

## **Standard Operating Procedure (SOP) For Data Validation and Verification of Autonomous Institution / Stand-alone Institutions**

### **General Guidelines for HEIs:**

- The NAAC HEI Portal supports only 5MB data for each metric. If the attachments exceed 5MB, host the supporting documents on the HEI's website only and provide the link of the same in the template and/or in the HEI-DVV clarification response.
- Data/supporting documents provided over Google Drive, Microsoft one drive, and on any third-party websites will not be considered for data validation and verification process.
- To provide the links in 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. Link should direct to the specific supporting document and not the home page of the HEI website.
- It is mandatory to fill the templates in format provided by NAAC and attach the same in SSR. The HEI is not supposed to alter the template format in which data is sought. The documents uploaded should be clearly readable for the claims made.
- It is mandatory to respond to all the DVV clarifications request raised for the items in the extended profile and metrics within the stipulated time.
- Whenever the data is large, the DVV Partner will seek for details from selected sample documents for validation.
- HEI should ascertain that all documents sought by the DVV Partner are uploaded before submitting the clarification response.
- Note that once the data is uploaded and the links are submitted to NAAC, changes/ additions are not permissible and any changes in the documents will be tracked and such incidences will be viewed seriously as misappropriation of data and may lead to actions against the HEI. While providing links, the institution should ensure that links are working properly and 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 DVV clarification stage, the decision of NAAC will be final.
- Content of the supporting documents in regional languages should be translated in English for relevant portions and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during DVV Clarification process

should be signed by the competent authority.

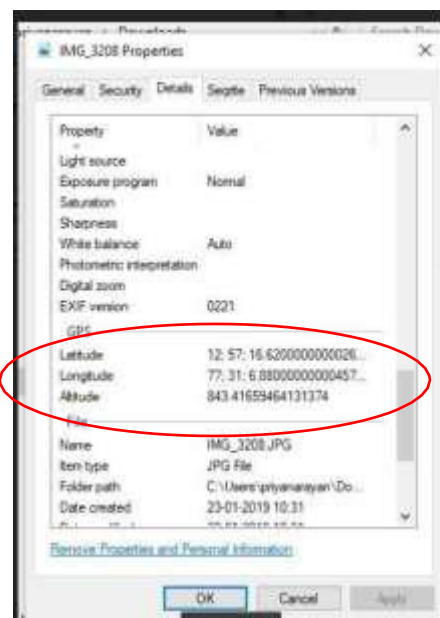
**Note: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letterhead in the documents for proof of evidence shall not be acceptable.**

***For HEIs:***

***Geo-tagging:***

Kindly follow the steps to obtain a Geo-tagged photo:

- (1) In setting of your digital camera, set the location on.
- (2) If you are taking photos in a smart phone, then set the location on.
- (3) Take pictures after setting the location on.
- (4) Download the pictures in a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see something like the picture provided below, the value entries in latitude and longitude will determine the location in which the photo was taken.



- It is possible that both 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 Extended Profile. That is, if the data/documents sought are given in response to Extended Profile they need not be resubmitted under those specific Quantitative Metrics (QnM).
- Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses make sure that data/documents provided for those Quantitative Metrics (QnM) match with the corresponding data/documents given in the Extended Profile.
- **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: B.A. (Economics, History, Sociology), B.Sc., (Physics, Chemistry, Mathematics), B.Sc., (Hons Chemistry), B.E./B.Tech (Computer Science and Engineering), B.Arch, M.Sc (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 B.Sc/B.A/B.Com Programs. A laboratory course having separate credits and examined separately 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.

**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.**

## **STANDARD OPERATING PROCEDURE (SOP)**

### **(Extended Profile)**

<b>Metric N</b>	<b>Metric Details</b>	<b>Documents Required for Verification</b>	<b>Specific Instructions to HEIs</b>	<b>Not to be Included /Considered</b>
<b>1.1</b>	<b><i>Number of students on roll year wise during the last five years</i></b>	<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> </ul>	<ul style="list-style-type: none"> <li>Include the total number of students on rolls across all programs (consider 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> years [consider 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> years for UG &amp; 1<sup>st</sup> &amp; 2<sup>nd</sup> years for PG etc., (odd semester students only) like-wise of each program as applicable to various disciplines] for all the assessment years.</li> <li>Consider only students on the rolls during the odd semester if the program is offered under the semester scheme.</li> </ul>	<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> <li>Exclude the students of diploma, certificate and Doctoral programmes</li> </ul>
<b>1.2</b>	<b><i>Number of final year outgoing students year wise during last five years</i></b>	<ul style="list-style-type: none"> <li>List of students of final years across all programs year-wise during the assessment period.</li> <li>Provide appropriate document duly certified by the Principal.</li> </ul>	<ul style="list-style-type: none"> <li>Final year students who have paid examination fee only to be considered as outgoing students (Excluding backlog students).</li> </ul>	<ul style="list-style-type: none"> <li>Exclude the students of diploma, certificate and Doctoral programmes</li> </ul>

2.1	<b><i>Number of full time teachers year wise during the last five years</i></b>	<ul style="list-style-type: none"> <li>• Provide the list of all full time teachers indicating the departmental affiliation during the assessment period authenticated by the Principal/ Competent authority.</li> </ul>	<ul style="list-style-type: none"> <li>• A teacher employed for teaching 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 fulltime 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 / 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.</li> <li>• Librarian, physical education director etc have to considered only if these faculty teach B.Lib.Sc., M.Lib.Sc., B.P.Ed., M.P.Ed., etc., Programs.</li> <li>• Teachers with less than 10 months experiences to be excluded for all assessment years.</li> </ul>
2.2	<b><i>Total number of full time teachers worked/ working in the institution (without repeat count) during last five years:</i></b>	<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> <li>• Librarian, physical education director etc have to considered only if the faculty teach B.Lib.Sc., M.Lib.Sc.,</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-time teacher</li> <li>• Exclude Librarian, physical education director if, B.Lib.Sc., M.Lib.Sc., B.P.Ed., M.P.Ed., etc., are not offered.</li> <li>• Teachers with less than 10</li> </ul>

			B.P.Ed., M.P.Ed., etc programs.	months experiences to be excluded for all assessment years.
3.1	<b><i>Total Expenditure excluding salary- year wise during the last five years (INR in Lakhs)</i></b>	<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, depreciation and excess of income over expenditure for each of the years certified by the Principal and Chartered Accountant.</li> </ul>	<ul style="list-style-type: none"> <li>Along with Audited statement of accounts of the HEI, a consolidated statement of expenditure excluding salary components, depreciation and excess of income over expenditure duly attested by the competent authorities to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>Claims made without audited Income Expenditure statements not to be considered</li> <li>To be calculated excluding salary component, depreciation and excess of income over expenditure from the total expenditure given in audited statements</li> </ul>

### Metric wise Standard Operating Procedure (SOP)

Metric No	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included/ Considered
1.	<b><i>1.2.1 Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years</i></b>	<ul style="list-style-type: none"> <li>Minutes of relevant Academic Council/BOS meetings highlighting the list of name of the new courses introduced</li> </ul>	<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>Avoid courses with change of course title without substantial changes in the content</li> </ul>
2.	<b><i>1.3.2 Number of certificate/ value added courses/ Diploma Programmes offered by the institutions and online courses of MOOCs, SWAYAM/e-PG Pathshala/ NPTEL and other recognized platforms where the students of the institution have enrolled and successfully completed during the last five years</i></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>	<ul style="list-style-type: none"> <li>Courses with student enrolled will only be considered</li> <li><b>Number of Add on/ Certificate /Value added programs offered are to be provided for Assessment (five) years</b></li> <li><b>Repetition of Add on/Certificate/Value added programs in every year during assessment period to be counted as one only.</b></li> </ul>	<ul style="list-style-type: none"> <li>Courses below 30 contact hours will not be considered</li> <li>Courses which are part of curriculum will not be considered</li> <li><b>No repeat count of courses will be considered</b></li> </ul>
3.	<b><i>1.3.3 Percentage of programmes that have components of field projects / research projects / internships during the last five years</i></b>	<ul style="list-style-type: none"> <li>Syllabus of the program highlighting components of field projects / research projects / internships</li> <li>Program and course contents having element of field projects / research projects / internships as approved by BOS with due credits</li> <li>Internship completion certificate given to the students by the host organization</li> </ul>	<ul style="list-style-type: none"> <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>Field visit/tour will not be considered</li> </ul>



4.	<p><b><i>1.4.1 Structured feedback for curriculum and its transaction is regularly obtained from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes of the institution may be classified as follows:</i></b></p> <p><b><i>A. Feedback collected, analysed, action taken &amp; communicated to the relevant bodies and feedback hosted on the institutional website</i></b></p> <p><b><i>B. Feedback collected, analysed, action has been taken and communicated to the relevant bodies</i></b></p> <p><b><i>C. Feedback collected and analysed</i></b></p> <p><b><i>D. Feedback collected</i></b></p> <p><b><i>E. Feedback not collected</i></b></p>	<ul style="list-style-type: none"> <li>Feedback need to be collected from each categories of stakeholders as mentioned in the metrics</li> </ul>	<ul style="list-style-type: none"> <li>The feedback should have primary focus on curricular aspects</li> <li>Only filled –in feedback report will be considered</li> <li>At least five filled forms from each category of stakeholders to be provided.</li> <li>As per options exercised by the institution viz... A, B , C, D substantiating documents need to be provided</li> </ul>	<ul style="list-style-type: none"> <li>Feedback not related to curriculum will not be considered</li> <li>Feedback reports reflected in <b>other than the HEI</b> website will not be considered.</li> </ul>
5.	<p><b><i>2.1.1 Enrolment percentage</i></b></p> <p><b><i>2.1.1.1: Number of seats filled year wise during last five years (Only first year admissions to be considered).</i></b></p> <p><b><i>2.1.1.2: Number of sanctioned seats year wise during last five years</i></b></p>	<ul style="list-style-type: none"> <li>Document relating to sanction of intake approved by competent authority.</li> <li>Letter(s) to / from affiliating university indicating the sanctioned and admitted seats for each program ( Not applicable to stand alone institutions)</li> <li>Final admission list as published by the HEI and endorsed by the competent authority.</li> </ul>	<ul style="list-style-type: none"> <li>During the DVV process, verification of the data for any selected program may be sought.</li> <li><b>Only First year admission and sanctioned intake programme-wise data is to be provided.</b></li> <li></li> </ul>	<ul style="list-style-type: none"> <li><b>Lateral entry admissions not to be considered.</b></li> <li><b>Exclude the students of diploma, certificate and Doctoral programmes</b></li> </ul>

		<ul style="list-style-type: none"> <li>Approval of additional intake of students has to be submitted for the claim.</li> </ul>		
6.	<p><b>2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</b></p> <p><b>2.1.2.1: Number of actual students admitted from the reserved categories in the first year of the programme year wise during the last five years</b></p> <p><b>2.1.2.2: Number of seats earmarked for reserved category as per GoI/State Govt. rule year wise during the last five years</b></p>	<ul style="list-style-type: none"> <li>In case of minority institution applicable / approved reservation policy may be provided.</li> <li>Final admission list indicating the category as published by the HEI and signed by competent authority/ Admission extract submitted to the state social welfare department every year signed by the principal.</li> </ul>	<ul style="list-style-type: none"> <li>Include only those reserved categories as specified by State/central Government orders for admission.</li> <li>Only those seats filled against the quota should be counted here.</li> <li>Institutions with “Minority / Linguistic Status” have to specifically give the details received from Government (Translated in English).</li> </ul>	<ul style="list-style-type: none"> <li>Candidates belonging to the reserved categories who are admitted against General merit category should be excluded.</li> <li>Exclude admission to supernumerary seats also.</li> <li>Filled seats not to exceed the earmarked one. Any excess of admission made in reserved categories to be considered as General Merit.</li> <li>Exclude the students of diploma, certificate and Doctoral programmes</li> </ul>
7.	<p><b>2.4.1 Percentage of full time teachers appointed against sanctioned posts during the last five years</b></p>	<ul style="list-style-type: none"> <li>Provide the sanctioned order of the post from State</li> <li>/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 workload should be counted as full-time teachers</li> </ul>	<ul style="list-style-type: none"> <li>Mere appointment letters provided in regional language cannot be considered</li> <li>Librarian, physical education director etc have to consider only if these faculty</li> </ul>

				<p>teach B.Lib. Sc., M.Lib. Sc., B.P.Ed., M.P.Ed., etc. programs.</p>
8.	<p><b>2.4.2 Percentage of full time teachers with Ph.D./D.Sc. / D.Litt./ L.L.D during the last five years</b></p>	<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> <li>• <b>Provisional Degree Certificate may be considered wherever Degree Certificate is not awarded</b></li> </ul>
9.	<p><b>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)</b></p>	<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 in the same Institution will be considered here.</li> <li>• <b>Include provisional degree certificates, considering temporary experience of the staff having more than TEN months of service.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Work experience of the teacher in other institutions not to be considered here</li> </ul>
10.	<p><b>2.4.4 Percentage of full time teachers working in the institution throughout during the last five years</b></p>	<ul style="list-style-type: none"> <li>• <b>List of the faculties along with date of joining working continuously (without any break) during the assessment years authenticated by the competent authorities.</b></li> </ul>		

		<ul style="list-style-type: none"> <li>List of full time teachers worked in the institution during the first year of the assessment period authenticated by the competent authorities.</li> </ul>		
11.	<b><i>2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years</i></b>	<ul style="list-style-type: none"> <li>Reports from Controller of Examination (COE) mentioning the name of the program, end date of the examination and date of announcement of the results along with the number of days elapsed, for all the programs for each year of the assessment period</li> <li>Exam timetable released by the Controller of Examination</li> <li>Result Sheet with date of publication</li> </ul>	<ul style="list-style-type: none"> <li>Documentary evidence of academic sessions/academic year planner signed by competent authority</li> </ul>	<ul style="list-style-type: none"> <li>In terms of semester system, consider details of even semester only</li> </ul>
12.	<b><i>2.5.2 Percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years</i></b>	<ul style="list-style-type: none"> <li>Minutes of the grievance cell / relevant body</li> <li>The list 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>	
13.	<b><i>2.6.2 Pass percentage of students (excluding backlog students)</i></b>  <b><i>(Data for the latest completed academic year)</i></b>	<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)</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 final year</li> </ul>	<ul style="list-style-type: none"> <li>Results pertaining to students other than the final year are not to be submitted.</li> <li>Exclude the students of diploma, certificate and</li> </ul>

		eligible for the degree program-wise / year- wise	examination sent to the Affiliating University to be provided. (Not applicable to stand alone institutions)	<b>Doctoral programmes</b>
14.	<b><i>3.1.2 The institution provides seed money to its teachers for research (INR in Lakhs)</i></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> <li>Policy document related to Seed Money given to faculties to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>Seed money less than one lakh 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>
15.	<b><i>3.1.3 Percentage of teachers receiving national / international fellowship/ financial support by various agencies for advanced studies / research during the last five years</i></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 with the nature of award, the awarding agencies.</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 Appreciation).</li> </ul>
16.	<b><i>3.2.1 Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses,</i></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</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</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 /</li> </ul>

	<b><i>international bodies for research project, endowment research chairs during the last five years (INR in Lakhs)</i></b>	for research projects sponsored by Government and non-government sources	<p>assessment period.</p> <ul style="list-style-type: none"> <li>• Departmental grants from external agencies will be considered</li> <li>• <b>Research project grants should be reflected in audited statements / <u>utilization certificates</u>.</b></li> <li>• <b>Only research grants are to be considered</b></li> </ul>	software / skill development centers will not be considered
17.	<b><i>3.2.2 Number of research projects per teacher funded by government, non-government, industry, corporate houses, international bodies during the last five years</i></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>• Sanctioned letter by the funding agency indicating the name of the awardee and the duration.</li> <li>• The duration of the grant period to be aligned with the assessment period.</li> <li>• Data shown here has to match with the data given 3.2.1</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 centers will not be considered</li> </ul>
18.	<b><i>3.2.3 Percentage of teachers recognised as research guides as in the latest completed academic year</i></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 during the assessment period</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 list of Teachers during DVV clarification</li> </ul>	
19.	<b><i>3.4.1 The Institution ensures implementation of its stated Code of Ethics for research</i></b> <b><i>3.4.1.1 The institution has a stated Code of Ethics for</i></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</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</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>

	<p><b><i>research and the implementation of which is ensured through the following:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Inclusion of research ethics in the research methodology course work</i></b></li> <li><b><i>2. Presence of institutional Ethics committee (Animal, Chemical, Bio-ethics etc.)</i></b></li> <li><b><i>3. Plagiarism check through software</i></b></li> <li><b><i>4. Research Advisory Committee</i></b></li> </ol>	<p>body.</p> <ul style="list-style-type: none"> <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>	<p>checked through licensed plagiarism check software.</p>	
20.	<p><b><i>3.4.2 Number of candidates registered for Ph.D per teacher during the last five years</i></b></p>	<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>
21.	<p><b><i>3.4.3 Number of research papers published per teacher in the Journals as notified on UGC CARE list during the last five years</i></b></p>	<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> </ul>	<ul style="list-style-type: none"> <li>• Publication of the authors with Institution affiliation will be considered for assessment years only.</li> <li>• <b>Publication in the current UGC CARE with ISSNs will only be considered</b></li> <li>• <b>Calendar year publications to be considered. ( Jan- Dec)</b></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>



		<ul style="list-style-type: none"> <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>		
22.	<b><i>3.4.4 Number of books and chapters in edited volumes published per teacher during the last five years</i></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> <li>Calendar year publication to be considered. ( Jan- Dec)</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 affiliation / outside assessment period not to be included.</li> <li>Teachers of same institution publishing with same ISBN number should be avoided.</li> </ul>
23.	<b><i>3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in lakhs)</i></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>
24.	<b><i>3.6.2 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with</i></b>	<ul style="list-style-type: none"> <li>Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and</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</li> </ul>	<ul style="list-style-type: none"> <li>Events conducted for the benefit of their own students not to be included under outreach</li> </ul>



	<i>involvement of community during the last five years</i>	collaborating agency.	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. • Photos and any other supporting document of relevance with proper captions and dates.	programs. • Events and activities organized within campus cannot be considered • Only extension activities for the benefit of community will be considered. • Exclude National festivals, Days celebrations like Yoga day, Women's day etc.,
25.	<b>3.7.1 Number of functional MoUs/linkages 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</b>	<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> <li>• <b>At least one activity should be conducted under each MoU during the assessment period to qualify as a functional MoU with institution.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Collaborations with the sister institutions under the same trust not to be included.</li> </ul>
26.	<b>4.1.2 Percentage of expenditure excluding salary, for infrastructure development and augmentation year wise during the last five years (INR in Lakhs)</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</li> </ul>	<ul style="list-style-type: none"> <li>• Focus of this metric is on infrastructure development and augmentation only.</li> <li>• In case of privately funded HEI the document should be certified by Chartered Accountant.</li> <li>• Focus of this metric is on to</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid recurring expenditure on laboratory, expenditure and on maintenance of infrastructure and acquisition of books and journals under</li> </ul>

		certified by CA <ul style="list-style-type: none"> <li>Along with Audited statement of accounts of the HEI, a consolidated statement of expenditure excluding salary components for infrastructure development and augmentation duly attested by the competent authorities to be provided.</li> </ul>	acquiring new infrastructure (Total sum of metrics of 4.1.2, 4.2.2 and 4.4.1 should not exceed EP 3.1) <ul style="list-style-type: none"> <li>Expenditure on construction of building/ purchase of Lab. equipments/ academic equipments/ furniture &amp; fixtures/vehicle to be considered during assessment period</li> </ul>	this metric.
27.	<b>4.2.2 Percentage of expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</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>	<ul style="list-style-type: none"> <li>A sum of 4.1.2, 4.2.2 &amp; 4.4.1 cannot exceed the total expenditure excluding salary reflected in E.P. 3.1</li> </ul>	<ul style="list-style-type: none"> <li>Expenditure on purchase of News Papers &amp; Magazines to be excluded.</li> </ul>
28.	<b>4.3.2 – Students computer ratio (Data for the latest completed academic year)</b>	<ul style="list-style-type: none"> <li>Extracts stock register/ highlighting the computers issued to respective departments for student's usage.</li> <li>Purchased Bills/Copies highlighting the number of computers purchased.</li> </ul>		
29.	<b>4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>Provide audited income and expenditure statement highlighting the items of expenditure incurred on</li> <li><b>Maintenance</b> of physical facilities and academic support facilities duly certified by Head of the Institution and CA.</li> </ul>	<ul style="list-style-type: none"> <li>Focus of this metric is only on the maintenance of physical and academic support facilities.</li> <li>Amount should be mentioned in lakh only</li> <li>Along with Audited</li> </ul>	<ul style="list-style-type: none"> <li>Mere statement of last five years data on the metric without audited statement will not be considered.</li> <li>Total sum of metrics of 4.1.2, 4.2.2 and</li> </ul>

			statement of accounts of the HEI, a consolidated statement of expenditure excluding salary components maintenance of physical facilities and academic support facilities duly attested by the competent authorities to be provided.	4.4.1 should not exceed EP 3.1 <ul style="list-style-type: none"> <li>Routine administrative expenses like electricity charges, telephone charges cannot be considered</li> </ul>
30.	<b>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</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>Audited Statements showing the expenditure on scholarships / freeships etc from Institution / non-government agency.</li> </ul>	<ul style="list-style-type: none"> <li>The values should not exceed the total strength of students reflected in EP 1.1</li> </ul>
31.	<b>5.1.3 Following capacity development and skills enhancement activities are organised for improving students' capability</b> 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	<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>Photos 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 attendance and certificates for the selected list of programs/students enrolled in the specified initiatives.</li> <li>The programmes should be conducted periodically during the assessment period</li> </ul>	<ul style="list-style-type: none"> <li>Mere circulars and student list will not be accepted.</li> <li>Avoid program conducted as part of the curriculum.</li> </ul>

32.	<b>5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</b> <ol style="list-style-type: none"> <li><b>1. Implementation of guidelines of statutory/regulatory bodies</b></li> <li><b>2. Organisation wide awareness and undertakings on policies with zero tolerance</b></li> <li><b>3. Mechanisms for submission of online/offline students' grievances</b></li> <li><b>4. Timely redressal of the grievances through appropriate committees</b></li> </ol>	<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 information</li> </ul>	
33.	<b>5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years</b>	<ul style="list-style-type: none"> <li>Year-wise 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 last five years.</li> </ul>	<ul style="list-style-type: none"> <li>The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered</li> <li>If the data is large, DVV partner will ask for the appointment orders of the selected students.</li> <li>Documents/ photos substantiating self employment are to be provided.</li> <li>Proof like admission letters or identity cards for selected</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 as one only.</li> </ul>

			students progressing to higher education will be asked by DVV partner.	
34.	<b>5.2.2 Percentage of students qualifying in state/ national/ international level examinations out of the graduated students during the last five years (eg: NET/SLET/ Civil Services/State government examinations etc.)</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><b>DVV may ask for certificate of randomly selected students in case of large data</b></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>
35.	<b>5.3.1 Number of awards/ medals for outstanding performance in sports/ cultural activities at university / state /national / international events during the last five years</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>
36.	<b>5.3.3 The institution conducts / organizes following activities:</b> <ol style="list-style-type: none"> <li><b>Sports competitions /events</b></li> <li><b>Cultural competitions/ events</b></li> <li><b>Technical fest /Academic fest</b></li> <li><b>Any other events through Active clubs and forums</b></li> </ol>	<ul style="list-style-type: none"> <li>Report of the events/along with photos appropriately dated and captioned year-wise and Circular/brochure indicating such kind of activities</li> <li>List of events with number of student participants.</li> <li>Report of the Technical fest/academic fests along with photos appropriately dated and captioned year- wise.</li> </ul>	<ul style="list-style-type: none"> <li>Only the events organized by the institution need to be considered</li> </ul>	

37.	<b>5.4.1 Alumni contribution during the last five years to the institution through registered Alumni association (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>Alumni Association Registration certificate</li> <li>Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant.</li> </ul>	<ul style="list-style-type: none"> <li>Contribution in form of monetary or equivalent to be considered.</li> <li>Alumni registration fees will not be considered</li> </ul>	
38.	<b>6.2.2 Institution implements e-governance in its operations</b> <b>6.2.2.1 e-governance is implemented covering the following areas of operations:</b> <ol style="list-style-type: none"> <li>Administration including complaint management</li> <li>Finance and Accounts</li> <li>Student Admission and Support</li> <li>Examinations</li> </ol>	<ul style="list-style-type: none"> <li>Institutional expenditure statements for the heads of e-governance implementation reflected in the audited statement.</li> <li>ERP contract Document</li> <li><b>Screen shots of user interfaces of each module</b> reflecting the name of the HEI.</li> </ul>	<ul style="list-style-type: none"> <li>Bills for the expenditure on implementation of e-governance in the areas of operation.</li> <li>ERP developed in house by applicant institution will also be considered.</li> </ul>	
39.	<b>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</b>	<ul style="list-style-type: none"> <li><b>Policy document on providing financial support to teachers</b></li> <li><b>E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise under each head.</b></li> <li><b>Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies</b></li> </ul>	<ul style="list-style-type: none"> <li>DVV partner may ask for participation certificates and attendance of selected programs.</li> <li><b>Receipt of Institution in favor of teacher with amount given should be considered.</b></li> <li><b>Multiple financial supports provided to teacher in a year to be considered as one only.</b></li> <li><b>Financial support of Minimum of Rs. 3000/- per year per faculty will be considered</b></li> </ul>	<ul style="list-style-type: none"> <li>Seminars / invited talks cannot be included in this metric.</li> <li><b>Value should not exceed the total strength of faculty reflected in EP 2.1</b></li> </ul>
40.	<b>6.3.3 Percentage of teachers undergoing online/ face-to-</b>	<ul style="list-style-type: none"> <li>e-copy of the certificates of the program attended / course</li> </ul>	<ul style="list-style-type: none"> <li>One teacher attending one or</li> </ul>	<ul style="list-style-type: none"> <li>Attending seminars</li> </ul>

	<b><i>face Faculty Development Programmes (FDPs)/ Management Development Programmes (MDPs) during the last five years</i></b>	completion by teachers is mandatory.	more professional development Program in a year to be counted as one only. <ul style="list-style-type: none"> <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 participated yearwise</li> </ul>	/invited talks not to be considered. <ul style="list-style-type: none"> <li>• Programs of duration less than 5 days will not be considered <b>for FDPs.</b></li> </ul>
41.	<b><i>6.4.2 Funds / Grants received from government bodies, non-government bodies, and philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)</i></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>• 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 &amp; V are not to be repeated here.</li> </ul>
42.	<b><i>6.5.3 Institution has adopted the following for Quality assurance:</i></b> <b><i>1. Academic and Administrative Audit (AAA) and follow up action taken</i></b> <b><i>2. Conferences, Seminars, Workshops on quality</i></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</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> <li>• <b>Academic Administrative</b></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>



	<p><i>conducted</i></p> <p>3. <i>Collaborative quality initiatives with other institution(s)</i></p> <p>4. <i>Orientation programme on quality issues for teachers and students</i></p> <p>5. <i>Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc</i></p> <p>6. <i>Any other quality audit recognized by state, national or international agencies</i></p>	<p>pertaining to NIRF (along with link to the HEI's ranking on the NIRF portal).</p> <ul style="list-style-type: none"> <li>Any other quality certificate from any recognized state/national/ international agencies for the assessment period.</li> <li>Supporting document to be provided as per the options selected.</li> </ul>	<p><b>Audit (AAA) to be conducted by the external experts only.</b></p>	
43.	<p><b>7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <p>1. <i>Solar energy</i></p> <p>2. <i>Biogas plant</i></p> <p>3. <i>Wheeling to the Grid</i></p> <p>4. <i>Sensor-based energy conservation</i></p> <p>5. <i>Use of LED bulbs/ power efficient equipment</i></p> <p>6. <i>Wind mill or any other clean green energy</i></p>	<ul style="list-style-type: none"> <li>Geo tagged photos with caption of the facilities.</li> <li>Bills for the purchase of equipments for the facilities created under this metric.</li> <li>Any other relevant proof for the selected options.</li> <li>Permission document for connection to the grid from Government / Electricity Board or Authority.</li> </ul>	<ul style="list-style-type: none"> <li><b>Alternate sources of energy and energy conservation measures have to be hosted on the HEI website and link should be particular URL but not the generic website address.</b></li> </ul>	<ul style="list-style-type: none"> <li>Having diesel generator set as backup cannot be considered in this metric</li> </ul>
44.	<p><b>7.1.4 Water conservation facilities available in the Institution:</b></p> <p>1. <i>Rain water harvesting</i></p> <p>2. <i>Borewell /Open well recharge</i></p>	<ul style="list-style-type: none"> <li>Geo-tagged photos of the facilities.</li> <li>Bills for the purchase of equipments for the facilities created under this metric.</li> <li>Any other relevant evidences for</li> </ul>	<ul style="list-style-type: none"> <li><b>Water conservation facilities available in the Institution have to be hosted on the HEI website and link should be particular URL but not the generic website address.</b></li> </ul>	



	<b>3. Construction of tanks and bunds</b> <b>4. Waste water recycling</b> <b>5. Maintenance of water bodies and distribution system in the campus</b>	the selected options.		
45.	<b>7.1.6 Quality audits on environment and energy are regularly undertaken by the institution</b>  <b>7.1.6.1. The institutional environment and energy initiatives are confirmed through the following</b>  <b>1. Green audit / Environmental audit</b> <b>2. Energy audit</b> <b>3. Clean and green campus Recognitions /awards</b> <b>4. Beyond the campus environmental promotional activities</b>	<ul style="list-style-type: none"> <li>• Policy document on environment and energy usage</li> <li>• Certificate/Award from the auditing agency /recognized agency</li> <li>• Report on environmental promotional activities conducted beyond the campus with geo tagged photos with caption and date.</li> <li>• Any other supporting document for the claims made.</li> </ul>	<ul style="list-style-type: none"> <li>• Audit by department of State/ Central Universities may be considered.</li> <li>• Auditing from Government / Govt. recognized organizations, University departments, recognized / certified non-profit NGOs shall be considered.</li> <li>• <b>Quality audits on environment and energy are regularly undertaken by the institution have to be hosted on the HEI website and link should be particular URL but not the generic website address.</b></li> </ul>	
46.	<b>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.</b> <b>1. The institutional Code of Conduct principles are displayed on the website</b> <b>2. There is a committee to monitor adherence to the</b>	<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 photos and caption of the activities organized under the metric for teachers, students, administrators and other staffs.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes has to be hosted on the HEI website and link should be particular URL but not the generic website address.</b></li> </ul>	

	<p><i>institutional Code of Conduct principles</i></p> <p><b>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></p> <p><b>4. Annual awareness programmes on Code of Conduct are organized</b></p>	<ul style="list-style-type: none"> <li>• Handbooks, manuals and brochures on human values and professional ethics</li> </ul>		
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