. | **1.4.2 Feedback process of the Institution may be classified as follows:**

Options:

A. Feedback collected, analysed and action taken and feedback available onwebsite
B. Feedback collected, | • Stakeholder feedback analysis report signed by the Principal to be provided.
• Department wiseAction taken Report on feedback signed by the competentauthority
• Document showingthe communication with the affiliating University for | • Feedback reports shouldbe hosted in the institutional website.
• Provide links directly leading to reports on the items listed in the chosenoption. | • Feedback not related to design and review of syllabus will not beconsidered.
• Feedback reports reflected in other websites will not be considered. |

	analysed and action has been taken C. Feedback collected andanalysed D. Feedbackcollected E. Feedback not collected	the Feedback provided. • Action taken by the affiliating universityon thefeedback.		
9.	**2.1.1***Average Enrolment percentage (Average of last five years)*	• Document related to Sanction of intake from affiliating University/ Government/statutorybody. • Approved admission list year-wise/ program-wise from the affiliatinguniversity.	• Sanctioned admission strength in each program vs student's enrolment for each programyear-wise.	
10.	**2.1.2***Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years* *(exclusive of supernumerary seats)*	• Copy of letter issued by state govt. or Central Government indicating the reserved categories to be considered as per the state rule (inEnglish asapplicable) • Final admission list indicating the category as published by the HEI and signed by the principal. • Admission extract submitted to the state OBC, SC and ST celleveryyear.	• Include only thosereserved categories as specified by State/central Government orders foradmission. • 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. • Exclude admission to supernumerary seats.

		• Number of seatsyear marked for the reserved categories		
11.	**2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)**	• Certified list of full time teachers along with thedepartmental affiliation in the latest completed academic year. • List showing the number of students across all year in each of the programs in the latest completed academicyear.	• 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
12.	**2.3.3Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**	• Copy of circular pertaining the details of mentor and their allottedmentees. • Approved Mentor listas announced by theHEI • In addition, issues raised and resolved inthe mentor system has to be attached mentor-wise	• Only full-time teacherscan be considered asmentors.	• Mere list of names of mentors and mentees will not suffice for this metric.
13.	**2.4.1Average percentage of full time teachers against sanctioned posts during the last five**	• Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority. • List of full timeteachers	• Appointment letter of selected teachers will be asked during DVV clarificationstage • 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. • Avoid inclusion of Part time /Ad-

		appointed along with their departmental affiliation.		hoc/Visiting faculty.
14.	**2.4.2***Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)*	• List of faculties having Ph. D. / D.M. / M.Ch./ D.N.B Superspeciality / D.Sc. / D.Litt certificate should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award. • Doctorate Degree awarded by UGC recognizeduniversities only to beconsidered.	• Mention number of full-time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality/ D.Sc. / D.Litt. year-wise irrespective of the year of award. • Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. Certificates of selected faculty will be asked during DVV clarification stage. • List of certificate should be provide as per academic session wise.	Honorary Doctorate Degrees not to be included/considered
15.	**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 faculties along with particulars of the date of Appointment in the HEI and years of his experience.	• Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data islarge.	• Previous work experience of the teacher in other institution not to be considered here. • Experience less than one year will not be considered.

16.	**2.6.3***Average pass percentage of Students during last five years*	• Result sheet published by the affiliating university attested by theprincipal. • Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise	• Only final year student data will be considered for allthe five years of the assessment period.	• Results pertaining to students other than the final year are not to be submitted.
17.	**3.1.1***Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR inLakhs)*	• List of grants for research projects 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 projects sponsored by Government andnon-government sources.	• Sanction letter of grants by the funding agency is mandatory to support theclaim. • The duration of the grant period to be aligned with the assessmentperiod.	• Grants given by their own trust / sister institutions not to beincluded • Grants in the form of Equipments / software / skill development centres will not be considered.

18.	3.1.2 *Percentage of teachers recognized as research guides (latest completed academic year)*	• e-copies of letters from the University indicating the name of the Guide / co- guiderecognized • Data pertaining to only teachers of the Institution in the latestcompletedacademic year	• Teachers recognised as guides during the latest completed academic year should beconsidered. • If the Data is large, the DVV will seek for the Guide ship letters of Specific list of Teachers during DVV clarification	
19.	3.1.3*Percentage of departments having Research projects funded by government and non government agencies during the last five years*	• List of teachers along with the department affiliation, title of the funded project, the amount and the funding agency during the last five years.	• Data provided in this metric to match with that of3.1.1	• Grants given by their own trust / sisterinstitutions not to be included • Grants in the form of Equipments / software / skill development centres will not be considered
20.	3.2.2 *Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship 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 skills development* to be consideredhere.	• Courses Conducted under themetric 1.2.2 not to be considered in this metric.

21.	**3.3.1**_Number of Ph.Ds registered per eligible_ **teacher** _during the last five years_	• List of faculties along with the name of the research scholars / Guide during the assessmentperiod. • Guideship should be valid during the assessmentperiod.	• Document of registration of the research scholar indicating the guide's name from the university. • If data is large, randomly selected research scholars document from the university will besought.	• Guideship registration after the assessment period not to beconsidered.
22.	**3.3.2** _Number of papers published 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 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/Scopus/Web of Science/other clearly.	• 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.

23.	3.3.3 *Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years*	• Cover page, content page and first page of the selected publication. • Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication	• Books with ISBNnumber only would be considered. • The details of selected publications would be sought during the DVV clarification process, if the data islarge. • Book's publication year should be mentioned	• Publication claimed under 3.3.2 not to be repeated / included in this metric.
24.	3.4.2*Number of awards and recognitions received for extension activities from government / government recognised bodies during the last five years*	• E-copy of the award letters • Any supporting document in relevance to themetric	• These awards are to the institution and not to the individual and for extension activitiesonly.	• Awards to the individuals should not be considered here. • Awards received other than extension activities are not to beconsidered. • Awards from own trust / sister institutions not to be considered. • Awards localin nature such as Urban / localbodies / Panchayat etc are to be avoided.

25.	**3.4.3** *Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years*	• Geo tagged Photographs and any other supporting document of relevance should have proper captions and dates. • Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency	• Can be supplemented with Newspaper reports of events.	• Events conducted for the benefit of their own students not to be included under outreach programs.
26.	**3.4.4** *Average percentage of students participating in extension activities at 3.4.3. above during last five years*	• Detailed report for each program extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency. • Photographs or any supporting document of relevance should have proper captions and dates	• During the DVV process, HEI may be asked for student attendance documents / certificates for selected extension activities. • Data given here should match with that of the activities indicated in metric 3.4.3. • Attendance sheet provided should contain signature of students.	

27.	3.5.1*Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year*	• Copies of collaboration/related documents indicating the nature of collaboration and activitiesyear-wise.	• The Collaboration should be valid for the assessment period. • The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on–the-job training/ project work should be facilitated through the mentioned collaboration only.	• The collaborations mentioned in metric 3.4.3 not to be considered here. • Collaborations with the sister institutions under the same Trust not to beincluded. • Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the externalagency.
28.	3.5.2*Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five*	• List of activities conducted under each MoU along with dates of starting and completion year-wise signed by bothparties • E-copy of theletters	• The MoU should be functional during the assessmentperiod • If the MoU is for three years viz 2011-2013, it shall be counted onlyonce. • At least one activity should have been conductedunder	• MOU's with the sister institutions under the same Trust not to be included. • Avoid data given in metric3.5.1.

		showing MOUs with other institutions.	an MOU during the assessment period to qualify as a functional MOU with institutions.	
29.	**4.1.3***Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.*	• Geo-tagged photographs of ICT enabled classrooms /seminar halls with caption	• Only classrooms and/or seminar halls with ICT enabled facilities to be consideredhere.	• Labs and workshops with ICT facility not to beconsidered.
30.	**4.1.4***Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)*	• Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by FinanceOfficer. • Highlight therelevant items in theaudited income and expenditure statement.	• This metric is supposed to be looked at with the perspective of**infrastructure augmentationonly** • In case of privately funded HEI the document shouldbe certified by Chartered Accountant.	• Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books andjournals under thismetric.
31.	**4.2.2 *The institution has subscription for the followinge-resources*** *1. e-journals* *2. e-ShodhSindhu* *3. Shodhganga Membership* *4. e-books*	• E-copy of the letterof subscription /member ship in the **name of HEI**. • Screenshots of the facilities claimed with the name ofHEI. • Specific details in respect ofe-	• Ensure that the letter of subscription contains completedetails • Provide a link in the institutional website for the selected options for verification byDVV.	• Soft copy of printed books cannot be accepted as e-books.

	5. *Databases* 6. *Remote access to e-resources* **Options:** A. Any 4 or more of theabove B. Any 3 of theabove C. Any 2 of theabove D. Any 1 oftheabove E. None of theabove	resources selected.		
32.	**4.2.3***Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals during the last five years (INR in Lakhs)*	• Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Head of the Institution and CA. • **Audited Income/Expenditure statement highlighting the expenditure for purchase ofbooks and journals.**		
33.	**4.2.4***Percentage per day usage of library by teachers and students (foot falls and login data for online access)*	• Certified E-copy of the ledger for footfalls for any 5 workingdays. • Certifiedscreenshots of the data forthe same 5 working days for online access.	• During DVV clarification process library log-book entries and data of online access for randomly selected five days will be sought.	

	(Data for the latest completed academic year)		
34.	**4.3.2***Student – Computer ratio (Data for the latest completed academic year)*	• Number of Computersavailable for student useonly • Bills for thepurchase ofcomputers. • Highlight theentries of computers purchased in the stockregisters.	• The data pertaining to the latest completed academic year.	• The computers for office and faculty use will not be considered. • Computers purchased after the latest completed academic year not to beconsidered.

35.	*4.3.3 Bandwidth of internet connection in theInstitution*
	
	Options:
	
	   A. ≥ 50MBPS
	   B. 30 - 50MBPS
	   C. 10 - 30MBPS
	   D. 10 - 5MBPS
	   E. < 5MBPS
		• Bills for any one month/one quarter maximum three months old of the latest completed academic year indicating internet connection plan, speed and bandwidth and the HEI"s name.
		• E-copy of document of agreement with the service provider.
				• Snap shot of speed test for wifi/internet facility will not be considered

| 36. | **4.4.1***Average percentage of expenditure incurred on maintenance of infrastructure (physical* | • Provide audited income and expenditure statement highlighting the items of expenditure | • Focus of this metric is only on the **maintenance of physical and academic supportfacilities.** | • Mere statement of last five yearsdata on the metric withoutaudited statement will not be considered. |

	and academic support facilities) excluding salary component during the last five years(INR in Lakhs)	incurred on **maintenance**o f physical facilities and academic support facilities duly certified by Head of the Institution and CA.		
37.	**5.1.1***Average percentage of students benefited by scholarships and freeships provided by the Government during last five years*	• Upload sanction letter of scholarship and freeships. • Year-wise list of students in each scheme.	• Only Government Scholarships / freeships (both state andcentral) • For large data, the DVV will ask documents for randomly selected students in specific schemes.	
38.	**5.1.2***Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non-government agencies during the last five years*	• Upload policy document of the HEI for award of scholarships and freeships. • Year wise list of studentsbenefitted. • Copies of awardof freeships, scholarships along with the sponsoring agency.	• Consider scholarships and freeships sanctioned by the institution / non-governmentagencies. • Audited Statement showing the expenditure on scholarships / freeshipsetc. • For large data, the DVV will ask documents for specific no of students in specific schemes.	• Data given in metric 5.1.1 not to be includedhere.

39.	**5.1.3 *Capacity building and skills enhancement initiatives taken by the institution include the following*** 1. *Softskills* 2. *Language and communication skills* 3. *Life skills (Yoga, physical fitness, health and hygiene)* 4. *ICT/computing skills* **Options:** A. All of theabove B. 3 of theabove C. 2 of theabove D. 1 of theabove E. *none of the above*	• Web-link to particular program/scheme mentioned in themetric • Copy ofcircular /brochure /report of the event • Geo tagged Photographs with date and caption for each scheme or event. • List of programs conducted and the number of students enrolled for each ofthe events.	• Consider all the students who have enrolled for theschemes • DVV can seek thedocuments regarding the attendance and certificates for the selected list of programs/students enrolled in the specified programs.	• Mere circulars and student listwill not be accepted. • Avoid program conducted aspart of the University curriculum.
40.	**5.1.4*Average percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the***	• Copy of circular/brochure/report of program with photographs and captions of such programs along with the details of the resourcepersons. • Year-wise listof	• "Students benefited" refers to students enrolled / attending the saidprograms • DVV can seek thedocuments regarding the attendance and certificates for the selected list of students enrolled.	

	last five years	students attending each of these schemes signed by competent authority	
41.	**5.1.5The Institution has a transparent mechanism for timely 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*	• Minutes of the meetings of student grievance committee, as per metric. • Circular/web-link/ committee report justifying the objective of themetric • Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.	• Minutes of the meetings/Report of grievances from the concerned committee isessential. • 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.	

	Options: A. All of theabove B. 3 of theabove C. 2 of theabove D. 1 of theabove E. None ofthe above		
42.	**5.2.1*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.	• The 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 ask for the appointment orders of the selectedstudents. • Multiple offers to the same students to be countedonce.	• If same student has multiple offers it has to be counted onlyonce.
43.	**5.2.2*Average percentage of students progressing to higher education during the last five years***	• Upload supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period.	• Proof like admission letters or identity cards or higher degree certificates for selected students progressing to higher education will be asked by DVVpartner. • For the same institution admission letter should be, provided by head of the institution.	• Appearing/passing competitive exams for higher education cannot be considered as progression to highereducation unless students get admitted.

44.	**5.2.3**_Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)_	• List of students year-wise under eachhead • QualifyingCertificates of the students taking the examination year wise under each category		• In absence of certificate, the claim will not be considered. • Exams conducted for job recruitments other than the examinations conducted by State/Central Government not to be included/ considered.
45.	**5.3.1**_Number of awards/medals for outstanding performance in sports/cultural activities at university/state/natio nal /international level (award for a team event should be counted as one) during the last fiveyears._	• e-copies of award letters andcertificates.	• Only **inter-university / state**/ national or international achievements will be considered. • Participation in Republic Day Parade at Rajpath, New Delhi by NCC candidates may beconsidered. • Award for a team event should be counted asone.	• Participation/appreciation certificates and awards from regional/local /institutional levels should be avoided. • Awards fromintra or inter institutions will not beconsidered.

46.	5.3.3 *Average number of sports and cultural events / competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)*	• Report of the events/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.	• All activities conducted under an event will be counted as one event. • For large data DVV will seek participation Certificates of Specified students.	• Events cannot be split into activities. • The competitions organised by the institution without the participation of their own students will not be considered here.
47.	5.4.2 *Alumni contribution during the last five years (INR in Lakhs)* **Options:** A. ≥ 5 Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs D. 1 Lakhs - 3 Lakhs E. <1 Lakhs	• Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant. • List of alumnus/alumni with the amount contributed year wise to the institutions.	• Contribution in form of monetary or equivalent to be considered.	Mere list indicating the contribution will not be considered.

| 48. | **6.2.3Implementation of e-governance in areas of operation**

1. Administration
2. Finance and Accounts
3. Student Admission andSupport
4. Examination

Options:
  A. All of theabove
  A. 3 of theabove
  B. 2 of theabove
  C. 1 of theabove
  D. None of the above | • Institutional expenditure statements for the heads of E-governance implementation reflected in the audited statement.
• ERP Document
• Screen shots of user interfaces of each module reflecting the name of theHEI.
• Annual e-governance report approved by GoverningCouncil.
• Policy document on e-governance. | • Bills for the expenditureon implementation of e-governance in the areas of operation. | |
| 49. | **6.3.2Average 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 toteachers
• E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise under eachhead.
• Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professionalbodies. | • If the data is large documents related to specific teachers will be asked during 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 notconsidered.
• Mere cash vouchers for payment will not beconsidered |

50.	6.3.3 *Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years*	• List of professional development / administrative training programs organizedby the institution • Event Brochures and reportsyear-wise • List of participants in eachprogramme • Photographs with date andcaption. • Annual reports highlighting the programs organizedby the institution.	• If data is large, DVV will seek documents pertaining to selectedevents.	• Seminars / invitedtalks cannot be included in this metric.
51.	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 Courseetc.)*	• Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period participated year wise. • E-copy of the certificates of the program attended by teachers. • List of participating teachers as per the prescribed format year-wise during the last fiveyears. • Annual reports highlighting the programs undertaken by theteaching faculties.	• One teacher attending one or more professional development Program in a year to be counted as one only. • If the data is large documents related to specific teachers will be asked during DVV clarification.	• Attending seminars / invited talks not to be considered. • Programs of duration less than one week will not be considered.

52.	6.4.2 *Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)*	• Annual audited statements of accounts highlighting the grants received. • Copy of letter indicating the grants/funds received from respective agency as stated in metric		• Funds from own institutions/own trust and sister institutions not to be considered • Contribution in the form of equipment / software etc not be counted. • Grants received under criterion III not to be repeated here.
53.	6.5.3 *Quality assurance initiatives of the institution include:* 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. **Collaborative** quality initiatives **with**	• Proceedings of meetings of IQAC, Feedback analysis and action taken report. • Activities conducted under Collaborative quality initiatives with other institutions. • Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). • ISO certificate / NBA certificate or quality certificate from any recognized	• AQAR not applicable for cycle I	Collaborative quality initiatives with sister institutions under the same management will not be considered.

	other institution(s) 3. Participation in NIRF 4. *any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)* **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	state/national / international agencies for the assessment period. • Supportingdocument to be provided as per the optionsselected.		
54.	**7.1.2The Institution has facilities for alternate sources of energy and energy conservation measures** 1. Solarenergy 2. Biogasplant 3. Wheeling to the Grid 4. Sensor-based energy	• Geo tagged photographs of the facilities withcaption. • Bills for the purchase of equipments for the facilities created under thismetric. • Any other relevant proof for the selected options.		• Having diesel generator set as backup cannot be considered in this metric.

	conservation 5. Use of LED bulbs/ power efficient equipment			
55.	**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	• Geo tagged photographs of the facilities withcaption. • Bills for the purchase of equipments for the facilities created under thismetric. Any other relevant proof for the selected options.		
56.	**7.1.5 *Green campus initiatives include:*** 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian-friendly	• Policy document on the greencampus. • Geo tagged photographs/videos of the facilities along withcaption. • Circulars forthe		

	pathways 4. Ban on the useof Plastics 5. Landscapingwith trees and plants	implementation of the initiatives and any other supporting document.		
57.	**7.1.6 *Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:*** • Green audit • Energyaudit • Environmentaudit • Clean and green campusrecognitions / awards • Beyond the campus environmental promotionactivities	• Policy document on environment and energyusage • Certificate from the auditingagency. • Certificates of the awards received from the recognized agency. • Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption anddate. • Any other supporting document for the claimsmade.		
58.	**7.1.7 *The Institution has disabled-friendly, barrier free environment*** • Built environment with ramps/lifts for easy accessto	• Policy document and information brochure. • Link to Geo tagged photos and videos with date and caption.		

	classrooms. • Disabled-friendly washrooms • Signage including tactile path, lights, display boards and signposts • Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment • Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	• Bills and invoice/purchase order/AMC in support offacility. • A rest room should include specific requirements of Divyangjan for use of the Toilet (rest room) and otherfacilities. • Brief report on facilities provided for enquiry and information. • Bills for the software procured forproviding theassistance.		
59.	**7.1.10 *The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and***	• Policy document on code ofethics. • Proceedings of the monitoring committee. • Circulars and geo taggedphotographs		

	conducts periodic programmes in this regard.	with caption of the activities organized under the metric for teachers, students, administrators and other staffs.		
	1. The Code oConduct is displayed on the website	• Document showing Code of Conduct for students, teachers, governing body and administration		
	2. There is a committee to monitor adherence to the Code of Conduct	• Handbooks, manuals and brochures on human values and professionalethics		
	3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff	• Report on the student attributes facilitated by theInstitution		
	4. Annual awareness programmes on Code of Conduct are organized	• Web-Link to the relevant documents at HEIwebsite.		