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.)
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH), MBA & MCA
INTERNAL QUALITY ASSURANCE CELL (IQAC)

National Assessment and Accreditation

Supporting Document Manual - Quantitative Inputs For AQAR

Criteria 1 - Curricular Aspects:

2.1 **Total number of students during the year:**

Supporting Documents:

HEI's List: -

S.No	Year	Name	Register No	Date of Joining	
1.	2022-23				I
2.	2022-23				II
3.	2022-23				III
4.	2022-23				IV
5.	2021-22				I
6.	2021-22				II
7.	2021-22				III
8.	2021-22				IV
9.	2020-21				I
10.	2020-21				II
11.	2020-21				III
12.	2020-21				IV
13.	2019-20				I
14.	2019-20				II
15.	2019-20				III
16.	2019-20				IV
17.	2018-19				I
18.	2018-19				II
19.	2018-19				III
20.	2018-19				IV

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3.2 Number of Full-time Teachers during the year:

Supporting Documents:

a) Number of full-time teachers presently working in the institutions.

- Staff's Resume
- Offer Letter
- Joining Report

	2.1 a) Number of full time teachers presently working in the institutions.								
S. No	Name	ID number/Aadhar number (not mandatory)	Email	Gender	Designation	Date of joining institution	Nature of appointment (Against Sanctioned post, temporary, permanent)	Name of the Department	Highest Degree Qualification (NET.SET.SLET.Ph.D..D.M. M.Ch.. D.N.B Superspeciality
1	A.PREMALATHA	992111889601	premalathacivil@gmail.com	Female	Associate Professor	19.12.2016	Permanent	CIVIL	
2	S.LOKESH	718418545725	lokeshselvam09@gmail.com	Male	Assistant Professor	12.06.2017	Permanent	CIVIL	
3	J.RAGAPRIYAN	884665760994	ragapriyan.civil@gmail.com	Male	Assistant Professor	26.02.2016	Permanent	CIVIL	
4	P.GOVINTHARAJ	929526895721	govinth10051994@gmail.com	Male	Assistant Professor	04.05.2018	Permanent	CIVIL	
5	G.SANDHIYA	381761605779	sandhiya211993@gmail.com	Female	Assistant Professor	27.06.2018	Permanent	CIVIL	
6	M.MOUNICA	957774972853	mounicansit@gmail.com	Female	Assistant Professor	06.01.2020	Permanent	CIVIL	
7	G.SATHIYARAJ	263676566033	sathiyarajcivil@gmail.com	Male	Assistant Professor	24.06.2017	Permanent	CIVIL	
8	K.SUJITHA	984419234127	sujithakumar105@gmail.com	Female	Assistant Professor	03.01.2020	Permanent	CIVIL	
9	N.ARCHANA	771410246663	archanacivil@gmail.com	Female	Assistant Professor	02.12.2020	Permanent	CIVIL	
10	R.REVATHI	981960255285	revathistlm@gmail.com	Female	Assistant Professor	15.06.2015	Permanent	CSE	
11	I.ANBUMUTHU	761092483727	anbumuthu.i@nsit.edu.in	Male	Assistant Professor	23.02.2015	Permanent	CSE	
12	R.CATHERINE SILVIA	606124747480	catherine17@gmail.com	Female	Assistant Professor	01.12.2017	Permanent	CSE	

b) Number of full-time teachers who left. joined the institution during the last five years.

- Offer Letter
- Joining Letter
- Relieving Letter and Experience Letter

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1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

S.no	Name of Add On /Certificate Programs Offered	Course Code (If Any)	Duration of Course	Number of Students Enrolled in the year	Link

Supporting Documents:

1. Post Event Report
   - Report Date
   - Event Date and Time
   - Course Name & Course Code
   - Year Offered
   - Duration
   - Assessment mode & date
   - Event Coordinator
   - Objective:
   - Course Outcome:
   - Feedback analysis Chart & Geo tagged photo.
2. Principal Approval Letter
3. Circular
4. Brochure
5. Resource Person's details
6. Syllabus
7. Schedule of the Course
8. Student Enrollment List
9. Attendance Copy
10. Assessment Questionnaire
11. Answer Key Indicator
12. Sample Assessment Answer sheet
13. Feedback Form (unfilled) – 1
14. Feedback Form (filled) - 1
14. Mark sheet Statement Report
15. Rubrics
16. Sample Certificate (Unfilled)-1
17. Certificates issued to the students – 3

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1.3.3 - Number of students enrolled in the courses under 1.3.2 above

S.No	Name Of Add On /Certificate Programs Offered	Course Code (IfAny)	Duration of Course	Number of Students Enrolled in the year	Link

Supporting Documents:
1. Brochure
2. Student Enrollment List
3. Attendance Copy
4. Sample Feedback Form
5. Sample Certificates

1.3.4 - Number of Students undertaking Field work/Projects/ Internships / Student Projects

S.No	Program	Number of students undertaking Projects/Field work/Internship	Link to the relevant document

Supporting Document:
Project Work:
1. List of Students Undertaking Project Work
2. Bonafide Page/Certificate page/Abstract/Conclusion.

Field Work/Internship Training:
1. Principal Letter to the Managing Director of the Specific Company with the Bonafide Certificate for the Student.
2. Approval Letter from the Company
3. Field work/Internship Certificate for the students from the company Letter Head.

1.4.1 Institution obtains feedback on the academic performance and ambience of the Institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made availableon institutional website (Yes orNo)

Supporting Documents:
1. Stakeholders Feedback Policy
2. Sample Feedback Forms from the Stakeholders
3. Feedback Questionnaire
4. Stakeholders Feedback Analysis Report
5. Action taken Report on Feedback
6. Evidence for Action taken Report on Feedback
7. Evidence on Website

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Criteria 2 - Teaching- Learning and Evaluation:

2.1.1 Enrolment percentage. (80%)
2.1.1.2 - Number of sanctioned seats (year-wise) during the year
Supporting Documents:

1. Number of Students Sanctioned and Admitted Summary

Program Name	Program Code	Number of Seats Sanctioned	Number of Students Admitted
UG Program			
PG Program			

2. AICTE Approval for Sanctioned Intake.
3. University Approval for Sanctioned Intake.
4. HEI's Approved List for Admitted Students.

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)
Supporting Documents:
   1. Engineering Admission Copy.
   2. Government Gazette
   3. HEI Approved Name List

S.No	Dept	No. of Seats Ear Marked for Reserved Category as per GOI or State Government Rule						No. of Students Admitted from the Reserved Category					
		SC	ST	OBC	Gen	Others	Total	SC	ST	OBC	Gen	Others	Total
Overall					Total						Total		

4. List sent to OBC, SC, ST Cell

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2.2.2 Student – Full time Teacher Ratio (Data for the latest completed academic year
Supporting Documents:

1. List of full-time teachers for the Preceding Academic Year.
2. Number of students Name and Enrolment number for the Preceding AcademicYear.

2.4.1 - Number of Full-time Teachers against sanctioned posts during the year

Supporting Documents:
1. Principal's Approval Letter for the Recruitment Process to the Management.

S.No	Program Name	Number of Full-Time Teachers
	Total	

2. Letter for Recruiting to the Principal from the Management (in Management letter head).
Sanction Letters for 1 year, signed by competent Authority.

Department Name			
S.No	Department Number	Name of the Full-TimeTeacher	Designation

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

Supporting Documents:
1. List of Full-time Teachers with NET/SET/SLET/ Ph.D. / D.M. / M.CH. / D.N.B
Super speciality /D.SC. / D.LITT. during the last 1 year

S.No	Program Name/Department	No. of Full-TimeTeachers with Ph.D./NET/SLET.	Number of Full Time Teachers.
	Total		

2. Certificate of Ph.D./NET/SLET.

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2.6.3 - Pass Percentage of students

Supporting Documents:

1. Details of University Grade for the Regulation **2020.**

2. List of Programmes and number of students appeared and passed in the final semester examination with abstract and result copy for 1 Academic year.

APPEARED:

- List of Final Year Students Appeared for University Examinations:

S.No	Year of Enrolment	Name of the Student	Student Enrolment Number	Class/Branch	Year of Study

- Abstract of Registration for final year students appeared for university examination.

PASSED:

- List of Final year students Passed in University Examination.

S.No	Year of Enrolment	Name of the Student	Student Enrolment Number	Class/Branch	Year of Study	Status Pass/Fail

Provisional Result list for final year students Passed in University examination.

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink (80% of Students)

S.No	Name of the Student	Gender	Category	State	Nationality	E-mail	Program	Enrolment ID /College ID	Mobile No	Joining year

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Criteria 3 - Research, Innovations and Extension:

3.1.1 Grants received from Government and Non-Governmental Agencies for Research Projects /Endowments in the Institution during the last Five years (INR in Lakhs).

S.No	Name of the Research Project/Endowment	Name of the Principal Investigator/ Co-Investigator	Name of the Funding Agency	Amount Sanctioned (INR in Lakhs)	Link forthe Supporting Document
					View
Total Amount (INR in Lakhs) Received in the Academic Year					

Supporting Document:

- Audited Statement or (Bank Statement)
- For Government: Sanction Order/ Utilization Certificate/ Project Report (Abstract).
- For Non-Government: Letter from the Principal to the company/ Agreed letter from the Manager or HR of the Company to the Principal/ Students Project details/ Conclusion/ Project amount transferred to the Bank Account.

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

Supporting Documents:

S.No	Name of the Workshop/Seminar/Conference	Number of Participants	Date From-To	Link for Supporting Documents.
				View

1. Post Event Report
   - ➤ Report Date
   - ➤ Event Date and Time
   - ➤ Course Name & Course Code
   - ➤ Year Offered
   - ➤ Duration
   - ➤ Assessment mode & date
   - ➤ Event Coordinator
   - ➤ Objective:
   - ➤ Course Outcome:
   - ➤ Feedback analysis Chart & Geo tagged photo.
2. Principal Approval Letter
3. Circular
4. Brochure
5. Resource Person's details
6. Student Enrollment List
7. Attendance Copy
8. Feedback
9. Certificates

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3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

S.No	Title of the Paper	Name of the Author	Department of the Teacher	Name of the Journal	Year of Publication	ISSN Number

 Supporting Document:

1. Front Page of the Paper Topic
2. Abstract Page
3. Paper on the Website Screen Shot.

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

S.No	Name of the Teacher	Title of the Book/Chapter's Published	ISBN Number of the Proceedings	Departmentof the Teacher	Link for the supporting Documents
					View

Supporting Documents:

1. Front and Last page of the Book.
2. Inside First page With ISBN number and Author's Name
3. Abstract and Introduction.
4. Chapters.
5. Book on the Website Screen Shot.

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

S.No	Name of the Activity	Year of the Activity	Link
			View

Supporting Documents:

1. Post Event Report
   - ➢ Report Date
   - ➢ Event Date and Time
   - ➢ Course Name & Course Code
   - ➢ Year Offered
   - ➢ Duration
   - ➢ Assessment mode & date
   - ➢ Event Coordinator
   - ➢ Objective:
   - ➢ Course Outcome:
   - ➢ Geo tagged photo.
2. Principal Approval Letter
3. Circular
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5. Participant Student List.
6. Geo Tagged Photo.

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7. Certificates.

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

S.No	Name of the MoU/Collaboration/Linkage	Name of the Collaborating Agency / Institution / Industry / Corporate house with whom the MoU / Collaboration / linkage is made, with Contact details	Duration From-To	Link
				MoU
				Activity

Supporting Documents:

MoU:
1. Indian Non-Judicial Stamp paper with both party's Signatures.

Activity:
1. MoU's Functional Activity Details.

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Criteria 4 - Infrastructure and Learning Resources:

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

Supporting Documents:

1. Audited Statement of total expenditure excluding salary, expenditure InfrastructureAugmentation, expenditure on maintenance of academic and physical maintenance and its facilities for 1 financial year.

Particulars					
Total Expenditure Excluding Salary (INR in Lakhs)					
Expenditure for Infrastructure Augmentation (INR in Lakhs)					
Expenditure for Maintenance and Academic Support Facilities (INR in Lakhs)					
Expenditure on Maintenance and Physical Support Facilities (INR in Lakhs)					
Total Expenditure for Maintenance of Infrastructure (INR in Lakhs)					

Auditor Signature with Seal.

Audited Statement Highlight the Expenditure for Infrastructure Augmentation for 1 Year

4.3.2 Student – Computer ratio (Data for the latest completed Academic year).

S.No	Location	Total Number of Systems			
		Student	Staff	Office	Total
	Total				
Total (Including Discharged Computers)					

Supporting Documents:
Library Details.

S.No	Department	Location	Link to the Relevant Document

Geo Tagged Photos

Department								
S.No	Lab	Floor	Room Number	Configuration	No.of Systems	Student Usage	Staff Usage	Total

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S.No	System Number	Mac Address	Configuration	Student Usage	Staff Usage
				_	
					_

Stock Register Details.

S.no	Department	Location	Link to the Relevant Document
			Stock Register Link

Computer Bills.

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR inLakhs). (>=25%)

Supporting Documents:

1. Audited Statement of total expenditure excluding salary, expenditure Infrastructure Augmentation, expenditure on maintenance of Academic and Physical maintenance and its facilities for 1 financial years.

Particulars					
Total Expenditure Excluding Salary (INR in Lakhs)					
Expenditure for Infrastructure Augmentation (INR in Lakhs)					
Expenditure for Maintenance and Academic Support Facilities (INR in Lakhs)					
Expenditure on Maintenanceand PhysicalSupport Facilities (INR in Lakhs)					
Total Expenditure for Maintenance of Infrastructure (INR in Lakhs)					

Auditor Signature with Seal.

2. Audited Statement Highlight the Expenditure for Maintenance of Infrastructure for 1 Year.

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Criteria 5 - Student Support and Progression:

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

Academic Year	Total Number of Students	Number of Students Benefited	Percentage of Students Benefited

Name of the Scheme	Number of Students Benefited by Government Scheme and Amount		Number of Students Benefited by Institution's Scheme and Amount	
	Number of Students	Amount	Number of Students	Amount
	Sub Total	1		1
			Grand Total	2

DETAILS OF SCHOLARSHIPS AND FREESHIPS PROVIDED BY THE GOVERNMENT:

S.No	Description	Link to Relevant Document
1	PMSS-COURSE FEE & MAINTANANCE FEE	View
2	FG	View
3	BC/MBC	View
4	7.5	View

1. PMSS-COURSE FEE & MAINTANANCE FEE

Academic Year				
PMSS Name List				
Sl.no	Student Name	Student Enrollment Number	PMSS Course Fee	PMSS Maintenance Fee
		Total		

> Letter from the Principal to the DAD&TW Officer Sheet.

2. FG

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Academic Year			
FG Name List			
Sl.no	Student Name	Student Enrollment Number	FG Amount
		Total	

> First Graduate Scholarship Approval Name List From the Government.

3. BC/MBC

Academic Year			
FG Name List			
Sl.no	Student Name	Student Enrollment Number	BC/MBC Amount
		Total	

> Letter from the Principal to the DBC&MW Officer Sheet.

DETAILS OF SCHOLARSHIPS AND FREESHIPS PROVIDED BY THE INSTITUTION:

S.No	Description	Link to Relevant Document
1	FULL FEE WAIVER & PARTIAL FEE WAIVER LIST SUBMITTED BY HEI	View
2	APPROVED LIST OF INSTITUTIONAL SCHOLARSHIP	
3	AUDIT STATEMENT	View

> Letter to the Chairman From the Principal Letter Head for Requesting to Release the Institutional Scholarship Amount.

Sl.no	Student Name	Student Enrollment Number	Institutional	
			Full Fee Waiver	Partial Fee Waiver
		Total		

> Audited Statement
> Institution Management Scholarship Policy

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5.1.3 - The following Capacity Development and Skill Enhancement activities are organized for improving students' capabilities

1. Soft Skills
2. Language and Communication Skills
3. Life Skills (Yoga, Physical fitness, Health and Hygiene)
4. Awareness of Trends in Technology

S.no	Academic Year	Total Number of Students	Number of Students Benefited	Percentage of Students Benefited
Total Percentage of Students Benefited for Last 1 Academic Year				

Supporting Documents:

Soft Skill				
S.No	Name of the Capacity Development and Skill Enhancement Program	Date of Implementation	Number of Students Enrolled	Name of the Agency/Consultant Involved with (If any)

Language and Communication Skill				
S.No	Name of the Capacity Development and Skill Enhancement Program	Date of Implementation	Number of Students Enrolled	Name of the Agency/Consultant Involved with Contact Details (If Any)

Life Skill				
S.No	Name of the Capacity Development and Skill Enhancement Program	Date of Implementation	Number of Students Enrolled	Name of the Agency/Consultant Involved with Contact Details (If Any)

ICT/Computing Skill				
S.No	Name of the Capacity Development and Skill Enhancement Program	Date of Implementation	Number of Students Enrolled	Name of the Agency/Consultant Involved with Contact Details (If Any)

 ➢ Web Link

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1. Post Event Report
   - ➢ Report Date
   - ➢ Event Date and Time
   - ➢ Course Name & Course Code
   - ➢ Year Offered
   - ➢ Duration
   - ➢ Assessment mode & date
   - ➢ Event Coordinator
   - ➢ Objective:
   - ➢ Course Outcome:
   - ➢ Geo tagged photo.
2. Principal Approval Letter
3. Circular
4. Brochure
5. Participant Student List.
6. Geo Tagged Photo.
7. Certificates.

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

S.no	Academic Year	Total Number of Students	Number of Students Benefited	Percentage of Students Benefited
Total Percentage of Students Benefited for Last 5 Years				

Supporting Documents:

S.no	Year	Name of the Activity	Target Year ofStudents	Date	Number of Students Attended/ Participated

1. Post Event Report
   - ➢ Report Date
   - ➢ Event Date and Time
   - ➢ Course Name & Course Code
   - ➢ Year Offered
   - ➢ Duration
   - ➢ Assessment mode & date
   - ➢ Event Coordinator
   - ➢ Objective:
   - ➢ Course Outcome:
   - ➢ Geo tagged photo.
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6. Geo Tagged Photo.
7. Certificates.

5.1.5. **The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.**

1. Anti-Ragging Committee:

   ➢ Circular from the UGC
   ➢ Anti-Ragging Squad

S.No	Name	Designation	Contact Details
1		Principal	
2		Vice-Principal	
3		Sub-Inspector of Police	
4		Tahsildar	
5		HODs	
6		Professors	
7		Student Representative	

   ➢ AICTE Notice
   ➢ Circular for Meeting Conduct
   ➢ Minutes of Meeting for Anti ragging Committee
   ➢ Discussion Statement.
   ➢ Anti-Ragging Squad Report.
   ➢ Letter to the Police Inspector from the Principal
   ➢ Circular
   ➢ Brochure.
   ➢ Event Report
   ➢ Geo-Tagged Photos.

   Weblink:

2. Internal Complaint Committee:

   ➢ Circular
   ➢ Minutes of Meeting
   ➢ Anti-Sexual Harassment Committee.

S.no	Name	Designation	Contact Details
1		Principal	
2		Vice-Principal	
3		HODs	
4		Professors	
5		Student Representative	

   Weblink:

3. Grievances and Redressal Committee:

   ➢ Circular
   ➢ Minutes of Meeting
   ➢ Grievances and Redressal Committee Action Taken Report.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Weblink:

4. Mechanisms for submission of online/offline student's grievances

- ➢ Student Grievance Portal for Online Mode.
- ➢ Student Grievance Portal for Offline Mode (Complaint Box).

5. Timely redressed of the grievances through appropriate committees:

- ➢ Action Taken Report.

5.2.1 - Number of outgoing students who got placement during the year
5.2.2 - Number of outgoing students progressing to higher education

S.No	Academic Year	Total Number of Out Going Students	No .of Students Progressed to Higher Education and Placements	Percentage of Students Progressed to Higher Education and Placements
Percentage of Students Progressed to Higher Education and Placements for the Last 1 Academic Year				

Supporting Documents:

1. Placed Students: -

S.no	Academic Year	Name of the Student	Department	Company Name	Salary

- ➢ Offer Letter or Joining Letter
- ➢ Salary Slip

2. Higher Education Students: -

S.no	AcademicYear	Name of the Student	Department	Name of the Institution Joined	Higher Studies

- ➢ College ID Card
- ➢ Mark Statement

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

S.No	Academic Year	Total Number of Students Appeared	Total Number of Students Passed	Percentage of Students Benefited
Percentage of Students Qualified in State National International Level Examinations in the Last 1 AcademicYear				

Supporting Documents:

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S.No	Academic Year	Register Number/RollNumber of the Exam	Name of the Student Selected/Qualified	Name of theExam

➢ Certificate of the Exam

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

Supporting Documents:

S.No	Academic Year	Name of the Awards/Rewards	Team/Individual	University/State /National/International	Name of the Scheme

➢ Certificates.

5.3.3 - Number of sports and cultural events / competitions organised by the institution

Supporting Documents:

Sports:

S.no	Date of the Event/Activity	Name of the Event/Activity

➢ Report of the Event
➢ Permission Letter from the Principal
➢ Circular
➢ Brochure
➢ Participant List
➢ Winners List
➢ Certificate

Cultural:

S.no	Date of the Event/Activity	Name of the Event/Activity

➢ Report of the Event
➢ Permission Letter from the Principal
➢ Circular
➢ Brochure
➢ Participant List
➢ Winners List
➢ Certificate

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CRITERIA 6 - Governance, Leadership and Management:

6.2.3 Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination.

Supporting Documents:

Area of E-Governance	Name of the Vendor with Contact Details	Year of Implementation	Description
Administration			
Finance and Accounts			
Student Admission and Support			LMS Portal
Examination			Portal Screen Short

1. Institutional Expenditure Statement / Bills:
   - ➢ Administration
     - • ERP Bills and Invoice.
   - ➢ Finance and Accounts –Tally
     - • Tally Bills and Invoice.
   - ➢ Student Admission and Support
   - ➢ Examination – IMS Portal

2. ERP Manuals
   * Administration
   * Finance and Accounts – Tally
   * Student Admission and Support
   * Examination – Portal

3. Screen Shots of ERP Software.
   - • **Administration:** ERP Home Page/ Staff Manager/ Staff Application/ Student Application Manager/ Student Application/ Master Timetable/ Master Subject Allotment/ Staff Selector/ Student Biodata/ Students Attendance Report/ User In-Out Entry Report/ Hostel Manager/ Transport Manager/ FeeDetails/ Faculty Profile/ Teaching Assistant Profile (Screen Shot).
   - • **Finance and Accounts:** Tally Gate way of Tally/ Income and Expenditure/ Balance Sheet/ Day Book/ Ratio Analysis/ Tally-Accounting/ Students Fee Maintenance Through Tally Account (Screen Shots).
   - • **Student Admission and Support:** Counselling Process/ User Login Page/Student Application/ Allotment Order/ Sports Allotment/ Provisional Allotment-Student Details (Screen Shots).
   - • **Examination – IMS Portal:** Login Page/ Student Profile Summery Report/ Student Assessment Entry/ Student Assessment Report/ Student Examination Registration for the University/ COE Student User-Exam Result/ Exam Seating Arrangement/ CAM Entry Subject Details/ Result Analysis(Screen Shots).

4. Policy Document on E governance.
5. Annual E Governance Report approved by Governing Council Meeting – Minutes.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

6. Annual Report.

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

    <u>**Supporting Documents:**</u>

S.No	Academic Year	Name of The Teacher	Name of the Conference/Workshop Attended	Name of the Professional Bodyfor which Membership Fee is Provided	Amount of Support Received (in INR)

      1. Requisition for the Financial Assistant.

      2. Payment Voucher.

      3. Conference/Seminar Certificate.

      4. Policy Document.

      5. Auditing Statement.

      6. Annual Report.

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6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

Supporting Documents:

S.No	Academic Year	Name of the Participant	Title of the FDP/Professional Development/Administrative Training Program	Date From-To

- Certificate of Attending the FDP/ Professional Development/AdministrativeTraining Program.
- Annual Report.

6.5.3 Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s)/ membership of international networks 3. Participation in NIRF 4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc. (15) (A)

Supporting Documents:

1. Regular meeting of Internal Quality Assurance cell (IQAC); Feedback collected,analysedand used for improvements:
- Regular meeting of Internal Quality Assurance cell (IQAC)
  1. IQAC Members (Name/Designation/IQAC ResponsibleDesignation).2.

S.no	Agenda	Discussion	Action Taken

3. Geo-Tagged Photos(For 1 AcademicYear)

- Feedback collected, analysed, and used for improvements.1 Stack Holder Feedback Mechanism.

2. Conferences, Seminars, Workshops on quality conducted:
   1. Letter from the IQAC Coordinator to the Principal For conduct theIQAC Conference.
   2. Circular
   3. Brochure.
   4. Event Report.
   5. Photos.
   6. Certificates.
   (For 1Academic Year)

3. Collaborative quality Initiatives with other institution(s):
   1. Collaboration Activity for NAAC with Other Institutions.
   2. NAAC Workshop Certificate.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

4. Participation in NIRF:
    1. NIRF Ministry of Education Participated.
    2. Screen Shot of the Page.

5. Orientation Program on quality issues for the Teachers and students:
    1. From Day-1 to Day-n All Activities.
    2. Schedule of the Program Day-1 to Dan-n Activity's Event Summary.
    3. Photos.
    4. Principal Requisition Letter from the IQAC Coordinator.

    5. Circular.
    6. Brochure.
    7. Attendance of the Members.
    8. Orientation programme on Common Uses of Tenses
    9. Faculty development Programme on CO, PO, PSO & PEO Attainment

6. Any Other quality audit/accreditation recognized by state, National or Internationalagencies:
    1. ISO 9001:2015.
    2. Institution Innovation Council.
    3. ATAL Ranking.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Criteria 7 - Institutional Values and Best Practices:

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation:
7.1.4 - Water conservation facilities available in the Institution:
7.1.5 - Green campus initiatives include
7.1.6 - Quality audits on environment and energy undertaken by the institution
7.1.7 - The Institution has a disabled-friendly and barrier-free environment

7.1.2 The Institution has facilities and initiatives for 1. Alternate sources of energy and energy conservation measures 2.Management of the various types of degradable and non degradable waste 3.Water conservation 4. Green campus initiatives 5. Disabled- friendly, barrier free environment. (20) (A)

Supporting Documents:

1. **Policy documents of the institution.**
2. **Geo tagged photographs and videos of the facilities with caption.**
   - Alternate sources of energy and energy conservation measures
   - Management of the various types of degradable and non degradable waste.
   - Water conservation.
   - Green campus initiatives.
   - Disabled-friendly, barrier free environment.
3. **Bills for the purchase of equipment for the facilities created under this metric.**
4. **Brief report of the facilities provided.**
5. **Circulars.**
6. **Videos.**
   a. Solar Power Plant.
   b. Automatic Street Light.
   c. Automatic Water Pump
   d. Green Campus
   e. Rainwater
   f. Disabled-friendly, barrier free environment

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives areconfirmed through the following
1. Green audit / Environment audit 2. Energy audit 3. Clean and green campusinitiatives
Beyond the campus environmental promotion activities.
Supporting Documents:

1. Policy document on environment and energy usage.
   a. Green Audit Report/ b. Environment Audit Report/ c. Energy Audit Report.
2. Certificate from the auditing agency.
3. Certificates of the awards received from the recognized agency.
4. Environmental promotional activities conducted beyond the campus.
   * NSS/Rotary/Red Cross Activities /
5. Clean and Green campus initiatives. With Photos

S.No	Description	Date	Venue
1	Ensure Society Eco-Friendly Camp		
2	Global Hand Wash Day		
3	Tree Plantation Function		
4	Jal Sakthi Abhiyan		
5	World Environmental Day Pledge		

6. Action taken report.
7. Video Links.   ******