



**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE**  
(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi  
NAAC Accredited with A+ Grade, NIRF India Rankings 2021 - Band: 201-250 (Engg.)  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)- NAAC-AQAR -Benchmarks & SOP**

QIM/ QnM	Description	Target	Documents	Specific Instructions to HEIs	Not to be Included/ Considered	
QnM	1.1 No. of Programmes offered					
QnM	2.1 No. of student's year wise		<ul style="list-style-type: none"> <li>List of students of all years across all programs year- wise during the assessment period.</li> <li>Provide appropriate document duly certified by the Principal.</li> <li>Letter to / from affiliating university indicating the sanctioned / admitted seats for each program( Not applicable to stand alone institutions)</li> </ul>	Include the total number of students on rolls across all programs (consider 1st, 2nd, 3rd years etc., of each program) for all the assessment years. •Consider only students on the rolls during the odd semester if the program is offered under the semester scheme.	<ul style="list-style-type: none"> <li>If a program is of semester scheme, do not add students of both odd and even semesters.</li> </ul>	
QnM	<b>Extended Profile</b>	2.2 No. of outgoing / final year student's				
QnM		2.3 No. of students appeared in the final examination				
QnM		3.1 No. of courses in all Programmes				
QnM		3.2 No. of full-time teachers during the year:		<ul style="list-style-type: none"> <li>Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the Principal.</li> <li>Letter of Appointment for selected faculties can be sought by DVV</li> </ul>	<ul style="list-style-type: none"> <li>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 over a complete academic year is classified as a full-time teacher.</li> </ul>	<ul style="list-style-type: none"> <li>A teacher employed only for a part of a year not to be considered</li> <li>Inclusion of part-time / Ad- hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-</li> </ul>



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						<i>time teacher</i>
QnM		3.3 No. of sanctioned posts				
QnM		4.1 No. of seats earmarked for reserved category as per GOI/State Govt. rules				
QnM		4.2 Total No. of Classrooms and Seminar Halls.				
QnM		4.3 Total No. of Computers on Campus for academic purposes.				
QnM		4.4 Total No. of Expenditure, excluding Salary		<ul style="list-style-type: none"> <li>• Audited Statement of Income and Expenditure duly certified by the Principal and Chartered Accountant in case of privately funded institutions highlighting the salary component.</li> <li>• Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by the Principal and Chartered Accountant.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Claims made without audited Income Expenditure statements not to be considered</b></li> </ul>
QnM	<b>Criteria 1 - Curricular Aspects</b>	1.1.2 Programmes syllabus revision (AC/BoS MoM)				
QnM		1.1.3 Courses on employability/ entrepreneurship/ skill development				
QnM		1.2.1 New courses introduced (LAST 5 YEARS)	<b>&gt;=20(%)</b>	Minutes of relevant Academic Council/BOS meetings highlighting the	<ul style="list-style-type: none"> <li>• Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Avoid courses with change of course title without substantial changes in the content</b></li> </ul>
QnM		1.2.2 Choice Based Credit				



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		<b>System (CBCS)/elective course system</b>				
		<b>1.3.1 Ethics, Gender, Human Values etc. in Curriculum</b>				
QnM		<b>1.3.2 Value-added courses offered(LAST 5 YEARS)</b>	<b>&gt;=50</b>	<ul style="list-style-type: none"> <li>List of add on/certificate/value added program/Diploma Programs/ online programs like MOOCS/SWAYAM/e Patashala/ NPTEL etc. which are optional and offered outside the curriculum of the programs signed by competent authority.</li> <li>Brochure and Course content or syllabus along with course</li> <li>Course completion certificate is required</li> </ul>	Courses with student enrolled will only be considered	<ul style="list-style-type: none"> <li>Courses <b>below 30 contact hours will not be considered</b></li> <li>Courses <b>which are part of curriculum will not be considered</b></li> </ul>
		<b>1.3.3 Students enrolled in Value-added courses</b>				
		<b>1.3.4 Students undertaking field projects/ internships / student projects(LAST 5 YEARS)</b>	<b>&gt;=80 (%)</b>	<ul style="list-style-type: none"> <li>Syllabus of the program highlighting components of field projects / research projects / internships</li> <li>Internship completion certificate given to the students by the host organization</li> </ul>	<ul style="list-style-type: none"> <li><b>Only current year (latest completed Academic Year) data to be considered</b></li> <li>Title page in case of student's projects of selected students will be asked during the DVV process.</li> </ul>	<ul style="list-style-type: none"> <li><b>Field visit/tour will not be considered</b></li> </ul>
QnM		<b>1.4.1 Feedback for design and review of syllabus</b>	<b>A</b>	<ul style="list-style-type: none"> <li>Feedback need to be collected from varied stakeholders (at least two stakeholders are mandatory)</li> </ul>	<ul style="list-style-type: none"> <li>The feedback should have <b>primary focus on curricular aspects</b></li> <li>Only filled -in feedback report will be considered</li> <li>At least <b>five filled forms from each category of</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Feedback not related to curriculum will not be considered</b></li> </ul>



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					stakeholders to be provided. · As per options exercised by the institution viz... A, B, C, D substantiating documents need to be provided	
		<b>1.4.2 Feedback system of Institution</b>				
	<b>Criteria 2 – Teaching-Learning and Evaluation</b>	2.1.1.1 No. of students admitted (year-wise) during the year				
		2.1.1.2 No. of sanctioned seats (year-wise) during the year				
		2.1.2 Seats filled against reserved categories				
		2.2.1 Programmes for advanced learners and slow learners				
QnM		2.2.2 Student - Full time teacher ratio (Data for the latest completed academic year)	<20:1	Auto generated from extended profile		
		<b>2.3.1 Student centric methods</b>				
		<b>2.3.2 ICT Tools Usage</b>				
		<b>2.3.3 Students to Mentor Ratio: (latest year)</b>				
		<b>2.3.4 Academic Calendar and Teaching plans</b>				
QnM		2.4.1 Full time teachers against sanctioned posts (LAST 5 YEARS)	>=90 (%)	<ul style="list-style-type: none"> <li>• Provide the sanctioned order of the post from State /Authenticated document from related Govt organization/ management.</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment letter of selected teachers will be sought during the DVV clarification.</li> <li>• All full-time teachers with at least 90% prescribed</li> </ul>	



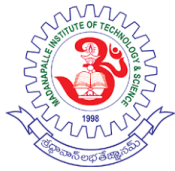
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				workload should be counted as full-time teachers	
QnM	2.4.2 Full time teachers with Ph.D./ D.M. / M.Ch. / D.N.B Super speciality/ D. Sc/DLitt (LAST 5 YEARS)	>=80 (%)	<ul style="list-style-type: none"> <li>Ph.D. /D.Sc. / D.Litt./LLD and equivalent degree completion certificate of faculties</li> <li>Provisional Degree Certificate/Notification for Award may be considered wherever Degree certificate is not available.</li> </ul>	<ul style="list-style-type: none"> <li>Mention number of full-time teachers with Ph.D. /D.Sc. / D.Litt. and equivalent degree irrespective of the year of award</li> <li>If the data is large, Ph.D. /D.Sc. / D.Litt./LLD and equivalent degree certificates of selected faculty will be asked during DVV clarification stage</li> </ul>	<ul style="list-style-type: none"> <li>Honorary Doctorate Degrees not to be included/considered</li> </ul>
QnM	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)	>=15	<ul style="list-style-type: none"> <li>Experience certificate of faculties authenticated from competent authority</li> </ul>	<ul style="list-style-type: none"> <li>Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large.</li> <li>Total Work experience of the teacher will be considered here.</li> </ul>	
*	2.4.4 Average teaching experience of full time teachers in the same institution (Data to be provided only for the latest completed academic year, in number of years)	>=15	<ul style="list-style-type: none"> <li>List of faculties along with particulars of the date of Appointment in the HEI and years of his /her experience in the institution</li> </ul>	<ul style="list-style-type: none"> <li>Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large.</li> </ul>	<ul style="list-style-type: none"> <li>Work experience of the teacher in other institutions not to be considered here</li> </ul>
QnM	2.5.1 Average No. of days of declaration of results (during the last five years)	<20	<ul style="list-style-type: none"> <li>Reports from Controller of Examination (COE) mentioning the name of the</li> </ul>	<ul style="list-style-type: none"> <li>Documentary evidence of academic sessions/academic year planner signed by</li> </ul>	



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				program, end date of the examination and date of announcement of the results along with the number of days elapsed, for all the programs for each year of the assessment period	competent authority • In case of semester system, take the average of days of two semesters in a year.	
QnM	2.5.2 Student complaints/grievances about evaluation during the last five years	<1 (%)	<ul style="list-style-type: none"> <li>Minutes of the grievance cell / relevant body</li> <li>The Number of students who have applied for revaluation /re-totaling program wise/ any other grievances related to examination certified by Principal/ Controller of Examinations year-wise for the Assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>Multiple grievances from one student to be counted only once in a year irrespective of the number of papers /courses for which he/she has applied.</li> <li>In case of semester, only even semester need to be considered</li> </ul>		
	2.5.3 IT integration & reforms in exam (Exam Manual & Academic Regulation)					
	2.6.1 PO and CO's for all Programmes					
	2.6.2 Attainment of PO's and CO's					
QnM	2.6.3 Pass percentage of students (Data for the latest completed academic year)	>=90 (%)	<ul style="list-style-type: none"> <li>Annual report of COE highlighting pass percentage of students</li> <li>Certified report from Controller Examination indicating pass percentage of students of the final year (final semester) eligible for the</li> </ul>	<ul style="list-style-type: none"> <li>Only current final year (latest completed academic year) students' data of all programs to be considered.</li> <li>Copy of the letter regarding the students appeared and passed in the</li> </ul>	<ul style="list-style-type: none"> <li>Results pertaining to students other than the final year are not to be submitted.</li> </ul>	



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				degree program-wise / year-wise	<b>final year examination sent to the Affiliating University to be provided. (Not applicable to stand alone institutions)</b>	
QnM		<b>2.7.1 Online student satisfaction survey</b>  <i>(Online Survey will be conducted)</i>		Data Requirements: (As per Data Template) (Database of all students on roll need to be prepared as per data template and shared with NAAC along with the online submission of QIF) Please refer SSS guidelines available on NAAC website		
QnM	<b>Criteria 3 - Research, Innovations and Extension</b>	<b>3.1.1 Policy for promotion of research</b>				
QnM		3.1.2 Seed money to teachers for research (INR in Lakhs)	<b>&gt;=50</b>	<ul style="list-style-type: none"> <li>List of faculty who have been awarded seed money for research along with the title of the project, duration and amount year-wise.</li> <li>Sanction letters of award of seed money to the teachers is mandatory.</li> <li>Audited Income-Expenditure statement highlighting the relevant expenditure counter signed by the Principal indicating seed money provided and utilized.</li> </ul>	<ul style="list-style-type: none"> <li>In case of large data, the DVV will ask for valid document for specific list of teachers</li> <li>Only formal research project seed money will be considered</li> </ul>	<ul style="list-style-type: none"> <li>Seed money less than Rs 20,000/-per faculty will not be considered</li> <li>Grants for other than research projects need to be avoided</li> <li>Sponsorship to conferences/seminars etc to be avoided.</li> <li>Grants received from outside agencies for research not to be included.</li> </ul>
QnM		3.1.3 Teachers awarded national / international fellowship (during the last five years)	<b>&gt;=20 (%)</b>	<ul style="list-style-type: none"> <li>e-copies of the award letters of the teachers.</li> <li>List of teachers who have received the awards along</li> </ul>	<ul style="list-style-type: none"> <li>Documents for all awards are compulsory</li> <li>Sponsored travel grant will be considered</li> </ul>	<ul style="list-style-type: none"> <li>Awards without any financial support not to be included (E.g: Best Teacher Award, Certificate of</li> </ul>



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			<i>with the nature of award, the awarding agencies.</i>		<i>Appreciation).</i>
QnM	3.2.1 Grants from Govt. & non- govt. agencies for research projects etc. <i>during the last five years</i>	<b>&gt;= 2000</b>	<ul style="list-style-type: none"> <li>List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount.</li> <li>e-copies of the letters of award for research projects sponsored by Government and non- government sources</li> </ul>	<ul style="list-style-type: none"> <li>Sanction letter of grants by the funding agency is mandatory to support the claim.</li> <li>The duration of the grant period to be aligned with the assessment period.</li> <li>Departmental grants from external agencies will be considered</li> </ul>	<ul style="list-style-type: none"> <li>Grants given by their own trust / sister institutions not to be included</li> <li>Grants in the form of Equipments / software / skill development centres will not be considered</li> </ul>
QnM	3.2.2 Teachers having research projects (during Last Five Years)	<b>&gt;=30(%)</b>	<ul style="list-style-type: none"> <li>Sanction order from funding agency with specific details of Principal investigator/ Co-Principal investigator</li> <li>List of teachers along with the title of the project, the awarding agency, duration of the project and the amount during the assessment period.</li> </ul>		<ul style="list-style-type: none"> <li>Sanction order from funding agency with specific details of Principal investigator/ Co-Principal investigator</li> <li>List of teachers along with the title of the project, the awarding agency, duration of the project and the amount during the assessment period.</li> <li>Grants given by their own trust / sister institutions not to be included</li> <li>Grants in the form of Equipments / software / skill development centers will not be considered</li> </ul>
	3.2.3 Teachers as research guides ( <i>latest completed academic year</i> )	<b>&gt;=30 (%)</b>	<ul style="list-style-type: none"> <li>e-copies of letters from the University indicating the name of the Guide / co-guide recognized</li> <li>Data pertaining to only teachers of the Institution</li> </ul>	<ul style="list-style-type: none"> <li>Teachers recognized as guides as on present date should be considered</li> <li>If the data is large, the DVV will seek for the Guideship letters of Specific</li> </ul>	





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				<i>during the assessment period</i>	<i>list of • Teachers during DVV clarification</i>	
		<b>3.2.4 Departments with Research projects</b>				
		<b>3.3.1 Eco- system for innovations, creation, and transfer of knowledge</b>				
<b>QnM</b>		<b>3.3.2 Workshops/Seminars on Research Methodology, IPR etc.</b>				
<b>QnM</b>		<b>3.4.1 Code of Ethics for research</b>	<b>A</b>	<ul style="list-style-type: none"> <li>• Copy of the syllabus of the research methodology course work.</li> <li>• Constitution of the ethics committee and its proceedings approved by the appropriate body.</li> <li>• Constitution of research advisory committee and its proceedings approved by the appropriate body.</li> <li>• Bills of purchase of plagiarism check software in the name of the HEI.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide web link on the institutional website which should lead to the landing page where Code of Ethics for research is hosted.</li> <li>• Report of research content checked through licensed plagiarism check software.</li> </ul>	<ul style="list-style-type: none"> <li>• If the link leads only to the home page, the claim will not be considered.</li> </ul>
<b>QnM</b>		<b>3.4.2 PhD's Scholars registered per teacher during the last five years</b>	<b>&gt;=6</b>	<ul style="list-style-type: none"> <li>• Copy of the letter received / sent to the affiliating University regarding registration of students in the institution.</li> <li>• Copy of the joining letter(s) of Ph.D. students joining in the institution along with the copy of the proceedings of Vice Chancellor for admission into Ph.D.</li> </ul>	<ul style="list-style-type: none"> <li>• Document of registration of the research scholar indicating the guide's name from the HEI.</li> <li>• If data is large, randomly selected research scholars document from the HEI will be sought during the DVV process.</li> </ul>	<ul style="list-style-type: none"> <li>• Registrations outside the assessment period not to be included.</li> </ul>



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QnM		3.4.3 Research papers in the Journals notified on UGC during the last five years website	<b>&gt;=10</b>	<ul style="list-style-type: none"> <li>The HEI should provide the link to the journal website/paper/ article.</li> <li>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.</li> <li>The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list</li> </ul>	<ul style="list-style-type: none"> <li>Publication of the authors with Institution affiliation will be considered for assessment years only.</li> </ul>	<ul style="list-style-type: none"> <li>Incomplete entries in data template will not be considered.</li> <li>If details given are not complete with the links/screenshot, the respective publication will not be considered.</li> </ul>
QnM		3.4.4 Book Chapters/Books published & Research papers in Conference during the last five years	<b>&gt;=10</b>	<ul style="list-style-type: none"> <li>e-copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters.</li> </ul>	<ul style="list-style-type: none"> <li>Books with ISBN number only would be considered</li> <li>Details of selected publications would be sought during the DVV clarification process, if the data is large</li> </ul>	<ul style="list-style-type: none"> <li>Publication claimed under 3.4.3 not to be included in this metric.</li> <li>Publications without Institution affiliates / outside assessment period not to be included.</li> <li>Teachers of same institution publishing with same ISBN number should be avoided.</li> </ul>
QnM		3.4.5 Bibliometrics of the publications: (Citation Index during the last five years)	<b>&gt;=10</b>	<ul style="list-style-type: none"> <li>e-copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters.</li> </ul>	<ul style="list-style-type: none"> <li>Books with ISBN number only would be considered</li> <li>Details of selected publications would be sought during the DVV clarification process, if the data is large</li> </ul>	<ul style="list-style-type: none"> <li>Publication claimed under 3.4.3 not to be included in this metric.</li> <li>Publications without Institution affiliates / outside assessment period not to be included.</li> <li>Teachers of same institution</li> </ul>



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						<i>publishing with same ISBN number should be avoided.</i>
<b>QnM</b>		3.4.6 Bibliometrics of the publications: (h-index) during the last five years	<b>&gt;=35</b>		<ul style="list-style-type: none"> <li>The data for this metrics will be fetched by INFLIBNET directly</li> <li>The HEI can seek clarification for the data given by INFLIBNET through the portal only.</li> <li>Institution may obtain their institutional H-index report (as on date of submission of SSR) on their own which may be cross linked during validation process by INFLIBNET</li> </ul>	
<b>QnM</b>		3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs)	<b>&gt;=200</b>	<ul style="list-style-type: none"> <li>Audited statements of accounts authenticated by CA, FO indicating the revenue generated through consultancy and corporate training.</li> <li>Letter from the beneficiary of consultancy/corporate training along with details of the consultancy fee.</li> </ul>	<ul style="list-style-type: none"> <li>Amount generated through consultancy/corporate training work alone has to be considered here.</li> <li>Revenue generated by testing services / for use of facilities of the institution not to be included.</li> <li>Institutional consultancy Policy document for revenue sharing.</li> </ul>	<ul style="list-style-type: none"> <li>Grants received for research projects not to be included.</li> <li>Consultancy fee from any sister institution / same trust not to be considered.</li> </ul>
		3.5.2 Amount spent on developing consultancy facilities, training teachers/Staff				
		3.6.1 Extension activities				



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QnM	3.6.2 Awards/ recognition by Institution/teachers/students for extension activities	>=100	<ul style="list-style-type: none"> <li>• Geo tagged photographs and any other supporting document of relevance should have proper captions and dates.</li> <li>• Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Can be supplemented with newspaper reports of events.</li> <li>• The aspect of education, which emphasizes neighborhood 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 in rural India.</li> </ul>	
	3.6.3 Extension and outreach programs conducted				
	3.6.4 Students participating in extension activities				
QnM	3.7.1 Collaborative activities: Research, Internship, Project Work				
	3.7.2 Functional MoUs	>=40	<ul style="list-style-type: none"> <li>• Copies of functional MoUs/linkage/collaboration for last five years</li> <li>• The HEI should provide the summary of the collaboration indicating start date, end date, nature of collaboration etc.</li> <li>• List of year wise activities and exchange for each claim should be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• MoUs/linkage/collaboration should be valid for the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborations with the sister institutions under the same trust not to be included.</li> </ul>
	4.1.1 Adequate Infrastructure & Physical facilities for T-L				
	4.1.2 Adequate Facilities for				



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		<b>Cultural activities, Yoga, Games</b>				
		<b>4.1.3 Classrooms &amp; Seminar halls with ICT</b>				
	<b>Criteria 4 - Infrastructure and Learning Resources:</b>	<b>4.1.4 Expenditure for infrastructure augmentation Last Five Years (INR in lakhs)</b>	<b>&gt;=40(%)</b>	<ul style="list-style-type: none"> <li>• Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by the Head of the Institution.</li> <li>• Highlight the relevant items in the audited income and expenditure statement duly certified by CA.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus of this metric is on infrastructure augmentation only.</li> </ul>	<i>Avoid recurring expenditure on laboratory, expenditure and on maintenance of infrastructure and acquisition of books and journals under this metric.</i>
		<b>4.2.1 Library Automation</b>				
		<b>4.2.2 Access: e-journals, e-ShodhSindhu, Shodhganga Membership, e-books, etc.</b>				
		<b>4.2.3 Expenditure: Books purchase/e-books &amp; subscription to journals/e-journals (INR in lakhs)</b>	<b>&gt;=10(%)</b>	<ul style="list-style-type: none"> <li>• Provide consolidated extract of expenditure for purchase of books and journals for the last five years duly attested by Head of the Institution and CA.</li> <li>• Audited Income/Expenditure statement highlighting the expenditure for purchase of books and journals</li> </ul>		
		<b>4.2.4 Per day usage of library by teachers and students</b>				
		<b>4.3.1 IT policy, Allocated budget for updating IT facilities</b>				
<b>QnM</b>		<b>4.3.2 Student - Computer Ratio (Data for the latest completed academic year)</b>	<b>&lt;=5:1</b>	Upload the specific document as per description given below		



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				(No template) • Extracts stock register/ highlighting the computers issued to respective departments for student's usage. • Purchased Bills/Copies highlighting the number of computers purchased		
QnM	4.3.3 Internet Bandwidth in the Institution	<b>A</b>	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)	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	Mere claiming of facility without sufficient supporting documents will not be considered.	
	4.3.4 Facilities for e-content development					
	4.4.1 Expenditure on maintenance of physical and academic support facilities (INR in lakhs)	<b>&gt;=30%</b>	• Provide audited income and expenditure statement highlighting the items of expenditure incurred on • Maintenance of physical facilities and academic support facilities duly certified by Head of the Institution and CA.	• Focus of this metric is only on the maintenance of physical and academic support facilities. • Amount should be mentioned in lakh only	• Mere statement of last five years data on the metric without audited statement will not be considered.	



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		4.4.2 Systems: Maintaining & utilizing physical, academic and support facilities				
QnM	<b>Criteria 5 - Student Support and Progression</b>	5.1.1 Students benefited by scholarships and free ships of the Govt.	<b>&gt;=60 (%)</b>	<ul style="list-style-type: none"> <li>• Upload policy document of the HEI for award of scholarships and freeships.</li> <li>• Upload sanction letter of scholarship authenticated by head of the institution.</li> <li>• Year-wise list of beneficiary students in each scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• For large data, the DVV will ask documents for randomly selected students in specific schemes.</li> <li>• <b>Audited Statement</b> showing the expenditure on scholarships / freeships etc from Institution / non-government agency.</li> </ul>	
		5.1.2 Students benefited by scholarships, free ships, etc. (Institution & Non-Government Agencies)				
QnM		5.1.3 Capacity development and skills enhancement activities for students	<b>A</b>	<ul style="list-style-type: none"> <li>• Web-link to particular program/scheme including copy of circular/brochure</li> <li>• Report of the event.</li> <li>• Photographs with date and caption for each scheme or event.</li> </ul>	<ul style="list-style-type: none"> <li>• DVV can seek the documents regarding the <b>attendance and certificates</b> for the selected list of programs/students enrolled in the specified initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mere circulars and student list will not be accepted.</b></li> </ul>
		5.1.4 Guidance for competitive examinations and career counseling				
		5.1.5 Redressal of student grievances including sexual harassment & ragging cases		<ul style="list-style-type: none"> <li>• Minutes of the meetings of student grievances as per the metric.</li> <li>• Proof of constitution of Committee such as Internal Complaints / Grievances Committee including sexual harassment and ragging cases formation as per UGC regulation.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of the meetings / Report of the grievance from the concerned committee is essential.</li> <li>• 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 claims.</li> <li>• Excluding confidential</li> </ul>	



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				information	
QnM	5.2.1 Placement of outgoing students (latest completed academic year)	<b>&gt;=80 (%)</b>	<ul style="list-style-type: none"> <li>List of students placed along with placement details such as name of the company, compensation, etc</li> <li>Upload supporting data for students who have joined for higher education in prescribed format for the latest graduating batch</li> </ul>	<ul style="list-style-type: none"> <li>List of students placed along with placement details such as name of the company, compensation, etc</li> <li>Upload supporting data for students who have joined for higher education in prescribed format for the latest graduating batch</li> </ul>	<ul style="list-style-type: none"> <li>Without the appointment orders or Offer letters the claims will not be considered</li> <li>If same student have multiple offers it has to be counted once only.</li> </ul>
QnM	5.2.2 Student progression to higher education (latest completed academic year)				
	5.2.3 Students qualifying in state/ national/ international level exams during last Five years	<b>&gt;=1 (%)</b>	<ul style="list-style-type: none"> <li>List of students qualified year- wise under each head.</li> <li>Qualifying Certificates of the students taking the examination year wise under each category</li> </ul>		<ul style="list-style-type: none"> <li>In absence of certificate, the claim will not be considered.</li> <li>Exams conducted for job recruitments other than the examinations conducted by State/Central Government not to be included/considered</li> </ul>
QnM	5.3.1 Awards/medals for outstanding performance in sports/cultural activities (last Five Years)	<b>&gt;=80</b>	<ul style="list-style-type: none"> <li>e-copies of award letters and certificates.</li> <li>Award for a team event should be counted as one</li> </ul>	<ul style="list-style-type: none"> <li>Only inter-university/state / national or international achievements will be considered.</li> <li>Participation in Republic Day Parade at Kartavya Path, New Delhi by NCC candidates will be considered.</li> </ul>	<ul style="list-style-type: none"> <li>Participation/appreciation certificates at the regional/local /institutional levels should be avoided.</li> <li>Awards from intra or inter institutions will not be considered.</li> </ul>
QnM	5.3.2 Student Council & Students representation on academic & administrative bodies				
QnM	5.3.3 Sports and cultural	<b>A</b>	<ul style="list-style-type: none"> <li>Report of the events/along</li> </ul>	<ul style="list-style-type: none"> <li>Only the events organized</li> </ul>	





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		events / competitions organized		with photographs appropriately dated and captioned year-wise and • Circular/brochure indicating such kind of activities • List of events with number of student participants.	by the institution need to be considered	
QnM		5.4.1 Alumni Association/Chapter				
		5.4.2 Alumni financial Contribution (INR in lakhs)	<b>&gt;=100</b>	• Alumni Association Registration certificate • Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant.	• Contribution in form of <b>monetary or equivalent</b> to be considered. • Alumni registration fees <b>will not be considered</b>	
	<b>CRITERIA 6 - Governance, Leadership and Management</b>	6.1.1 The governance of the institution				
		6.1.2 Decentralization and Participative Management				
		6.2.1 Institutional Strategic/Perspective Plan				
		6.2.2 Functioning of the institutional bodies				
		6.2.3 e-governance: Administration Finance & Account Admissions Examinations	<b>A</b>	• Institutional expenditure statements for the heads of e-governance implementation reflected in the audited statement. • ERP contract Document • Screen shots of user interfaces of each module	• Bills for the expenditure on implementation of e-governance in the areas of operation. • ERP developed in house by applicant institution will also be considered	



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				reflecting the name of the HEI.		
		6.3.1 Welfare measures for teaching and non-teaching staff				
QnM		6.3.2 Financial support to Teachers to attend conferences / workshops during last Five Years	<b>&gt;=60 (%)</b>	<ul style="list-style-type: none"> <li>List of professional development / administrative training programs organized by the institution</li> <li>Brochures/Notices and Reports year-wise</li> <li>List of participants in each programme</li> <li>Photographs with date and caption to be provided.</li> <li>Annual reports highlighting the programmes conducted by the HEI.</li> </ul>	<ul style="list-style-type: none"> <li>DVV partner may ask for participation certificates and attendance of selected programs.</li> </ul>	<ul style="list-style-type: none"> <li>Seminars / invited talks cannot be included in this metric.</li> </ul>
QnM		6.3.3 Professional development / administrative training programs organized				
QnM		6.3.4 Teachers undergoing online/ face-to-face Faculty Development Programs during last Five Years	<b>&gt;=60 (%)</b>	<ul style="list-style-type: none"> <li>e-copy of the certificates of the program attended / course completion by teachers is mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>One teacher attending one or more professional development Program in a year to be counted as one only.</li> <li>If the data is large documents related to specific teachers will be asked during DVV clarification.</li> <li>Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period</li> </ul>	<ul style="list-style-type: none"> <li>Attending seminars/ invited talks not to be considered.</li> <li>Programs of duration less than 5 days will not be considered.</li> </ul>



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					participated year wise
QnM	6.4.1 Internal and external financial audits				
	6.4.2 Funds / Grants received from non-government bodies, individuals during the last five years (not covered in Criterion III and V) (INR in Lakhs)	<b>100 (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>Annual audited statements of accounts highlighting the grants received.</li> <li>Copy of letter indicating the grants/funds received from respective agency as stated in metric</li> </ul>		<ul style="list-style-type: none"> <li>Avoid duplication</li> <li>Funds from own institutions/own trust and sister institutions not to be considered</li> <li>Contribution in the form of equipment / software etc not to be considered.</li> <li>Grants received under criterion III are not to be repeated here</li> </ul>
	6.4.3 Strategies for mobilization of funds and optimal utilization				
	6.5.1 IQAC Contributions				
	6.5.2 Review of T-L process, structures & methodologies of operations				
QnM	6.5.3 Quality assurance initiatives of the institution	<b>A</b>	<ul style="list-style-type: none"> <li>Proceedings of AAA, meeting reports of IQAC, Feedback analysis and action taken report.</li> <li>List of Activities conducted under Collaborative quality initiatives with other institutions.</li> <li>Supporting documents pertaining to NIRF (alongwith link to the HEI's ranking on the NIRF portal).</li> <li>Any other quality certificate from any recognized state/national/ international agencies for the assessment</li> </ul>	<ul style="list-style-type: none"> <li>AQAR not applicable for cycle I.</li> <li>For large data, DVV will seek Photos, attendance document, participation certificates for the randomly selected activities.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborative quality initiatives with sister institutions under the same management will not be considered.</li> </ul>



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				period. • Supporting document to be provided as per the options selected.	
QnM	<b>Criteria 7 - Institutional Values and Best Practices</b>	7.1.1 Promotion of gender equity			
		7.1.2 Alternate sources of energy and energy conservation measures	<b>A</b>	<i>Geo tagged photographs with caption of the facilities.</i> • Bills for the purchase of equipments for the facilities created under this metric. • Any other relevant proof for the selected options. • Permission document for connection to the grid from Government / Electricity Board or Authority	<i>Having diesel generator set as backup cannot be considered in this metric</i>
		7.1.3 Management of degradable and non-degradable waste			
		7.1.4 Water conservation facilities		<i>Upload the specific document as per description given below</i> • 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	
		7.1.5 Green campus initiatives			
		7.1.6 Quality audits on			



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		<i>environment and energy</i>			
		<i>7.1.7 Disabled-friendly, barrier free environment</i>			
		<i>7.1.8 Inclusive Environment</i>			
		<i>7.1.9 Sensitization to the constitutional obligations</i>			
<b>QnM</b>		<i>7.1.10 Code of conduct for students, teachers, administrators and other staff</i>		<ul style="list-style-type: none"> <li>· Policy document on code of ethics (students, teachers, governing body and administration)</li> <li>· Proceedings of the monitoring committee.</li> <li>· Circulars and geo tagged photographs and caption of the activities organized under the metric for teachers, students, administrators and other staffs.</li> <li>· Handbooks, manuals and brochures on human values and professional ethics</li> </ul>	
		<i>7.1.11 Celebrate national &amp; international commemorative days, events, festivals</i>			
		<i>7.2.1 Best Practices</i>			
		<i>7.3.1 Institutional Distinctiveness</i>			