Standard Operating Procedure (SOP) For Data Validation and Verification of Affiliated PG Colleges for HEIs as on 13.02.2020

General Guidelines for HEIs:

- The NAAC HEI Portal supports only 5MB data for each metric. If the attachments exceed 5MB, host the supporting documents in 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, Amazon Cloud and on any third-party websites will not be considered for data validation and verification process.

- While providing the links of the HEI's website where the supporting documents are hosted, provide the link in the HEI clarification box. While providing 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.

- 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. Before submitting the clarification response Report to NAAC.

- 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 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.

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.
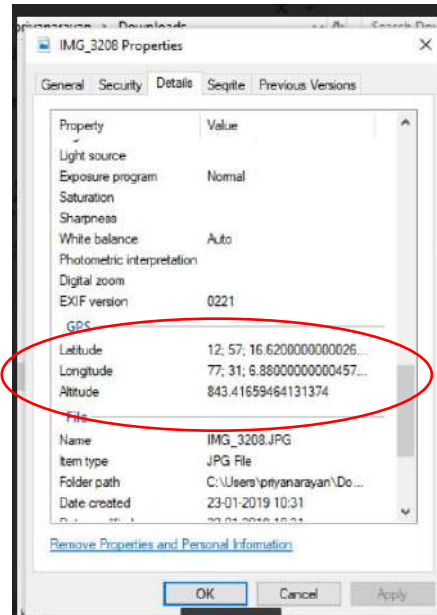
- **It is possible that both Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in Extended Profile. That is, if the data/documents sought are given in response to Extended Profile they need 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 / M. Phil / Ph.D., Programmes All possible formal Degree Programmes defined/identified by UGC. Examples: BA (Economics, History, Sociology), B.Sc., (Physics, Chemistry, Mathematics), B.Sc., (Hons Chemistry),BE/B.Tech (Computer Science and Engineering), B.Arch, MSc (Mathematics), M.Com, M.A(English), ME/M.Tech (Textile Technology), PG Diploma(Library Science), M.Phil (Statistics), Ph.D (Chemistry), Ph.D (Electrical Engineering), Ph.D., (Philosophy) etc.

- **Course:** A course is a paper/subject with specified number of credits/hours in a formal program. Examples: Organic Chemistry, Real Analysis, Solid State Physics, Indian History, Macro Economics, English, Hindi, Marathi, Telugu etc are courses under BSc/BA/B.Com Programs. A laboratory course having separate credits and examined separately to be considered as a course.

- **Gender Equity:** Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.

(Extended Profile)

STANDARD OPERATING PROCEDURE (SOP)

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
1.1	Number of courses offered by the Institution across all programs during the last five years	Provide the number of courses in each program year-wise	• Refer to the Glossary in the manual to understand the terminologies: • PROGRAM • COURSE	
1.2	Number of Programmes offered year wise for the last five years	Provide year-wise list of **ALL** programs that have been operational during the assessment period	• Program list approved by the Affiliating University/ Competent Authority to be provided. • Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM	• Short term programs which do not lead to a degree are not to be included • Courses under each program not to be included here. • Diploma not awarded by the University not to be included.
2.1	Number of students year wise during the last five years	• Provide appropriate document duly certified by competent authorities • Year wise list of students approved by the affiliating University	• Include the total number of students on rolls across all the programs (consider 1st, 2nd, 3rd years etc., of each program) for all the assessment period years. • Consider only the students on the rolls during the odd semesters if the program is of semester scheme.	• If a program is of semester scheme, do not add students of both odd and even semesters.

2.2	Number of seats earmarked for reserved category as per GOI/State Govt. rules- year wise during the last five years	Provide document showing the State government / Central Government reservation policy for admission in higher education and also provide the number of seats reserved for each of the programs and the program-wise total authenticated by the Registrar of the affiliating university or admissions authority.	• Admissions to only the first-year classes of all the programs to be considered.	
2.3	Number of outgoing / final year students year wise during the last five years	• Provide authenticated document showing the number of outgoing/final year students in different programs during the assessment period • Provide the data separately for each program year wise	• Include all students eligible for registration for the final examination. • The students admitted to the final year study of all the programs for all the assessment years. • During the DVV process the HEI may be asked to provide the list of final year students of specific programs identified by DVV partner.	
3.1	Number of full time teachers year wise during the last five years	• Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the	• A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year	• A teacher employed only for a part of a year not to be considered • Inclusion of part-time / Ad-hoc / visiting

		Principal.		faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teacher
3.2	Number of sanctioned posts year wise during the last five years	Official letter(s) of sanction of posts from the statutory body/Government / Board of Management during the assessment period year wise	• State/Central Government/Board of Management sanctioned posts are to be considered.	
4.1	Total number of classrooms and seminar halls	• List of number of classrooms and seminar hall • Geo tagged photos of classrooms and seminar halls.	• All rooms used for academic purpose to be considered and geo tagged photos of the classrooms to be provided.	• Laboratories and workshops are not to be considered.
4.2	Total Expenditure excluding salary-year wise during the last five years (INR in Lakhs)	Audited Statement of income and expenditure duly certified by the Principal and Charted Accountant in case of Privately funded institutions highlighting the salary component. Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by the Principal and Charted Accountant.		Claims made without audited Income Expenditure statements not to be considered
4.3	Total number of computers in the campus for academic purpose	Stock register extracts/invoice copy duly certified		• Exclude computers used for administrative purpose

Metric wise Standard Operating Procedure (SOP)

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

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

		• Structure of the program clearly indicating courses, credits/Electives as approved by the competent board.		
3.	**1.2.2***Number of Add on /Certificate programs offered during the last five years*	• Details of each program such as : • Name of the program, duration, list of students enrolled, curriculum, assessment procedures year-wise • Summary report of each program year-wise along with the outcome.	• Add on/Certificate programs of minimum 30 hours duration to be considered.	• Avoid programs conducted under regular university curriculum. • Avoid considering certificate / add on programmes of less than 30 hours.
4.	**1.2.3***Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years*	• Year-wise List of the students enrolled in the Program as defined in 1.2.2	• The DVV may seek for certificates of random selected students in selected courses and the attendance document maintained for the course.	
5.	**1.3.2***Average percentage of courses that include*	• Document showing the experimental learning through project work/field	• Only the courses having project work/field work/internship as per the affiliating university	• The courses that support experimental learning through

		work/internship as prescribed by the affiliating university / affiliating university curriculum.	curriculum.	project work/field work/internship not prescribed by the affiliating university not to be included.
experiential learning through project work/field work/internship during last five years				
6.	**1.3.3***Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)*	• List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc. • Internship completion certificate / project work completion certificate from the organization where internship / project was completed along with the duration. • Report of the field visit / sample photographs of the field visit / permission letter from the competent authority will be considered	• Only latest completed academic year data to be considered. • One student involved in multiple field works and/or project work and/or internship should be counted as one. • Internship completion certificate / project work completion certificate given to the students by the host organisation will be asked during DVV process with specific student list. • In case of field visit, mentioning objectives and outcomes of field visit along with field visit report. • Data given here should match with the metric 1.3.2 for the latest completed academic year.	• Mere list of students cannot be considered without relevant supporting documents
7.	**1.4.1***Institution obtains feedback on*	• Sample Filled in feedback forms from the stakeholders to be	• The feedback concerned with curriculum development only can be considered	• Feedback not related to design and review of syllabus will not

	the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	provided.	• Only filled –in feedback report will be considered • In case of selecting A, B, C or D provide three filled forms from each category • The DVV partner may ask for filled in forms of randomly selected stakeholders.	be considered
8.	*1.4.2 Feedback process of the Institution may be classified as follows:* **Options:** A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected,	• Stakeholder feedback analysis report signed by the Principal to be provided. • Department wise Action taken Report on feedback signed by the competent authority • Document showing the communication with the affiliating University for	• Feedback reports should be hosted in the institutional website. • Provide links directly leading to reports on the items listed in the chosen option.	• Feedback not related to design and review of syllabus will not be considered. • Feedback reports reflected in other websites will not be considered.

	analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	the Feedback provided. • Action taken by the affiliating university on the feedback.		
9.	**2.1.1***Average Enrolment percentage (Average of last five years)*	• Document relating to Sanction of intake from affiliating University/Government/statutory body. • Approved admission list year-wise/ program-wise from the affiliating university.	• Sanctioned admission strength in each program vs student's enrolment for each program year-wise.	
10.	**2.1.2***Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (exclusive of supernumerary seats)*	• Copy of letter issued by state govt. or Central Government Indicating the reserved categories to be considered as per the state rule (in English as applicable) • Final admission list indicating the category as published by the HEI and signed by the principal. • Admission extract submitted to the state OBC, SC and ST cell every year.	• Include only those reserved categories as specified by State/central Government orders for admission. • Only those seats filled against the quota should be counted here.	• Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded. • Exclude admission to supernumerary seats.

		• Number of seats year marked for the reserved categories		
11.	**2.2.2 *Student- Full time teacher ratio (Data for the latest completed academic year)***	• Certified list of full time teachers along with the departmental affiliation in the latest completed academic year. • List showing the number of students in each of the programs in the latest completed academic year.	• A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher.	• Part-time / Ad-hoc / visiting faculty not be included/consider ed
12.	**2.3.3 *Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)***	• Copy of circular pertaining the details of mentor and their allotted mentees. • Approved Mentor list as announced by the HEI • In addition, issues raised and resolved in the mentor system has to be attached mentor-wise	• Only full-time teachers can be considered as mentors.	• Mere list of names of mentors and mentees will not suffice for this metric.
13.	**2.4.1 *Average percentage of full time teachers against sanctioned posts during the last five***	• Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority. • List of full time teachers	• Appointment letter of selected teachers will be asked during DVV clarification stage • All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers	• Mere appointment letters provided in regional language cannot be considered. • Avoid inclusion of Part time / Ad-

		appointed along with their departmental affiliation.		hoc/Visiting faculty.
14.	**2.4.2***Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)*	• List of faculties having Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. along with particulars of degree awarding university, subject and the year of award. • Doctorate Degree awarded by UGC recognized universities only to be considered.	• Mention number of full-time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year-wise irrespective of the year of award. • Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. Certificates of selected faculty will be asked during DVV clarification stage.	Honorary Doctorate Degrees not to be included/considered
15.	**2.4.3***Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)*	• List of faculties along with particulars of the date of Appointment in the HEI and years of his experience.	• Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large.	Work experience of the teacher in other institution not to be considered here.
16.	**2.6.3***Average pass percentage of Students during last five years*	• Result sheet published by the affiliating university attested by the principal. • Certified report from Controller Examination of the affiliating university	• Only final year student data will be considered for all the five years of the assessment period.	• Results pertaining to students other than the final year are not to be submitted.

		indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise		
17.	**3.1.1. *Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)***	• List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount. • E-copies of the letters of award for research projects sponsored by Government and non-government sources.	• Sanction letter of grants by the funding agency is mandatory to support the claim. • The duration of the grant period to be aligned with the assessment period.	• Grants given by their own trust / sister institutions not to be included • Grants in the form of Equipments / software / skill development centres will not be considered.
18.	**3.1.2 *Percentage of teachers recognized as research guides (latest completed academic year)***	• E-copies of letters from the University indicating the name of the Guide / co-guide recognized • Data pertaining to only teachers of the Institution in the latest completed academic year	• Teachers recognised as guides during the latest completed academic year should be considered. • If the Data is large, the DVV will seek for the Guide ship letters of Specific list of Teachers during DVV clarification	•
19.	**3.1.3*Percentage of departments having Research projects***	• List of teachers along with the department affiliation, title of the	• Data provided in this metric to match with that of 3.1.1	• Grants given by their own trust / sister institutions

		funded project, the amount and the funding agency during the last five years.		not to be included • Grants in the form of Equipments / software / skill development centres will not be considered
20.	3.2.2 *Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years*	• Detailed report for each program. • Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted. • Details of resource persons.	• Only activities with a bearing on *Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development* to be considered here.	• Courses Conducted under the metric 1.2.2 not to be considered in this metric.
21.	3.3.1 *Number of Ph.Ds registered per eligible teacher during the last five years*	• List of faculties along with the name of the research scholars / Guide during the assessment period. • Guideship should be valid during the assessment period.	• Document of registration of the research scholar indicating the guide's name from the university. • If data is large, randomly selected research scholars document from the university will be sought.	• Guideship registration after the assessment period not to be considered.
22.	3.3.2 *Number of papers published per teacher in the Journals notified on UGC*	• Web-link provided by institution in the template should redirect to the journal webpage published in	• Actual link of UGC for journals to be specified.	• Incomplete entries will not be considered • If details given are not complete with

				the UGC link, the respective publication will not be considered
	website during the last five years	UGC list		
23.	**3.3.3 *Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years***	• Cover page, content page and first page of the selected publication. • Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication	• Books with ISBN number only would be considered • The details of selected publications would be sought during the DVV clarification process, if the data is large	• Publication claimed under 3.3.2 not to be repeated / included in this metric.
24.	**3.4.2 *Number of awards and recognitions received for extension activities from government / government recognised bodies during the last five years***	• E-copy of the award letters • Any supporting document in relevance to the metric	• These awards are to the institution and not to the individual and for extension activities only.	• Awards to the individuals should not be considered here. • Awards received other than extension activities are not to be considered. • Awards from own trust / sister institutions not to be considered. • Awards local in

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

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

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

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

	(Data for the latest completed academic year)			
34.	**4.3.2***Student – Computer ratio (Data for the latest completed academic year)*	• Number of Computers available for student use only • Bills for the purchase of computers. • Highlight the entries of computers purchased in the stock registers.	• The data pertaining to the latest completed academic year.	• The computers for office and faculty use will not be considered. • Computers purchased after the latest completed academic year not to be considered.
35.	**4.3.3***Bandwidth of internet connection in the Institution* Options: A. ≥ 50 MBPS B. 30 - 50 MBPS C. 10 - 30 MBPS D. 10 - 5 MBPS E. < 5 MBPS	• Bills for any one month/one quarter of the latest completed academic year indicating internet connection plan, speed and bandwidth and the HEI's name. • E-copy of document of agreement with the service provider.	• Only leased line connectivity in the name of the HEI will be considered.	• Snap shot of speed test for wifi/internet facility will not be considered • Broadband connections will not be considered.
36.	**4.4.1***Average percentage of expenditure incurred on maintenance of infrastructure (physical*	Provide audited income and expenditure statement highlighting the items of expenditure	• Focus of this metric is only on the **maintenance of physical and academic support facilities.**	• Mere statement of last five years data on the metric without audited statement will not be considered.

		incurred on **maintenance** of physical facilities and academic support facilities duly certified by Head of the Institution and CA.		
	and academic support facilities) excluding salary component during the last five years(INR in Lakhs)			
37.	**5.1.1***Average percentage of students benefited by scholarships and freeships provided by the Government during last five years*	• Upload sanction letter of scholarship and freeships. • Year-wise list of students in each scheme.	• Only Government Scholarships / freeships (both state and central) • For large data, the DVV will ask documents for randomly selected students in specific schemes.	
38.	**5.1.2***Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non-government agencies during the last five years*	• Upload policy document of the HEI for award of scholarships and freeships. • Year wise list of students benefitted. • Copies of award of freeships, scholarships along with the sponsoring agency.	• Consider scholarships and freeships sanctioned by the institution / non-government agencies. • Audited Statement showing the expenditure on scholarships / freeships etc. • For large data, the DVV will ask documents for specific no of students in specific schemes.	• Data given in metric 5.1.1 not to be included here.
39.	**5.1.3** *Capacity building and skills enhancement*	• Web-link to particular program/scheme mentioned in the metric	• Consider all the students who have enrolled for the schemes • DVV can seek the documents	• Mere circulars and student list will not be accepted.

	initiatives taken by the institution include the following 1. *Soft skills* 2. *Language and communication skills* 3. *Life skills (Yoga, physical fitness, health and hygiene)* 4. *ICT/computing skills* **Options:** A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. none of the above	• Copy of circular /brochure /report of the event • Geo tagged Photographs with date and caption for each scheme or event. • List of programs conducted and the number of students enrolled for each of the events.	regarding the attendance and certificates for the selected list of programs/students enrolled in the specified programs.	• Avoid program conducted as part of the University curriculum.
40.	**5.1.4***Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the*	• Copy of circular/brochure/report of program with photographs and captions of such programs along with the details of the resource persons. • Year-wise list of	• "Students benefited" refers to students enrolled / attending the said programs • DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled.	

	last five years	students attending each of these schemes signed by competent authority		
41.	**5.1.5** *The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases* 1. *Implementation of guidelines of statutory/regulatory bodies* 2. *Organisation wide awareness and undertakings on policies with zero tolerance* 3. *Mechanisms for submission of online/offline students' grievances* 4. *Timely redressal of the grievances through appropriate committees*	• Minutes of the meetings of student grievance committee, as per metric. • Circular/web-link/ committee report justifying the objective of the metric • Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.	• Minutes of the meetings/Report of grievances from the concerned committee is essential. • The mechanism of redressal should be available as document and should be hosted in the HEI's Website. The link of the same shall be provided to validate the same.	

	Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above			
42.	**5.2.1***Average percentage of placement of outgoing students during the last five years*	• List of students placed along with placement details such as name of the company, compensation, etc year wise.	• The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered. • If the data is large, DVV partner will ask for the appointment orders of the selected students. • Multiple offers to the same students to be counted once.	• If same student has multiple offers it has to be counted only once.
43.	**5.2.2***Average percentage of students progressing to higher education during the last five years*	• Upload supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period.	• Proof like admission letters or identity cards or higher degree certificates for selected students progressing to higher education will be asked by DVV partner.	• Appearing/passing competitive exams for higher education cannot be considered as progression to higher education unless students get admitted.
44.	**5.2.3***Average percentage of students qualifying in*	• List of students year-wise under each head • Qualifying Certificates		• In absence of certificate, the claim will not be

	state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	of the students taking the examination year wise under each category		considered. • Exams conducted for job recruitments other than the examinations conducted by State/Central Government not to be included/ considered.
45.	**5.3.1***Number of awards/medals for outstanding performance in sports/cultural activities at university/state/natio nal / international level (award for a team event should be counted as one) during the last five years.*	• e-copies of award letters and certificates.	• Only **inter-university / state /** national or international achievements will be considered. • Participation in Republic Day Parade at Rajpath, New Delhi by NCC candidates may be considered. • Award for a team event should be counted as one.	• Participation/apprec iation certificates and awards from regional/local /institutional levels should be avoided. • Awards from intra or inter institutions will not be considered.
46.	**5.3.3***Average number of sports and cultural events/competitio ns in which*	• Report of the events/along with photographs appropriately dated and captioned year-	• All activities conducted under an event will be counted as one event. • For large data DVV will seek participation Certificates of	• Events cannot be split into activities. • The competitions organised by the institution without

		wise.	specified students.	the participation of
		• Copy of circular/brochure indicating such kind of activities.		their own students will not be considered here.
		• List of students participated in different events year wise.		
47.	**5.4.2***Alumni contribution during the last five years (INR in Lakhs)* **Options:** A. ≥ 5 Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs D. 1 Lakhs - 3 Lakhs E. <1 Lakhs	• Annual audited statements of accounts of HEIhighlighting Alumni contribution duly certified by Chartered Accountant. • List of alumnus/alumni with the amount contributed year wise to the institutions.		Mere list indicating the contribution will not be considered. Amount contributed towards Alumni Association or in any kind to the HEI not to be Included/ considered.
48.	**6.2.3***Implementation of e-governance in areas of operation* 1. Administration 2. Finance and Accounts	• Institutional expenditure statements for the heads of E-governance implementation reflected in the audited statement. • ERP Document	• Bills for the expenditure on implementation of e-governance in the areas of operation.	

	3. Student Admission and Support
	4. Examination
	
	Options:
	  A. All of the above
	  A. 3 of the above
	  B. 2 of the above
	  C. 1 of the above
	  D. None of the above
		• Screen shots of user interfaces of each module reflecting the name of the HEI.
		• Annual e-governance report approved by Governing Council.
		• Policy document on e-governance.		

49.	**6.3.2** *Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years*	• Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies.	• If the data is large documents related to specific teachers will be asked during DVV clarification	• Without proof of payment on financial support for faculty development, mere name-list of the faculty will not considered. • Mere cash vouchers for payment will not be considered
50.	**6.3.3** *Average number of professional development*	• List of professional development / administrative training programs organized by	• If data is large, DVV will seek documents pertaining to selected events. •	• Seminars / invited talks cannot be included in this

		the institution		metric.
		• Event Brochures and reports year-wise • List of participants in each programme • Photographs with date and caption. • Annual reports highlighting the programs organized by the institution.		
51.	**6.3.4***Average percentage of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the last five years* *(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)*	• Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period participated year wise. • E-copy of the certificates of the program attended by teachers. • List of participating teachers as per the prescribed format year-wise during the last five years. • Annual reports highlighting the programs undertaken by the teaching faculties.	• One teacher attending one or more professional development Program in a year to be counted as one only. • If the data is large documents related to specific teachers will be asked during DVV clarification.	• Attending seminars / invited talks not to be considered. • Programs of duration less than one week will not be considered.
52.	**6.4.2***Funds / Grants*	• Annual audited		• Funds from own

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

	other institution(s) 3. Participation in NIRF 4. *any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)* **Options:** A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above	state/national / international agencies for the assessment period. • Supporting document to be provided as per the options selected.		
54.	**7.1.1 *The Institution has facilities for alternate sources of energy and energy conservation measures*** 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy	• Geo tagged photographs of the facilities with caption. • Bills for the purchase of equipments for the facilities created under this metric. • Any other relevant proof for the selected options.		• Having diesel generator set as backup cannot be considered in this metric.

	conservation 5. Use of LED bulbs/ power efficient equipment		
55.	**7.1.4 *Water conservation facilities available in the Institution:*** 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling **5.** Maintenance of water bodies and distribution system in the campus	• Geo tagged photographs of the facilities with caption. • Bills for the purchase of equipments for the facilities created under this metric. Any other relevant proof for the selected options.	
56.	**7.1.5 *Green campus initiatives include:*** 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian-friendly	• Policy document on the green campus. • Geo tagged photographs/videos of the facilities along with caption. • Circulars for the	

	pathways 4. Ban on the use of Plastics 5. Landscaping with trees and plants	implementation of the initiatives and any other supporting document.		
57.	**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:** • Green audit • Energy audit • Environment audit • Clean and green campus recognitions / awards • Beyond the campus environmental promotion activities	• Policy document on environment and energy usage • Certificate from the auditing agency. • Certificates of the awards received from the recognized agency. • Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date. • Any other supporting document for the claims made.		
58.	**7.1.7 The Institution has disabled-friendly, barrier free environment** • Built environment with ramps/lifts for easy access to	• Policy document and information brochure. • Link to Geo tagged photos and videos with date and caption.		

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

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