**Union Christian College, Aluva**

**Internal Quality Assurance Cell (IQAC)**

***Guidelines for the***

**Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions**

# (AQAR format in line with the revised manual of

***Affiliated/Constituent PG Colleges*)**

***(with effect from the academic year 2020-21)***

# *Departments may fill the (criteria 1 to 5) relevant portions only in each criteria, also please provide the supporting documents for uploading.*

**DEPARTMENT OF ……………………………….**

**MAIL THE FILLED FORM TO**

**iqac@uccollege.edu.in**

Also, please submit the hardcopy and supporting documents through HOD to IQAC.

Last Date for Submission: **10/09/2021**

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| **Criterion – I: Curricular Aspects** |
| **Criterion – II: Teaching, Learning and Evaluation** |
| **Criterion – III: Research, Innovations and Extension** |
| **Criterion – IV: Infrastructure and Learning Resources** |
| **Criterion – V: Student Support and Progression** |
| **Criterion – VI: Governance, Leadership and Management** |
| **Criterion – VII: Institutional Values and Best Practices** |

**PART B**

**Criterion 1 – Curricular Aspects**

**Key Indicator – 1.1 Curricular Planning and Implementation**

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| **Metric**  **No.** |  |
| **1.1.1.**  **QlM** | ***The Institution ensures effective curriculum delivery through a well planned and documented process***  Write description of initiatives in not more than 200 words  **File Description**   * Upload relevant supporting document * Link for Additional information |
| **1.1.2.**  **QlM** | ***The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)***  Write description in maximum of 200 words  **File Description**   * Upload relevant supporting document * Link for Additional information |
| **1.1.3.**  **QnM** | ***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 year***   |  |  | | --- | --- | | **Year** |  | | **Number** |  |  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 4. Assessment /evaluation process of the affiliating University Options 5. All of the above 6. Any 3 of the above 7. Any 2 of the above 8. Any 1 of the above 9. None of the above |

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|  | Data requirement: (As per Data Template)   * Number of teachers participated * Name of the body in which full time teacher participated * Total number of teachers   Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions w.r.t the activity in which the teachers are involved.  **File Description:**   * Details of participation of teachers in various bodies/activities provided as a response to the metric * Any additional information |

**Key Indicator- 1.2 Academic Flexibility**

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| **Metric**  **No.** |  |
| **1.2.1*.***  **QnM** | ***Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented***   * + - 1. Number of Programmes in which CBCS/ Elective course system implemented.  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirement: (As per Data Template)   * + - * + Name of all Programmers adopting CBCS         + Name of all Programmes adopting elective course system   **File Description (Upload)**   * + - * + Any additional information         + Minutes of relevant Academic Council/ BOS meetings         + Institutional data in prescribed format (Data Template) |
| **1.2.2.**  **QnM** | ***Number of Add on /Certificate programs offered during the year***  ***1.2.2.1: How many Add on /Certificate programs are added during the year.***  ***Data requirement for year: (As per Data Template)***  ***The template is combined with 1.2.3***   |  |  | | --- | --- | | **Year** |  | | **Number** |  |  * *Names of the Add on /Certificate programs with 30 or more contact hours* * *No. of times offered during the same year* * *Total no. of students completing the course in the year*   ***File Description (Upload)***   * *Any additional information* * *Brochure or any other document relating to Add on /Certificate programs* * *List of Add on /Certificate programs (Data Template )* |
| **1.2.3**  **QnM** | ***Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year***   * + - 1. Number of students enrolled in subject related Certificate or Add-on programs during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirement: (As per Data Template)   * + - * + Total number of students enrolled in certificate / Add –on programs         + Total number of students across all the programs   **File Description(Upload)**   * + - * + Any additional information         + Details of the students enrolled in Subjects related to certificate/Add-on programs |

**Key Indicator- 1.3 Curriculum Enrichment**

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| **Metric**  **No.** |  |
| **1.3.1.**  **QlM** | ***Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum***  Upload a description in maximum of 200 words.  **File Description (Upload)**   * Any additional information * Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. |
| **1.3.2.**  **QnM** | ***Number of courses that include experiential learning through project work/field work/internship during the year***   * + - 1. : Number of courses that include experiential learning through project work/field work/internship during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year: (As per Data Template)   * + - * + Name of the Course         + Details of experiential learning through project work/field work/internship         + Name of the Programme   **File Description: (Upload)**   * + - * + Any additional information         + Programme / Curriculum/ Syllabus of the courses         + Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses         + MoU's with relevant organizations for these courses, if any |
| **1.3.3.**  **QnM** | ***Number of students undertaking project work/field work/ internships***   * + - 1. Number of students undertaking project work/field work/ internships  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirement : ( As per Data Template)   * + - * + Name of the programme         + No. of students undertaking project work/field work /internships   **File Description:(Upload)**   * Any additional information   + - * + List of programmes and number of students undertaking project work/field work/ /internships (Data Template) |

**Key Indicator- 1.4 Feedback System**

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| **Metric**  **No.** |  |
| **1.4.1.**  **QnM** | ***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders***  ***1) Students 2)Teachers 3)Employers 4)Alumni***  **Options:**   1. All of the above 2. Any 3 of the above 3. Any 2 of the above **Choose any one** 4. Any 1 of the above 5. None of the above   Data Requirement:  Report of analysis of feedback received from different stakeholders  **File Description**   * URL for stakeholder feedback report * Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) * Any additional information(Upload)   **(Note: Data template is not applicable to this metric)** |
| **1.4.2**  **QnM** | ***Feedback process of the Institution may be classified as follows:***  **Options:**   1. Feedback collected, analyzed and action taken and feedback available on website 2. Feedback collected, analyzed and action has been taken 3. Feedback collected and analyzed 4. Feedback collected 5. Feedback not collected   Documents:  Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management  **File Description**   * Upload any additional information * URL for feedback report   **(Note: Data template is not applicable to this metric)** |

**Criteria 2- Teaching- Learning and Evaluation**

**Key Indicator- 2.1 Student Enrolment and Profile**

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| --- | --- |
| **Metric**  **No.** |  |
| **2.1.1.**  **QnM** | **Enrolment Number**  2.1.1.1 Number of students admitted during the year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |  * + - 1. Number of sanctioned seats during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirement last completed academic year.   * + - * + Total number of Students admitted         + Total number of Sanctioned seats   File Description:  Any additional information  Institutional data in prescribed format |
| **2.1.2.**  **QnM** | ***Number of seats filled against seats reserved for various categories (SC,  ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year  (exclusive of supernumerary seats)***   2.1.2.1. Number of actual students admitted from the reserved categories during  the year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |    Data requirement for year: (As per Data Template)   * Number of Students admitted from the reserved category * Total number of seats earmarked for reserved category as per GOI or State government rule   **File Description: (Upload)**   * Any additional information * Number of seats filled against seats reserved (Data Template) |

### Key Indicator - 2.2. Catering to Student Diversity

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| **Metric**  **No.** |  |
| **2.2.1.**  **QlM** | ***The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners***  Write description in maximum of 200 words  **File Description:**   * Past link for additional Information * Upload any additional information |
| **2.2.2.**  **QnM** | ***Student- Full time teacher ratio (Data for the latest completed academic year)***   |  |  | | --- | --- | | **Year** |  | | **Number of Students** |  | | **Number of teachers** |  |   Data requirement:   * Total number of Students enrolled in the Institution * Total number of full time teachers in the Institution   Formula: Students: teachers  **File Description (Upload)**   * Any additional information   **(Note: Data template is not applicable to this metric)** |

**Key Indicator- 2.3. Teaching- Learning Process**

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| **Metric**  **No.** |  |
| **2.3.1.**  **QlM** | ***Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences***  Upload a description in maximum of 200 words  **File Description:**   * Upload any additional information * Link for additional information |
| **2.3.2.**  **QlM** | ***Teachers use ICT enabled tools for effective teaching-learning process.***  Write description in maximum of 200 words  **File Description**   * Upload any additional information * Provide link for webpage describing the ICT enabled tools for effective teaching-learning process. |
| **2.3.3.**  **QnM** | ***Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )***  2.3.3.1. Number of mentors Number of students assigned to each Mentor   |  |  | | --- | --- | | **Year** |  | | **Number of mentors** |  |   Formula: Mentor : Mentee  **File Description**   * Upload, number of students enrolled and full time teachers on roll. * Circulars pertaining to assigning mentors to mentees * mentor/mentee ratio   **(Note: Data template is not applicable to this metric)** |

**Key Indicator- 2.4 Teacher Profile and Quality**

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| **Metric**  **No.** |  |
| **2.4.1.**  **QnM** | ***Number of full time teachers against sanctioned posts during the year***   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year (As per Data Template)   * Number of full time teachers * Number of sanctioned posts   **File Description (Upload)**   * Full time teachers and sanctioned posts for year (Data Template) * Any additional information * List of the faculty members authenticated by the Head of HEI |
| **2.4.2.**  **QnM** | ***Number of full time teachers with Ph. D. / D.M. / M.Ch. /***  ***D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)***   * + 1. 2.4.2.1. Number of full time teachers with ***Ph. D. / D.M. / M.Ch. /***     2. ***Superspeciality / D.Sc. / D.Litt.*** during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year: (As per Data Template)   * + - * Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /D.Litt.       * Total number of full time teachers   **File Description (Upload)**   * + - * Any additional information       * List of number of full time teachers with ***Ph. D. / D.M. / M.Ch./***   ***D.N.B Super specialty / D.Sc. / D.Litt.*** and number of full time  teachers for year (Data Template) |
| **2.4.3.**  **QnM** | ***Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)***   * + - 1. : Total experience of full-time teachers  |  |  | | --- | --- | | **Year** |  | | **Number** |  |  * + - 1. Data requirement for year (As per Data Template)  |  |  | | --- | --- | | **Year** |  | | **Number** |  |  * + - * + Name and Number of full time teachers with years of teaching experiences   **File Description: (Upload)**   * + - * + Any additional information         + List of Teachers including their PAN, designation, dept. and experience details(Data Template) |

**Key Indicator- 2.5. Evaluation Process and Reforms**

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| **Metric**  **No.** |  |
| **2.5.1.**  **QlM** | ***Mechanism of internal assessment is transparent and robust in terms of frequency and mode***  Upload a description not more than 200 words  **File Description:**   * Any additional information * Link for additional information |
| **2.5.2.**  **QlM** | ***Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient***  Upload a description not more than 200 words  **File Description:**   * Any additional information * Link for additional information |

**Key Indicator- 2.6 Student Performance and Learning Outcome**

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| **Metric**  **No.** |  |
| **2.6.1.**  **QlM** | ***Programme and course outcomes for all Programmes offered by the institution are   stated and displayed on website and communicated to teachers and students.***  Describe Course Outcomes (COs) for all Programmes and mechanism of   communication within a minimum of 200 characters and maximum of 200 words  **File Description:**   * Upload any additional information * Past link for Additional information * Upload COs for all Programmes (exemplars from Glossary) |
| **2.6.2.**  **QlM** | ***Attainment of Programme outcomes and course outcomes are evaluated by the institution.***  Describe the method of measuring the level of attainment of POs , PSOs and COs in not more than 200  **File Description:**   * Upload any additional information * Paste link for Additional information |
| **2.6.3.**  **QnM** | ***Pass percentage of Students during the year***   * + - 1. Total number of final year students who passed the university examination during the year       2. Total number of final year students who appeared for the university examination during the year  |  |  | | --- | --- | | **Previous completed academic year** | | | **Number of students appeared** |  | | **Number of students passed** |  |   Data Requirement (As per Data Template)   * + - * + Programme code         + Name of the Programme         + Number of Student appeared         + Number of Students passed         + Pass percentage   **File Description**   * + - * + Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)         + Upload any additional information         + Paste link for the annual report |

**Key Indicator- 2.7 Student Satisfaction Survey**

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| **Metric**  **No.** |  |
| **2.7.1**  **QnM** | ***Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a web link)*** |

**Criteria 3- Research, Innovations and Extension**

**Key Indicator 3.1- Resource Mobilization for Research**

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| **Metric**  **No.** |  |
| **3.1.1.**  **QnM** | ***Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)***  3.1.1.1: Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)   |  |  | | --- | --- | | **Year** |  | | **(INR in Lakhs):** |  |   Data requirement for year: (As per Data Template)   * Name of the Project/Endowments * Name of the Principal Investigator * Department of Principal Investigator * Year of Award * Funds provided * Duration of the project * Name of the Project/Endowments   **File Description(Upload)**   * Any additional information * e-copies of the grant award letters for sponsored research projects /endowments * List of endowments / projects with details of grants(Data Template) |
| **3.1.2.**  **QnM** | ***Number of teachers recognized as research guides (latest completed academic year)***  3.1.2.1. Number of teachers recognized as research guides  **Data Requirement:**   * Number of teachers recognized as research guides * Total number of full time teachers   **Documents:** Upload copies of the letter of the university recognizing faculty as research guides  **File Description:**   * Any additional information * Institutional data in prescribed format |
| **3.1.3**  **QnM** | ***Number of departments having Research projects funded by government and non government agencies during the year***  3.1.3.1: Number of departments having Research projects funded by government and non-government agencies during the year   |  |  | | --- | --- | | **Year** |  | | **(INR in Lakhs):** |  |   Data requirement for year: (As per Data Template)   * Name of Principal Investigator * Duration of project * Name of the research project * Amount / Fund received * Name of funding agency * Year of sanction * Department of recipient   **File Description (Upload)**   * List of research projects and funding details (Data Template) * Any additional information * Supporting document from Funding Agency * Paste link to funding agency website |

**Key Indicator 3.2- Innovation Ecosystem**

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| **Metric**  **No.** |  |
| **3.2.1.**  **QlM** | ***Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge***  Write description in a maximum of 200 words  **File description**   * Upload any additional information * Paste link for additional information |
| **3.2.2.**  **QnM** | ***Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year***  3.2.2.1: Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirements: (As per Data Template)   * Name of the workshops / seminars * Number of Participants * Date (From -to) * Link to the activity report on the website   **File Description(Upload)**   * Report of the event * Any additional information * List of workshops/seminars during last 5 years (Data Template) |

**Key Indicator 3.3- Research Publication and Awards**

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| **Metric**  **No.** |  |
| **3.3.1.**  **QlM** | ***Number of Ph.Ds registered per eligible* teacher *during the year***   * + - 1. How many Ph.Ds registered per eligible teacher within the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |  * + - 1. Number of teachers recognized as guides during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirements during the year: (As per Data Template)   * Name of the Ph.D scholar * Name of the Department * Name of the guide/s * Year of registration of the scholar * Year of award of Ph.D   **File Description (Upload)**   * URL to the research page on HEI web site * List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) * Any additional information |
| **3.3.2.**  **QnM** | ***Number of research papers per teachers in the Journals notified on UGC website during the year***  3.3.2.1. Number of research papers in the Journals notified on UGC website during the year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirement: (As per Data Template)   * Title of paper * Name of the author/s * Department of the teacher * Name of journal * Year of publication * ISBN/ISSN number   **File Description (Upload)**   * Any additional information * List of research papers by title, author, department, name and year of publication (Data Template) |
| **3.3.3.**  **QnM** | ***Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during year***  3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirement during the year: (As per Data Template)   * Name of the teacher: Title of the paper * Title of the book published: Name of the author/s : Title of the proceedings of the conference * Name of the publisher: National/International * National/international : ISBN/ISSN number of the proceedings * Year of publication:   **File Description: (Upload)**   * Any additional information * List books and chapters edited volumes/ books published (Data Template) |

**Key Indicators 3.4 – Extension Activities**

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| **Metric**  **No.** |  |
| **3.4.1.**  **QlM** | ***Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the years.***  Describe the impact of extension activities in sensitizing students to social issues and holistic development within a maximum of 200 words.  **File Description:**   * Paste link for additional information * Upload any additional information |
| **3.4.2.**  **QnM** | ***Number of awards and recognitions received for extension activities from government/ government recognized bodies during the year***  3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year.   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirement during the year: (As per Data Template)   * Name of the activity * Name of the Award/recognition * Name of the Awarding government/ government recognized bodies * Year of the Award   **File Description: (Upload)**   * Any additional information * Number of awards for extension activities in last 5 year (Data Template) * e-copy of the award letters |
| **3.4.3.**  **QnM** | ***Number of extension and outreach Programmes 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 year***  3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirements during the year (As per Data Template)   * Name and number of the extension and outreach Programmes * Name of the collaborating agency: Non-government, industry, community with contact details   **File Description (Upload)**   * Reports of the event organized * Any additional information * Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) |
| **3.4.4.**  **QnM** | ***Number of students participating in extension activities at 3.4.3. above during year***  3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirements during the year: (As per Data Template)   * Name of the activity * Name of the scheme * Year of the activity * Number of teachers participating in such activities * Number of students participating in such activities   **File Description:**   * Report of the event * Any additional information * Number of students participating in extension activities with Govt. or NGO etc (Data Template) |

**Key Indicator - 3.5 Collaboration**

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| **Metric**  **No.** |  |
| **3.5.1.**  **QnM** | ***Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year***  3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirements during the year: (As per Data Template)   * Title of the Collaborative activity * Name of the partnering institution /industry/research lab with contact details * Year of commencement * Duration (From-To) * Nature of Collaborative activity   **File Description: (Upload)**   * e-copies of related Document * Any additional information * Details of Collaborative activities with institutions/industries for research, Faculty |
| **3.5.2.**  **QnM** | ***Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year***  3.5.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year : (As per Data Template)   * Organization with which MoU is signed * Name of the institution/industry/corporate house * Year of signing MoU * Duration * List the actual activities under each MoU * Number of students/teachers participating under MoUs   **File Description:**   * + e-Copies of the MoUs with institution./ industry/corporate houses * Any additional information * Details of functional MoUs with institutions of national, international importance, other universities etc during the year |

**Criterion 4 - Infrastructure and Learning Resources**

**Key Indicator – 4.1 Physical Facilities**

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| **Metric**  **No.** |  |
| **4.1.1.**  **QlM** | ***The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.***  Describe the adequacy of infrastructure and physical facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum 200 words  **File Description:**   * Upload any additional information * Paste link for additional information |
| **4.1.2.**  **QlM** | ***The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.***  Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate within a maximum of 200 words  **File Description**   * Upload any additional information * Paste link for additional information |
| **4.1.3.**  **QnM** | ***Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.***   * + - 1. : Number of classrooms and seminar halls with ICT facilities  |  |  | | --- | --- | | **Year** |  | | **Number of Classrooms** |  |   Data Requirements: (As per Data Template)   * + - * + Number of classrooms with LCD facilities         + Number of classrooms with Wi-Fi/LAN facilities         + Number of smart classrooms         + Number of classrooms with LMS facilities         + Number of seminar halls with ICT facilities   **File Description**   * Upload any additional information * Paste link for additional information * Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) |
| **4.1.4.**  **QnM** | ***Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)***   * + - 1. 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)  |  |  | | --- | --- | | **Year** |  | | **(INR in Lakhs)** |  |   Data Requirements: (during the year)(As per Data Template)   * + - * + Expenditure for infrastructure augmentation         + Total expenditure excluding salary   **File Description:**   * Upload any additional information * Upload audited utilization statements * Upload Details of budget allocation, excluding salary during the year (Data Template) |

**Key Indicator – 4.2 Library as a learning Resource**

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| **Metric**  **No.** |  |
| **4.2.1.**  **QlM** | **Library is automated using Integrated Library Management System (ILMS)**  Data requirement for year: Upload a description of library with,   * Name of ILMS software * Nature of automation (fully or partially) * Version * Year of Automation   **File Description:**   * Upload any additional information * Paste link for Additional Information |
| **4.2.2.**  **QnM** | ***The institution has subscription for the following e-resources***   1. e-journals 2. e-ShodhSindhu 3. ShodhgangaMembership 4. e-books 5. Databases 6. Remote access toe-resources   **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   Data requirement for year: (As per Data Template)   * + Details of membership:   + Details of subscription:   **File Description:**   * + Upload any additional information   + Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) |
| **4.2.3**  **QnM** | ***Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)***  4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)   |  |  | | --- | --- | | **Year** |  | | **(INR in Lakhs)** |  |   Data requirement for year: (As per Data Template)   * Expenditure on the purchase of books/e-books * Expenditure on the purchase of journals/e-journals in during the year * Year of Expenditure:   **File Description (Upload)**   * Any additional information * Audited statements of accounts * Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) |
| **4.2.4**  **QnM** | ***Number per day usage of library by teachers and students ( foot falls and login data for online access)***  ***(Data for the latest completed academic year)***  4.2.4.1 Number of teachers and students using library per day over last one year  Data Requirement   * + - * + Upload last page of accession register details         + Method of computing per day usage of library         + Number of users using library through e-access         + Number of physical users accessing library   **File Description(Upload)**   * Any additional information * Details of library usage by teachers and students   The HEI is requested to calculate the teachers and students usage library per day.  **Average usage of the library by the college =** Total no. of teachers & students in each day for all working days **/** Total no. of working days  **(Note: Data template is not applicable to this metric)** |

**Key Indicator- 4.3 IT Infrastructure**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **4.3.1.**  **QlM** | ***Institution frequently updates its IT facilities including Wi-Fi***  Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words  **File Description**   * Upload any additional information * Paste link for additional information |
| **4.3.2.**  **QnM** | ***Student – Computer ratio***  Number of students : Number of Computers Data Requirements:   * Number of computers in working condition * Total Number of students   **File Description**   * Upload any additional information * Student – computer ratio   **(Note: Data template is not applicable to this metric)** |
| **4.3.3.**  **QnM** | ***Bandwidth of internet connection in the Institution***  Options:   1. ≥ 50MBPS 2. 30 - 50MBPS 3. 10 - 30MBPS 4. 10 - 5MBPS 5. < 5MBPS   Data Requirement:   * Available internet band width   **File Description**   * Upload any additional Information * Details of available bandwidth of internet connection in the Institution   **(Note: Data template is not applicable to this metric)** |

**Key Indicator – 4.4 Maintenance of Campus Infrastructure**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **4.4.1**  **QnM** | ***Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)***   * + - 1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)  |  |  | | --- | --- | | **Year** |  | | **(INR in Lakhs)** |  |   Data Requirement : (As per Data Template in Section B)   * + - * + Non salary expenditure incurred         + Expenditure incurred on maintenance of campus infrastructure   **File Description:**   * + - * + Upload any additional information         + Audited statements of accounts.         + Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) |
| **4.4.2.**  **QlM** | ***There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.***  Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words  **File Description:**   * Upload any additional information * Paste link for additional information |

**Criterion 5- Student Support and Progression**

**Key Indicator- 5.1 Student Support**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **5.1.1**  **QnM** | ***Number of students benefited by scholarships and free ships provided by the Government during the year***   * + - 1. Number of students benefited by scholarships and free ships provided by the Government during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirement : (As per Data Template)   * + - * + Name of the Scheme         + Number of students benefiting   **File Description:**   * + - * + upload self attested letter with the list of students sanctioned scholarship         + Upload any additional information         + Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) |
| **5.1.2.**  **QnM** | ***Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year***   * + - 1. Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year: (As per Data Template)   * + - * + Name of the Scheme with contact information         + Number of students benefiting   **File Description:**   * + - * + Upload any additional information         + Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) |
| **5.1.3.**  **QnM** | ***Capacity building and skills enhancement 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:**   * 1. All of the above   2. 3 of the above   3. 2 of the above   4. 1 of the above   5. none of the above   Data Requirement: (As per Data Template)   * Name of the capability building and skills enhancement initiatives * Year of implementation * Number of students enrolled * Name of the agencies involved with contact details   **File Description (Upload)**   * Link to Institutional website * Any additional information * Details of capability building and skills enhancement initiatives (Data Template) |
| **5.1.4.**  **QnM** | ***Number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the year***   * + - 1. Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year: (As per Data Template)   * + - * + Name of the scheme         + Number of students who have passed in the competitive exam         + Number of students placed   **File Description (Upload)**   * + - * + Any additional information         + Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) |
| **5.1.5.**  **QnM** | ***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. Organization 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   **Options:**   1. All 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   Data Requirement:  Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti-ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed.  **File Description (Upload)**   * Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee * Upload any additional information * Details of student grievances including sexual harassment and ragging cases   **(Note: Data template is not applicable to this metric)** |

**Key Indicator- 5.2 Student Progression**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **5.2.1**  **QnM** | ***Number of placement of outgoing students during the year***  5.2.1.1: Number of outgoing students placed during the year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year (As per Data Template)   * + - * + Name of the employer with contact details         + Number of students placed   **File Description (Upload)**   * + - * + Self-attested list of students placed         + Upload any additional information         + Details of student placement during the year (Data Template) |
| **5.2.2.**  **QnM** | ***Number of students progressing to higher education during the year***   * + - 1. Number of outgoing student progression to higher education  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data Requirement: (As per Data Template) Number of students proceeding from   * + - * + UG to PG:         + PG to MPhil:         + PG to PhD:         + MPhil to PhD:         + PhD to Postdoctoral:   **File Description (Upload)**   * + - * + Upload supporting data for student/alumni         + Any additional information         + Details of student progression to higher education |
| **5.2.3.**  **QnM** | Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)  * + - 1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |  * + - 1. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year: (As per Data Template) Number of students selected to   * + - * + JAM         + CLAT         + NET         + SLET         + GATE         + GMAT         + CAT         + GRE         + TOEFL         + Civil Services         + State government examinations   **File Description (Upload)**   * Upload supporting data for the same * Any additional information  Number of students qualifying in state/ national/ international level examinations during the year (Data Template) |

**Key Indicator- 5.3 Student Participation and Activities**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **5.3.1**  **QnM** | ***Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year.***   * + - 1. : Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year: (As per Data Template)   * + - * + Name of the award/medal         + University /State/National/International         + Sports/Culture   **File Description (Upload)**   * + - * + e-copies of award letters and certificates * Any additional information * Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) |
| **5.3.2**  **QlM** | ***Institution facilitates students’ representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )***  Describe the students’ representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words  **File Description**   * Paste link for additional information * Upload any additional information |
| **5.3.3.**  **QnM** | ***Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)***   * + - 1. Number of sports and cultural events/competitions in which students of the Institution participated during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year: (As per Data Template)   * + - * + List of events/competitions   **File Description**   * + - * + Report of the event         + Upload any additional information         + Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) |

**Key Indicator- 5.4 Alumni Engagement**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **5.4.1**  **QlM** | ***There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.***  Describe contribution of alumni association to the institution within a maximum of 200 words  **File Description:**   * Paste link for additional information * Upload any additional information |
| **5.4.2**  **QnM** | ***Alumni contribution during the year (INR in Lakhs)***  **Options:**   1. ≥ 5Lakhs 2. 4 Lakhs - 5Lakhs 3. 3 Lakhs - 4Lakhs 4. 1 Lakhs - 3Lakhs 5. <1Lakhs   Data requirement for year ():   * Alumni association / Name of the alumnus * Quantum of contribution * Audited Statement of account of the institution reflecting the receipts.   **File Description**   * Upload any additional information   **(Note: Data template is not applicable to this metric)** |

**Criterion 6- Governance, Leadership and Management**

**Key Indicator- 6.1 Institutional Vision and Leadership**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **6.1.1**  **QlM** | ***The governance of the institution is reflective of and in tune with the vision and mission of the institution***  Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution within a maximum of 200 words  **File Description**   * Paste link for additional information * Upload any additional information |
| **6.1.2**  **QlM** | ***The effective leadership is visible in various institutional practices such as decentralization and participative management.***  Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 200 words  **File Description**   * Paste link for additional information * Upload any additional information |

**Key Indicator- 6.2 Strategy Development and Deployment**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **6.2.1**  **QlM** | ***The institutional Strategic/ perspective plan is effectively deployed***  Describe one activity successfully implemented based on the strategic plan within a maximum of 200 words  **File Description**   * Strategic Plan and deployment documents on the website * Paste link for additional information * Upload any additional information |
| **6.2.2**  **QlM** | ***The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.***  Describe the Organogram of the Institution within a maximum 200 words  **File Description**   * Paste link for additional information * Link to Organogram of the Institution webpage * Upload any additional information |
| **6.2.3.**  **QnM** | ***Implementation of e-governance in areas of operation***  1.Administration  2. Finance and Accounts  3. Student Admission and Support  4.Examination  Options:   1. All 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   Data Requirements: (As per Data Template)   * **Areas of e-governance**   Administration  Finance and Accounts  Student Admission and Support  Examination   * Name of the Vendor with contact details * Year of implementation   **File Description (Upload)**   * ERP (Enterprise Resource Planning)Document * Screen shots of user inter faces * Any additional information * Details of implementation of e-governance in areas of operation, Administration etc(Data Template) |

**Key Indicator- 6.3 Faculty Empowerment Strategies**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **6.3.1**  **QlM** | ***The institution has effective welfare measures for teaching and non- teaching staff***  Provide the list of existing welfare measures for teaching and non- teaching staff within a maximum of 200 words  **File Description**   * Paste link for additional information * Upload any additional information |
| **6.3.2**  **QnM** | ***Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year***   * + - 1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year: (As per Data Template)   * + - * + Name of the teacher         + Name of conference/ workshop attended for which financial support provided         + Name of the professional body for which membership fee is provided   **File Description:**   * + - * + Upload any additional information         + Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) |
| **6.3.3**  **QnM** | ***Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year*** 6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year   |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for year: (As per Data Template)   * Title of the professional development Programme organized for teaching staff * Title of the administrative raining Programme organized for non- teaching staff * Dates (From-to)   **File Description (Upload):**   * Reports of the Human Resource Development Centres (UGCASC or other relevant centres). * Reports of Academic Staff College or similar centers * Upload any additional information * Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) |
| **6.3.4**  **QnM** | ***Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)***   * + - 1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year  |  |  | | --- | --- | | **Year** |  | | **Number** |  |   Data requirement for the year: (As per Data Template)   * + - * + Number of teachers         + Title of the Programme         + Duration (From–to)   **File Description**   * IQAC report summary * Reports of the Human Resource Development Centres (UGCASC or other relevant centers). * Upload any additional information * Details of teachers attending professional development programmes during the year (Data Template) |
| **6.3.5**  **QlM** | ***Institutions Performance Appraisal System for teaching and non- teaching staff***  Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within a maximum of 200 words  **File Description**   * Paste link for additional information * Upload any additional information |

**Key Indicator- 6.4 Financial Management and Resource Mobilization**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **6.4.1**  **QlM** | ***Institution conducts internal and external financial audits regularly***  Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words  **File Description**   * Paste link for additional information * Upload any additional information |
| **6.4.2**  **QnM** | ***Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)***  6.4.2.1: Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)   |  |  | | --- | --- | | **Year** |  | | **INR in Lakhs** |  |   Data requirement for year (As per Data Template)   * Name of the non-government bodies, individuals, Philanthropers * Funds / Grants received   **File Description**   * Annual statements of accounts * Any additional information * Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) |
| **6.4.3**  **QlM** | ***Institutional strategies for mobilization of funds and the optimal utilization of resources***  Describe the resource mobilization policy and procedures of the Institution within a maximum of 200 words  **File Description**   * Paste link for additional information * Upload any additional information |

**Key Indicator- 6.5 Internal Quality Assurance System**

|  |  |
| --- | --- |
| **Metric**  **No.** |  |
| **6.5.1**  **QlM** | ***Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes***  Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 200 words  **File Description**   * Paste link for additional information * Upload any additional information |
| **6.5.2**  **QlM** | ***The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities***  ( For first cycle - Incremental improvements made for the preceding year with regard to quality  For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)  Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 words each  **File Description**   * Paste link for additional information * Upload any additional information |
| **6.5.3**  **QnM** | **Quality assurance initiatives of the institution include:**   1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements 2. *Collaborative quality initiatives with other institution(s)* 3. Participation in NIRF 4. *any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)*   **Options:**   1. All 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   Data requirement for year: (As per Data Template  **Quality initiatives**   * + AQARs prepared/submitted   + Collaborative quality initiatives with other institution(s)   + Participation in NIRF   + Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)   **File Description**   * Paste web link of Annual reports of Institution * Upload e-copies of the accreditations and certifications * Upload any additional information * Upload details of Quality assurance initiatives of the institution (Data Template) |

### Criterion 7 – Institutional Values and Best Practices

**Key Indicator - 7.1 Institutional Values and Social Responsibilities**

|  |  |
| --- | --- |
| **Metric**  **No.** | **Gender Equity** |
| **7.1.1**  **QlM** | ***Measures initiated by the Institution for the promotion of gender equity during the year.***  Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words  ***Provide Web link to:***   * Annual gender sensitization action plan * Specific facilities provided for women in terms of:   1. Safety and security   2. Counseling   3. Common Rooms   4. Day care center for young children   5. Any other relevant information |
|  | **Environmental Consciousness and Sustainability** |
| **7.1.2**  **QnM** | ***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 conservation 5. Use of LED bulbs/ power efficient equipment   **Options:**  A. 4 or 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  ***Upload:***   * Geo tagged Photographs   + Any other relevant information   **(Note: Data template is not applicable to this metric)** |
| **7.1.3**  **QlM** | ***Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)***   * Solid waste management * Liquid waste management * Biomedical waste management * E-waste management * Waste recycling system * Hazardous chemicals and radioactive waste management   **Provide web link to**   * Relevant documents like agreements/MoUs with Government and other approved agencies * Geo tagged photographs of the facilities * Any other relevant information |
| **7.1.4**  **QnM** | ***Water conservation facilities available in the Institution:***   1. Rain water harvesting 2. Bore well /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus   **Options:**  A. Any 4 or 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  Upload :   * Geo tagged photographs / videos of the facilities * Any other relevant information   **(Note: Data template is not applicable to this metric)** |
| **7.1.5**  **QnM** | ***Green campus initiatives include***  7.1.5.1. The institutional initiatives for greening the campus are as follows:   1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants   **Options:**  A. Any 4 or 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    **Upload**   * Geo tagged photos / videos of the facilities * Various policy documents / decisions circulated for implementation * Any other relevant documents   **(Note: Data template is not applicable to this metric)** |
| **7.1.6**  **QnM** | ***Quality audits on environment and energy are regularly undertaken by the institution***  7.1.6.1.The institutional environment and energyinitiatives are confirmed through the following  1.Green audit  2. Energy audit  3.Environment audit  4.Clean and green campus recognitions/awards  5. Beyond the campus environmental promotional activities  **Options:**  A. Any 4 or 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  Upload:   * Reports on environment and energy audits submitted by the auditing agency * Certification by the auditing agency * Certificates of the awards received * Any other relevant information   **(Note: Data template is not applicable to this metric)** |
| **7.1.7**  **QnM** | ***The Institution has disabled-friendly, barrier free environment***   1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for persons with disabilities   ( *Divyangjan*) accessible website, screen-reading software, mechanized equipment   1. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading   **Options:**  A. Any 4 or 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  Upload:   * Geo tagged photographs / videos of the facilities * Policy documents and information brochures on the support to be provided * Details of the Software procured for providing the assistance * Any other relevant information   **(Note: Data template is not applicable to this metric)** |
|  | **Inclusion and Situatedness** |
| **7.1.8**  **QlM** | ***Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).***  ***Provide Web link to:***   * Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) * Any other relevant information. |
|  | **Human Values and Professional Ethics** |
| **7.1.9**  **QlM** | ***Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens***  Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words.  ***Provide we blink to :***   * Details of activities that inculcate values; necessary to render students in to responsible citizens * Any other relevant information |
| **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.***  The Code of Conduct is displayed on the website  There is a committee to monitor adherence to the Code of Conduct  Institution organizes professional ethics programmes for students,  teachers, administrators and other staff  Annual awareness programmes on Code of Conduct are organized  **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  **Upload:**   * Code of ethics policy document * Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims. * Any other relevant information   **(Note: Data template is not applicable to this metric)** |
| **7.1.11**  **QlM** | ***Institution celebrates / organizes national and international commemorative days, events and festivals***  Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words  **Provide we blink to :**   * Annual report of the celebrations and commemorative events for the last (During the year) * Geo tagged photographs of some of the events * Any other relevant information |
| **Key Indicator - 7.2 Best Practices** | |
| **Metric No.** | ***for the Department (if any)*** |
| **7.2.1**  **QlM** | **Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**  **Provide web link to:**   * Best practices in the Institutional web site * Any other relevant information |

**Note:**

**Format for Presentation of Best Practices**

**1.** **Title of the Practice**

This title should capture the keywords that describe the practice.

**2.** **Objectives of the Practice**

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

**3.** **The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

**4.** **The Practice**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

**5.** **Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

**6.** **Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

**7.** **Notes (Optional)**

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about150 words).

Any other information regarding Institutional Values and Best Practices which the university would like to include.

**Key Indicator - 7.3 Institutional Distinctiveness**

|  |  |
| --- | --- |
| **Metric No.** |  |
| **7.3.1**  **QlM** | ***Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words***  **Provide web link to:**   * Appropriate web in the Institutional website * Any other relevant information |

**Future Plans of action for next academic year (200 words)**

***for the Department (if any)***