

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions***

*(AQAR format in line with the revised manual of Autonomous Colleges,
with effect from the academic year 2020-21)*



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Contents

1.	Introduction	07
2.	Objective	07
3.	Strategies	08
4.	Functions	08
5.	Benefits	09
6.	Composition of the IQAC	09
7.	The Role of the Coordinator	10
8.	Operational Features of the IQAC	10
9.	Revised Accreditation Framework	11
10.	Mandatory Submission of AQAR by IQAC	11
11.	Guidelines to HEIs to fill in AQAR	12
12.	Annual Quality Assurance Report (AQAR) of the IQAC	13
Part – A		
13.	Institutional Data	13
14.	Institutional Preparedness for NEP 2020	16
15.	Extended Profile of the Institution	19
Part – B		
16.	Criterion – I: Curricular Aspects	20
17.	Criterion – II: Teaching, Learning and Evaluation	24
18.	Criterion – III: Research, Innovations and Extension	30
19.	Criterion – IV: Infrastructure and Learning Resources	40
20.	Criterion – V: Student Support and Progression	45
21.	Criterion – VI: Governance, Leadership and Management	51
22.	Criterion – VII: Institutional Values and Best Practices	56
23.	Abbreviations	62
Part – C		
24.	Frequently Asked Questions (FAQ) on AQAR	68



National Assessment and Accreditation Council

Date: 10th July 2020

**Academic Year 2019-2020
(Considering COVID 19 pandemic)**

For the academic years 2019-2020 and 2020-2021 depending on the spread and intensity of the Pandemic, the academic schedules will differ from State to State or University to University, NAAC shall relax the condition making flexible and open-ended provisions for deciding the academic years. Through this institutions will be permitted to make the submissions as and when they complete the academic year.

Further for those who have already submitted their applications, in view of the pandemic situation NAAC shall extend the time for submitting the data including the academic year 2019-2020 within three months from the Government notification to resume the normal academic activities and completion of the conduct of examinations and other academic processes by the Higher Education Institution.

**Sd-
Director, NAAC**

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions (with effect from the academic year 2020-21)***

Introduction

In pursuance of its action plan for performance evaluation, assessment and accreditation and quality upgradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bengaluru proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a vital part of the institution's quality assurance system and work towards ensuring quality enhancement and sustenance. The prime task of the IQAC is to act as a catalyst and develop a system for conscious and consistent improvement in the overall performance of its institution. For this, during the post-accreditation period, institutions need to channelize their efforts towards promoting holistic academic excellence including the implementation of the peer team's recommendations.

The guidelines provided in the following pages will facilitate the institution in the creation as well as operation of the IQAC. The establishment of the IQAC is the first step towards institutionalization and internalization of quality enhancement initiatives. Its success depends on its sense of belongingness and participation in all the activities of the institution. It will not be yet another hierarchical structure or a record-keeping unit of the institution but will be a facilitative and participative unit of the institution. It has the potential to become a vehicle for ushering in quality enhancement through its planned and interventionist strategies to remove deficiencies and enhance quality, as in Quality Circles in industries.

IQAC – Vision

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

Objective

The primary aim of the IQAC is

- To play the role of a catalyst and develop a mechanism to promote conscious and consistent action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

Strategies

IQAC shall evolve a mechanism and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units;
- b) Adoption of relevant and quality academic and research programmes;
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) Ensuring credible assessment and evaluation processes;
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services; and
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks;
- b) Setting parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all the stakeholders;
- e) Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;
- f) Documentation of various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensuring clarity and focus in the institution's march towards quality enhancement;
- b) Ensuring internalization of quality culture;
- b) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;
- c) Providing a sound basis for decision-making to improve institutional functioning;
- d) Acting as a dynamic system for quality changes in HEIs; and
- e) Building a sound methodology for documentation and internal communication.

Composition of the IQAC

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant and Associate Professors) (three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from Employers/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting/nominating these members, several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from different backgrounds who have earned respect for their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- ✦ It is advisable to change the Coordinator every two/three years to usher in new thoughts and activities in the institution.
- ✦ It would be appropriate to choose senior administrators and persons in charge of institutional services such as library, computer centre, estate office, student welfare, administration, academic tasks, examination, and planning and development.
- ✦ The management representative should be aware of the institution's objectives, strengths and limitations, and should be committed to its improvement. The local Society/Trust representatives should be of a high social standing and should have made significant contributions to society and to education in particular.

The Role of the Coordinator

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with a rich experience and exposure to quality aspects. He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computer and data management.

Operational Features of the IQAC

Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for ensuring quality. The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the functions listed above.

Institutions are requested to submit the AQAR every year using the format designed by NAAC for online submission of the AQAR. HEIs are requested to log on to their portal for regular updates and submission. A functional IQAC and timely submission of the AQAR are the minimum institutional requirements to apply for the second, third and subsequent cycles of accreditation. During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken.

The AQAR may be part of the Annual Report. It shall be approved by the statutory body/bodies of the HEIs (such as the Syndicate/Governing Council/Executive Council/Board of Management) which will also monitor the quality enhancement and sustenance measures undertaken by the IQAC.

The IQAC may create its exclusive window tab on its institutional website for maintaining the documents pertaining to NAAC, Peer Team Reports, SSR, Data Templates, AQAR, and Certificate of Accreditation. It shall regularly upload/report on its activities and host the AQAR as well.

Revised Accreditation Framework

NAAC launched the Revised Accreditation Framework recently and the AQAR format also was modified in tune with the new methodology. The tools and parameters in the new AQAR format have been designed in such a way that the preparation of the AQAR would facilitate the HEI's SSR preparation for the upcoming cycle of accreditation. It is hoped that new AQAR format would facilitate Higher Education Institutions in creating a good database at the institutional level for enhancing the culture of excellence.

As per the Revised Accreditation Framework (RAF), NAAC-accredited institutions need to submit the AQAR online. Henceforth, HEIs need not submit the printed/ hard copy of the AQAR to NAAC. The login ID for the online submission of the AQAR will be the e-mail ID used for the Institutional Information for Quality Assessment (IIQA). The AQAR of the preceding year should be submitted to NAAC before 31st December every year. When institutions submit the AQAR online, they will receive an automated response from the NAAC portal.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that with effect from 16th September 2016 regular submission of the AQAR is mandatory for the second and subsequent cycles of accreditation.

The following are the prerequisites for the submission of AQAR for all Higher Education Institutions opting for the second and subsequent cycles of Assessment and Accreditation:

- The institution should have a functional IQAC.
- The minutes of IQAC meeting(s) and compliance to the decisions taken should be uploaded on the institutional website.
- The institution should have uploaded the AQAR on its institutional website for access to all its stakeholders.

Note: The terms and abbreviations used in the AQAR are in accordance with the respective NAAC manuals. Please refer to the glossary for the meaning of specific terms and abbreviations used in the AQAR.

Guidelines to HEIs to fill in AQAR

- All institutions have to submit AQAR online in the prescribed format only. They have to provide data for the academic year just completed. Only one year's data needs to be provided in the AQAR.
- Duly filled-in data templates have to be submitted online along with the AQAR with appropriate metrics. Data templates along with supporting documents need to be uploaded in the institutional website.
- QIM responses need to be recorded in 100-200 words only.
- If an institution does not submit the AQAR on time, it will be recorded as late submission
- If any institution does not respond to the clarification(s) sought and does not edit its AQAR accordingly within the stipulated time even after three reminders, NAAC will accept the AQAR as it is and an automated email will be sent to that institution.
- Once the AQAR is approved, the edit option will not be available.
- All the terms provided in the glossary and used in the AQAR shall be read in conjunction with the respective manuals.
- The AQAR format (Affiliated/Autonomous) should be in accordance with its status approved by the UGC for that particular institution for that academic year. After completing one academic year as an Autonomous College, the institution must submit its AQAR in the Autonomous College format. Here is an example: A college was accredited on 31-03-2015. The UGC granted autonomy to that institution on 11-03-2018. That particular institution should submit its AQAR in the Affiliated College format for the period 2017-18 and in the format meant for Autonomous Colleges from 2018-19.
- The revised AQAR format will be implemented from the academic year 2020-2021. Format of AQAR for earlier years is also available on NAAC website.
- In the AQAR, during the year has been specified which means latest completed academic year.
- The HEI's which are submitting AQAR after the first cycle (and subsequent cycle) should provide previous year AQAR links, however, those HEI's which are submitting AQAR for the first year after first cycle of accreditation may provide the SSR link instead of AQAR link.
- The data to be submitted from 1st June 2019 to 31st December 2020 for the AQAR Academic year' 2019-20 and for 2020-21 data to be submitted from 1st June 2020 to 31st December 2021.

**Annual Quality Assurance Report (AQAR) of the IQAC
(For Autonomous Colleges)**

Institutions accredited by NAAC need to submit an annual self-reviewed progress report, namely, Annual Quality Assurance Report (AQAR) to NAAC through its IQAC. The report is to detail the tangible results achieved in key areas identified by the IQAC at the beginning of the academic year. *The AQAR period would be the Academic Year* (for example, June 1, 2017 to May 31, 2018). (with effect from academic year 2020-21)

Part – A

1. Institutional Data

(Data may be captured from IIQA)

1. Name of the Institution:

- Name of the Head of the Institution:
- Designation:
- Does the institution function from its own campus?
- Phone No. of the Principal:
- Alternate Phone No:
- Mobile No. (Principal):
- Registered e-mail ID (Principal):
- Address:
- City/Town:
- State/UT:
- Pin Code:

2. Institutional Status:

- Autonomous Status (*provide the date of conferment of Autonomy*):
- Type of Institution: Co-education/Men/Women:
- Location : Rural/Semi-urban/Urban:
- Financial Status: Grant-in aid / UGC 2f and 12 (B) / Self-financing (please specify)

Name of the IQAC Co-ordinator/Director:

- Phone No:
- Mobile No:
- IQAC e-mail ID:

3. Website Address:

Weblink of the AQAR (previous academic year):

For e.g. https://www.jmi.ac.in/upload/menuupload/iqac_aqar_2018_19.pdf

4. Was the Academic Calendar prepared for that year?

Yes/ No. If yes, was it uploaded in the Institutional Website?

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st				from: to:
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY:

7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount

8. Provide details regarding the composition of the IQAC:

*Upload the latest notification regarding the composition of the IQAC by the HEI

9. No. of IQAC meetings held during the year:

Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?

Yes/No

(If No, please upload the minutes of the meeting(s) and Action Taken Report.)

10. Did IQAC receive funding from any funding agency to support its activities during the year? Yes No

If yes, mention the amount:

Year:

11. Significant contributions made by IQAC during the current year (maximum five bullets):

*

*

*

*

*

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes

13. Was the AQAR placed before the statutory body? Yes /No:

Name of the statutory body:

Date of meeting(s):

14. Was the institutional data submitted to AISHE? Yes/No:

Year:

Date of Submission:

2. Institutional Preparedness for NEP 2020:

(Description in maximum 500 words)

1. Multidisciplinary / interdisciplinary:

- a) Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution.
- b) Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations.
- c) Does the institution offer flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. Explain
- d) What is the institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples.
- e) What are the institutional plans to engage in more multidisciplinary research endeavours to find solutions to society's most pressing issues and challenges?
- f) Describe any good practice/s of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020.

2. Academic bank of credits (ABC):

- a) Describe the initiatives taken by the institution to fulfil the requirement of Academic bank of credits as proposed in NEP 2020.
- b) Whether the institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme? Provide details.
- c) Describe the efforts of the institution for seamless collaboration, internationalization of education, joint degrees between Indian and foreign institutions, and to enable credit transfer.
- d) How faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework, including textbook, reading material selections, assignments, and assessments etc.
- e) Describe any good practice/s of the institution pertaining to the implementation of Academic bank of credits (ABC) in the institution in view of NEP 2020.

3. Skill development:

- a) Describe the efforts made by the institution to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework
- b) Provide the details of the programmes offered to promote vocational education and its integration into mainstream education.
- c) How the institution is providing Value-based education to inculcate positivity amongst the learner that include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills etc.
- d) Enlist the institution's efforts to:
 - i. Design a credit structure to ensure that all students take at least one vocational course before graduating.
 - ii. Engaging the services of Industry veterans and Master Crafts persons to provide vocational skills and overcome gaps vis-à-vis trained faculty provisions.
 - iii. To offer vocational education in ODL/blended/on-campus modular modes to Learners.
 - iv. NSDC association to facilitate all this by creating a unified platform to manage learner enrolment (students and workers), skill mapping, and certification.
 - v. Skilling courses are planned to be offered to students through online and/or distance mode.
- e) Describe any good practice/s of the institution pertaining to the Skill development in view of NEP 2020.

4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

- a) Delineate the strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc,) into the curriculum using both offline and online courses.
- b) What are the institutions plans to train its faculties to provide the classroom delivery in bilingual mode (English and vernacular)? Provide the details.
- c) Provide the details of the degree courses taught in Indian languages and bilingually in the institution.
- d) Describe the efforts of the institution to preserve and promote the following:
 - i. Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.)

- ii. Indian ancient traditional knowledge
- iii. Indian Arts
- iv. Indian Culture and traditions.
- e) Describe any good practice/s of the institution pertaining to the appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) in view of NEP 2020.

5. Focus on Outcome based education (OBE):

- i. Describe the institutional initiatives to transform its curriculum towards Outcome based Education (OBE)?
- ii. Explain the efforts made by the institution to capture the Outcome based education in teaching and learning practices.
- iii. Describe any good practice/s of the institution pertaining to the Outcome based education (OBE) in view of NEP 2020.

6. Distance education/online education:

- a) Delineate the possibilities of offering vocational courses through ODL mode in the institution.
- b) Describe about the development and use of technological tools for teaching learning activities. Provide the details about the institutional efforts towards the blended learning.

Describe any good practice/s of the institution pertaining to the Distance education/online education in view of NEP 2020.

3. Extended Profile of the Institution

1. Programmes:

1.1. Number of programmes offered during the year:

Year	
Number	

2. Students:

2.1. Total number of students during the year:

Year	
Number	

2.2. Number of outgoing / final year students during the year:

Year	
Number	

2.3. Number of students who appeared for the examinations conducted by the institution during the year:

Year	
Number	

3. Academic

3.1. Number of courses in all programmes during the year:

Year	
Number	

3.2. Number of full-time teachers during the year:

Year	
Number	

3.3. Number of sanctioned posts for the year:

Year	
Number	

4. Institution:

4.1. Number of seats earmarked for reserved categories as per GOI/State Government during the year:

Year	
Number	

4.2. Total number of classrooms and seminar halls: _____

4.3. Total number of computers on campus for academic purposes: _____

4.4. Total expenditure, excluding salary, during the year (INR in Lakhs):

Year	
Expenditure	

Part – B

Criterion I – Curricular Aspects

Metric No.	Key Indicator – 1.1 Curriculum Design and Development				
1.1.1 Q_M	<p><i>Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload additional information, if any • Link for additional information 				
1.1.2 Q_nM	<p><i>Number of Programmes where syllabus revision was carried out during the year:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Programme Code • Names of the Programmes revised <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Minutes of relevant Academic Council/BOS meeting • Details of syllabus revision during the year • Any additional information 	Year		Number	
Year					
Number					
1.1.3 Q_nM	<p><i>Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the Course with Course Code • Name of the Programme • Activities which have a direct bearing on employability/ entrepreneurship/ skill development <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Curriculum / Syllabus of such courses • Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses • MoUs with relevant organizations for these courses, if any • Any additional information 	Year		Number	
Year					
Number					

Metric No.	Key Indicator – 1.2 Academic Flexibility				
1.2.1	<i>Number of new courses introduced across all programmes offered during the year:</i>				
Q_nM	<table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Name of the newly introduced course (s) Name of the Programme <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> Minutes of relevant Academic Council/BoS meetings Any additional information 	Year		Number	
Year					
Number					
1.2.2	<i>Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System:</i>				
Q_nM	<table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Names of all Programmes offered through CBCS Names of all Programmes offered through Elective Course System <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> Minutes of relevant Academic Council/BoS meetings Any additional information 	Year		Number	
Year					
Number					

Metric No.	Key Indicator – 1.3 Curriculum Enrichment
1.3.1	<i>Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum:</i>
Q_iM	<p>Present a write-up within a maximum of 200 words.</p> <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum

<p>1.3.2</p> <p>Q_nM</p>	<p><i>Number of value-added courses for imparting transferable and life skills offered during the year:</i></p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Names of the value-added courses (each with 30 or more contact hours) No. of times offered (for each value-added course) during the year Total number of students enrolled Total number of students completing the course during the year <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none"> List of value-added courses Brochure or any other document relating to value-added courses Any additional information 	Year		Number	
Year					
Number					
<p>1.3.3</p> <p>Q_nM</p>	<p><i>Number of students enrolled in the courses under 1.3.2 above:</i></p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Titles of value-added courses (beyond the curriculum) with 30 or more contact hours No. of times offered during the year Total no. of students completing the course in the year <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> List of students enrolled Any additional information 	Year		Number	
Year					
Number					
<p>1.3.4</p> <p>Q_nM</p>	<p><i>Number of students undertaking field work/projects/ internships / student projects:</i></p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Names of the Programme No. of students undertaking field work/projects / internships / projects <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> List of programmes and number of students undertaking field projects / internships / student projects Any additional information 	Year		Number	
Year					
Number					

Metric No.	Key Indicator – 1.4 Feedback System
1.4.1 Q _n M	<p><i>Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</i></p> <p>Options:</p> <div><div><div>A. All 4 of the above</div><div>B. Any 3 of the above</div><div>C. Any 2 of the above</div><div>D. Any 1 of the above</div><div>E. None of the above</div></div><div>Choose any one</div></div> <p>File Description:</p> <ul style="list-style-type: none">• Provide the URL for stakeholders’ feedback report• Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management• Any additional information <p>Note: Data template is not applicable to this metric.</p>
1.4.2 Q _n M	<p><i>The feedback system of the Institution comprises the following:</i></p> <div><div><div>A. Feedback collected, analysed and action taken made available on the website</div><div>B. Feedback collected, analysed and action taken</div><div>C. Feedback collected and analysed</div><div>D. Feedback collected</div><div>E. Feedback not collected</div></div><div>Choose any one</div></div> <p>File Description:</p> <ul style="list-style-type: none">• Provide URL for stakeholders’ feedback report• Any additional information <p>Note: Data template is not applicable to this metric.</p>

Criterion II – Teaching-Learning and Evaluation

Metric No.	Key Indicator - 2.1 Student Enrolment and Profile								
2.1.1 Q_nM	Enrolment of Students 2.1.1.1: Number of students admitted (year-wise) during the year: <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> 2.1.1.2: Number of sanctioned seats (year-wise) during the year: <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> File Description: Upload the data template: <ul style="list-style-type: none"> Any additional information 	Year		Number		Year		Number	
Year									
Number									
Year									
Number									
2.1.2 Q_nM	<i>Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats):</i> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> File Description: Upload the data template <ul style="list-style-type: none"> Any additional information 	Year		Number					
Year									
Number									

Metric No.	Key Indicator - 2.2 Catering to Student Diversity						
2.2.1 Q_iM	<i>The institution assesses students' learning levels and organises special programmes for both slow and advanced learners:</i> Present a write-up within a maximum of 200 words. File Description: <ul style="list-style-type: none"> Upload any additional information Paste link for additional information 						
2.2.2 Q_nM	<i>Student – Teacher (full-time) ratio:</i> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number of Students</td><td></td></tr> <tr> <td>Number of teachers</td><td></td></tr> </table> Data Requirement: <ul style="list-style-type: none"> Total number of students in the institution Total number of full-time teachers in the institution Formula: Students: Teacher	Year		Number of Students		Number of teachers	
Year							
Number of Students							
Number of teachers							

	File Description: <ul style="list-style-type: none"> • Upload any additional information Note: Data template is not applicable to this metric.
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Metric No.	Key Indicator - 2.3 Teaching - Learning Process				
2.3.1 Q _i M	<p><i>Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Link for additional Information 				
2.3.2 Q _i M	<p><i>Teachers use ICT-enabled tools including online resources for effective teaching and learning:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>Provide link to the webpage describing ICT-enabled tools including online resources that are used for effective teaching and learning</p> <p>File Description:</p> <ul style="list-style-type: none"> • Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process • Upload any additional information 				
2.3.3 Q _n M	<p><i>Ratio of students to mentor for academic and other related issues:</i></p> <p>2.3.3.1: Number of mentors: Number of students assigned to each mentor:</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number of mentors</td><td></td></tr> </table> <p>Formula: Mentor: Mentee</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload year-wise number of students enrolled and full-time teachers on roll • Circulars with regard to assigning mentors to mentees <p>Note: Data template is not applicable to this metric.</p>	Year		Number of mentors	
Year					
Number of mentors					
2.3.4 Q _i M	<p><i>Preparation and adherence to Academic Calendar and Teaching Plans by the institution:</i></p> <p>Describe the preparation of and adherence to the Academic Calendar and Teaching Plans by the institution.</p> <p>Present a write-up within a maximum of 200 words.</p> <p>Upload relevant supporting document</p> <p>File Description:</p> <p>Upload the Academic Calendar and Teaching Plans during the year</p>				

Metric No.	Key Indicator - 2.4 Teacher Profile and Quality				
2.4.1 Q_nM	<p><i>Number of full-time teachers against sanctioned posts during the year:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Number of full-time teachers • Number of sanctioned posts <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Year-wise full-time teachers and sanctioned posts for the year • List of the faculty members authenticated by the Head of HEI • Any additional information 	Year		Number	
Year					
Number					
2.4.2 Q_nM	<p><i>Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • List of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt. <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years • Any additional information 	Year		Number	
Year					
Number					
2.4.3 Q_nM	<p><i>Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name and number of full-time teachers and their years of teaching experience in the institution <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • List of teachers including their PAN, designation, Department and details of their experience • Any additional information 	Year		Number	
Year					
Number					

Metric No.	Key Indicator - 2.5 Evaluation Process and Reforms				
2.5.1 Q_nM	<p><i>Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year</i></p> <p>Number of days from the date of last semester-end / year-end examination till the declaration of results year-wise during the year:</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Semester-wise/ year-wise Date of the last semester-end / year-end (for non-semester) examinations Date of declaration of results of semester-end/ year-end examinations Number of days taken for declaration of results for semester-end/ year-end examinations <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result Any additional information 	Year		Number	
Year					
Number					
2.5.2 Q_nM	<p><i>Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>File Description:</p> <ul style="list-style-type: none"> Upload the number of complaints and total number of students who appeared for exams during the year Upload any additional information <p>Note: Data template is not applicable to this metric.</p>	Year		Number	
Year					
Number					
2.5.3 Q_iM	<p><i>IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution:</i></p> <p>Describe the examination reforms with reference to the following within a minimum of 200 words</p> <ul style="list-style-type: none"> Examination procedures Processes/Procedures integrating IT Continuous Internal Assessment System <p>File Description:</p> <ul style="list-style-type: none"> Upload any additional information Paste link for additional Information 				

Metric No.	Key Indicator - 2.6 Student Performance and Learning Outcomes								
2.6.1 Q _i M	<p>Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students:</p> <p>Describe Course Outcomes (COs) for all courses and the mechanism of communication to teachers and students within a maximum of 200 words.</p> <ul style="list-style-type: none"> • Upload COs for all Courses (you may refer to the exemplars in the Glossary) <p>File Description</p> <ul style="list-style-type: none"> • Upload COs for all courses (exemplars from the Glossary) • Upload any additional information • Link for additional Information 								
2.6.2 Q _i M	<p>Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution:</p> <p>Describe the method of measuring the attainment of POs, PSOs and COs and the level of attainment of POs , PSOs and COs in not more than 200 words.</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional Information 								
2.6.3 Q _n M	<p>Pass Percentage of students:</p> <p>2.6.3.1: Total number of final year students who passed in the examinations conducted by Institution:</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>2.6.3.2: Total number of final year students who appeared for the examinations</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Programme Code • Name of the Programme • Number of students who appeared • Number of students who passed • Pass percentage <p>File Description</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Upload list of Programmes and number of students appear for and passed in the final year examinations • Upload any additional information • Paste link for the annual report 	Year		Number		Year		Number	
Year									
Number									
Year									
Number									

Metric No.	Key Indicator - 2.7 Student Satisfaction Survey
2.7.1 Q_nM	<i>Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink:</i> Note: Data template is not applicable to this metric.

Criterion III – Research, Innovations and Extension

Metric No.	Key Indicator - 3.1 Promotion of Research and Facilities				
3.1.1 Q_nM	<p><i>The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption • Provide URL of policy document on promotion of research uploaded on the website • Any additional information 				
3.1.2 Q_nM	<p><i>The institution provides seed money to its teachers for research:</i></p> <p>3.1.2.1: Seed money provided by the institution to its teachers for research during the year (INR in lakhs):</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>(INR in Lakhs):</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the teacher who received seed money • Research/Project Title • Amount of seed money • Month and Year of receiving the grant • Duration of the grant <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Minutes of the relevant bodies of the institution regarding seed money • Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized • List of teachers receiving grant and details of grant received • Any additional information 	Year		(INR in Lakhs):	
Year					
(INR in Lakhs):					
3.1.3 Q_nM	<p><i>Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number of teachers</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the teacher who was awarded national /international fellowship(s) 	Year		Number of teachers	
Year					
Number of teachers					

	<p>for advanced studies / research</p> <ul style="list-style-type: none"> • Name of the Award • Month and Year of Award • Duration of the Award • Awarding Agency <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • e-copies of the award letters of the teachers • List of teachers and details of their international fellowship(s) • Any additional information
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Metric No.	Key Indicator - 3.2 Resource Mobilization for Research				
3.2.1 QnM	<p><i>Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs):</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>(INR in Lakhs):</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the Project/ Endowment/Chair • Name of the Principal Investigator • Department of the Principal Investigator • Month and Year of Award • Duration of the project • Funds provided <p>File Description</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations • List of projects and grant details • Any additional information 	Year		(INR in Lakhs):	
Year					
(INR in Lakhs):					
3.2.2 QnM	<p><i>Number of teachers having research projects during the year:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number of teachers having research projects</td><td></td></tr> </table> <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional Information 	Year		Number of teachers having research projects	
Year					
Number of teachers having research projects					

<p>3.2.3</p> <p>QnM</p>	<p><i>Number of teachers recognised as research guides:</i></p> <table border="1" data-bbox="276 275 585 349"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> List of teachers recognized as research guides <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none"> Upload copies of the letter of the university recognizing teachers as research guides 	Year		Number	
Year					
Number					
<p>3.2.4</p> <p>QnM</p>	<p><i>Number of departments having research projects funded by Government and Non-Government agencies during the year:</i></p> <table border="1" data-bbox="276 790 585 864"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data requirement:</p> <ul style="list-style-type: none"> Name of the Principal Investigator Department that received the funding Name of the research project Duration of the project Name of the funding agency Amount / Fund received Month and Year of sanction <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> Supporting document from Funding Agencies Paste link to funding agencies' website Any additional information 	Year		Number	
Year					
Number					
<p>Metric No.</p>	<p align="center">Key Indicator - 3.3 Innovation Ecosystem</p>				
<p>3.3.1</p> <p>QnM</p>	<p><i>Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description</p> <ul style="list-style-type: none"> Upload any additional information Paste link for additional information 				
<p>3.3.2</p> <p>QnM</p>	<p><i>Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year:</i></p> <table border="1" data-bbox="276 2022 585 2067"> <tr> <td>Year</td><td></td></tr> </table>	Year			
Year					

	<table border="1" data-bbox="276 210 585 253"> <tr> <td data-bbox="276 210 419 253">Number</td><td data-bbox="419 210 585 253"></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the workshops / seminars • Number of participants (Number of staff and students) • Date (from - to) • Link to the report of activities on the website <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none"> • Report of the events • List of workshops/seminars conducted during the year • Any additional information 	Number	
Number			
Metric No.	Key Indicators - 3.4 Research Publications and Awards		
3.4.1 Q_nM	<p><i>The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following:</i></p> <ol style="list-style-type: none"> 1. <i>Research Advisory Committee</i> 2. <i>Ethics Committee</i> 3. <i>Inclusion of Research Ethics in the research methodology course work</i> 4. <i>Plagiarism check through authenticated software</i> <p>Options:</p> <ol style="list-style-type: none"> A. <i>All of the above</i> B. <i>Any 3 of the above</i> C. <i>Any 2 of the above</i> D. <i>Any 1 of the above</i> E. <i>None of the above</i> <p>File Description:</p> <ul style="list-style-type: none"> • Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check • Any additional information <p>Note: Data template is not applicable to this metric.</p>		

<p>3.4.2</p> <p>QnM</p>	<p><i>Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year:</i></p> <p>3.4.2.1 Number of PhD students registered during the year:</p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>3.4.2.2 Number of teachers recognized as guides during the year:</p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>File Description:</p> <ul style="list-style-type: none"> • Provide URL to the research page on HEI website • List of PhD scholars with relevant details like name of the guide, title of the thesis, month and year of registration, etc. <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • URL to the research page on HEI web site • List of PhD scholars and details like name of the guide, title of thesis, and year of registration • Any additional information 	Year		Number		Year		Number	
Year									
Number									
Year									
Number									
<p>3.4.3</p> <p>QnM</p>	<p><i>Number of research papers per teacher in CARE Journals notified on UGC website during the year:</i></p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Title of the paper • Name of the author(s) • Department of the author(s) • Name of the Journal • Month and Year of publication • ISSN • Page numbers (from - to) <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • List of research papers by title, author, department, and year of publication • Any additional information 	Year		Number					
Year									
Number									

<p>3.4.4</p> <p>QnM</p>	<p><i>Number of books and chapters in edited volumes / books published per teacher during the year:</i></p> <table border="1" data-bbox="276 282 585 360"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the Teacher/Author • Title of the paper • Title of the Book/Proceedings of the Conference • Name of the publisher • National / International • ISBN • Month and Year of publication • Pages (from - to) <p>File Description</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information 	Year		Number					
Year									
Number									
<p>3.4.5</p> <p>QnM</p>	<p><i>Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed</i></p> <p>3.4.5.1: Total number of Citations in Scopus during the year Total number of Citations in Web of Science during the year</p> <table border="1" data-bbox="276 1115 585 1193"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>3.4.5.2 : Total number of Publications in Scopus during the year Total number of Publications in Web of Science during the year</p> <table border="1" data-bbox="276 1305 585 1384"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirements for during the year:</p> <ul style="list-style-type: none"> • Title of the paper • Name of the author • Title of the journal • Year of publication • Citation Index <p>File Description (Upload)</p> <ul style="list-style-type: none"> • Any additional information • Bibliometrics of the publications during the year <p>* The Data obtained from INFLIBNET will be used for the purpose.</p> <p>Note: Data template is not applicable to this metric.</p>	Year		Number		Year		Number	
Year									
Number									
Year									
Number									

<p>3.4.6</p> <p>QnM</p>	<p><i>Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University</i></p> <p>3.4.6.1: h-index of Scopus during the year h-index of Web of Science during the year</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirements for during the year:</p> <ul style="list-style-type: none"> • Title of the paper • Name of the author • Title of the journal • Year of publication • H index <p>File Description</p> <ul style="list-style-type: none"> • Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution • Any additional information <p>* The Data obtained from INFLIBNET will be used for the purpose.</p> <p>Note: Data template is not applicable to this metric.</p>	Year		Number	
Year					
Number					

Metric No.	Key Indicators - 3.5 Consultancy				
<p>3.5.1</p> <p>QnM</p>	<p><i>Revenue generated from consultancy and corporate training during the year (INR in lakhs):</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>(INR in Lakhs)</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Names of the consultants / corporate trainers • Name of the consultancy project / corporate training • Consulting/Sponsoring agency with contact details • Revenue generated (amount in lakhs of rupees) • Total revenue generated in lakhs of rupees <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Audited statements of accounts indicating the revenue generated through consultancy and corporate training • List of consultants and revenue generated by them • Any additional information 	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					

<p>3.5.2</p> <p>Q_nM</p>	<p>Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year:</p> <table border="1" data-bbox="276 320 774 398"> <tr> <td>Year</td><td></td></tr> <tr> <td>(INR in Lakhs)</td><td></td></tr> </table> <p>Information Requirement:</p> <ul style="list-style-type: none"> • Facility developed and amount spent • Training programmes for teachers for undertaking consultancy • Training programme for clerical/project staff for supporting activities related to consultancy • Total expenditure on training teachers and staff for consultancy <p>File Description:</p> <ul style="list-style-type: none"> • Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy • List of training programmes, teachers and staff trained for undertaking consultancy • List of facilities and staff available for undertaking consultancy • Any additional information <p>Note: Data template is not applicable to this metric.</p>	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					
<p>Metric No.</p>	<p align="center">Key Indicators - 3.6 Extension Activities</p>				
<p>3.6.1</p> <p>Q_iM</p>	<p>Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year:</p> <p>Describe the impact of extension activities in sensitising students to social issues for their holistic development within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information 				
<p>3.6.2</p> <p>Q_nM</p>	<p>Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year:</p> <table border="1" data-bbox="276 1570 585 1653"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the activity • Name of the award/ recognition • Name of the awarding agency • Recipient(s) of the award • Year of the award <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Number of awards for extension activities in during the year • e-copy of the award letters • Any additional information 	Year		Number	
Year					
Number					

3.6.3 Q_nM	<p><i>Number of extension and outreach programmes conducted by the institution through NSS/NCC during the year</i></p> <table border="1" data-bbox="276 320 587 398"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name and number of extension and outreach programmes • Name of the collaborating agency: Non-Government, industry, community with contact details <p>File Description:</p> <ul style="list-style-type: none"> • Reports of the events organized • Any additional information 	Year		Number	
Year					
Number					
3.6.4 Q_nM	<p><i>Number of students participating in extension activities listed in 3.6.3 during the year:</i></p> <table border="1" data-bbox="276 875 587 954"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the activity • Name of the scheme • Year and Duration • Number of students who participated in these activities <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Reports of the events • Any additional information 	Year		Number	
Year					
Number					

Metric No.	Key Indicator - 3.7 Collaboration				
3.7.1 Q_nM	<p><i>Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work:</i></p> <table border="1" data-bbox="276 1603 587 1682"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Title of the collaborative activity • Name of the collaborating agency with contact details • Source of financial support • Nature of the activity <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Copies of documents highlighting collaboration • Any additional information 	Year		Number	
Year					
Number					

3.7.2 Q_nM	<p><i>Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered):</i></p> <table border="1" data-bbox="276 353 587 434"><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table> <p>Data Requirement:</p> <ul style="list-style-type: none">• Organizations with which MoU have been signed• Name of the institution/ industry/ corporate house• Year of signing MoU• Duration• List of the activities under each MoU• Number of students/teachers who participated in various activities <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none">• e-copies of the MoUs with institution/ industry/ corporate house• Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year• Any additional information	Year		Number	
Year					
Number					




Criterion IV – Infrastructure and Learning Resources

Metric No.	Key Indicator - 4.1 Physical Facilities				
4.1.1 Q_M	<p><i>The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.</i></p> <p>Describe the adequacy of facilities for teaching-learning as per the minimum requirement specified by statutory bodies (within a maximum of 200 words).</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information 				
4.1.2 Q_M	<p><i>The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)</i></p> <p>Describe the adequacy of institutional facilities for cultural activities, yoga, and sports and games (indoor and outdoor) which include specification about area/size, year of establishment and user rate (within a maximum of 200 words).</p> <p>File Description</p> <ul style="list-style-type: none"> • Geotagged pictures • Upload any additional information • Paste link for additional information 				
4.1.3 Q_nM	<p><i>Number of classrooms and seminar halls with ICT-enabled facilities:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Number of classrooms with LCDs • Number of classrooms with Wi-Fi/LAN facilities • Number of smart classrooms and interactive boards • Number of classrooms with LMS facilities • Number of seminar halls with ICT facilities <p>File Description: Upload the data template</p> <ul style="list-style-type: none"> • Upload any additional information 	Year		Number	
Year					
Number					
4.1.4 Q_nM	<p><i>Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs):</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>(INR in Lakhs)</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Expenditure for infrastructure augmentation 	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					

	<ul style="list-style-type: none"> • Budget allocated for infrastructure augmentation • Year of allocation • Total expenditure excluding salary <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none"> • Upload audited utilization statements • Details of Expenditure, excluding salary, during the years • Any additional information
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Metric No.	Key Indicator - 4.2 Library as a Learning Resource
4.2.1 Q _M	<p><i>Library is automated using Integrated Library Management System (ILMS):</i> Data Requirement: Provide a description of the library with</p> <ul style="list-style-type: none"> • Name of the ILMS software • Nature of automation (full or partial) • Version • Year of automation <p>Present a write-up within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information
4.2.2 Q _{nM}	<p><i>Institution has access to the following:</i></p> <ol style="list-style-type: none"> 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources <p>Options:</p> <p>A. Any 4 or more 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> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Details of institutional memberships in other libraries • Details of subscription <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership • Upload any additional information

<p>4.2.3</p> <p>Q_nM</p>	<p><i>Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs):</i></p> <table border="1" data-bbox="276 320 754 398"> <tr> <td>Year</td><td></td></tr> <tr> <td>(INR in Lakhs)</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Expenditure on purchase of books/ e-books • Expenditure on subscription to journals/e-journals • Month and Year of expenditure <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Audited statements of accounts • Any additional information 	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					
<p>4.2.4</p> <p>Q_nM</p>	<p><i>Usage of library by teachers and students (footfalls and login data for online access):</i></p> <p>4.2.4.1: Number of teachers and students using the library per day during the year</p> <table border="1" data-bbox="276 976 587 1055"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Upload the last page of accession register • Method of computing the per day usage of library • Number of physical users accessing the library • Number of users using the library through e-access <p>File Description</p> <ul style="list-style-type: none"> • Upload details of library usage by teachers and students • Any additional information <p>HEI is requested to calculate the teachers' and students' usage of library per day. Average = Total number of teachers and students on every working day for all working days / Total number of working days.</p> <p>Note: Data template is not applicable to this metric.</p>	Year		Number	
Year					
Number					

Metric No.	Key Indicator – 4.3 IT Infrastructure						
4.3.1 Q _n M	<p><i>Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities:</i></p> <p>Describe IT facilities including Wi-Fi with date and nature of updation within a maximum of 200 words</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information 						
4.3.2 Q _n M	<p><i>Student - Computer ratio</i> Number of Students: Number of Computers</p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number of Students</td><td></td></tr> <tr> <td>Number of Computers</td><td></td></tr> </table> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information <p>Note: Data template is not applicable to this metric.</p>	Year		Number of Students		Number of Computers	
Year							
Number of Students							
Number of Computers							
4.3.3 Q _n M	<p><i>Bandwidth of internet connection in the Institution and the number of students on campus:</i> Options:</p> <table> <tr> <td> A. ≥50 Mbps B. 35 Mbps - 50 Mbps C. 20 Mbps - 35 Mbps D. 5 Mbps - 20 Mbps E. <5 Mbps </td> <td>  Choose any one </td> </tr> </table> <p>File Description</p> <ul style="list-style-type: none"> • Details of bandwidth available in the Institution • Upload any additional information <p>Note: Data template is not applicable to this metric.</p>	A. ≥50 Mbps B. 35 Mbps - 50 Mbps C. 20 Mbps - 35 Mbps D. 5 Mbps - 20 Mbps E. <5 Mbps	 Choose any one				
A. ≥50 Mbps B. 35 Mbps - 50 Mbps C. 20 Mbps - 35 Mbps D. 5 Mbps - 20 Mbps E. <5 Mbps	 Choose any one						

<p>4.3.4</p> <p>QnM</p>	<p><i>Institution has facilities for e-content development:</i> <i>Facilities available for e-content development:</i></p> <ol style="list-style-type: none"> 1. Media Centre 2. Audio-Visual Centre 3. Lecture Capturing System (LCS) 4. Mixing equipments and software for editing <p>Options:</p> <ol style="list-style-type: none"> A. All four of the above B. Any three of the above C. Any two of the above D. Any one of the above E. None of the above <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information
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Metric No.	Key Indicator - 4.4 Maintenance of Campus Infrastructure				
<p>4.4.1</p> <p>QnM</p>	<p><i>Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs):</i></p> <table border="1" data-bbox="276 1120 699 1198"> <tr> <td>Year</td><td></td></tr> <tr> <td>(INR in Lakhs)</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Non-salary expenditure incurred • Expenditure incurred on maintenance of campus infrastructure <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none"> • Audited statements of accounts • Upload any additional information 	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					
<p>4.4.2</p> <p>QnM</p>	<p><i>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.</i></p> <p>Describe the institution's policy with details of systems and procedures for maintaining and utilizing physical, academic and support facilities (within a maximum of 200 words).</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information 				

Criterion V - Student Support and Progression

Metric No.	Key Indicator - 5.1 Student Support				
5.1.1 Q_nM	<p><i>Number of students benefitted by scholarships and freeships provided by the Government during the year:</i></p> <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table> <p>Data Requirement:</p> <ul style="list-style-type: none">• Name of the scheme• Number of beneficiaries <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none">• Upload self-attested letters with the list of students receiving scholarships• Upload any additional information	Year		Number	
Year					
Number					
5.1.2 Q_nM	<p><i>Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year:</i></p> <table><tr><td>Year</td><td></td></tr><tr><td>Number</td><td></td></tr></table> <p>Data Requirement:</p> <ul style="list-style-type: none">• Name of the scheme with contact information• Number of beneficiaries <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none">• Upload any additional information	Year		Number	
Year					
Number					

<p>5.1.3</p> <p>Q_nM</p>	<p><i>The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities:</i></p> <ol style="list-style-type: none"> 1. Soft Skills 2. Language and Communication Skills 3. Life Skills (Yoga, Physical fitness, Health and Hygiene) 4. Awareness of Trends in Technology <p>Options:</p> <ol style="list-style-type: none"> 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>Data Requirements (As per Data Template):</p> <ul style="list-style-type: none"> • Name of the Capacity Development and Skill Enhancement programme • Year of implementation • Number of students enrolled • Name of the agencies involved with contact details <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Link to Institutional website • Details of capability development and schemes • Any additional information 				
<p>5.1.4</p> <p>Q_nM</p>	<p><i>Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year:</i></p> <table border="1" data-bbox="276 1245 587 1323"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the scheme/programme • Number of students who passed in competitive exam(s) • Number of students placed <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Any additional information 	Year		Number	
Year					
Number					

<p>5.1.5</p> <p>Q_nM</p>	<p><i>The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging:</i></p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Creating awareness and implementation of policies with zero tolerance 3. Mechanism for submission of online/offline students' grievances 4. Timely redressal of grievances through appropriate committees <p>Options:</p> <ol style="list-style-type: none"> 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>File Description:</p> <ul style="list-style-type: none"> • Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee • Details of student grievances including sexual harassment and ragging cases • Upload any additional information <p>Note: Data template is not applicable to this metric.</p>				
<p>Metric No.</p>	<p align="center">Key Indicator - 5.2 Student Progression</p>				
<p>5.2.1</p> <p>Q_nM</p>	<p><i>Number of outgoing students who got placement during the year:</i></p> <table border="1" data-bbox="276 1155 587 1234"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Number of students placed • Name of the employer with contact details <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Self-attested list of students placed • Upload any additional information 	Year		Number	
Year					
Number					

<p>5.2.2</p> <p>Q_nM</p>	<p><i>Number of outgoing students progressing to higher education during the year:</i></p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement: Number of outgoing students progressing to Higher Education.</p> <p>File Description: Upload the data template</p> <ul style="list-style-type: none"> • Upload supporting data for students/alumni • Details of students who went for higher education • Any additional information 	Year		Number					
Year									
Number									
<p>5.2.3</p> <p>Q_nM</p>	<p><i>Number of students qualifying in state/ national/ international level examinations during the year</i></p> <p>5.2.3.1: Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/GATE/GMAT/CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year:</p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>5.2.3.2: Number of students who appeared in state/ national/ international examinations (e.g.: IIT-JAM/ NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) during the year:</p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement: Number of students who cleared</p> <ul style="list-style-type: none"> • IIT-JAM • NET • SET • JRF • GATE • GMAT • CAT • GRE • TOEFL • Civil Services • State Government examinations <p>File Description: Upload the data template:</p> <ul style="list-style-type: none"> • Upload supporting data for students/alumni 	Year		Number		Year		Number	
Year									
Number									
Year									
Number									

	<ul style="list-style-type: none"> Any additional information 				
Metric No.	Key Indicator - 5.3 Student Participation and Activities				
5.3.1 Q_nM	<p><i>Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Name of the event Inter-university / State / National/ International Name of the award/ medal <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none"> e-copies of award letters and certificates Any additional information 	Year		Number	
Year					
Number					
5.3.2 Q₁M	<p><i>Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution:</i></p> <p>Describe the Student Council's activities and students' role in academic and administrative bodies/committees (within a maximum of 200 words)</p> <p>File Description:</p> <ul style="list-style-type: none"> Upload any additional information Paste link for additional information 				
5.3.3 Q_nM	<p><i>Number of sports and cultural events / competitions organised by the institution:</i></p> <table border="1"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> Report of the event List of sports and cultural events / competitions organised per year Upload any additional information 	Year		Number	
Year					
Number					
Metric No.	Key Indicator - 5.4 Alumni Engagement				
5.4.1 Q₁M	<p><i>The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services:</i></p> <p>Describe the contribution of the alumni association to the institution (within a maximum of 200 words)</p> <p>File Description:</p>				

	<ul style="list-style-type: none">• Upload any additional information• Paste link for additional Information						
5.4.2 Q_nM	<p><i>Alumni's financial contribution during the year</i></p> <p>Options:</p> <table border="0"><tr><td>A. ≥ 15 Lakhs</td><td rowspan="5">} Choose any one</td></tr><tr><td>B. 10 Lakhs - 15 Lakhs</td></tr><tr><td>C. 5 Lakhs - 10 Lakhs</td></tr><tr><td>D. 2 Lakhs - 5 Lakhs</td></tr><tr><td>E. <2 Lakhs</td></tr></table> <p>File Description:</p> <ul style="list-style-type: none">• Upload any additional information <p>Note: Data template is not applicable to this metric.</p>	A. ≥ 15 Lakhs	} Choose any one	B. 10 Lakhs - 15 Lakhs	C. 5 Lakhs - 10 Lakhs	D. 2 Lakhs - 5 Lakhs	E. <2 Lakhs
A. ≥ 15 Lakhs	} Choose any one						
B. 10 Lakhs - 15 Lakhs							
C. 5 Lakhs - 10 Lakhs							
D. 2 Lakhs - 5 Lakhs							
E. <2 Lakhs							

Criterion VI – Governance, Leadership and Management

Metric No.	Key Indicator - 6.1 Institutional Vision and Leadership
6.1.1 Q_iM	<p><i>The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution:</i></p> <p>Describe the vision and mission of the institution with regard to governance, perspective plans and participation of the teachers in the decision-making bodies of the institution (within a maximum of 200 words).</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional Information
6.1.2 Q_iM	<p><i>Effective leadership is reflected in various institutional practices such as decentralization and participative management:</i></p> <p>Upload a case study highlighting decentralisation and participative management in the institution in not more than 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload strategic plan and deployment documents on the website • Upload any additional information • Paste link for additional Information

Metric No	Key Indicator - 6.2 Strategy Development and Deployment
6.2.1 Q_iM	<p><i>The institutional Strategic/ Perspective plan has been clearly articulated and implemented.</i></p> <p>Describe any one activity/practice successfully implemented based on the institution's strategic plan (within a maximum of 200 words).</p> <p>File Description</p> <ul style="list-style-type: none"> • Strategic Plan and deployment documents on the website • Paste link for additional information • Upload any additional information
6.2.2 Q_iM	<p><i>The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.</i></p> <p>Present the Organogram of the institution and describe its structure (within a maximum of 200 words).</p> <p>File Description</p> <ul style="list-style-type: none"> • Paste link to Organogram on the institution webpage • Upload any additional information • Paste link for additional Information

<p>6.2.3</p> <p>Q_nM</p>	<p>Implementation of e-governance in areas of operation:</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <p>Options:</p> <ol style="list-style-type: none"> All of the above Any three of the above Any two of the above Any one of the above None of the above <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> ERP (Enterprise Resource Planning) Document Screen shots of user interfaces Details of implementation of e-governance in areas of operation Any additional information 				
<p>Metric No.</p>	<p align="center">Key Indicator - 6.3 Faculty Empowerment Strategies</p>				
<p>6.3.1</p> <p>Q_nM</p>	<p><i>The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression:</i></p> <p>Enumerate the existing welfare measures for teaching and non-teaching staff (within a maximum of 200 words).</p> <p>File Description</p> <ul style="list-style-type: none"> Upload any additional information Paste link for additional information 				
<p>6.3.2</p> <p>Q_nM</p>	<p><i>Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year:</i></p> <table border="1" data-bbox="276 1469 587 1554"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Name of the teacher Name of conference/ workshop attended for which financial support was provided Name of the professional body for which membership fee was provided <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> Upload any additional information 	Year		Number	
Year					
Number					

<p>6.3.3</p> <p>Q_nM</p>	<p><i>Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year:</i></p> <table border="1" data-bbox="276 320 587 398"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Title of the professional development programme organised for teaching staff • Title of the administrative training programme organised for non-teaching staff • Dates (from - to) <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres). • Upload any additional information 	Year		Number	
Year					
Number					
<p>6.3.4</p> <p>Q_nM</p>	<p><i>Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year:</i> <i>(Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)</i></p> <table border="1" data-bbox="276 996 587 1075"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Number of teachers attended • Title of the programme • Duration (from - to) <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Summary of the IQAC report • Reports of the Human Resource Development Centres (UGC ASC or other relevant centers). • Upload any additional information 	Year		Number	
Year					
Number					

Metric No.	Key Indicator – 6.4 Financial Management and Resource Mobilization
<p>6.4.1</p> <p>Q_nM</p>	<p><i>Institution conducts internal and external financial audits regularly:</i> Enumerate the various internal and external financial audits carried out during the year highlighting the mechanism for settling audit objections (within a maximum of 200 words).</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information

<p>6.4.2</p> <p>Q_nM</p>	<p><i>Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs:</i></p> <table border="1" data-bbox="276 320 587 398"> <tr> <td>Year</td><td></td></tr> <tr> <td>Number</td><td></td></tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Name of the non-government funding agencies/ individuals/ philanthropists Funds/ Grants received <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> Annual statements of accounts Details of funds / grants received from non-government bodies, individuals, philanthropists during the year Any additional information 	Year		Number	
Year					
Number					
<p>6.4.3</p> <p>Q_iM</p>	<p><i>Institutional strategies for mobilisation of funds and the optimal utilisation of resources:</i></p> <p>Describe the institution's resource mobilisation policy and procedures within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> Upload any additional information Paste link for additional Information 				
<p>Metric No.</p>	<p align="center">Key Indicator - 6.5 Internal Quality Assurance System</p>				
<p>6.5.1</p> <p>Q_iM</p>	<p><i>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle):</i></p> <p><i>Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles):</i></p> <p>Describe two practices that have been institutionalized as a result of IQAC initiatives (within a maximum of 200 words).</p> <p>File Description</p> <ul style="list-style-type: none"> Upload any additional information Paste link for additional information 				
<p>6.5.2</p> <p>Q_iM</p>	<p><i>The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms:</i></p> <p>Describe any two examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC (within a maximum of 200 words each).</p> <p>File Description</p> <ul style="list-style-type: none"> Upload any additional information Paste link for additional information 				

6.5.3 Q_nM	<p><i>Quality assurance initiatives of the institution include:</i></p> <ol style="list-style-type: none">1. Regular meeting of the IQAC2. Feedback collected, analysed and used for improvement of the institution3. Collaborative quality initiatives with other institution(s)4. Participation in NIRF5. Any other quality audit recognized by state, national or international agencies (such as ISO Certification) <p>Options:</p> <ol style="list-style-type: none">A. Any 4 or all of the aboveB. Any 3 of the aboveC. Any 2 of the aboveD. Any 1 of the aboveE. None of the above <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none">• Paste the web link of annual reports of the Institution• Upload e-copies of accreditations and certification• Upload details of quality assurance initiatives of the institution• Upload any additional information
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Criterion VII – Institutional Values and Best Practices

Metric No.	Key Indicator - 7.1 Institutional Values and Social Responsibilities
	Gender Equity
7.1.1 QIM	<p><i>Measures initiated by the institution for the promotion of gender equity during the year:</i></p> <p>Highlight the curricular and co- and extra-curricular activities promoting gender equity and sensitization and the facilities available for women on campus (within a maximum of 200 words).</p> <p><i>Provide the weblink to:</i></p> <ul style="list-style-type: none"> • Annual gender sensitization action plan(s) • Specific facilities provided for women in terms of: <ul style="list-style-type: none"> a. Safety and security b. Counselling c. Common rooms d. Daycare Centre e. Any other relevant information <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional Information
	Environmental Consciousness and Sustainability
7.1.2 Q_nM	<p><i>The Institution has facilities for alternate sources of energy and energy conservation</i></p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power-efficient equipment <p>Options:</p> <p>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</p> <p>File Description:</p> <ul style="list-style-type: none"> • Geotagged Photographs • Any other relevant information <p>Note: Data template is not applicable to this metric.</p>
7.1.3 Q₁M	<p><i>Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words):</i></p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Hazardous chemicals and radioactive waste management

	<ul style="list-style-type: none"> Waste recycling system <p>Provide web link to:</p> <ul style="list-style-type: none"> Relevant documents like agreements/MoUs with Government and other approved agencies Geotagged photographs of the facilities Any other relevant information
7.1.4 Q_nM	<p><i>Water conservation facilities available in the institution:</i></p> <ol style="list-style-type: none"> Rainwater harvesting Borewell /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus <p>Options:</p> <p>A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above</p> <p>File Description:</p> <ul style="list-style-type: none"> Geotagged photographs / videos of the facilities Any other relevant information <p>Note: Data template is not applicable to this metric.</p>
7.1.5 Q_nM	<p><i>Green campus initiatives include</i></p> <p>7.1.5.1. The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> Restricted entry of automobiles Use of bicycles/ Battery-powered vehicles Pedestrian-friendly pathways Ban on use of plastic Landscaping <p>Options:</p> <p>A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above</p> <p>File Description:</p> <ul style="list-style-type: none"> Geotagged photos / videos of the facilities Various policy documents / decisions circulated for implementation Any other relevant documents <p>Note: Data template is not applicable to this metric.</p>
7.1.6 Q_nM	<p><i>Quality audits on environment and energy undertaken by the institution:</i></p> <p>7.1.6.1. The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> Green audit Energy audit Environment audit

	<p>4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p> <p>Options:</p> <p>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</p> <p>File Description:</p> <ul style="list-style-type: none"> • 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 <p>Note: Data template is not applicable to this metric.</p>
<p>7.1.7 Q_nM</p>	<p><i>The Institution has a Divyangjan-friendly and barrier-free environment:</i></p> <ol style="list-style-type: none"> 1. Ramps/lifts for easy access to classrooms and centres 2. <i>Divyangjan</i> -friendly washrooms 3. Signage including tactile path lights, display boards and signposts 4. Assistive technology and facilities for persons with <i>Divyangjan</i> accessible website, screen-reading software, mechanized equipment, etc. 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc. <p>Options:</p> <p>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</p> <p>File Description:</p> <ul style="list-style-type: none"> • Geotagged photographs / videos of facilities • Policy documents and brochures on the support to be provided • Details of the software procured for providing assistance • Any other relevant information <p>Note: Data template is not applicable to this metric.</p>

	<i>Inclusion and Situatedness</i>
<p>7.1.8 Q_iM</p>	<p><i>Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).</i></p> <p><i>Provide Web link to:</i></p> <ul style="list-style-type: none"> • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)

	<i>Human Values and Professional Ethics</i>
7.1.9 Q_iM	<i>Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:</i> Describe the various activities of the institution for inculcating values for becoming responsible citizens as reflected in the Constitution of India (within a maximum of 200 words). <i>Provide weblink to:</i> <ul style="list-style-type: none"> • Details of activities that inculcate values necessary to transform students into responsible citizens • Any other relevant information
7.1.10 Q_nM	<i>The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard:</i> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on the Code of Conduct are organized <i>Options:</i> 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 <i>File Description:</i> <ul style="list-style-type: none"> • 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 programmes, etc. in support of the claims • Any other relevant information <i>Note: Data template is not applicable to this metric.</i>
7.1.11 Q_iM	<i>Institution celebrates / organizes national and international commemorative days, events and festivals:</i> Describe the efforts of the institution to celebrate /organize national and international commemorative days, events and festivals during the year (within a maximum of 200 words). Provide weblink to: <ul style="list-style-type: none"> • Annual report of the celebrations and commemorative events for during the year • Geotagged photographs of some of the events • Any other relevant information

Metric No.	Key Indicator - 7.2 Best Practices
7.2.1 Q_iM	Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC: Provide web link to: <ul style="list-style-type: none">• Best practices in the Institutional website• Any other relevant information

Note:**Format for Presentation of Best Practices****(Institution should submit the Best Practices in this format only)****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 20 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 30 words)

4. The Practice

Describe the best practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced? (in about 50 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 40 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 30 words).

7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 30 words).

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

Metric No.	Key Indicator - 7.3 Institutional Distinctiveness
7.3.1 Q ₁ M	<p><i>Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words):</i></p> <p>Provide the web link to:</p> <ul style="list-style-type: none">• Institutional Distinctiveness on the Institutional website <p>Provide web link to:</p> <ul style="list-style-type: none">• Appropriate link in the institutional website• Any other relevant information

Plan of action for the next academic year (in 200 words)

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Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self-Financing
SLET	-	State Level Eligibility Test
SET	-	State Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

Part - C

Frequently Asked Questions (FAQ) on AQAR

(update on 15-04-2021)

1. What is IQAC?

Internal Quality Assurance Cell (IQAC) is a cell propagated by NAAC for every accredited institution for quality sustenance initiatives. Institutions may establish IQAC for enhance the quality culture.

2. How to establish IQAC?

To establish IQAC, NAAC has formulated the Internal Quality Assurance Cell guidelines. Kindly visit www.naac.gov.in and click on <http://www.naac.gov.in/info-for-institutions#aqar> and download the guidelines.

3. What is the role of IQAC?

Roles and responsibilities are given in the guidelines document. Please see the IQAC guidelines.

4. What is the AQAR?

Annual Quality Assurance Report – (AQAR) is a yearly report, which should be submitted to NAAC every year by all Accredited Institutions as per the format prescribed by online. Please visit NAAC website: www.naac.gov.in

5. Where can we see the AQAR format?

The latest AQAR format is available at NAAC website, kindly follow the link.....
<http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines>

6. Why Institution should submit AQAR?

All the HEI's accredited by NAAC should submit AQAR report to NAAC every year. The AQAR period would be the Academic Year. For example, June 1, 2012 to May 31, 2013. AQAR would be helpful to know the improvements of the institution after the accreditation.

7. What is the use of AQAR?

AQAR is a useful document which gives overall picture of the institutional growth in all the seven criteria's identified by NAAC for the year . It also provides systematic data with respect to various improvements to be taken up by the institution.

8. What will happen if institution does not submit AQAR?

AQAR submission is mandatory for all Accredited Institutions. It is one of the mandatory requirement for subsequent cycle of accreditation. If the institution has not submitted earlier

AQAR, it needs to submit before filling up the IQA or at least before submission of RAR report to NAAC. **From January 1, 2019 onwards only online AQAR will be accepted.** Institutions are requested to look into NAAC portal. AQAR submission is must for Accredited HEIs. During the Institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken.

9. How to do the Submission of AQAR online at NAAC?

The online AQAR has been designed by NAAC and same is available in the NAAC website in word file. <http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines>



The submission of the AQAR by email has been closed on 31st December 2018 (in old format). The HEI's are requested to submit the AQAR online through application available at NAAC web portal only. The following steps to be followed.

- If the Institutions has been accredited by NAAC before 2017, Institutions need to register in the NAAC portal by clicking New Registration.
- Create on HEI Portal by registering in the NAAC web portal, <https://assessmentonline.naac.gov.in/public/index.php/hej>
- Download the AQAR (word file) and prepare the AQAR data to be submitted online through NAAC portal.
- Submit AQAR by online by using Institutional Password.
- The Institutions willing to submit the AQAR in the New format by online are welcome. The AQAR for the year 2017-18 may be submitted through online by NAAC Portal only.
- Please note that the changes can be done in each Criteria after saving the file. Once final version is submitted to the NAAC you can't change the data.
- Refer "how to submit AQAR by online"

10. Institution has not submitted any AQAR to NAAC, what needs to be done?

If the institution did not submit AQAR to NAAC, institution needs to submit all previous AQAR online only in new format. The AQAR upto 2019-20 need to be submitted in the previous format of AQAR. Please ref. <http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines>

AQAR format old (Up to academic year 2019- 2020)

IQAC - AQAR Guidelines for	English Version
University	
Autonomous Colleges	

Affiliated/Constituent Colleges



11. Our institution was accredited in 2004..!! 2005..!! etc., we have not submitted single AQAR to NAAC, what should institution do now? We are applying to NAAC.

AQAR needs to be submitted to NAAC Annually. The AQAR period would be the Academic Year. For example, June 1, 2015 to May 31, 2016.

NAAC has revised the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions. The revised guidelines has come into effect from August,2020 for the Academic session 2020-2021..

The Higher Education institutions which are submitting the Annual Quality Assurance Report (AQAR) from 01-01-2019 onwards need to submit in the revised format only. The Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions is placed below in word file. The AQAR submission in online please visit NAAC website www.naac.gov.in. Only online AQAR is accepted by NAAC.

12. We have submitted our AQAR previously through E-mail, now also we can submit through E-mail?

No. The institutions are advised to submit the AQAR by online only from 01-01-2019.

No email submissions are encouraged after 01-01-2019

13. We are accredited in the year 2004/ 2004/2005 etc., whether AQAR need to be submitted in old format or New format?

New format only. The revised guidelines has come into effect from 1st June 2018. NAAC has revised the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions. Those institutions who have not submitted the AQAR need to submit in the new format only. Please visit our website link <http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines>

AQAR format old (Up to academic year 2019- 2020)

IQAC - AQAR Guidelines for

English Version

University



Autonomous Colleges	
Affiliated/Constituent Colleges	

14. We have sent the HARD copy of AQAR's but we have not sent the SOFT copy (by email)?

No Hard copy is required to submit. The AQAR submission is online. Kindly visit the link <http://www.naac.gov.in/info-for-institutions#aqar>.

The AQAR needs to be submitted on-line. No hard copy submissions are encouraged.

15. Can we fill all five year data in one AQAR report and send it to NAAC?

NO, there should be separate AQAR submission to NAAC for each year. The institutions are advised to submit online AQAR every year.

16. How should we send AQAR's?

All AQAR should be submitted online only.

17. How will we receive the acknowledgement?

The Online submission of AQAR will have automatic Acknowledgement. If the institutions couldn't get the Acknowledgement, please call on 080-23005258/192.

18. Whether the institution should keep the AQAR copy for reference?

Yes, it is always suggested to save the final copy for institutional future reference. One copy may be kept at Vice Chancellor / Director / Principal / Head of Institution office / room and other copy at IQAC centre and one more copy with NAAC coordinator of the institution.

It is also encouraged to host the AQAR in their institutional website.

19. NAAC has declared grade HEI need to submit AQAR?

Ex. i): If an HEI is accredited on 16 Sept. 2019, the HEI needs to submit the AQAR of 2018-2019 before December 31, 2019. It means, previous Completed Academic Year (2018-2019) AQAR needs to be submitted.

Ex. ii): If an HEI is accredited on 12 March 2020, the HEI needs to submit the AQAR of 2019-2020 before December 31, 2020. It means, the previous Completed Academic Year (2019-2020) AQAR needs to be submitted.

20. What data should be filled whether it is as per academic year or calendar year?

Ans : Academic year should be considered.

21. Should we fill data in the portal also and in the attachment also?

Ans : Yes. If you have more than 10 entries then kindly enter a few data in the data table and other details you can upload using the upload option.

22. In the portal only 10 records are taken but we have huge data for a metric. How should we enter that?

Ans : . If you have more data then kindly enter a few data in the data table and other details you can upload using the upload option.

23. How many AQARs are to be submitted for 1 cycle?

Ans : AQAR need to be submitted for previous four academic years.

24. HEI has received clarification for metrics, HEI does not have any data for metrics but the portal is not saving Zero / NIL / NA in those metrics. How to provide data for these metrics?

Ans: The software is designed to take 0 or NIL, if any difficulty, please raise the issues using support/ helpdesk in HEI portal.

25. Ours is an autonomous college, but in the respective academic year of the AQAR it was an affiliated college, so we should submit AQAR as an affiliated / autonomous college?

Ans: For ex. Academic year 2015-16 the HEI is affiliated, please submit in affiliated AQAR, for Academic year 2017-18 the HEI has been conferred with Autonomous status for AQAR 2017-18. Please submit AQAR in Autonomous college format only.

After completion one year of Autonomous status, the data need to be filling in Autonomous Category.

26. The HEI has submitted AQAR previously through E-mail, now also HEI can submit Through Email?

Ans: No. the HEI need to submit the AQAR online mode only.

27. AQAR reopened after submission. There is no updation required and no need for adding in this case what I should do.

Ans: To help the HEI at least for few data updation in the submitting of AQAR, NAAC re-opens the AQAR for HEI to cross check and updation if any. If HEI does not have any updation, Kindly reply in the response box state that no updation required, which is available in the submission page.

28. Our HEI is first time/first cycle applying to NAAC, IQAC is mandatory.

Ans: Yes, the HEI need to establish the IQAS as per NAAC guidelines. It will facilitate the HEI to internalise the quality cultures, AQAR submission is not required during First cycle. But for Second cycle onwards the AQAR submission is mandatory.

29. Whether NAAC will extend the date of submission for all previous AQAR?

Ans: NAAC will not extend the dates of submission of AQAR every year the AQAR, the AQAR need to be submitted before 31st December. In case of any national emergencies or exigencies then take a decision. Refer to NAAC notification of extension if any in regular situations, HEIs are advised to submit all previous AQAR to NAAC with the usual deadline.

30. The recent notification from NAAC about SSR submission asks for data to be submitted from 1st June 2019 to 31st December 2020 for the academic year 2019-20. Does the same instruction apply for submission of data for AQAR for the academic year 2019-20 and 2020-21 ?

Ans: Yes. The same has been adopted for AQAR also. The data to be submitted from 1st June 2019 to 31st December 2020 for the AQAR Academic year 2019-20 for 2020-21 data to be submitted from 1st June 2020 to 31st December 2021.

31. What are the mandatory disclosures to put on the HEIs Website?

To ensure the transparency in the process of Assessment and Accreditation, it is necessary for the Higher Educational Institution's (HEI's) to upload the SSR along with other relevant documents on Institutional website. Thus it is suggested to create a separate NAAC tab/link on Higher Educational Institution's (HEI's) website and upload following documents till the validity period of Accreditation is over:

- 1) SSR submitted online, to be uploaded after DVV process only (.pdf format).
- 2) Data templates which are uploaded along with SSR (in password protected mode, if needed).
- 3) Annual Quality Assurance Report (AQAR – Year wise)
- 4) Accreditation outcome document viz., Certificate, Grade sheet, etc.











































The Higher Educational Institution's (HEI's) may suitably design their NAAC tab/link to accommodate all relevant documents.

32. What is the format for AQAR Academic year 2020-21?

The NAAC has recently brought out AQAR new guideline in line with different manuals. The AQAR guideline is available in NAAC website.

AQAR format of the revised Manual (with effect from the academic year 2020-21)

IQAC - AQAR Guidelines for	PDF file	Word file	Data Template
-----------------------------------	-----------------	------------------	----------------------

1	Universities			
2	Autonomous Colleges			
3	Affiliated/Constituent UG Colleges			
4	Affiliated/Constituent PG Colleges			
5	Teacher Education Institutions			
6	Health Science Universities			
7	Part-A Health Science Colleges			
8	Part-B Allied Health Sciences			
9	Part-B Ayurveda			
10	Part-B Dental			
11	Part-B Homeopathy			
12	Part-B Medical			
13	Part-B Nursing			
14	Part-B Physiotherapy			

15	Part-B Siddha			
16	Part-B Unani			
17	Part-B Yoga & Naturopathy			

33. The Institution has submitted and uploaded the AQAR of previous years in the NAAC portal. The same has been accepted by NAAC. Some more data for AQAR 2017-18 and 2018-19 need to be add/edit, please allow the Institution to edit the same.

Ans: Once the AQAR has been accepted by NAAC, HEI cannot add or edit the accepted AQAR file.

34. Whether the AQAR undergo the process of Data Validation and Verification.

Ans: No the submitted AQAR does not undergo the process of Data Validation and Verification.

35. HEI would like to inform NAAC that Institution has got the Autonomous Status in the month of November, 2020. Autonomous status in the college has been implemented from the Academic year 2020-21. NAAC accreditation validity as an Affiliated College is up to 15 February, 2020. At this juncture, HEI would like to know that in which AQAR format to be used. (Autonomous or Affiliated College) Kindly clarify?

Ans: The College has conferred with Autonomous Status from the Academic year 2019-2020. The previous year AQAR data be submitted to NAAC as Affiliated College. From the Academic year 2020-21 on wards it is suggested to submit in Autonomous College AQAR format.

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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