

## **Standard Operating Procedure (SOP) for Data Validation and Verification of Affiliated Colleges Manual**

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

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

- The NAAC HEI Portal supports only 5MB data for each metric. If the attachments exceed 5MB, the HEI should host the supporting documents on the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification response.
- Data/supporting documents should not be provided on Google Drive, Microsoft one drive, Amazon Cloud or any third-party websites. Any such uploads will not be considered for the data validation and verification process.
- While providing the links of the HEI's website where the supporting documents are hosted, the institution should provide the link in the HEI's clarification box. While providing the links in the running text, to enable the hyperlink, press "Enter Key", then paste the link, and again press, "Enter Key". Provide the relevant supporting documents as per the SOP during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to fill the templates in the specific formats provided by NAAC. The HEI is not supposed to alter the template format in which the data is sought. The documents uploaded should be clearly readable for the claims made.
- It is mandatory to respond to all clarifications raised by the DVV for the items in the extended profile and metrics, within the stipulated time.
- Whenever the data is voluminous, the DVV Partner will seek for details from selected sample documents for validation. Before submitting the clarification responses to the DVV, the institution should report to NAAC.
- Once the data is uploaded and the links are submitted to the NAAC, changes/ additions are not permissible and such changes in the documents (if any) will be tracked and viewed seriously, which may lead to actions against the HEI. While providing links,

the institution should ensure that links are operational.

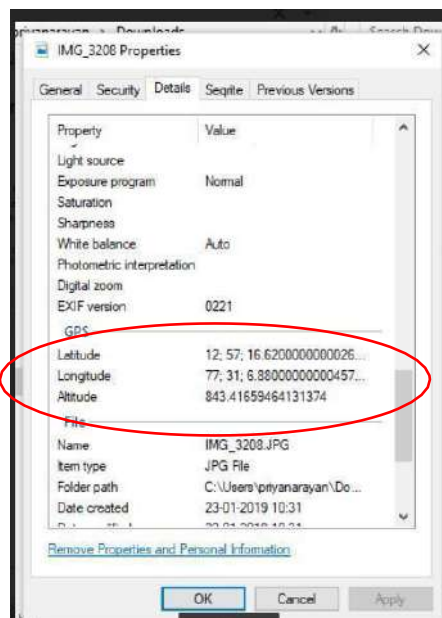
- The institution should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links do not work during the DVV validation/clarification stage, the decision of NAAC will be final.
- Content of the supporting documents in regional languages should be translated to English and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the original regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during the DVV clarification process should be duly endorsed by the competent authority.

**To reduce the enormous use of paper and printing the entire data, sign and a seal by the Competent Authority for all the papers, the Digital Signature will be accepted by NAAC in filling of SSR. Higher Education Institutions (HEIs) can use the Class-3 Digital signatures (*Means Digital Signature Class-3 is the highest level of DSC where a Registration Authority verifies the identity of a person*) of the head of the institution to authenticate and upload a large number of documents in the SSR.**

## B: Guidelines for specific operations:

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

- (1) While setting your digital camera, set the location on.
- (2) If you are taking photos using a smart phone, then set the location on.
- (3) Take pictures only after setting the „location on“ mode.
- (4) Download the pictures on to a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see a picture as shown below, the value entries for latitude and longitude will determine the location where the photo is taken.



- It is possible that both, the Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in the Extended Profile. That is, if the data/documents sought are given in response to the Extended Profile they need not be repeated under those specific Quantitative Metrics (QnM) of the SSR.

- Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses, make sure that data/documents are provided for those Quantitative Metrics (QnM) which match with the corresponding data/documents given in the Extended Profile.
- Any other clarifications may be sought from the NAAC, by the HEIs
- Programme: A range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree / PG Degree / PG Diploma. All possible formal Degree Programmes are defined/identified by the UGC. Examples: BA (Economics, History, Sociology), B.Sc., (Physics, Chemistry, Mathematics), B.Sc., (Hons Chemistry), BE/B.Tech (Computer Science and Engineering), B.Arch, M.Sc. (Mathematics), M.Com, M.A(English), ME/M.Tech (Textile Technology), PG Diploma (Library Science) and so on etc.,
- Course: A course is a paper/subject with specified number of credits/hours in a formal program. Examples: Organic Chemistry, Real Analysis, Solid State Physics, Indian History, Macro Economics, English, Hindi, Marathi, Telugu etc are courses under BSc/BA/B.Com Programs. A laboratory course having separate credits and examined separately is to be considered as a course.
- Gender Equity: Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.

## (Extended Profile)

### STANDARD OPERATING PROCEDURE (SOP)

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
1.1	Number of students year wise during the last five years	<ul style="list-style-type: none"><li>• Provide appropriate link to the admission approval documents received from the university for assessment period</li><li>• Year wise list of students approved by the affiliating University</li></ul>	<ul style="list-style-type: none"><li>• <b>Include the total number of students on rolls across all the programs (consider 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> years etc., of each program) for all the assessment period years.</b></li><li>• Consider only the students on the rolls during the odd semesters if the program is of semester scheme.</li></ul>	<ul style="list-style-type: none"><li>• If a program is of semester scheme, do not add students of both odd and even semesters.</li><li>• <b>Exclude the PhD students.</b></li></ul>
2.1	<b>Number of full time teachers during the last five years (Without repeat count):</b>	<ul style="list-style-type: none"><li>• <b>Provide the list of total full time teachers in block five years (Without repeat count) indicating the departmental affiliation during the assessment period authenticated by the Principal/competent authority.</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Librarian, physical education director etc have to considered only if the faculty teach B.Lib.Sc., M.Lib.Sc., B.P.Ed., M.P.Ed., etc .,programs.</b></li></ul>	<b>Exclude Librarian, physical education director if, B.Lib.Sc., M.Lib.Sc., B.P.Ed., M.P.Ed., etc., are not offered.</b>

2.2	Number of full time teachers during the last five years	<ul style="list-style-type: none"> <li>• Provide the list of all full time teachers indicating the departmental affiliation during the assessment period authenticated by the Principal/ <b>Competent authority.</b></li> </ul>	<ul style="list-style-type: none"> <li>• A teacher employed for teaching for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• A teacher employed only for a part of a year not to be considered</li> <li>• Inclusion of part-time / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teacher.</li> <li>• <b>Librarian, physical education director etc have to be considered only if these faculty teach B.Lib.Sc., M.Lib.Sc., B.P.Ed., M.P.Ed., etc., Programs.</b></li> </ul>
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3.1	Expenditure excluding salary component year wise during the last five years (INR in lakhs)	<ul style="list-style-type: none"> <li>• Audited Statement of income and expenditure duly certified by the Principal and Chartered Accountant in case of privately funded <b>institutions highlighting the salary component, depreciation and excess of income over expenditure</b>. Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by the Principal and Chartered Accountant.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Audited Statement of income and expenditure should be in the name of applicant HEI only and not in the name of the Society / Charitable Trust / Group of Institutions</b></li> </ul>	<ul style="list-style-type: none"> <li>• Claims made without audited Income Expenditure statements not to be considered.</li> <li>• <b>To be calculated excluding salary component, depreciation and excess of income over expenditure from the total expenditure given in audited statements</b></li> </ul>
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## Metric wise Standard Operating Procedure (SOP)

Sl. No.	Metric	Documents Needed	Specific Instructions to HEIs	Not to be Included /Considered
1.	<b>1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years</b>	<ul style="list-style-type: none"> <li>• Details of each program such as: Name of the program duration, list of students enrolled (with signature of students), model certificates, curriculum, assessment procedures year-wise.</li> </ul>	<ul style="list-style-type: none"> <li>• Add on/Certificate/<i>Value added programs (non-credit course)</i> of minimum 30 hours duration to be considered.</li> <li>• DVV may ask for certificate of randomly selected students in selected courses and the attendances for specific date mentioned for the programme.</li> <li>• <b>Numbers of Add on/Certificate/Value added programs offered are to be provided for Assessment (five) years</b></li> <li>• <b>Repetition of Add on/Certificate/Value added programs in every year during assessment period to be counted one only.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Avoid programs conducted under regular university curriculum.</b></li> <li>• Avoid considering certificate / add on / value added programmes of less than 30 hours.</li> </ul>



2	<b>1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</b>	<ul style="list-style-type: none"> <li>• Year-wise List of the students enrolled in the Program as defined in 1.2.1</li> <li>• Attendance sheet of Students participating with signature and Model Certificates.</li> </ul>	<ul style="list-style-type: none"> <li>• The DVV may seek for certificates of randomly selected students in selected courses and the attendance document for specific date mentioned in the course.</li> </ul>	
3	<b>1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b>	<ul style="list-style-type: none"> <li>• List of students along with the details of title, place of work, duration etc.,</li> <li>• Internship completion certificate / project work completion certificate from the organization where internship / project was completed.</li> <li>• Link to report of the field work/ sample photographs of the field work / permission letter only for field work from the competent authority will be considered</li> </ul>	<ul style="list-style-type: none"> <li>• Only latest completed academic year data to be considered.</li> <li>• Students from all semesters taking internship / project may be considered.</li> <li>• One student involved in multiple field works and/or project work and/or internship in the same academic session should be counted as one.</li> <li>• <b>Internship completion certificate / project work completion certificate given to the students by the host organization may be asked during DVV process with specific student list.</b></li> <li>• <b>In case of field work, mentioning objectives and outcomes of field work along with field work report.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mere list of students cannot be considered without relevant supporting documents.</li> <li>• Training Internship during the job-enroll will not be considered.</li> </ul>

4.	<p><b>1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)</b></p>	<ul style="list-style-type: none"> <li>● <b>Sample Filled in feedback forms from at least two stakeholders.</b></li> <li>● Stakeholders' feedback analysis report.</li> <li>● Action taken Report on feedback.</li> <li>● Document showing the communication with the affiliating University for the Feedback provided.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Only filled –in feedback forms (at least from two stakeholders) along with action taken report and the same to be uploaded on institutional website, then only the claim would be considered.</b></li> <li>● The DVV partner may ask for filled in forms of few randomly selected stakeholders.</li> <li>● Action taken by the affiliating university on the feedback if any.</li> </ul>	<ul style="list-style-type: none"> <li>● Feedback reports reflected in <b>other than the HEI</b> website will not be considered.</li> </ul>
5	<p><b>2.1.1 Enrolment percentage</b></p>	<ul style="list-style-type: none"> <li>● Document related to sanction of intake from affiliating University/ Government/statutory body <b>for first year students only.</b></li> <li>● Approved admission list year-wise (first year admission) program-wise from the Affiliating university is mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>● Sanctioned admission strength in each program vs. student's enrolment (<b>first year admission / for first semester admission</b>) for each program year-wise.</li> <li>● <b>Only First year admission and sanctioned intake programme-wise data is to be provided.</b></li> <li>● <b>Approved admission list year-wise (first year admission) program-wise from the Affiliating university is mandatory, DVV partner has to seek clarification/documents if not provided.</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Lateral entry admissions not to be considered</b></li> </ul>

6	<p><b>2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years</b></p> <p><i>( exclusive of supernumerary seats)</i></p>	<ul style="list-style-type: none"> <li>• Copy of letter issued by state govt. or Central Government indicating the reserved categories to be considered as per the state rule (in English as applicable)</li> <li>• Number of seats year wise earmarked for the reserved categories</li> <li>• Admission extract submitted to the state OBC, SC and ST cell every year of the students (first year admission) with seal and signature of the principal.</li> <li>• <b>Approval of additional intake of students has to be submitted for the claim.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Include only those reserved categories as specified by State/central Government orders for admission (in English).</li> <li>• Considering the state specific and region specific reservations, the earmarked seats and admitted seats may be considered accordingly including the Special Backward Caste (SBC), Economically Weaker Section (EWS), and Economically Backward Caste (EBC) as per the applicable policy.</li> <li>• Only those seats filled against the reserved quota should be counted here.</li> <li>• Final admission list of students (first year admission) indicating their category published by the HEI and signed by the principal to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.</li> <li>• Exclude admission to supernumerary seats also.</li> <li>• <b>Filled seats not to exceed the earmarked one. Any excess of admission made in reserved categories to be considered as General Merit.</b></li> </ul>
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7	<p><b>2.4.1 Percentage of full time teachers against sanctioned posts during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Sanction letters (in English) indicating number of posts (including Management sanctioned posts) by competent authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment letter of selected teachers may be asked during DVV clarification stage</li> <li>• A teacher employed for teaching for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher.</li> <li>• List of full time teachers as provided in 2.1</li> </ul>	<ul style="list-style-type: none"> <li>• Mere appointment letters provided in regional language cannot be considered.</li> <li>• Avoid inclusion of Part time/Visiting faculty.</li> <li>• <b>Librarian, physical education director etc have to consider only if these faculty teach B.Lib. Sc., M.Lib. Sc., B.P.Ed., M.P.Ed., etc., programs.</b></li> </ul>
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8.	<b>2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</b>	<ul style="list-style-type: none"> <li>List of faculty with highest degree should be provided as per academic session wise along with particulars of degree awarding university, subject and the year of award.</li> <li>Doctorate Degree / Provisional Degree Certificate awarded by UGC recognized universities only to be considered.</li> </ul>	<ul style="list-style-type: none"> <li>Mention number of full-time teachers with highest degree year-wise irrespective of the year of award.</li> <li>Ph. D. / D.M. / M.Ch./D.N.B Superspeciality / D.Sc. / D.Litt. <b>and any other post doctoral degree</b> of selected faculty will be asked during DVV clarification stage.</li> </ul>	<ul style="list-style-type: none"> <li>Honorary Doctorate Degrees not to be included /considered.</li> </ul>
9.	<b>2.6.2 Pass percentage of Students during last five years</b>	<ul style="list-style-type: none"> <li>Result sheet published by the affiliating university</li> <li>Certified report from Head of the institution / Controller of Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise.</li> </ul>	<ul style="list-style-type: none"> <li>Only final year student data will be considered for all the years of the assessment period.</li> <li><b>Only the students of Final semester data of appeared as well as passed are to be provided.</b></li> </ul>	<ul style="list-style-type: none"> <li>Results pertaining to students other than the final year are not to be submitted.</li> </ul>

10.	<b>3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>List of grants for research projects received during the assessment years along with the nature of the award, and the awarding agency with amount. (sanctioned letter highlighting the required parts)</li> <li>Links to the e-copies of the sanctioned letters</li> </ul>	<ul style="list-style-type: none"> <li>Sanction letter of grants by the funding agency is mandatory to support the claim.</li> <li>The duration of the grant period to be aligned with the assessment period.</li> <li><b>Research project grants should be reflected in audited statements / utilization certificates.</b></li> <li><b>Only research grants are to be considered.</b></li> </ul>	<ul style="list-style-type: none"> <li>Grants given by their own trust / sister institutions not to be included</li> <li>Grants in the form of Equipments / software / skill development centers will not be considered.</li> </ul>
11.	<b>3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</b>	<ul style="list-style-type: none"> <li>Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted.</li> <li>Link to the detailed report for each program as in the template.</li> </ul>	<ul style="list-style-type: none"> <li><b>All activities including Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship to be considered here.</b></li> </ul>	<ul style="list-style-type: none"> <li>Programmes conducted under the metric 1.2.1 not to be considered in this metric.</li> </ul>
12.	<b>3.3.1 Number of research papers published per teacher in the Journals notified on UGC CARE list during the last five years</b>	<ul style="list-style-type: none"> <li>Link landing to the research paper</li> <li>Link to the journal website.</li> <li>URL of the content page in case print journal.</li> </ul>	<ul style="list-style-type: none"> <li><b>Publication of the authors with Institution affiliation will be considered for assessment years only.</b></li> <li><b>Publication in the current UGC CARE with ISSN will only be considered</b></li> <li><b>Calendar year publications to be considered. ( Jan-Dec)</b></li> </ul>	<ul style="list-style-type: none"> <li>Incomplete entries will not be considered.</li> <li>If details given are not complete with the links/ screenshot, the respective publication will not be considered.</li> </ul>

13.	<b>3.3.2</b> <i>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</i>	<ul style="list-style-type: none"> <li>• Cover page, content page and first page of the selected publication.</li> <li>• Web-link of books.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Publications with ISBN number only would be considered.</b></li> <li>• The details of selected publications would be sought during the DVV clarification process, if the data is large.</li> <li>• Book's publication year should be mentioned</li> <li>• <b>Calendar year publication to be considered. ( Jan-Dec)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Publication claimed under 3.3.1 not to be repeated / included in this metric.</li> <li>• <b>Books without ISBN number title, author, Department/ School/ Division/ Centre/ Unit Cell, name and year of publication not be considered</b></li> </ul>
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14.	<p><b>3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Links / uploads of Photographs (preferably with banner) and any other supporting document of relevance should have proper captions and dates.</li> </ul>	<ul style="list-style-type: none"> <li>• Can be supplemented with media reports of the events.</li> <li>• Link to the detailed report for each extension and outreach program</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Events conducted for the benefit of their own students not to be included under outreach programs.</b></li> <li>• <b>Only extension activities for the benefit of community will be considered.</b></li> <li>• <b>Exclude National festivals, Days celebrations like Yoga day, Women's day etc.,</b></li> </ul>
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15.	<p><b>3.5.1 The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research and other academic activities during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Copies of MoUs/ collaboration/ related documents indicating the nature of collaboration and activities year-wise.</li> <li>• List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties</li> </ul>	<ul style="list-style-type: none"> <li>• The MoUs / Collaboration should be valid for the assessment period.</li> <li>• The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work should be facilitated through the mentioned collaboration only.</li> <li>• <b>The MoU should be functional during the assessment period</b></li> <li>• If the MoU is for three years viz 2011-2013, it shall be counted only once.</li> <li>• <b>At least one activity should have been conducted under an MoU during the assessment period to qualify as a functional MoU with institutions.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Collaborations with the sister institutions under the same Trust not to be included.</li> <li>• Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the external agency.</li> <li>• MoU's with the sister institutions under the same Trust not to be included.</li> </ul>
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16.	<b>4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>• Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Principal and CA.</li> <li>• Highlight the relevant items in the audited income and expenditure statement.</li> </ul>	<ul style="list-style-type: none"> <li>• This metric is supposed to be looked at with the perspective of <b><u>infrastructure augmentation only</u></b></li> <li>• In case of privately funded HEI the document should be certified by Chartered Accountant.</li> <li>• Focus of this metric is on to acquiring new infrastructure.</li> <li>• Audited Statement of income and expenditure should be in the name of applicant HEI only, but not in the name of the Trust / Society. <b>(Total sum of metrics of 4.1.2 and 4.4.1 should not exceed EP 3.1)</b></li> <li>• <b>Expenditure on construction of building/purchase of Lab. equipments/ academic equipments/ furniture &amp; fixtures/vehicle to be considered during assessment period.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under this metric.</li> </ul>

17.	<b>4.3.2 Student – Computer ratio (Data for the latest completed academic year)</b>	<ul style="list-style-type: none"> <li>• <b>Bills for the purchase of computers to be provided.</b></li> <li>• <b>The stock entry of computers allotted for student use to be highlighted.</b></li> </ul>	<ul style="list-style-type: none"> <li>• The data pertaining to the latest completed academic year to be considered.</li> <li>• Number of Computers available for student use only to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• The computers for office and faculty use will not be considered.</li> <li>• Computers purchased after the <b>latest</b> completed academic year not to be considered.</li> </ul>
18	<b>4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</b>	<ul style="list-style-type: none"> <li>• Provide audited income and expenditure statement highlighting the items of expenditure incurred on <b>maintenance</b> of physical facilities and academic support facilities, duly certified by Principal and CA.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Focus of this metric is only on the repair and maintenance of physical facilities and AMC for academic facility.</b></li> <li>• Audited Statement of income and expenditure should be in the name of applicant HEI only, but not in the name of the Trust / Society.</li> </ul>	<ul style="list-style-type: none"> <li>• Mere statement of last five years data on the metric without audited statement will not be considered.</li> <li>• <b>Total sum of metrics of 4.1.2 and 4.4.1 should not exceed EP 3.1</b></li> <li>• <b>Routine administrative expenses like electricity charges, telephone charges cannot be considered.</b></li> </ul>

19	<p><b>5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years</b></p>	<ul style="list-style-type: none"> <li>• Upload sanction letter of scholarship and freeships (in English).</li> <li>• Year-wise list of students in each scheme <b>to be attested by the competent authority.</b></li> <li>• Upload policy document of the HEI for award of Non government scholarship and freeships</li> </ul>	<ul style="list-style-type: none"> <li>• For large data, the DVV will ask documents for randomly selected students in specific schemes.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The values should not exceed the total strength of students reflected in EP 1.1.</b></li> </ul>
20	<p><b>5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following</b></p> <ol style="list-style-type: none"> <li>1. <i>Soft skills</i></li> <li>2. <i>Language and communication skills</i></li> <li>3. <i>Life skills(Yoga, physical fitness, health and hygiene)</i></li> <li>4. <i>ICT/computing skills</i></li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3oftheabove</li> <li>C. 2oftheabove</li> <li>D. 1oftheabove</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Soft copy of Circular /Brochure.</li> <li>• Web-link to particular program/scheme/ Report of the event</li> <li>• Photographs with date and caption for each scheme or event.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider all the students who have enrolled for the schemes</li> <li>• DVV can seek the documents regarding the attendance and certificates for the selected list of programs/students enrolled in the specified programs.</li> <li>• Facilities like language lab, smart classroom and other ICT facilities used for capacity building and skills enhancement initiatives may be considered.</li> <li>• List of programs conducted and the number of students enrolled for each of the events to be provided in the template</li> <li>• <b>The programmes should be conducted periodically during the assessment period.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mere circulars and student list cannot be accepted.</li> <li>• Avoid program conducted as part of the curriculum.</li> </ul>

21	<b><i>5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years</i></b>	<ul style="list-style-type: none"> <li>• Soft copy of Circular / brochure / report of program with photographs with captions of such programs along with details of the resource persons.</li> <li>• Year-wise list of students attending these schemes, signed by competent authority</li> </ul>	<ul style="list-style-type: none"> <li>• “Students benefited” refers to students registered / attending the said programs</li> <li>• DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled.</li> </ul>	<b>The values should not exceed the total strength of students reflected in EP 1.1.</b>
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22	<p><b>5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</b></p> <ol style="list-style-type: none"> <li><b>1. Implementation of guidelines of statutory / regulator bodies</b></li> <li><b>2. Organisation wide awareness and undertakings on policies with zero tolerance</b></li> <li><b>3. Mechanisms for submission of online/offline students' grievances</b></li> <li><b>4. Timely redressal of the grievances through appropriate committees</b></li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3 of the above</li> <li>C. 2 of the above</li> <li>D. 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.</li> <li>• Circular/web-link/ committee report justifying the objective of the metric</li> <li>• Minutes of the meetings of student grievance committee, as per metric.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of the meetings / Report of grievances from the concerned committee is essential.</li> <li>• The mechanism of redressal should be available as document and should be hosted in the HEI's Website. The link of the same shall be provided to validate the same.</li> <li>• <b>Statutory regulations/norms of UGC/SRA to be provided.</b></li> </ul>	
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23	<p><b>5.2.1</b><i>Percentage of placement of outgoing students and students progressing to higher education during the last five years</i></p>	<ul style="list-style-type: none"> <li>● List of students placed along with placement details as per template year wise.</li> <li>● Links/documents relating to placement cell such as brochures, tie-ups etc., can be uploaded.</li> <li>● Upload supporting data for students who have joined for higher education in prescribed format for the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>● The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered.</li> <li>● If the data is large, DVV partner will ask for the appointment orders of the selected students.</li> <li>● Multiple offers to the same students to be counted once.</li> <li>● Proofs like, admission letters or identity cards or higher degree certificates for selected students progressing to higher education will be asked by DVV partner.</li> <li>● <b>In 5.2.1.2 only passed students are to be considered from the data given in 2.6.3.1.</b></li> </ul>	<ul style="list-style-type: none"> <li>● If same student has multiple offers it has to be counted only once.</li> <li>● Appearing/passing competitive exams for higher education cannot be considered as progression to higher education unless students get admitted.</li> </ul>
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24	<p><b>5.2.2 Percentage of students qualifying in state/national/international level examinations during the last five years (eg: JAM/CLAT/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services/State government examinations)</b></p>	<ul style="list-style-type: none"> <li>• List of qualified students year- wise under each category</li> <li>• Qualifying Certificates of the students <b>will only be considered</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>DVV may ask for certificate of randomly selected students in case of large data.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>In absence of certificate, the claim will not be considered.</b></li> <li>• Exams conducted for job recruitments other than the examinations conducted by State / Central Government not to be included / considered.</li> </ul>
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25.	<p><b>5.3.1 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 last five years</b></p>	<ul style="list-style-type: none"> <li>e-copies of award letters and certificates to be uploaded.</li> </ul>	<ul style="list-style-type: none"> <li>Only <b>University / state/</b> national or international achievements will be considered.</li> <li>Participation in Republic Day Parade at Rajpath, New Delhi by NCC candidates may be considered.</li> <li>Award for a team event should be counted as one.</li> </ul>	<ul style="list-style-type: none"> <li><b>Participation / appreciation certificates and awards from regional / local / institutional levels should be avoided.</b></li> <li><b>Awards from intra or inter institutions will not be considered.</b></li> <li><b>Exclude Inter-collegiate awards.</b></li> </ul>
26.	<p><b>5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)</b></p>	<ul style="list-style-type: none"> <li>Soft copy of circular/brochure indicating such kind of activities.</li> <li>List of events along with the list of participants and year wise signed by the Principal.</li> </ul>	<ul style="list-style-type: none"> <li>All activities conducted under an event will be counted as one event.</li> <li>For large data DVV will seek participation Certificates of Specified students.</li> <li>Link to the reports of the events/along with photographs appropriately date and caption year- wise to be provided in template.</li> </ul>	<ul style="list-style-type: none"> <li><b>Events cannot be split into activities.</b></li> <li>The competitions organised by the institution without the participation of their own students will not be considered here.</li> <li><b>Multiple activities on the relatively closer dates to be considered as one only.</b></li> </ul>

27.	<p><b>6.2.2 Implementation of e-governance in areas of operation</b></p> <ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Finance and Accounts</li> <li>3. Student Admission and Support</li> <li>4. Examination</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3 of the above</li> <li>C. 2 of the above</li> <li>D. 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Institutional expenditure statements for the heads of e- governance implementation reflected in the audited statement.</li> <li>• <b>Link to the ERP Document and Screen shots of user interfaces of each module reflecting the name of the HEI.</b></li> <li>• Annual e-governance report approved by Governing Council.</li> <li>• Policy document on e- governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Bills for the expenditure on implementation of e-governance in the areas of operation.</li> </ul>	
28.	<p><b>6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Link to the policy document</li> <li>• e-copy of letter/s indicating financial assistance to teachers</li> <li>• List of teachers receiving financial support year wise under each head signed by the principal.</li> <li>• Audited statement of account highlighting the financial support.</li> </ul>	<ul style="list-style-type: none"> <li>• If the data is large documents related to specific teachers will be asked during DVV clarification.</li> <li>• Receipts / vouchers of Institution infavour of teacher with amount given should be considered.</li> <li>• Policy document of the HEI as per metric requirement.</li> <li>• <b>Multiple financial supports provided to teacher in a year to be considered once only.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Without proof of payment on financial support for faculty development, mere name-list of the faculty will not considered.</b></li> <li>• Mere cash vouchers for payment will not be considered</li> <li>• <b>Value should not exceed the total strength of faculty reflected in EP 2.2</b></li> </ul>

29.	<p><b>6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years</b></p>	<ul style="list-style-type: none"> <li>• Event Brochures and reports year-wise.</li> <li>• e-copy of the certificates of the program attended by teaching and non-teaching staff.</li> <li>• List of participating teaching and non-teaching staff as per the prescribed format year wise during the last five years.</li> <li>• Annual reports highlighting the programs undertaken by the teaching faculties and non-teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>• If data is large, DVV will seek documents pertaining to selected participants.</li> <li>• <b>Multiple participation of the faculty in the same academic year to be considered as one.</b></li> <li>• <b>In 6.3.3.2- Total number of non- teaching staff/ technical staff working / worked in the institution year-wise during last five years to be considered</b></li> </ul>	<ul style="list-style-type: none"> <li>• Attending Seminars / invited talks cannot be included in this metric.</li> <li>• <b>Less than 5 days FDPs are not to be considered.</b></li> </ul>
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30.	<p><b>6.5.3 Quality assurance initiatives of the institution include:</b></p> <ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</li> <li>2. <b>Collaborative</b> quality Initiatives <b>with other institution(s)</b></li> <li>3. Participation in NIRF</li> <li>4. <b>Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc</b></li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. 3 of the above</li> <li>C. 2 of the above</li> <li>D. 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Proceedings of meetings of IQAC and action taken report on feedback analysis</li> <li>• Supporting document links to be provided as per the options selected.</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting documents Links pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). NAAC / ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment period.</li> <li>• Activities - links as per the template to be provided.</li> </ul>	Collaborative quality initiatives with sister institutions under the same management will not be considered.
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31.	<p><b>7.1.2 The Institution has facilities and initiatives for</b></p> <ol style="list-style-type: none"> <li>1. <i>Alternate sources of energy and energy conservation measures</i></li> <li>2. <i>Management of the various types of degradable and non-degradable waste</i></li> <li>3. <i>Water conservation</i></li> <li>4. <i>Green campus initiatives</i></li> <li>5. <i>Disabled-friendly, barrier free environment</i></li> </ol> <p><b>Options:</b>  A. 4 or All of the above  B. 3 of the above  C. 2 of the above  D. 1 of the above  E. None of the above</p>	<ul style="list-style-type: none"> <li>• Link to the policy documents of the institution</li> <li>• Geo tagged photographs and videos of the facilities with caption.</li> <li>• Bills for the purchase of equipments for the facilities created under this metric.</li> <li>• Photographs of Ramps / rails/lift/wheel Chair/signage board /Toilet/ software etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Bills for purchase of equipments for creating the facility may be asked.</li> <li>• Any other relevant proof for the selected options.</li> <li>• Ramps / Railings /lift/wheel Chair/signage board/ Tactile path / Washrooms/ Braille software/ help desk for assistance, etc., should include specific requirement of Divyangjan for their use.</li> </ul>	<ul style="list-style-type: none"> <li>• Having diesel generator set as backup cannot be considered in this metric.</li> </ul>
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32.	<p><b>7.1.3 Quality audits on environment and energy regularly undertaken by the Institution.</b>  <b>The institutional environment and energy initiatives are confirmed through the following</b></p> <ol style="list-style-type: none"> <li>1. Green audit / Environment audit</li> <li>2. Energy audit</li> <li>3. Clean and green campus initiatives</li> <li>4. Beyond the campus environmental promotion activities</li> </ol> <p><b>Options:</b>  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</p>	<ul style="list-style-type: none"> <li>• Policy document on environment and energy usage</li> <li>• Action taken reports and achievement report as clear and Green campus initiatives.</li> <li>• Reports of the Audits.</li> <li>• Certificate from the external accredited auditing agency (preferably government, concern department of affiliating university).</li> <li>• Geo tagged photographs with caption and date.</li> <li>• Any other supporting document for beyond the campus environmental promotions.</li> </ul>	<ul style="list-style-type: none"> <li>• Auditing from Government / Govt. recognized organizations, University departments, recognized / certified non-profit NGOs shall be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Audit done by the same HEI are not to be considered.</li> </ul>
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