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|  | **INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI**  PROFORMA FOR  ACADEMIC & ADMINISTRATIVE AUDIT OF THE TEACHING DEPARTMENTS  1. Name of the Department :  2. Name of the Faculty :  3. Session of Academic Audit :  4. Composition of Academic Audit Committee:  a. Dean of Faulty :  b. Outside Expert - 1 :  c. Outside Expert - 2 :  **Section A: Academic Audit** |  |
| **Metric No.** | **Criterion 1 – Curricular aspects (150)**  **Key Indicator – 1.1 Curriculum Design and Development (50)** | **Weightage** |
| **1.1.1**  **QlM** | **Curricula developed and implemented have relevance to the local, regional, national, and global developmental needs, which is reflected in the Programme outcomes (POs), and Course Outcomes(COs) of the Programmes offered by the Department**  Write description in a maximum of 500 words | **20** |
| **1.1.2**  **QlM** | **The Programmes offered by the Department focus on employability/ entrepreneurship/ skill development and their course syllabi are adequately revised to incorporate contemporary requirements**  Write description in a maximum of 500 words  **Any relevant document to support the claim (if any)** | **30** |
|  | **Key Indicator – 1.2 Academic Flexibility (30)** |  |
| **Metric No.** |  | **Weightage** |
| **1.2.1**  **QnM** | **New courses introduced across all programmes offered during the academic year**   |  |  |  | | --- | --- | --- | | **Name of Programme** | **Name of the courses offered under each program** | **Weather newly introduced during assessment years (yes/No)** | |  |  |  |   **Specific document as per description given below**   * **Minutes of Board of Studies meeting clearly specifying the syllabus approval of new courses** * **Subsequent Academic Council meeting extracts endorsing the decision of BOS** * **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1.2.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-10** | **10-15** | **15-20** | **>=20** | | **30** |
|  | **Key Indicator – 1.3 Curriculum Enrichment (50)** |  |
| **Metric**  **No.** |  | **Weightages** |
| **1.3.1**  **QlM** | **Department integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment & Sustainability and other value framework enshrined in Sustainable Development goals and National Education Policy – 2020 into the Curriculum**  Write description in a maximum of 500 words  **Any relevant document to support the claim (if any)** | **15** |
| **1.3.2**  **QnM** | **Number of certificate / value-added courses / Diploma Programmes**  ***offered by the Department and* online courses of MOOCs, SWAYAM**  **/ e-Pathshala/ NPTEL and other recognized platforms** **where the students of the department have enrolled and successfully completed *during the academic year***   |  |  |  | | --- | --- | --- | | Name of the add on/certificate/value added program/Diploma Programs/ online course of MOOCS/SWAYAM/e Patashala/ NPTEL etc. | Program duration (No of contact Hours) | Number of students benefitted through the program | |  |  |  |   **Specific document as per description given below**   * **Departmental programme brochure/notice for Certificate/Value added programs with course modules and outcomes** * **List of students and the attendance sheet for the above mentioned programs** * **Evidence of course completion, like course completion certificate etc.** * **Any other relevant document to support the claim (if any)**   **Note: No repeat count of courses will be considered**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1.3.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-20** | **20-40** | **40-50** | **>=50** | | **30** |
| **1.3.3**  **QnM** | **Details of Programmes that have components of field projects / research projects / internships during academic year**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Academic Year | Name of the programme | Number of students undertaking the field projects | Number of students undertaking the research projects | Number of students undertaking the Internships | |  |  |  |  |  |   **Specific document as per description given below**   * **Program and course contents having element of field projects / research projects / internships as approved by BOS** * **Sample Internship completion letter provided by host institutions** * **Sample Evaluated project report/field work report submitted by the students** * **Any other relevant document to support the claim (if any)**   **Note: The term internship is inclusive of Industry Immersion practices**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1.3.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<20** | **20-40** | **40-60** | **60-80** | **>=80** | | **5** |
|  | Key Indicator – 1.4 Feedback System (20) |  |
| **Metric No.** |  | **Weightage** |
| **1.4.1**  **QnM** | **Structured feedback for curriculum and its transactions is obtained regularly from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes of the Department may be classified as follows:**   1. Feedback collected, analysed, action taken & communicated to relevant body and feedback hosted on the institutional website 2. Feedback collected, analysed, action has been taken and communicated to the relevant body 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected   **Opt anyone**  **Specific document as per description given below**   * + **Feedback analysis report (2022-23) submitted to appropriate committee/bodies (IQAC)**   + **Action taken report on the feedback analysis of the academic session 2021-22 and its report to appropriate committee/bodies (IQAC)**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1.4.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** |   **Criterion 2 *–* Teaching-Learning and Evaluation (200)** Key Indicator - 2.1 Student Enrolment and Profile (10) | **20** |
| **Metric No.** |  | **Weightage** |
| **2.1.1**  **QnM** | ***Enrollment Percentage***  2.1.1.1: Number of Sanctioned seats during the academic year  2.1.1.2: **Number of seats filled during the academic year,** (only first-year admissions to be considered)   |  |  |  |  | | --- | --- | --- | --- | | Academic Year | Name of the programme | Number of sanctioned seats | Number of seats  filled | |  |  |  |  |   **Specific document as per description given below**  **Document relating to sanction of intake (only fresh admissions to be considered)**  **Any other relevant document to support the claim (if any**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.1.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<50** | **50-70** | **70-80** | **80-90** | **>=90** | | **5** |
| **2.1.2**  **QnM** | ***Number of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission year-wise during the academic year***   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Academic Year | Name of the  Program | Total No. of  Students | Sanctioned Strength in Reserved  Categories | | | | Actual Admitted Strength in Reserved  Categories | | | | | SC | OBC | EWS | DA/PH | SC | OBC | EWS | DA/PH | |  |  |  |  |  |  |  |  |  |  |  |   **Specific document as per description given below**   * + **Final admission list indicating the category as published by the HEI and endorsed by the competent authority.**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.1.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<40** | **40-50** | **50-70** | **70-80** | **>=80** | | **5** |
|  | **Key Indicator -2.2 Catering to Student Diversity (20)** |  |
| **Metric No.** |  | **Weightage** |
| **2.2.1**  **QlM** | ***The institution assesses the learning levels of the students and organises special Programmes to cater to differential learning needs of the student***  Write a description in maximum of 500 words  **Any relevant document to support the claim (if any)** | **5** |
| **2.2.2**  **QnM** | ***Student - Full time teacher ratio (Data for the latest completed academic year)***  ***Students : Teachers***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.2.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **>60:1** | **50:1-60:1** | **30:1-50:1** | **20:1-30:1** | **<=20:1** | | **15** |
|  | Key Indicator - 2.3 Teaching-Learning Process (20) |  |
| **Metric**  **No.** |  | **Weightage** |
| **2.3.1**  **QlM** | ***Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience and teachers use ICT-enabled tools including online resources for effective teaching learning process***  Write a description in maximum of 500 words  **Any relevant document to support the claim (if any)** | **10** |
| **2.3.2**  **QlM** | ***The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues***  Write a description in maximum of 500 words  **File Description**   * List of Active mentors * Any other relevant document to support the claim (if any) | **10** |
|  | **Key Indicator - 2.4 Teacher Profile and Quality (60)** |  |
| **Metric No.** |  | **Weightage** |
| **2.4.1**  **QnM** | **Details of faculty sanctioned and filled**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Post** | **Number** | | |  | |  | **Sanctioned** | **Filled** | **Vacant** | **No. of Contract/ Guest Faculty/ Resource person on**  **Extension Lecture** | | **Professor** |  |  |  |  | | **Associate Professor** |  |  |  |  | | **Assistant Professor** |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.4.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **>50** | **50-70** | **70-80** | **80-90** | **<=90** | | **10** |
| **2.4.2**  **QnM** | **Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B/ Superspeciality/L.L.D/D.S.C/D.Litt. during the academic year**   |  |  |  |  | | --- | --- | --- | --- | | S.No | Name of the Faculty | Year of joining the institution | Whether the faculty possess qualification like Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit. (Yes/No) | |  |  |  |  |   **Specific document as per description given below**   * **List of faculty having Ph.D. /D.M/M.Ch./D.N. Superspeciality / along with particulars of the degree awarding university, subject and the year of award per academic year.** * **Copies of Ph.D./D.M/M.Ch./D.N.B Superspeciality awarded by UGC recognized universities** * **Any other relevant document to support the claim (if any)**   **Note: (1) Honorary degrees shall not be considered**  **(2) Provisional Degree Certificate may be considered wherever Degree Certificate is not awarded**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.4.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<50** | **50-60** | **60-70** | **70-80** | **>=80** | | **40** |
| **2.4.3**  **QnM** | ***Average teaching experience of the teachers (Data to be provided only for the latest completed academic year, in number of years)***   |  |  |  |  | | --- | --- | --- | --- | | S.No | Name of the Faculty | Year of joining the institution | Total experience of the faculty (considering previous experience as well) in no. of years | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.4.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<6** | **6-9** | **9-12** | **12-15** | **>=15** | | **10** |
| **2.5.1**  **QnM** | Key Indicator - 2.5 Evaluation Process and Reforms (30) ***Average number of days from the date of last semester-end/ year- end examination till the last date of declaration of results year-wise during the last five years***  ***(UNIVERSITY LEVEL)*** | **10** |
| **2.5.2**  **QnM** | ***Percentage of student complaints/grievances about evaluation against total number of students appeared in the examinations during the last five years***  ***(UNIVERSITY LEVEL)*** | **10** |
| **2.5.3**  **QnM** | ***Status of automation of Examination division along with approved Examination Manual/ordinance***  ***(UNIVERSITY LEVEL)*** | **10** |
|  | Key Indicator - 2.6 Student Performance and Learning Outcomes (30) |  |
| **Metric No.** |  | **Weightage** |
| **2.6.1**  **QlM** | ***The institution has stated learning outcomes (Program and Course outcomes)/graduate attributes which are integrated into the assessment process***  Write a description in maximum of 500 words  **Any relevant document to support the claim (if any)** | **15** |
| **2.6.2**  **QnM** | ***Pass percentage of students (excluding backlog students) (Data to be provided only for the latest completed academic year)***   |  |  |  | | --- | --- | --- | | S.No | Name of the final year students appearing for end semester examination | Whether cleared the final exam and qualified to obtain degree | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.6.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<60** | **60-70** | **70-80** | **80-90** | **>=90** | | **15** |
|  | Key Indicator - 2.7 Student Satisfaction Survey (30) |  |
| **2.7.1**  **QnM** | ***Online Student Satisfaction Survey regarding the teaching-learning process. (UNIVERSITY LEVEL)*** | **30** |
| **Metric No.** |  | **Weightage** |
|  | Criterion 3 *–* Research, Innovations and Extension (250) **Key Indicator - 3.1 Promotions of Research and Facilities (20)** |  |
| **Metric**  **No.** |  | **Weightage** |
| **3.1.1**  **QlM** | ***The Department’s Research facilities are frequently updated***  Write a description in maximum of 500 words  **Any relevant document to support the claim (if any)** | **2** |
| **3.1.2**  **QnM** | ***Seed money received to the teachers for research***   |  |  |  |  | | --- | --- | --- | --- | | S.No | Name of the faculty recipient of Seed Money | Date of grant | Amount granted | |  |  |  |  |   **Specific document as per description given below**   * + **List of faculty who have been provided with seed money for research along with the title of the project, duration and amount year-wise.**   + **Sanction letters of seed money to the teachers is mandatory.**   + **Audited Income-Expenditure statement highlighting the expenditure towards seed money endorsed by the Finance Officer**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.1.2- Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<20** | **20-30** | **30-40** | **40-50** | **>=50** | | **3** |
| **3.1.3**  **QnM** | ***Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the academic year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S.No | Name of the recipient faculty | Stature of fellowship (national/  International) | Awarding agency | Details of advanced studies | Year of award | |  |  |  |  |  |  |   **Specific document as per description given below**   * + **E-copies of the award letters of the teachers.**   + **Any other relevant document to support the claim (if any)**   **Note: Sponsored International travel grant can also be included here**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.1.3- Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-10** | **10-15** | **15-20** | **>=20** | | **5** |
| **3.1.4**  **QnM** | ***Number of JRFs, SRFs among the enrolled PhD scholars in the Department during the academic year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S.No | Year of award | Period of award (in years) | Name of the Scholar | Specify the grants viz JRF/SRF/PDF/RA/etc. | Awarding agency | |  |  |  |  |  |  |   **Specific document as per description given below**   * + **E copies of fellowship award letters (mandatory)**   + **Any other relevant document to support the claim (if any)**   **Note: Institution research fellows with grants equal to UGC JRF & SRF fellowships shall be considered**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.1.4- Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<40** | **40-50** | **50-60** | **60-70** | **>=70** | | **10** |
|  | Key Indicator - 3.2 Resource Mobilization for Research (40) |  |
| **Metric No.** |  | **Weightage** |
| **3.2.1**  **QnM** | ***Research funding received by the Department and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the academic year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S.No | Name of the PI/ Co-PI | Title of the Research Project | Name of the funding agency | Year of award or sanction | Amount in Rs. | |  |  |  |  |  |  |   **Specific document as per description given below**   * **E-copies of the letters of award for research, endowments, Chairs sponsored by non- government sources** * **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.2.1 Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<500** | **500-1000** | **1000-1500** | **1500-2000** | **>=2000** | | **25** |
| **3.2.2**  **QnM** | ***Number of research projects per teacher funded by government, non- government , industry, corporate houses, international bodies during the academic year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S.No | Name of the PI/ Co-PI | Title of the Research Project | Name of the funding agency | Year of award or sanction | Amount in Rs. | |  |  |  |  |  |  |   **Specific document as per description given below**   * + **E-copies of the grant award letters for research projects sponsored by government agencies.**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.2.2 Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<0.5** | **0.5-1** | **1-1.5** | **1.5-2** | **>=2** | | **15** |
|  | **Key Indicator - 3.3 Innovation Ecosystem (20)** |  |
| **Metric No.** |  | **Weightage** |
| **3.3.1**  **QlM** | ***Department has created an ecosystem for innovations, Indian Knowledge System (IKS) including awareness about IPR and other initiatives for the creation and transfer of technology/knowledge and the outcomes of the same are evident***  Write description in maximum of 500 words  **Any relevant document to support the claim (if any)** | **15** |
| **3.3.2**  **QnM** | ***Number of awards received for research/innovations by the teachers/research scholars/students during the academic year***   |  |  |  |  | | --- | --- | --- | --- | | Name of the awardee | Name of the award | Name of the awarding body | Category of award (innovation/  Technology transfer etc.) | |  |  |  |  |   **Specific document as per description given below**   * + **e- Copies of award letters issued by the awarding agency**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.3.2 Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-10** | **10-20** | **20-30** | **>=30** | | **5**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | | | | | |  |  |  |  |  | |  |  |  |  |  | |
|  | Key Indicators - 3.4 Research Publications and Awards (120) |  |
| **Metric No.** |  | **Weightage** |
| **3.4.1**  **QnM** | ***The institution ensures implementation of i ts stated Code of Ethics for research***  ***(UNIVERSITY LEVEL)*** | **5** |
| **3.4.2**  **QnM** | ***Number of Patents awarded during the academic year***   |  |  |  |  | | --- | --- | --- | --- | | Name of the Faculty/student author of the patent | Patent Number | Date of Award | Patent Awarding Agency | |  |  |  |  |   **Specific document as per description given below**   * + **e-copies of letter of patent grant.**   + **Patents granted / published in the name of the faculty with the institutional affiliation to the university working during the assessment period only to be given.**   + In case of patents obtained outside India, provide us one of the following:     1. If the Indian Patent application is filed for the   corresponding foreign patent, please provide us the  current status of the Indian Patent application  **2.** If you have filed the foreign patent without filing corresponding Indian Patent application, please provide us a copy of foreign filing license obtained from Indian Patent office as per Section 39 of Indian Patent act, 1970.  **Any other relevant document to support the claim (if any)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.2 Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-3** | **3-5** | **5-7** | **>=7** | | **15** |
| **3.4.3**  **QnM** | ***Number of Ph.Ds awarded per recognized guide during the academic year***   |  |  |  |  | | --- | --- | --- | --- | | Name of the Ph.D. research Scholar | Name of the research Supervisor | Year of registration | Year of completion and Award of PhD | |  |  |  |  |   **Specific document as per description given below**   * + **PhD Award letters to PhD students.**   + **Letter from the university indicating name of the PhD student with title of the doctoral study and the name of the guide.**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.3 Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-2** | **2-4** | **4-5** | **>=5** | | **15** |
| **3.4.4**  **QnM** | ***Number of research papers published per teacher in the Journals as notified on UGC CARE/Scopus/WoS list during the academic year***   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Title of paper | Name of the author | Department of the teacher | Name of journal | Year of publication | ISSN number | Link to the recognition in UGC enlistment of the Journal | |  |  |  |  |  |  |  |   **Specific document as per description given below**   * + **Any relevant document to support the claim (if any)**   **Note: Indicate against each paper about the presence of the journal in which the paper is published in the UGC CARE as on date with CARE journal ID. Provide the proof of journal indexing in Scopus/ WoS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.4 Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-4** | **4-7** | **7-10** | **>=10** | | **20** |
| **3.4.5**  **QnM** | ***Number of books and chapters in edited volumes published per teacher during the academic year***   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Sl. No. | Name of the teacher | Title of the book/  chapters published | Title of the proceedings of the conference | Year of publication | ISBN number of the proceeding | Whether at the time of publication Affiliating Institution Was same Yes/NO | Name of the publisher | |  |  |  |  |  |  |  |  |   **Specific document as per description given below**   * + **Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.5 Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<1** | **1-4** | **4-7** | **7-10** | **>=10** | | **10** |
| **3.4.6**  **QnM** | ***E-content is developed by teachers :***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 1. For e-PG-Pathshala | 2. For CEC (Undergraduate) | 3 For SWAYAM | 4. For other MOOCs platforms | 5. Any other Government Initiatives | 6.  For Institutional LMS | |  |  |  |  |  |  |   *Options:*   1. *Any 4 or more of the above* 2. *Any 3 of the above* 3. *Any 2 of the above* 4. *Any 1 of the above* 5. *None of the above* **(Opt any one)**   **Specific document as per description given below**   * + **Supporting documents from the sponsoring agency for the e- content developed by the teachers need to be provided.**   + **For institution LMS a summary of the e-content developed**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.4.6 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **15** |
| **3.4.7**  **QnM** | ***Bibliometrics of the publications during the academic year based on average Citation Index in Scopus/ Web of Science***  ***(UNIVERSITY LEVEL)*** | **20** |
| **3.4.8**  **QnM** | ***Bibliometrics of the publications during the academic year based on Scopus/ Web of Science – h-Index of the University***  ***(UNIVERSITY LEVEL)*** | **20** |
|  | **Key Indicators - 3.5 Consultancy (20)** |  |
| **Metric No.** |  |  |
| **3.5.1**  **QnM** | ***Revenue generated from consultancy and corporate training during the academic year***   |  |  |  |  | | --- | --- | --- | --- | | Name of the faculty consultant or trainer | Organization to which consultancy or corporate training provided | Dates/duration of consultancy | Amount generated in INR | |  |  |  |  |   **Specific document as per description given below**   * + **Audited statements of accounts indicating the revenue generated through and corporate training/consultancy.**   + **Letter from the corporate to whom training was imparted along with the fee paid.**   + **CA certified copy of statement of accounts as attested by head of the institution.**   + **Letter from the beneficiary of the consultancy along with details of the consultancy fee.**   + **Any other relevant document to support the claim (if any)**   Note: Corporate training is inclusive of all monetized training   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2.5.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<50** | **50-100** | **100-150** | **150-200** | **>=200** | | **20** |
|  | **Key Indicators - 3.6 Extension Activities (20)** |  |
| **Metric**  **No.** |  | **Weightage** |
| **3.6.1**  **QlM** | ***Outcomes of extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues and holistic development, and awards received if any during the academic year (Showcase at least four case studies to the peer team)***  Describe the impact of extension activities in sensitising students to social issues and holistic development with four case studies within a maximum of 500 words  **Any relevant document to support the claim (if any)** | **10** |
| **3.6.2**  **QnM** | ***Number of extension and outreach programs conducted by the institution through organized forums like NSS/NCC with involvement of community year wise during the academic year***  ***(UNIVERSITY LEVEL)*** | **10** |
|  | **Key Indicator - 3.7 Collaboration (10)** |  |
| **Metric No.** |  | **Weightage** |
| **3.7.1**  **QnM** | ***Number of functional MoUs /linkage with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the academic year***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year of signing MoU | Name of the organization with whom MoU/Collaboration being signed | Duration | Purpose of MoU/Collaboration | List the actual activities under each MoU year-wise | |  |  |  |  |  |   **Specific document as per description given below**   * **Copies of documents indicating the functiona MoUs/linkage/collaboration activity-wise and year-wise** * **Any other relevant document to support the claim (if any)**   **Note: MoUs /Linkage without any evidence of activity will not be considered**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **3.7.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-10** | **10-30** | **30-40** | **>=40** | | **10** |
|  | Criterion 4 *–* Infrastructure and Learning Resources (100) **Key Indicator - 4.1 Physical Facilities (30)** |  |
| **Metric No** |  | **Weightage** |
| **4.1.1**  **QlM** | ***The institution/ Department has adequate infrastructure facilities for***   1. ***teaching - learning. viz., classrooms, laboratories,*** 2. ***ICT enabled facilities such as smart classes, LMS etc.*** 3. ***Facilities for cultural and sports activities , yoga centre, games (indoor and outdoor) gymnasium, auditorium etc.***   Describe the adequacy of facilities for teaching-learning as per the minimum specified requirement by the statutory bodies, within a maximum of 500 words  **Any relevant document to support the claim (if any)** | **20** |
| **4.1.2**  **QnM** | ***Percentage of expenditure excluding salary, for infrastructure development and augmentation year wise during the academic year***  ***(UNIVERSITY LEVEL)*** | **10** |
|  | Key Indicator - 4.2 Library as a Learning Resource (20) |  |
| **Metric No.** |  | **Weightage** |
| **4.2.1**  **QlM** | ***Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e-resources and journals are made. The library is optimally used by the faculty and students***  ***(UNIVERSITY LEVEL)*** | **15** |
| **4.2.2**  **QnM** | ***Percentage expenditure for purchase of books/ e-books and subscription to journals/e-journals year wise during the academic year***  ***(UNIVERSITY LEVEL)*** | **5** |
|  | **Key Indicator – 4.3 IT Infrastructure (30)** |  |
| **Metric No.** |  | **Weightage** |
| **4.3.1**  **QlM** | ***Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection***  ***(UNIVERSITY LEVEL)*** | **15** |
| **4.3.2**  **QnM** | ***Student - Computer ratio (Data for the latest completed academic year)***  ***Number of students : Number of Computers***  **Specific document as per description given below**   * + - * + **Stock register/extracts highlighting the computers issued to**   **respective departments for student’s usage.**   * + - * + **Purchased Bills/Copies**         + **Aany other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **4.3.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **>25:1** | **15:1-25:1** | **10:1-15:1** | **5:1-10:1** | **<=5:1** | | **10** |
| **4.3.3QnM** | ***Institution/Department has the following Facilities for e-content development and other resource development***  ***(UNIVERSITY LEVEL)*** | **5** |
|  | Key Indicator - 4.4 Maintenance of Campus Infrastructure (20) |  |
| **4.4.1**  **QnM** | ***Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the academic year***  ***(UNIVERSITY LEVEL)*** | **10** |
| **4.4.2**  **QlM** | ***There are established s y s t e m s a n d procedures for maintaining and utilising physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.***  Describe policy details of systems and procedures for maintaining and utilising physical, academic and support facilities within 500 words  **Any other relevant document to support the claim (if any)** | **10** |
|  | **Criterion 5 - Student Support and Progression (100)** Key Indicator - 5.1 Student Support (30) |  |
| **Metric No.** |  | **Weightage** |
| **5.1.1**  **QnM** | ***Percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the academic year***  ***(UNIVERSITY LEVEL)*** | **15** |
| **5.1.2**  **Qlm** | ***Efforts taken by the institution/Department to provide career counseling including e-counseling and guidance for competitive examinations during the academic year***  Write description in a maximum of 500 words.  **Any other relevant document to support the claim (if any)** | **5** |
| **5.1.3**  **QnM** | ***Following Capacity development and skills enhancement initiatives are undertaken by the institution/Department for:***   |  |  | | --- | --- | | 1.      Soft skills | Yes/No | | 2.      Language and communication skills | Yes/No | | 3.      Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills) | Yes/No | | 4.      Awareness of trends in technology | Yes/no |   **Options:**   * 1. All of the above   2. Any 3 of the above   3. Any 2 of the above   4. Any1of the above   5. None of the above **(Opt any one)**   **Specific document as per description given below**   * + **Report with photographs on soft skills enhancement programs**   + **Report with photographs on Language &amp; communication skills enhancement programs**   + **Report with photographs on Life skills (Yoga, physical fitness, health and hygiene) enhancement programs**   + **Report with photographs on ICT/computing skills enhancement programs**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.1.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |
| **5.1.4**  **QnM** | ***The Institution/Department adopts the following for redressal of student grievances including sexual harassment and ragging cases***   |  |  | | --- | --- | | 1. Implementation of guidelines of statutory/regulatory bodies | Yes/No | | 2. Organisation-wide awareness and undertakings on policies with zero tolerance | Yes/No | | 3. Mechanisms for submission of online/offline students’ grievances | Yes/No | | 4. Timely redressal of the grievances through appropriate committees | Yes/No |  Options:  * + - 1. All of the above       2. Any 3 of the above       3. Any 2 of the above       4. Any1 of the above       5. None of the above **(Opt any one)**   **Specific document as per description given below**   * **Details of statutory/regulatory Committees (to be notified in institutional website also)]** * **Proof for Implementation of guidelines of statutory/regulatory bodies** * **Report of Organisation wide awareness and undertakings on policies with zero tolerance** * **Proof related to Mechanisms for submission of online/offline students’ grievances** * **Annual report of the committee monitoring the activities and number of grievances** * **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.1.4 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |
|  | **Key Indicator - 5.2 Student Progression (45)** |  |
| **Metric No.** |  | **Weightage** |
| **5.2.1**  **Qnm** | ***Details of placement of outgoing students during the academic year***   |  |  |  |  | | --- | --- | --- | --- | | S.No | Name of the outgoing students placed | Organization in which placed | Package committed per annum in INR | |  |  |  |  |   **Specific document as per description given below**   * + **Proof of placement details such as name of the company, compensation, etc. and Placement order**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.2.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<40** | **40-50** | **50-60** | **60-70** | **>=70** | | **15** |
| **5.2.2**  **Qnm** | ***Details of graduated students who have progressed to higher education year-wise during academic year***   |  |  |  |  | | --- | --- | --- | --- | | S.No | Name of the outgoing students progressed to Higher Education | Organization joined for Higher Education | Details of the program enrolled | |  |  |  |  |   **Specific document as per description given below**  **Proof of continuation in higher education.**   * + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.2.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<5** | **5-20** | **20-30** | **30-40** | **>=40** | | **15** |
| **5.2.3**  **Qnm** | ***Number of students qualifying in state/ national/ international level examinations out of the graduated students during the academic year***   |  |  |  |  | | --- | --- | --- | --- | | Name of the qualifying student | Level of Exam | Name of competitive examination | Links to relevant document | |  |  |  |  |   **Specific document as per description given below**   * + **Qualifying Certificates of the students taking the examination**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.2.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<0.4** | **0.4-0.6** | **0.6-0.8** | **0.8-1.0** | **>=1.0** | | **15** |
|  | **Key Indicator - 5.3 Student Participation and Activities (15)** |  |
| **Metric No.** |  | **Weightage** |
| **5.3.1**  **QnM** | ***Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the academic year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S.No | Date of the Event | Name of the student | Level of Achievement (at inter-university/state/national/international ) | Details of Sports/Cultural activity | Position secured | |  |  |  |  |  |  |   **Specific document as per description given below**   * + **Copies of award letters and certificates**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.3.1 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<10** | **20-10** | **20-50** | **50-80** | **>=80** | | **05** |
| **5.3.2**  **Q1M** | ***Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution***  ***(UNIVERSITY LEVEL)*** | **5** |
| **5.3.3**  **QnM** | ***The institution/Department conducts /organizes following activities***   |  |  |  | | --- | --- | --- | | 1. Sports competitions/events | Yes/No | Links to relevant document | | 2. Cultural competitions/events | Yes/No | Links to relevant document | | 3. Technical fest/academic fests | Yes/No | Links to relevant document | | 4. Any other events through active clubs and forums | Yes/No | Links to relevant document |   **Options:**   * + All four of the above   + Any three of the above   + Any two of the above   + Any one of the above   + None of the above   **Specific document as per description given below**   * **Report of the Sports competitions/events along with photographs appropriately dated and captioned year- wise.** * **Report of the Cultural competitions/events along with photographs appropriately dated and captioned year- wise.** * **Report of the Technical fest/academic fests along with photographs appropriately dated and captioned year- wise.** * **Report of the Any other events through active clubs and forums along with photographs appropriately dated and captioned year- wise.** * **Copy of circular/brochure indicating such kind of activities.** * **List of students participated in different events year wise signed by the head of the Institution.** * **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **5.3.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **5** |
|  | **Key Indicator - 5.4 Alumni Engagement (10)** |  |
| **Metric**  **No.** |  | **Weightage** |
| **5.4.1**  **QnM** | ***Alumni contribution during the academic year to the University through registered Alumni Association***  ***(UNIVERSITY LEVEL)*** | **5** |
| **5.4.2**  **QlM** | ***Alumni contributes and engages significantly to the development of University/ Department through academic and other support system***  Describe the ***alumni contributions and engagements*** within a maximum of 500 words  **Any other relevant document to support the claim (if any)** | **5** |
|  | **Criterion 6 *–* Governance, Leadership and Management (100)** Key Indicator - 6.1 Institutional Vision and Leadership (15) |  |
| **Metric No.** |  | **Weightage** |
| **6.1.1**  **QlM** | ***The Institutional governance and leadership are in accordance with Vision and mission of the institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, de-centralization, participation in the institutional governance and in their Short term and Long term institutional perspective plan.***  ***(UNIVERSITY LEVEL)*** | **15** |
|  | **Key Indicator - 6.2 Strategy Development and Deployment (10)** |  |
| **Metric**  **No.** |  | **Weightage** |
| **6.2.1**  **QlM** | ***The institutional perspective plan is effectively deployed and functioning of the Institutional bodies are effective and efficient as visible from policies, administrative set-up, appointment, service rules, procedures etc.***  ***(UNIVERSITY LEVEL)*** | **5** |
| **6.2.2**  **QnM** | ***Institution Implements e-governance in its operations***  ***(UNIVERSITY LEVEL)*** | **5** |
|  | **Key Indicator - 6.3 Faculty Empowerment Strategies (25)** |  |
| **Metric No.** |  | **Weightage** |
| **6.3.1**  **QlM** | ***The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression***  ***(UNIVERSITY LEVEL)*** | **4** |
| **6.3.2**  **QnM** | ***Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the academic year***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support | Amount of support (in INR) | |  |  |  |  |  |  |   **Specific document as per description given below**   * + **Copy of letter/s indicating financial assistance to teachers**   + **Any other relevant document to support the claim (if any)**   **Note: Financial support of Minimum of Rs. 5000/- per year per faculty will be considered.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6.3.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<10** | **10-25** | **25-40** | **40-60** | **>=60** | | **15** |
| **6.3.3**  **QnM** | ***Number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the academic year***   |  |  |  |  | | --- | --- | --- | --- | | Name of the Faculty | Type of Program (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course ) | Duration (in No. of days) | start Date and end date | |  |  |  |  |   **Upload the specific document as per description given below**   * + **Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.**   + **Copy of the certificates of the program attended by teachers.**   + **Any other relevant document to support the claim (if any)**   **Note: FDP less than 5 days will not be considered**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6.3.3 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **<10** | **10-25** | **25-40** | **40-60** | **>=60** | | **6** |
|  | **Key Indicator – 6.4 Financial Management and Resource Mobilization (20)** |  |
|  |  |  |
| **Metric No.** |  | **Weightage** |
| **6.4.1**  **QlM** | ***Institutional strategies for mobilisation of funds other than salary and fees and the optimal utilisation of resources***  ***(UNIVERSITY LEVEL)*** | **4** |
| **6.4.2**  **QnM** | ***Funds / Grants received from government bodies/non government and philanthropists during the academic year for development and maintenance of infrastructure (not covered under Criteria III and V )***  ***(UNIVERSITY LEVEL)*** | **12** |
| **6.4.3**  **QlM** | ***Institution regularly conducts internal and external financial audits***  ***(UNIVERSITY LEVEL)*** | **4** |
|  | Key Indicator - 6.5 Internal Quality Assurance System (IQAS) (30) |  |
| **Metric No.** |  | **Weightage** |
| **6.5.1**  **QlM** | ***Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching- learning process, structures & methodologies of operations and learning outcomes, at periodic intervals***  ***Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –***  ***Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)***  ***Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)***  ***(UNIVERSITY LEVEL)*** | **10** |
| **6.5.2**  **QnM** | ***Institution/Department has adopted the following for Quality assurance:***   |  |  |  | | --- | --- | --- | | 1. Academic and Administrative Audit (AAA) and follow up action taken | Yes/No | Links to relevant document | | 2. Conferences, Seminars, Workshops on quality conducted | Yes/No | Links to relevant document | | 3. Collaborative quality initiatives with other institution(s) | Yes/No | Links to relevant document | | 4. Orientation programme on quality issues for teachers and students | Yes/No | Links to relevant document | | 5. Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc | Yes/No | Links to relevant document | | 6.Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA and such others) | Yes/No | Links to relevant document |   **Options:**   1. Any 5 or more of the above 2. Any4 of the above 3. Any3 of the above 4. Any2 of the above 5. Any1of the above **(Opt any one)**   **Specific document as per description given below**   * + **Supporting documents pertaining to NIRF (along with link to the HEI’s ranking in the NIRF portal) / NBA / ISO as applicable and valid for the assessment period.**   + **List of Conferences / Seminars / Workshops on quality conducted along with brochures and geo-tagged photos with caption and date.**   + **List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.**   + **List of Orientation programmes conducted on quality issues for teachers and students along with geotagged photos and supporting documents.**   + **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6.5.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | | **10** |
| **6.5.3**  **QlM** | ***Incremental improvements made for the preceding five years with regard to quality (in case of first cycle NAAC A/A)***  ***(UNIVERSITY LEVEL)*** | **10** |
|  | **Criterion VII*–*Institutional Values and Best Practices (100)** Key Indicator - 7.1 Institutional Values and Social Responsibilities (50) |  |
| **Metric**  **No.** |  | **Weightage** |
|  | **Gender Equity** |  |
| **7.1.1**  **QlM** | ***Department has initiated measure for the promotion of gender equity***  Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words   * + **Any relevant document to support the claim (if any)** | **5** |
|  | **Environmental Consciousness and Sustainability** |  |
| **7.1.2** | ***The Institution/Department has facilities for alternate sources of energy and energy*** | **5** |
| **QnM** | ***conservation measures*** |  |
|  | |  |  |  | | --- | --- | --- | | 1.  Solar energy | Yes/No | Links to relevant document | | 2. Bio gas plant | Yes/No | Links to relevant document | | 3. Wheeling to the Grid | Yes/No | Links to relevant document | | 4. Sensor-based energy conservation | Yes/No | Links to relevant document | | 5. Use of LED bulbs/ power efficient equipment | Yes/No | Links to relevant document | |  |
|  | **Options:**  A. Any 4 or more of the above  B. Any3 of the above  C. Any2 of the above  D. Any1of the above  E. None of the above **(Opt any one)**  **Specific document as per description given below**   * + **Geo-tagged photographs of the facilities.** * **Bills for the purchase of equipment’s for the facilities created under this**   **metric.**   * **Permission document for connecting to the grid from the Government/ Electricity authority.** * **Any other relevant document to support the claim (if any)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **7.1.2 - Bench Mark** | | | | | | **0** | **1** | **2** | **3** | **4** | | **E** | **D** | **C** | **B** | **A** | |  |
|  |
| **7.1.3**  **QlM** | ***Describe the facilities in the Institution/Department for the management of the following types of degradable and non-degradable waste (within 500 words)***   * Solid waste management * Liquid waste management * Biomedical waste management * E-waste management * Waste recycling system * Hazardous chemicals and radioactive waste management   **Provide**   * Relevant documents like agreements/MoUs with Government and other approved agencies * Geo-tagged photographs of the facilities * Any other relevant information | **5** |
| **7.1.4**  **QnM** | ***Water conservation facilities available in the Institution***  ***(UNIVERSITY LEVEL)*** | **5** |
| **7.1.5**  **QlM** | ***Green campus initiatives include***  Describer the Green campus initiative of the institution/Department including Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles , Pedestrian Friendly pathways , Ban on use of Plastic, landscaping with trees and plants etc in 500 words  **Specific document as per description given below**   * + **Policy document on the green campus/plastic free campus.**   + **Geo-tagged photographs/videos of the facilities.**   + **Circulars and report of activities for the implementation of the initiatives document**   + **Any other relevant document to support the claim (if any)** | **5** |
| **7.1.6**  **QnM** | ***Quality audits on environment and energy are regularly undertaken by the institution***  ***(UNIVERSITY LEVEL)*** | **5** |
| **7.1.7**  **QlM** | ***The Institution has Differently-abled (Divyangjan) friendly, barrier free environment***  ***(UNIVERSITY LEVEL)*** | **5** |
| **7.1.8**  **QlM** | ***Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and such other diversities (within 500 words).***  ***(UNIVERSITY LEVEL)*** | **5** |
| **7.1.9**  **QlM** | ***Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens***  ***(UNIVERSITY LEVEL)*** | **5** |
| **7.1.10**  **QnM** | ***The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.***  ***(UNIVERSITY LEVEL)*** | **5** |
|  | **Key Indicator - 7.2 Best Practices (30)** |  |
| **Metric No.** |  | **Weightage** |
| **7.2.1**  **QlM** | **Describe two Best practices successfully implemented by the Institution as per the NAAC format provided in the Manual.**  ***(UNIVERSITY LEVEL)*** | **30** |
|  | **Key Indicator - 7.3 Institutional Distinctiveness (20)** |  |
| **Metric No.** |  | **Weightage** |
| **7.3.1**  **QlM** | ***Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words***  ***(UNIVERSITY LEVEL)*** | **20** |

Comments of the audit team about optimal utilization of resources:

SWOC Analysis of the Department:

**Section B: Administrative Audit**

1. Please verify and comment on the administrative functioning of the department on the following points:
2. Timely Disposal of files:-
3. Functioning system of IQAC at department level
4. Functioning system of other constituted committees like (DC, DRC, PGBOS, Alumni, CCPC etc.) at department level
5. System of keeping and preserving the data
6. Good academic and innovative teaching practices of the Department:
7. Action taken by the Department on the recommendation of previous Academic Audit Report:

**Observations and Recommendations of Expert Committee**

1. Suggestions by the Academic Audit Committee for improvement of academic environment of the Department
2. Academic plans of the Department for the next academic session:
3. Overview of the expert committee on student interaction:

|  |  |  |
| --- | --- | --- |
| (Dean of Faculty) | (Outside expert) | (Outside expert) |

**Guidelines for the Academic Audit:**

1. Academic audit of the assessment year is a mandatory exercise defined by NAAC therefore must be completed in the given time frame. The period of count will be July 1 to June 30 of the assessment academic year. (For example for 2018-19, the period will be July 1, 2018 to June 30, 2019).
2. The data provided in the academic audit proforma should be accurate and supported with sufficient proofs. The audit team may verify the proofs submitted by the department concerned.
3. The audit team will verify the physical infrastructure through a round of the department and give specific recommendations about working/optimal utilization of resources and other related aspects.
4. The soft copy and hard copy of the academic audit report must be submitted to the office of IQAC within one week of the audit.
5. The Dean of the concerned faculty will prepare a consolidated report of the academic audits of the concerned departments and submit to the office of IQAC in the prescribed proforma.
6. It is mandatory that the recommendations of the audit team are discussed in the departmental committee meeting and initiate appropriate actions to improve the academic functioning of the department.
7. Proforma and details should be shared with experts at least one week in advance.

**Consolidated Report of Academic Audits by Dean of Faculty**

*(Note: Dean of the Faculty is requested to critically examine the academic audit reports and give specific recommendations for overall improvement of the faculty.)*

Name of the Faculty :

Name of the Dean of Faculty :

Departments covered under Academic Audit :

Specific recommendations to improve the academic functioning of the faculty.

Specific Observations and Comments on a particular department:

(Name and Signature of the Dean of Faculty)