

Criterion I	Monthly and Annual Reports	(QNM)
CRA 1		

File description
Year – 2018-19 to 2022-23
<p>(1) Print out of all the monthly reports in the prescribed format send to the principal on or before 10th of every month should be filed</p> <p>(2) Annual report of the department based on monthly should also be filed.</p>

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Print out of all the monthly reports signed by the HoD (Year wise)	
2	Annual report of the department based on monthly report signed by the HoD (Year wise)	

Total number of monthly report prepared during the last five years	
Total number of annual report of the department prepared during the last five years	

Criterion I	Students' monthly attendance report	QNM
CRA 2		

File description
Year – 2018-19 to 2022-23
Monthly attendance report of all the classes should be filed

SI. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Monthly attendance report of all the classes signed by the tutor and HoD	

Total number of Monthly attendance report of all the classes prepared signed by the tutor and HoD	
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Criterion I	Academic calendar and, teaching schedule and plan	QNM
CRA 3		

File description
Year – 2018-19 to 2022-23
The academic calendar prepared by the college (based on university calendar) and teaching plan of all the teachers (all courses) should be filed.

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Academic calendar prepared by the college (based on university calendar) signed by the HoD	
2	Teaching plan of all the teachers for each courses signed by the concerned teacher and HoD.	

Total number of Teaching plan of all the teachers filed for the last five years	
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Criterion I	Time Table and Workload	QNM
CRA 4		

File description
Year – 2018-19 to 2022-23
<p>The department timetable, individual teachers' time table and workload, sanctioned strength and vacancy filling status of the department should be filed.</p>

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Department timetable signed by the HoD (Year wise)	
2	Individual teachers' time table signed by the concerned teacher and HoD. (Year wise)	
3	workload, sanctioned strength and vacancy filling status signed by the HoD and principal (In the case of Aided staff, need to obtain this data in the prescribed format from the college office)	

Criterion I	Syllabus of PG and UG	QNM
CRA 5		

File description
Year – 2018-19 to 2022-23
Complete UG and PG syllabus need to be filed during the period of 2018-19 to 2022-23

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Complete syllabus of UG programme	
2	Complete syllabus of PG programme	

Total number of UG syllabus filed during the last five years	
Total number of PG syllabus filed during the last five years	

Criterion I	Students College level Nominal Roll and University register number wise roll	QNM
CRA 6		

File description
Year – 2018-19 to 2022-23
List of all students (Programme wise) admitted in the department with their college level nominal roll and university level examination register number should be filed.

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	List of all students (Programme wise) admitted in the department with their college level nominal roll and university level examination register number signed by the concerned tutor and HoD.	

Criterion I	Tutorial Register (Bio data, Socio-economic profile, Academic Progress)	QNM
CRA 7		

File description
Year – 2018-19 to 2022-23
Bio data book contains Socio economic profile of the students, Academic progress of students etc. of all the classes should be there in the file.

SI. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Bio data book of all the classes	
2	Do ensure the Socio economic profile of the students fully filled in the bio data book	
3	Do ensure Academic progress of students are fully filled in the bio data book	

Total number of Bio data books maintained during the last five years	
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Criterion I	Calendar and handbook of the college	QNM
CRA 8		

File description
Year – 2018-19 to 2022-23
A copy of calendar and handbook of the college should be kept in the file.

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Calendar and handbook of the college during last five years	

Total number of calendar and handbook of the college maintained in the department during last five years	
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Criterion I	Class diary of teachers	QNM
CRA 9		

File description
Year – 2018-19 to 2022-23
Class attendance diary of all the teachers should be there in the file.

SI. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Class attendance diary of all the teachers during the last five years	

Total number of Class attendance diary maintained in the department during the last five years	
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Criterion I	Open Courses	QNM
CRA 10		

File description
Year – 2018-19 to 2022-23
<p>(1) Details of open course offered by the department</p> <p>(2) List of students enrolled in the open course from other departments.</p> <p>(3) Internal marks of the open course</p>

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Details of the open course offered by the department during the last five years	
2	List of students enrolled in the open course from other department during the last five years	
3	Internal marks of the open course during the last five years	

Total number of students enrolled in the open course from other departments during the last five years	
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Criterion I	Previous university question papers	QNM
CRA 11		

File description
Year – 2018-19 to 2022-23
University question papers of previous years both UG & PG should be filed properly. (Programme wise and course wise)

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Previous years University question papers of UG (arranged in Programme wise and Class wise) during the last five years	
2	Previous years University question papers of PG (arranged in Programme wise and Class wise) during the last five years	

Total number of Previous years University question papers of UG filed during the last five years	
Total number of Previous years University question papers of PG filed during the last five years	

Criterion I	Department level orientation Programme for UG & PG	QLM
CRA 12		

File description
Year – 2018-19 to 2022-23
The orientation programmes conducted for both UG and PG with the details of the (1) Report of the programme (2) Name and designation of the resource person, (3) Topic of the sessions, (4) Date venue (5) List of students participated (6) Geo-tagged photographs (if conducted offline) (If online, provide screen shots) should be filed.

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Report of the programme which contains (1) Name and designation of the resource person, (2) Topic of the sessions, (3) Date and venue (4) List of students participated (5) Geo-tagged photographs (if conducted offline) (If online, provide screen shots) signed by the HoD	

Total number of orientation programmes conducted for UG during the last five years	
Total number of orientation programmes conducted for PG during the last five years	

Criterion I	Industrial Visit/ Study Tours (with reports and geo-tagged photographs)	QNM
CRA 13		

File description
Year – 2018-19 to 2022-23
<p>A detailed Report of industrial visit and or study tours which contains (1) Name of the programme (2) date of visit, (3) destination/company visited, (4) list of students (4) accompanying teachers (5) geo-tagged photos should be filed.</p>

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Report of industrial visit and or study tours which contains (1) Name of the programme (2) date of visit, (3) destination/company visited, (4) list of students (4) accompanying teachers (5) geo-tagged photos, signed by the HoD	

Total number of industrial visit organised during the last five years	
Total number of study tour organised during the last five years	

Criterion I	On the job training/ Internships (Gor B.Voc programmes only)	QNM
CRA 14		

Percentage of students undertaking internship (Data for the latest completed academic year)			
Year – 2022-23 only			
Programme name	Program Code	List of students undertaking on internship	Link to the relevant document
<p>A detailed Report of internships which contains (1) Name of the programme (2) Name of the students (3) dates and duration in days (from and to), (4) Name of the company, (5) geo-tagged photos during the training sessions (5) internship or project completion certificate.</p>			

Sl. No.	Supporting documents required for latest completed academic year (2022-23) – No need previous data	Check list (Put tick mark)
1	List of students along with the details of title, place of work, duration etc. (above format) for latest completed academic year (2022-23) – No need previous data	
2	Internship completion certificate from the organization where internship was completed. (for latest completed academic year (2022-23))	
3	Hardcopy and Link to report of the internship (for latest completed academic year (2022-23))	
4	Sample photographs of the internship	

Additional information:-

1. Only latest completed academic year data to be considered.
2. Students from all semesters taking internship may be considered.

3. One student involved in multiple internship in the same academic session should be counted as one.
4. Internship completion certificate given to the students by the host organisation may be asked during DVV process with specific student list.
5. Permission letter only from the competent authority will be considered
6. Mere list of students cannot be considered without relevant supporting documents.
7. Training Internship during the job-enrol will not be considered.

Total number of on the students attended internship latest academic year (2022-23)	
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Criterion I	Class PTA meetings records	QLM
CRA 15		

File description
Year – 2018-19 to 2022-23
A detailed report of all PTA meetings conducted by the department with signature of parents and geo-tagged photographs should be filed.

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Report of all PTA meetings (Programme wise and year wise)	
2	PTA meeting record signed by the parents (in bio data book)	
3	Geo-tagged Photos	

Total number of PTA meeting held during the last five years (For all programmes)	
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Criterion I	(1) Certificate programme (2) Add on programme (3) Value added programme	QNM
CRA 16		

File description
Year – 2018-19 to 2022-23

Name of Add on /Certificate /Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year

SI. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Details of each program such as: Name of the program, duration, list of students enrolled (with signature of students), model certificates, curriculum, assessment procedures year-wise. (in the above format) (supporting documents of the CRA 17 can also be used here)	

Specific instructions:-

1. Add on/Certificate/Value added programs (non-credit course) offered and online MOOC programs like SWAYAM, NPTEL etc of minimum 30 hours duration to be considered.

2. DVV may ask for certificate of randomly selected students in selected courses and the attendances for specific date mentioned for the programme.
3. Avoid programs conducted under regular university curriculum.
4. Avoid considering certificate / add on / value added programmes of less than 30 hours.

Total number of Add on /Certificate /Value added programs offered during the last five years	
Total number of online MOOC programs like SWAYAM, NPTEL etc. programs offered during the last five years	

Criterion I	Students enrolment details in Certificate/Add-on/Value added programmes	QNM
CRA 17		

File description
Year – 2018-19 to 2022-23

Data template

Name of Add on /Certificate /Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Year-wise List of the students enrolled in the Program as defined in CRA 16 file (in the above format)	
2	Attendance sheet of Students participating with signature	
3	Model Certificates.	

4	An abstract contains total number of students enrolled in the programmes and total number students in the department (including UG and PG) (year wise data required)	
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Special instructions: - *The DVV may seek for certificates of randomly selected students in selected courses and the attendance document for specific date mentioned in the course.*

Total number of students enrolled in the programmes last five years (For all programmes)	
Total number students in the department for the last five years	
Calculate average percentage of students enrolled in the programmes last five years	

Criterion I	Cross cutting issues relevant to the Curriculum (1) Professional Ethics, (2) Gender, (3) Human Values, (4) Environment and Sustainability	QLM
CRA 18		

File description
Year – 2018-19 to 2022-23
<p>(1) Cross cutting issues in the four thrust areas such as (1) Professional Ethics, (2) Gender, (3) Human Values, (4) Environment and Sustainability covered in the entire UG & PG syllabus of the department should be identified and filed.</p> <p>(2) Cross cutting issues in the four thrust areas such as (1) Professional Ethics, (2) Gender, (3) Human Values, (4) Environment and Sustainability covered in the various programmes and certificate/value added/add on programmes offered by the department should be identified and filed.</p>

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Cross cutting issues in the UG and PG syllabus (Programme wise and course wise) – attach a copy of the specific part of the syllabus that has been underlined or highlighted	
2	Cross cutting issues covered in the various programmes organised by the department. – Detailed report of the programme including title and resource person, list of students’ participated, geo-tagged photographs.	
3	Cross cutting issues covered in the certificate/value added/add on programmes offered by the department - attach a copy of the specific part of the syllabus that has been underlined or highlighted	

Total number of cross cutting issues identified for the four thrust areas	
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Criterion I	Details of students undertaking project work/field work	QNM
CRA 19		

Percentage of students undertaking project work/field work (Data for the latest completed academic year)			
Year – 2022-23 only			
Programme name	Program Code	List of students undertaking on internship	Link to the relevant document

Sl. No.	Supporting documents required only for latest completed academic year (2022-23) – No need previous data	Check list (Put tick mark)
1	List of students along with the details of title, place of work, duration etc. (above format) for latest completed academic year (2022-23) – No need previous data	
2	Project work completion certificate / field work completion certificate from the organization where project work or field work was completed. (for latest completed academic year (2022-23))	
3	Link to report of the field work/ sample photographs of the field work / permission letter only for field work from the competent authority will be considered (for latest completed academic year (2022-23))	
4	Fieldwork report (2022-23)	
5	Sample photographs of the fieldwork (2022-23)	

Additional information:-

1. Only latest completed academic year data to be considered.

2. Students from all semesters taking project may be considered.
3. One student involved in multiple field work or project work in the same academic session should be counted as one.
4. Project/field work completion certificate given to the students by the host organisation may be asked during DVV process with specific student list.
5. Permission letter only from the competent authority will be considered
6. Mere list of students cannot be considered without relevant supporting documents.
7. Training Internship during the job-enrol will not be considered.
8. In case of field work, mentioning objectives and outcomes of field work along with field work report.

Total number of on the students undergone to the fieldwork latest academic year (2022-23)	
Total number of on the students undergone to the project work latest academic year (2022-23)	

Criterion I	Feedback on the academic performance and ambience of the college from (1) Students, (2) Teachers, (3) Employers, (4) Alumni and action taken report	QLM
CRA 20		

File description		
Year – 2018-19 to 2022-23		
<p>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as (1) Students, (2) Teachers, (3) Employers, (4) Alumni etc. and action taken report on the feedback is made available on institutional website(Yes or No) - (Programme wise data required)</p>		
Options	Attributes	Put tick mark
A	Feedback collected, analysed, action taken and feedback hosted on the institutional website	
B	Feedback collected, analysed and action has been taken	
C	Feedback collected and analysed	
D	Feedback collected (at least from any two stakeholders)	
E	Feedback not collected	

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Filled in feedback forms from of all stakeholders from whom the data collected (Programme wise)	
2	Stakeholders' feedback analysis report. (Programme wise)	
3	Action taken Report on feedback. (Programme wise)	
4	Document showing the communication with the affiliating University for the Feedback provided. (Programme wise)	
5	3 filled –in feedback forms and action taken report and the same to be uploaded on institutional website. (copy and paste URL in a sheet)	

Special instructions:-

1. Only filled –in feedback forms (at least from two stakeholders) along with action taken report and the same to be uploaded on institutional website, then only the claim would be considered.
2. The DVV partner may ask for filled in forms of few randomly selected stakeholders.
3. Action taken by the affiliating university on the feedback, if any.
4. Feedback reports reflected in other websites will not be considered.

Total number of feedbacks collected for UG programme from teachers	
Total number of feedbacks collected for UG programme from students	
Total number of feedbacks collected for UG programme from employer	
Total number of feedbacks collected for UG programme from Alumni	
Total number of feedbacks collected for PG programme from teachers	
Total number of feedbacks collected for PG programme from students	
Total number of feedbacks collected for PG programme from employer	
Total number of feedbacks collected for PG programme from Alumni	

Criterion I	Tutorial hours (List of participants and activities done)	QLM
CRA 21		

File description				
Year – 2018-19 to 2022-23				
Tutorial hours engaged:				
Sl. No	Dates	Name of the tutor	Activities Done	No. of students present
1				
2				
3				

SI. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Data in template (in the above format)	
2	Tutorial hour reports	
3	Geo-tagged photos	

Total number of tutorial hours conducted in UG courses during the last five years	
Total number of tutorial hours conducted in PG courses during the last five years	

Criterion I	Psycho-social support given to the students by tutors and counsellors	QLM
CRA 22		

File description				
Year – 2018-19 to 2022-23				
Sl. No	Date	Name of the counsellor/ tutor	Area of issue addressed	class

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Data in template (in the above format)	
2	Case reports signed by the counsellor or tutor	

Total number of Psycho-social support given to the students by tutors and counsellors during the last five years	
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Criterion I	List of students who joined NPTEL Swayam/ other courses	QNM
CRA 23		

File description				
Year – 2018-19 to 2022-23				
Sl. No	Date and duration	Name of the students	Course attended	class

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Data in template (in the above format)	
2	ID card/registration document of the student enrolled in the programme	
3	Course completion or course passing certificate	

Total number of students who joined NPTEL Swayam/ other courses during the last five years	
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Criterion I	Seminar/conferences and paper presentation by UG and PG students with PPT	QNM
CRA 24		

File description					
Year – 2018-19 to 2022-23					
Sl. No	Date	Name of the students	Class	Title of the paper presented	Name of the seminar/conference with state/national/international status

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Data in template (in the above format)	
2	Certificate of paper presentation	
3	Brochure of the conference/seminar	

Total number of students who presented paper in seminar/conferences during the last five years	
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Criterion II	Students Enrolment in (1) UG programmes (2) PG programmes (3) PhD programmes against sanctioned posts	(QNM)
TLE 1		

Students Enrolment in (1) UG programmes (2) PG programmes (3) PhD programmes against sanctioned posts					
Year – 2018-19 to 2022-23					
Number of students admitted year wise during last five year					
Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number (UG)					
Number (PG)					
Number (PhD)					
Total					

Number of sanctioned seat year wise during last five year					
Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number (UG)					
Number (PG)					
Number (PhD)					
Total					

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Document showing sanctioned intake from affiliating University/ Government/statutory body (first year students data only needed)	

2	Approved admission list year-wise/ program-wise from the Affiliating University.	
3	Sanctioned admission strength in each program vs. student's enrolment for each program year-wise.	
4	Department nominal roll showing students admission status	

Please note: - Only first year students' data provided for the last five years

Sanctioned strength - Students admission ratio of 2018-19	
Sanctioned strength - Students admission ratio of 2019-20	
Sanctioned strength - Students admission ratio of 2020-21	
Sanctioned strength - Students admission ratio of 2021-22	
Sanctioned strength - Students admission ratio of 2022-23	

Criterion II	Number and Percentage of seats filled against seats reserved for various categories as per applicable reservation policy (1) SC (2) ST (3) OBC (4) Divyangjan, etc.	(QNM)
TLE 2		

Data Format

Programme name	Programme Code	Number of seats sanctioned	Number of Students admitted	Number of seats earmarked for reserved category as per GOI or State Government rule					Number of students admitted from the reserved category					
				SC	ST	OBC	Gen	Others	SC	ST	OBC	Gen	Others	

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Copy of letter issued by state govt. or Central Government indicating the reserved categories to be considered as per the state rule (in English as applicable)	
2	Number of seats year wise earmarked for the reserved categories	
3	Admission extract submitted to the state OBC, SC and ST cell every year of the students (first year admission) with seal and signature of the principal.	

Please note: -

1. Only those seats filled against the reserved quota should be counted here.
2. Exclude admission to supernumerary seats also.

Criterion II	Student – Full time Teacher Ratio	(QNM)
TLE 3		

Data Format

Student – Full time Teacher Ratio of the department

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Sanction letters (in English) indicating number of posts (including Management sanctioned posts) by competent authority.	
2	List of full time teachers with their name, designation, qualification, date of joining, nature of appointment (Aided/SF) etc.	
3	Appointment letter of selected teachers	

Special Instructions: -

1. A teacher employed for teaching for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher.
2. Mere appointment letters provided in regional language cannot be considered.
3. Avoid inclusion of Part time/Visiting faculty.

Total number of full time teacher in the department	
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Criterion II	Innovative and student centric teaching methods such as (1) Experiential learning (2) Participative learning (3) Problem solving methodologies and (4) Innovative teaching methods etc using ICT tools	QLM
TLE 4		

Data Format

Innovative and student centric teaching methods such as (1) Experiential learning (2) Participative learning (3) Problem solving methodologies and (4) Innovative teaching methods etc using ICT tools
<p>Write Up on the evidence of using student centric teaching methods such as (1) Experiential learning (2) Participative learning (3) Problem solving methodologies and (4) Innovative teaching methods etc using ICT tools by the teachers</p> <p><i>(1000 words)</i></p>

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	List of students centric teaching methods using ICT tools adopted by the department	
2	Supporting teaching / relevant material for the evidence of students centric teaching methods using ICT tools adopted by the teachers in the department	
3	Geo-tagged photographs of the methods used	

Total number of student centric teaching methods using ICT tools adopted by the teachers of the department	
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Criterion II	Details of full-time teachers against sanctioned posts with workload	QNM
TLE 5		

Data Format

Number of sanctioned posts/required positions for teaching staff/full time teachers year wise during the last five years					
Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number					

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Sanction letters (in English) indicating number of posts (including Management sanctioned posts) by competent authority.	
2	Appointment letter of selected teachers	
3	List of full time teachers with their name, qualification, date of appointment, nature of appointment etc.	

Special instructions: - Mere appointment letter not to be considered. Self-Financing teachers also comes under this category

Total number of sanctioned posts in the department	
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Criterion II	Details of full-time teachers with NET/SET/SLET/PhD/D.Litt.	QNM
TLE 6		

Data Format

Details of full-time teachers with NET/SET/SLET/PhD/D.Litt. during the last five years					
Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number					

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	List of faculties with highest degree should be provided as per academic session wise along with particulars of degree awarding university, subject and the year of award.	
2	Doctorate Degree / Provisional Degree Certificate awarded by UGC recognized universities	

Special instructions:-

1. Mention number of full-time teachers with highest degree year-wise irrespective of the year of award.
2. Ph. D. /D.Sc. / D.Litt. *and any other post-doctoral degree* of selected faculty will be asked during DVV clarification stage.
3. Honorary Doctorate Degrees not to be included/considered.

Total number of teachers acquired the qualifications mentioned in this metrics	
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Criterion II	Result analysis of internal exams and other internal marks components (semester wise)	QNM
TLE 7		

Data Format

Marks of internal examination and result analysis (semester wise) should be filed.

Semester/year	Program Code	Program Name	Number of students appeared in the examination	Number of students passed in examination
First semester				
Second semester				
Third semester				
Fourth semester				
Fifth semester				
Sixth semester				

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Internal mark sheets signed by the students, tutor and HoD	
2	Internal mark sheets downloaded from the university website	

Criterion II	Details of E-Resources developed by the teachers and students	QNM
TLE 8		

Data Format

Details of full-time teachers with NET/SET/SLET/PhD/D.Litt. during the last five years					
Semester/year	Program Name	Name of the teacher/student who developed e resources	Designation of the developer	E resource developed (PPT, Video etc.)	Title of the e resources developed
First semester					
Second semester					
Third semester					
Fourth semester					
Fifth semester					
Sixth semester					

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Data in the above template	
2	File the all e resources developed in electronic form	

Total number of e resources developed during the last five years	
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Criterion II	External Examination Register – (1) APC forwarded, (2) List of examination registered students, (3) List of absentees. (4) University final consolidate grade sheets	QNM
TLE 9		

Data

External Examination Register file which contains the following particulars for the last five years

(1) APC forwarded,
(2) List of examination registered students,
(3) List of absentees.
(4) University final consolidate grade sheets

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	APC forwarded	
2	List of examination registered students	
3	List of absentees	
4	University final consolidate grade sheets	

Criterion II	Internal Examination Register (1) Time table (2) Attendance register including list of absentees (3) Course wise internal exams question papers (4) Semester wise result	QNM
TLE 10		

Data

Internal Examination Register file which contains the following particulars for the last five years

(1) Time table
(2) Attendance register including list of absentees
(3) Course wise internal exams question papers
(4) Semester wise result and its analysis

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Time table	
2	Attendance register including list of absentees	
3	Course wise internal exams question papers	
4	Semester wise result and its analysis	

1	Total number of Time table filed	
2	Total number of Attendance register including list of absentees filed	
3	Total number of Course wise internal exams question papers filed	
4	Total number of semester wise result and its analysis filed	

Criterion II	Grievance redressal system for internal and external assessment and action taken	QLM
TLE 11		

Data required for the last five years (2018-19 to 2022-23)

<ol style="list-style-type: none"> 1. Provide the details of the modus operandi of students Grievance redressal system existing in the department (Write up) 2. Details of students grievance reported during the last five year regarding the internal and external examination (Year wise data) 3. Action taken report of the students grievance against internal and external examinations (Year wise data based on grievance reported – Item number 2 of this list)
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Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Students grievance received in the department regarding internal and external examinations	
2	Supporting evidence of action taken by the department to resolve students grievance received regarding internal and external examinations	

1	Total number of grievance received from the students during the last five years	
2	Total number of actions taken against the grievance received from the students during the last five years	

Criterion II	University Internal marks – Documentation of three tier system of internal mark verification	QNM
TLE 12		

Data required for the last five years (2018-19 to 2022-23)

<ol style="list-style-type: none"> 1. A brief description about the transparency of dealing the internal marks of the students 2. System for Documenting the three tier system of internal mark verification (Write up – 750 words)
--

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Attach the internal mark verification sheets (3 tier system for each courses) signed by the students, tutor and HoD	
2	Web link of the college website for the internal mark	

1	Total number of internal marks sheet filed as per the above mentioned criterion during the last five years	
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Criterion II	PO and CO and evaluation of its attainment	QLM
TLE 13		

Data required for the last five years (2018-19 to 2022-23)

<ol style="list-style-type: none"> 1. List out the PO and CO of all programmes and courses 2. Attainment status the PO and CO of selected programmes and courses (Based on OMR evaluation – Newly implemented system) 3. Web link of the PO and CO and its attainment
--

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	List of PO and CO of all programmes and courses	
2	Attainment status the PO and CO of selected programmes and courses	
3	Web link of the PO and CO and its attainment	

1	Total number of PO prepared	
2	Total number of CO prepared	

Criterion II	Mentor-Mentee system file.	QLM
TLE 14		

Data required for the last five years (2018-19 to 2022-23)

A write up on mentor-mentee system existing in the department (mention activities also) and provide the details of mentor-mentee list

(Other department data must be incorporated in this file; therefore, only the metric handling supervisor of this metrics should provide data.)

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	List of mentor-mentee of the department	

1	Total number Mentors in the department	
2	Total number Mentees in the department	

Criterion II	Result analysis of university exams (Final year result)	QNM
TLE 15		

Data required for the last five years (2018-19 to 2022-23)

Data Format

Year	Program Code	Program Name	Number of students appeared in the final year examination	Number of students passed in final year examination

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Result analysis in the data template (In the above format) (Final year result)	
2	Attendance marking sheet of the university examinations (Office data) – Final year course data only needed.	
3	Consolidated mark sheet of the all final year students used for calculating result analysis (Result sheet published by the affiliating university)	
4	Certified report from Head of the institution / Controller of Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program- wise / year-wise.	

1	Total number of students appeared the final year exams	
2	Total number of students passed the final year exams	

Criterion II	Students satisfaction survey on teaching learning process and analysis report (Programme wise) (as per NAAC format using Google form)	QNM
TLE 16		

Data required for the last five years (2018-19 to 2022-23)

Data Format

Name of the student	Gender	Category	State of Domicile	Nationality if other than Indian	Email ID	Program name	Unique Enrolment ID / College ID/ University enrolment number	Mobile Number	Year of joining

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Data in the above mentioned template (Programme wise data required)	
2	All data collection questionnaires (Download all filled Google form from Gmail service) (Programme wise data required)	
3	Data analysis report using mean scores, graphs and diagrams - (Programme wise data required)	

1	Total number of Google forms filed	
2	Total number of results analysed for each programmes filed	

Criterion II	Details of slow learners and advanced learners, and programmes organized for them	QLM
TLE 17		

Data required for the last five years (2018-19 to 2022-23)

Data Format

- | |
|--|
| <ol style="list-style-type: none"> 1. Document the procedure for identifying slow learners and advanced learners (by conducting diagnostic test or other methods) 2. Programmes offered for the slow and advanced learners should be documented. |
|--|

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	List of slow learners and advanced learners	
2	List of Programmes offered for the slow and advanced learners (provide separate programme list for slow and advanced learners)	
3	Attendance sheet of the Programmes offered for the slow and advanced learners (provide separate programme list for slow and advanced learners)	

1	Total number of slow learners identified during the last five years	
2	Total number of advanced learners identified during the last five years	
3	Total number of programmes organised for the slow learners	
4	Total number of programmes organised for the advanced learners	

Criterion III	Grant received by the teachers or department from Govt. or Non-Governmental agencies for research project / endowment	(QNM)
RIE 1		

File description							
Year – 2018-19 to 2022-23 -							
Name of the research project/ endowment	Name of the Principal Investigator /Co-investigator	Department of Principal Investigator	Year of Award	Amount Sanctioned	Duration of the project	Name of the Funding Agency	Type (Government /non-Government)

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	List of grants for research projects received during the assessment years along with the nature of the award, and the awarding agency with amount.(sanctioned letter highlighting the required parts)	
2	E-copies of the letters of award for research projects sponsored by Government and non- government sources.	

Specific instructions:-

1. Sanction letter of grants by the funding agency is mandatory to support the claim.
2. The duration of the grant period to be aligned with the assessment period.
3. Grants given by their own trust / sister institutions not to be included
4. Grants in the form of Equipment / software / skill development centres will not be considered.

Total amount of grand received during the last five years	
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Criterion III	Details of (1) MoUs, (2) collaborations/linkages for Faculty exchange, (3) Student exchange, (4) Internship, (5) Field trip, (6) On-the- job training and (6) Research and other academic activities.	(QNM)
RIE 2		

File description						
Year – 2018-19 to 2022-23 -						
Sl. No.	Name of the MoU / Collaboration / linkage	Name of the collaborating agency / institution / industry / corporate house with whom the MoU / collaboration / linkage is made, with contact details	Year of signing MoU / collaboration / linkage	Duration of MoU / collaboration / linkage	List the actual activities under each MOU and web-links year-wise	Link to the relevant document

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Copies of MoUs/ collaboration/ related documents indicating the nature of collaboration and activities year-wise.	
2	List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties	

Specific instructions:-

1. The MoUs / Collaboration should be valid for the assessment period.

2. The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work should be facilitated through the mentioned collaboration only.
3. The MoU should be functional during the assessment period
4. If the MoU is for three years viz 2011-2013, it shall be counted only once.
5. At least one activity should have been conducted under an MoU during the assessment period to qualify as a functional MoU with institutions.
6. Collaborations with the sister institutions under the same Trust not to be included.
7. Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the external agency.
8. MoUs with the sister institutions under the same Trust not to be included.

Total number of MOUs signed during the last five years	
Total number students exchange done during the last five years	
Total number faculty exchange done during the last five years	
Total number field trip done during the last five years	
Total number on-the-job-training done during the last five years	
Total number research and other academic activities done during the last five years	

Criterion III	Ecosystem for innovations and initiatives for creation and transfer of knowledge (1) Patents filed, (2) Published, (3) Incubation centre facilities	(QNM)
RIE 3		

File description
Year – 2018-19 to 2022-23
Ecosystem for innovations and initiatives for creation and transfer of knowledge (1) Patents filed, (2) Published, (3) Incubation centre facilities should be filed

SI. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Relevant supporting documents for ecosystem for innovation and initiatives for creation and transfer of knowledge	
2	Supporting documents for the patent filed, published and incubation centre facilities	

Total amount of patent filed and published during the last five years	
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Criterion III	Workshops/seminars/conferences organised including (1) Research Methodology, (2) Intellectual Property Rights (IPR) (3) Entrepreneurship etc.	QNM
RIE 4		

File description
Year – 2018-19 to 2022-23
Workshops/seminars/conferences organised including (1) Research Methodology, (2) Intellectual Property Rights (IPR) (3) Entrepreneurship etc.

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Detailed report of the programmes	
2	Geo-tagged photos for offline programmes / Screen shots for online programme	

Specific instructions: - Only activities with a bearing on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship to be considered here.

Total number of Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship programmes organised by the department during the last five years	
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Criterion III	Research papers published per teacher in the UGC CARE Journals	QNM
RIE 5		

File description								
Year – 2018-19 to 2022-23								
Title of paper	Name of the author/s	Department of the teacher	Name of journal	Year of publication	ISSN number	Link to the recognition in UGC enlistment of the Journal /Digital Object Identifier (doi) number		
						Link to website of the Journal	Link to article / paper / abstract of the article	Is it listed in UGC Care list/Scopus/ Web of Science/other, mention

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Link landing to the research paper	
2	Link to the journal website.	
3	URL of the content page in case print journal.	

Specific instructions: -

1. Publication of the authors with Institution affiliation will be considered for assessment years only.
2. Publication in the current UGC CARE will only be considered
3. Incomplete entries will not be considered.
4. If details given are not complete with the links/ screenshot, the respective publication will not be considered.

Total number of UGC CARE and above journal during the last five years	
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Criterion III	Books and chapters in edited volumes/books published and papers published in national/ international conference proceedings by teachers.	QNM
RIE 6		

File description									
Year – 2018-19 to 2022-23									
Name of the teacher	Title of the book/ chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference	National / International	Year of publication	ISBN number of the proceeding	Affiliating Institute at the time of publication	Name of the Publisher

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Cover page, content page and first page of the all publications	
2	Web-link of books. (copy and paste in a A4 sheet)	

Specific instructions:-

1. Books with ISBN number only would be considered.
2. The details of selected publications would be sought during the DVV clarification process, if the data is large.
3. Book's publication year should be mentioned
4. Publication claimed under RIE 7 not to be repeated / included in this metric.
5. Books without ISBN number title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication not be considered

Total number of Books and chapters in edited volumes/books published and papers published in national/ international conference proceedings by teachers during the last five years	
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Criterion III	Extension activities (1) On neighbourhood community, (2) Sensitizing students to social issues for their holistic development A brief report on impact of this programme on students	QLM
RIE 7		

File description
Year – 2018-19 to 2022-23
Extension activities (1) On neighbourhood community, (2) Sensitizing students to social issues for their holistic development A brief report on impact of this programme on students

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Detailed report of extension activities organised in on the neighbourhood community and for Sensitizing students to social issues for their holistic development	
2	A brief report on impact of this programme on students	
3	Geo-tagged photographs	

Total number of extension activities conducted under this head during the last five years	
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Criterion III	Awards and recognitions received for extension activities from government / government recognised bodies	QLM
RIE 8		

File description
Year – 2018-19 to 2022-23
Details of the Awards and recognitions received for extension activities from government / government recognised bodies (Write up)

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Awarding letter for the Awards and recognitions received for extension activities from government and non-government agencies	
2	Award certificate	
3	Geo-tagged photographs of Award/memento etc. (If any)	

Total number of Awards and recognitions received for extension activities from government / government recognised bodies during the last five years	
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Criterion III	Extension and outreach programmes such as Swachh Bharat, AIDS awareness/ Gender issue etc. in collaboration with Industry, community and NGOs organised by dept.	QLM
RIE 9		

File description			
Year – 2018-19 to 2022-23			
Name of the activity	Organising unit/ agency/ collaborating agency	Name of the scheme	Year of the activity

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Detailed report of the programme	
2	Brochure	
3	Geo-tagged photographs	

Specific instructions:-

1. Can be supplemented with media reports of the events.
2. Link to the detailed report for each extension and outreach program can also be used
3. Events conducted for the benefit of their own students not to be included under outreach programs.

Total number of programmes conducted under this head during the last five years	
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Criterion IV	Details of infrastructure facilities in the classrooms and department	(QLM)
ILR 1		

Availability of adequate infrastructure and physical facilities		
Year – 2018-19 to 2022-23		
Si. No.	Infrastructure and physical facilities	Numbers
1	Total number of classrooms	
2	ICT enabled classrooms	
3	Laboratory including computer lab	
4	ICT facilities (Mention details) (a) Projector (b) Laptop (c) Wifi (d) No. of computers (e)	
5	Any other infrastructure and physical facilities (Give details, if any)	

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	List of Infrastructure and physical facilities available in the department (in the above format)	
2	Copy of stock register contains the infrastructure and physical facilities in the department signed by the concerned authority	
3	Geo-tagged clear photographs of the classrooms with ICT facilities (Classrooms must be arranged neatly before capturing photographs)	
4	Bills of the items purchased (Copy)	

Criterion IV	Expenses incurred for infrastructure augmentation	QNM
ILR 2		

Format

Year	Budget allocated for infrastructure augmentation (INR in Lakh)	Expenditure for infrastructure augmentation(INR in Lakh)	Expenditure on maintenance of academic facilities (excluding salary for human resources) (INR in Lakh)	Expenditure on maintenance of physical facilities (excluding salary for human resources) (INR in Lakh)	Total expenditure excluding Salary (INR in Lakh)

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Expenses					

SI. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Request forwarded for the infrastructure augmentation to the principal	
2	Bills of expenses incurred for infrastructure augmentation	
3	Geo-tagged photographs of the infrastructure augmentation	

Total amount spend for department infrastructure augmentation during the last 5 years	
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Criterion IV	Department Library and Book bank	QLM
ILR 3		

Format

Details and list of books available in the department library/book bank		
Sl. No.	Title of the books	Price based on MRP
1		
2		
3		
Total Price		

Sl. No.	Supporting documents required	Check list (Put tick mark)
1	List of book available in the dept. library/book bank (in the above format)	
2	Purchase bills of books (If any)	
3	Books purchase register	
4	Geo-tagged photographs of the Book bank	

Total amount spend for purchasing books in the book bank	
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Criterion IV	ICT facilities, availability of the WIFI and Student-computer ratio	QLM
ILR 4		

Format

ICT facilities, availability of the WIFI and Student-computer ratio		
Sl. No.	Facilities	Write up
1	ICT facilities (Mention details) (1) Projector (2) Laptop (3) Wife (4) No. of computers (5)	
2	Availability WIFI (surrounding areas of the department where WIFI available)	
3	Students-Computer Ratio (Total number of computers available for students usage and total number of students admitted in the department)	

Sl. No.	Supporting documents required for the last years	Check list (Put tick mark)
1	Bills for the purchase of computers to be provided.	
2	Bills for purchases of WIFI	
3	Stock register	
4	Geo-tagged photographs of the facilities	

Criterion IV	Expenditure incurred for maintenance of infrastructure (Physical and academic support facilities)	QLM
ILR 5		

Year	Budget allocated for infrastructure augmentation (INR in Lakh)	Expenditure for infrastructure augmentation(INR in Lakh)	Expenditure on maintenance of academic facilities (excluding salary for human resources) (INR in Lakh)	Expenditure on maintenance of physical facilities (excluding salary for human resources) (INR in Lakh)	Total expenditure excluding Salary (INR in Lakh)

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Expenses					

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Institutional data in the prescribed format (In the above table)	
2	Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities, duly certified by Principal and CA.	
3	Stock register	
4	Maintenance register	
5	Bills of maintenance charge	
Specific instruction: - Audit statement is must for this metrics		

Total expenditure incurred for maintenance of infrastructure (Physical and academic support facilities)	
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Criterion IV	Asset Maintenance Register	QLM
ILR 6		

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Updated Asset Maintenance register in the department	
2	Bills of maintenance charge or other items should be kept	

Criterion IV	Stock/Purchase register	QLM
ILR 7		

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Updated stock / purchase register	

Total number of stock/purchase register maintained in the department	
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Criterion IV	Details of library visit of the students and teachers	QLM
ILR 8		

Details of library visit of the students and teachers
<p>Details of the <i>per day usage of the library by students and teachers</i> of a particular department (Either department wise or programme wise data of the department can be used here)</p>

Sl. No.	Supporting documents required for the last years (2022-23)	Check list (Put tick mark)
1	Department timetable showing library hour (If any)	
2	Students library visit statistics of the particular department obtained from the librarian (2022-23 data only)	
3	Teachers library visit statistics of the particular department obtained from the librarian (2022-23 data only)	
4	Students online library access statistics of the particular department obtained from the college librarian (2022-23 data only)	
5	Teachers online library access statistics of the particular department obtained from the college librarian (2022-23 data only)	

Total number of students accessed library during the last years (2022-23)	
Total number of teachers accessed library during the last years (2022-23)	
Total number of students accessed online library during the last years (2022-23)	
Total number of teachers accessed online library during the last years (2022-23)	

Criterion V	Student grievances redressal system including sexual harassment and ragging cases	QLM
SSP 1		

Data required
Year – 2018-19 to 2022-23
<ol style="list-style-type: none"> 1. Implementation of guidelines of statutory / regulator bodies in the department through circular, display boards in premises of the department, banner, poster, messages etc regarding student grievances redressal system including sexual harassment and ragging cases 2. Department wide awareness and undertakings on policies with zero tolerance and the details of activities conducted for the same 3. Mechanisms for submission of online/offline students' grievances (Write up) and data regarding number of grievances received during last five years 4. Timely redressal of the grievances through appropriate committees and its evidences (Write up)

Number of sanctioned seat year wise during last five year					
Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of grievances received					
Number of grievances effectively resolved					

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.	
2	Circular/web-link/ committee report justifying the objective of the metric	
3	Minutes of the meetings of student grievance committee, as per metric.	
4	Grievance register of the department	
5	Action taken report	
6	The mechanism of redressal should be available as document.	

Special instructions: -

1. Minutes of the meetings / Report of grievances from the concerned committee is essential.

Criterion V	(1) Placement of outgoing students (2) Students progressing to higher education.	QNM
SSP 2		

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Data Format

Year	Name of student placed	Program graduated from	Name of the employer with contact details	Pay package at appointment (In INR per annum) (applicable for students who got placement)

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	List of students placed along with placement details as per template year wise.	
2	Documents relating to placement cell such as brochures, tie-ups etc.	
3	Supporting data for students who have joined for higher education in prescribed format for the assessment period.	

Special instructions: -

1. Proofs like, admission letters or identity cards or higher degree certificates for selected students progressing to higher education will be asked by DVV partner.
2. The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered.
3. If the data is large, DVV partner will ask for the appointment orders of the selected students.
4. Multiple offers to the same students to be counted once.

5. Appearing/passing competitive exams for higher education cannot be considered as progression to higher education unless students get admitted.

Total number of students placed during the last five years	
Total number of students who joined to the higher education during the last five years	

Criterion V	Students qualifying in state/national/ international level examinations (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)	QNM
SSP 3		

Data Format

Sl. no.	Year	Registration number/roll number for the exam	Names of students selected/qualified	Names of students selected/qualified										
				GATE	GMAT	CAT	GRE	JAM	IELTS	TOEFL	Civil Services	State government examinations	Other examinations conducted by the State / Central Government	

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	List of qualified students year- wise under each category	
2	Qualifying Certificates of the students	

Special Instructions: -

1. Selected students certificate may be asked.
2. Exams conducted for job recruitments other than the examinations conducted by State
3. Do not include individual university's entrance examination.
4. In absence of certificate, the claim will not be considered.

Total number of students qualified during the last five years	
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Criterion V	Students who obtained awards/medals for outstanding performance in (1) Sports (2) Cultural activities at University / state/ national / international level	QNM
SSP 4		

Data Format

Year	Name of the award/ medal	Team / Individual	University / State / National / International	Sports / Cultural	Name of the student

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Hard and soft copies of award letters	
2	Hard and soft copies of certificates	

Special Instructions: -

1. Only University / state/ national or international achievements will be considered.
2. Participation in Republic Day Parade at Rajpath, New Delhi by NCC candidates may be considered.
3. Award for a team event should be counted as one
4. Participation / appreciation certificates and awards from regional / local / institutional levels should be avoided.
5. Awards from intra or inter institutions will not be considered.

Total number of students obtained awards/medal for the outstanding performance in <i>sports</i> during the last five years	
Total number of students obtained awards/medal for the outstanding performance in <i>Arts</i> during the last five years	

Criterion V	Students who participated in sports and cultural programs organised by the college/other institutions.	QNM
SSP 5		

Data Format

Date of event/activity (DD-MM-YYYY) (Provide it in year wise)	Name of the event/activity	Name of the student participated

Note: Classify the data and provide year wise

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Hard and soft copy of circular/brochure indicating such kind of activities.	
2	List of events along with the list of participants and year wise signed by the Principal.	

Special Instructions: -

1. The events organised by the own institution or other institutions can be considered
2. All activities conducted under an event will be counted as one event.
3. For large data, DVV will seek participation Certificates of Specified students.
4. Reports of the events/along with photographs appropriately date and caption year- wise to be provided
5. Events cannot be split into activities.
6. The competitions organised by the institution without the participation of their own students will not be considered here.

Total number of students participated in <i>sports</i> activities during the last five years	
Total number of students participated in <i>arts</i> activities during the last five years	

Criterion V	Alumni contribution to the development of the department (financial or other support forms)	QLM
SSP 6		

Data Format

Details of the alumni events organised	No. of Alumni participated	Date

Financial contribution of Alumni

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Amount of contribution					

Non-financial contribution of Alumni

Nature of contribution (Write up)	No. of Alumni participated in the contribution	Date

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Alumni report – year wise	
2	Audited Accounts statement – Year wise	
3	Geo-tagged photos of the events – year wise	

Total amount contributed by the alumni during the last five years	
Total number of non-financial support provided during the last five years	
Total number of alumni events organised during the last five years	

Criterion V	Students who benefited by scholarships and freeships provided by the Government and Non-Government agencies.	QNM
SSP 7		

Data Format

Year	Name of the scheme	Number of students benefited by government scheme and amount		Number of students benefited by the institution's schemes and amount		Number of students benefited by the scholarships / freeships provided by philanthropists and amount	
		Number of students	Amount	Number of students	Amount	Number of students	Amount

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Sanction letter of scholarship and freeships (in English).	
2	Year-wise list of students in each scheme.	
3	Policy document of the HEI for award of Non-government scholarship and freeships	

Special instructions: - For the large data, DV will ask documents for randomly selected students in specific schemes

Total number of students availed scholarship from Govt. scheme and its amount during the last five years	
Total number of students availed scholarship from Non-Govt. scheme and its amount during the last five years	

Criterion V	Capacity building and skills enhancement initiatives organised (1) Soft skills training (2) Language and communication skills (3) Life skills including Yoga, physical fitness, health and hygiene (4) ICT/computing skills.	QNM
SSP 8		

Data Format

Name of the capacity development and skills enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Soft copy of Circular /Brochure.	
2	Web-link to particular program/scheme/ Report of the event	
3	Photographs with date and caption for each scheme or event.	
4	Attendance for the selected list of programs/students enrolled	
5	Certificate for the selected list of programs/students enrolled	

Special instructions: -

1. Consider all the students who have enrolled for the schemes
2. DVV can seek the documents regarding the attendance and certificates for the selected list of programs/students enrolled in the specified programs.
3. Facilities like language lab, smart classroom and other ICT facilities used for capacity building and skills enhancement initiatives may be considered.
4. List of programs conducted and the number of students enrolled for each of the events to be provided in the template
5. Mere circulars and student list cannot be accepted.

6. Avoid program conducted as part of the curriculum.

Total number of soft skills training programme conducted during the last five years	
Total number of language and communication skills programme conducted during the last five years	
Total number of Life skills such as Yoga, physical fitness, health and hygiene conducted during the last five years	
Total number of ICT/computing skills programme conducted during the last five years	

Criterion V	Students benefitted (attended) by guidance for competitive examination and career counselling	QNM
SSP 9		

Data Format

Year	Name of the Activity conducted by the department to offer guidance for competitive examinations offered by the institution during the last five years		Number of students placed through campus placement
	Name of the Activity	Number of students attended / participated	

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Soft copy of Circular / brochure / report of program with photographs with captions of such programs along with details of the resource persons.	
2	Year-wise list of students attending these schemes, signed by competent authority	

Special instructions: -

1. “Students benefitted” refers to students registered / attending the said programs
2. DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled.

Total number of students attended guidance for competitive examinations during the last five years	
Total number of students attended career counselling during the last five years	

Criterion V	Bridge Course	QLM
SSP 10		

Data Format

SI. No.	Name of the bridge course	Class in which bridge course was conducted	No. of students participated

Write up of bridge course of the department (Precise and content-oriented report only)

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	brochure	
2	Detailed report	
3	Geo-tagged photos	
2	Year-wise list of students attended the course (Students signature needed) signed by competent authority	

Total number of bridge course organised during the last five years	
Total number of students attained in the bridge course during the last five years	

Criterion V	List of Hostel students	QNM
SSP 11		

Data Format

SI. No.	Name of the students	Class and year of study	Residential address and phone number of student and parent

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Copy of students ID card	

Total number of hostler students (based on current data)	
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Criterion V	Details of differently abled, transgender and international students	QNM
SSP 12		

Data Format

SI. No.	Name of the students	Class and year of study	differently abled / transgender / international students	Residential address and phone number of student and parent

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Copy of students' ID card	

Total number of differently abled/transgender/international students enrolled during the last five years	
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Criterion VI	Details of the teaching staff participating in Faculty Development Programmes (FDP) or Professional development.	(QNM)
GLM 1		

6.3.3 Percentage of teaching staff participating in Faculty development Programmes (FDP), professional development programs during the last five years				
Year – 2018-19				
S. No.	Name of the participant	Title of the FDP / professional development / administrative training program	Dates (from-to) (DD-MM-YYYY)	Link to relevant document / brochure / report hosted on official institutional website

SI. No.	Supporting documents required (Based on NAAC SOP) for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Event Brochures and reports year-wise.	
2	E-copy of the certificates of the program attended by teaching staff year wise	
3	List of participating teaching staff as per the prescribed format year wise during the last five years. (Above table)	
4	Annual reports highlighting the programs undertaken by the teaching faculties. (year wise)	
5	Prepare and maintain soft and hard copy of the above table as part of documentation for the last 5 years separately.	

Please Note: - *Attending Seminars / invited talks cannot be included in this metric.*

Total number of teachers attended the Faculty Development Programmes (FDP) or Professional development in the department for the last 5 years	
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Criterion VI	Realisation of the vision and mission of the college through department activities	QLM
GLM 2		

Format

Description regarding the realisation of the vision and mission of the college through department activities (Maximum words - 1000)

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Vision and mission statements of the college	
2	Description regarding the realisation of the vision and mission of the college through department activities	
3	Brochures and reports of the activities (year-wise)	
4	Geo-tagged photographs of the activities	

Total number of activities claimed under this metrics for the last 5 years	
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Criterion VI	Implementation of e governance activities in the department	QLM
GLM 3		

Format

<p>Description regarding the Implementation of e governance activities in the department (Maximum words - 750) (related with data automation)</p>
<p>(1) E-governance in department level administration (250 words)</p> <p>(2) E-governance in department level students admission and support (250 words)</p> <p>(3) E-governance in department level internal/class examinations (250 words)</p>

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Institutional expenditure statements for the heads of e- governance implementation reflected in the audited statement	
2	Link to the ERP Document and Screen shots of user interfaces of each module reflecting the name of the HEI.	
3	Annual e-governance report approved by Governing Council.	
4	Policy document on e- governance.	
5	Bills for the expenditure on implementation of e- governance in the areas of operation.	

<p>Total number of e-governance activities claimed by the department under this metrics for the last 5 years</p>	
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Criterion VI	Mobilisation and optimum utilisation of resources and funds from Government and non-governmental organisations	QLM
GLM 4		

Format

<p>Description regarding the Mobilisation and optimum utilisation of resources and funds from Government and non-governmental organisations for the department</p> <p>(Write up- Maximum words - 800)</p>
<p>(1) Mobilisation of fund from Government and non-governmental organisations</p> <p>(2) Optimum utilisation of fund from Government and non-governmental organisations</p> <p>(3) Mobilisation of resources from Government and non-governmental organisations</p> <p>(4) Optimum utilisation of resources from Government and non-governmental organisations</p>

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	List of Government and Non-Government agencies from whom obtained the fund	
2	Fund sanctioning order/memo from Govt. or non-governmental agencies	
3	Audited report of fund utilisation	
4	Description regarding the areas where fund utilised	
5	Accounts details of the fund received	

Total amount received for the department for the last 5 years	
Total amount spend for the last 5 years	

Criterion VI	Reflections of the department activities for the attainment of college's strategic/perspective/development plan	QLM
GLM 5		

Format

Description regarding the Reflections of the department activities for the attainment of college's strategic/perspective/development plan (Maximum words - 500)	
Strategic/Perspective plan of the college	Attainment of perspective/strategic plan of the college through department activities
(1)	(1)

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	A copy of strategic/perspective plan of the college attested by the head of the institution	
2	List of strategic/perspective plan and its attainment through department activities (in the above format)	
3	Supporting documents of the department activities in which strategic/perspective plan of the college attained by the department (Brochure, report, Photos etc.)	

Total number of strategic/perspective plan of the college attained through department level activities (for the last five years)	
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Criterion VI	Performance appraisal system of teachers in the department	QLM
GLM 6		

Format

<p>Description regarding the Performance appraisal system of teachers (API, AAA, Teachers feedback etc.) in the department</p> <p>(Maximum words - 500)</p>

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	Individual AAA of the all teachers in the department	
2	Individual API proforma filled by the all teachers in the department	
3	Individual teachers feedback and its analysis with a sample data collection tool (questionnaire/feedback form)	
4	Other relevant documents that support the department's unique system for evaluating teachers' performance (If any)	

Total amount received for the department for the last 5 years	
Total amount spend for the last 5 years	

Criterion VI	Teachers who received financial support for (1) Attending conferences/workshops (2) Membership fee of professional bodies.	QNM
GLM 7		

Format

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshop and towards membership fee of professional bodies during the last five years				
Year	Name of teacher	Name of conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support received (in INR)

Sl. No.	Supporting documents required for the last five years (2018 19 to 2022-23)	Check list (Put tick mark)
1	A hardcopy and website link (copy and paste of URL in one sheet of paper) of the policy document in this regard	
2	e-copy of letter/s indicating financial assistance to teachers	
3	List of teachers receiving financial support year wise under each head signed by the principal. (in the above format)	
4	Audited statement of account highlighting the financial support.	
5	Receipts / vouchers of Institution in favour of teacher with amount given should be considered.	
6	Policy document of the HEI as per metric requirement.	

Please note: - (1) Without proof of payment on financial support for faculty development, Mere name-list of the faculty will not considered. (2) Mere cash vouchers for payment will not be considered, (3) If the data is large documents related to specific teachers will be asked during DVV clarification.

Total number of teachers availed this support in the department during the last five years	
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Criterion VII	Details of the programme organised by the department in the banner that (1) Gender equity (2) Celebration of days/events/festival of National/International commemoration	QLM
IVB 1		

Data format					
Year – 2018-19 to 2022-23					
Details of the programme organised by the department in the banner that (1) Gender equity (2) Celebration of days/events/festival of National/International commemoration					
Sl. No.	Name of the programme	Targeted audience	Number of participants	Gender equity/day commemoration	Date From and to

Number of programme organised as gender equity and celebration of days commemoration					
Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of Gender equity programmes					
Number of day commemoration programmes					

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Detailed report of the programme	
2	Geo-tagged photographs	
3	Brochure of the programme	

Criterion VII	Energy Conservation activities, management of various degradable and non-degradable waste, water conservation, green campus initiatives and disable friendly, barrier free environment initiatives of the dept.	QNM
IVB 2		

Alternate sources of energy and energy Conservation activities, management of various degradable and non-degradable waste, water conservation, green campus initiatives and disable friendly, barrier free environment initiatives of the dept.

Supporting documents required for the year – 2018-19 to 2022-23

Departments initiatives for the

1. Alternate sources of energy and energy Conservation activities
2. Management of various degradable and non-degradable waste
3. Water conservation
4. Green campus initiatives
5. Disable friendly, barrier free environment

SI. No.	Environmental consciousness	Number (If no, mention as it NIL)	Write up
1	Alternate sources of energy and energy Conservation activities initiation of the department with detailed write up and Geo-tagged photos		
2	Management of various degradable and non-degradable of the department - detailed write up and Geo-tagged photos		
3	Water conservation measures of the department - detailed write up and Geo-tagged photos		
4	Green campus initiatives of the department - detailed write up and Geo-tagged photos		
5	Disable friendly, barrier free environment in the department premises		

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)

1	Detailed report	
2	Geo-tagged photographs	
3	Policy documents of the institution regarding this	
4	Geo tagged photographs and videos of the facilities with caption.	
5	Bills for the purchase of equipments for the facilities created under this metric.	
6	Geo-tagged Photographs of Ramps / rails/lift/wheel Chair/signage board /Toilet/ software etc.	
7	Any other relevant proof for the selected options.	

Please Note:-

1. Ramps / rails/lift/wheel Chair/signage board /Toilet/ software etc., should include specific requirement of Divyangjan for their use.
2. Having diesel generator set as backup cannot be considered in this metric.

Criterion VII	Details of green audit/environmental audit, energy audit, clean and green campus initiatives and beyond the campus environmental promotion activities initiatives of the dept.	QNM
IVB 3		

Data format			
Departments initiatives for the			
<ol style="list-style-type: none"> 1. Green audit/environmental audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion activities 			
Sl. No.	Environmental consciousness	Put tick mark	Write up
1	Green audit/environmental audit		
2	Energy audit		
3	Clean and green campus initiatives		
4	Beyond the campus environmental promotion activities		

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Green audit/environmental audit – detailed report signed by the concerned coordinator and geo-tagged photographs	
2	Energy audit - detailed report signed by the concerned coordinator and geo-tagged photographs	
3	Clean and green campus initiatives - detailed report signed by the concerned coordinator and geo-tagged photographs	
4	Beyond the campus environmental promotion activities - detailed report signed by the concerned coordinator and geo-tagged photographs.	
5	Policy document on environment and energy usage	

6	Action taken reports and achievement report as clear and Green campus initiatives.	
7	Reports of the Audits.	
8	Certificate from the auditing agency.	
9	Geo tagged photographs with caption and date.	

Special instructions: -

1. Auditing from Government / Govt. recognized organizations, University departments, recognized / certified non-profit NGOs only will be considered

Criterion VII	Details of the departmental efforts/initiatives in providing an inclusive environment i.e., (1) tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic (2) Sensitization of students and teachers to the constitutional obligations: values, rights, duties and responsibilities of citizens	QLM
IVB 4		

Data format				
Departments initiatives for the				
(1) Tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic (2) Sensitization of students and teachers to the constitutional obligations: values, rights, duties and responsibilities of citizens				
SI. No.	Name of the programme	Targeted audience	Number of participants	Date From and to
SI. No.	Environmental consciousness	Number	Write up	
1	Programmes related with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic			
2	Programmes related with Sensitization of students and teachers to the constitutional obligations: values, rights, duties and responsibilities of citizens			

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Detailed report with list of participants and geo-tagged photographs of the programmes related with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic	

2	Detailed report with list of participants and geo-tagged photographs of the Programmes related with Sensitization of students and teachers to the constitutional obligations: values, rights, duties and responsibilities of citizens	
3	Brochure of the programmes	

Criterion VII	Best practices successfully implemented by the department (Based on best practices of the College) & contribution of the department to the best practices of the college	QLM
IVB 5		

Data format	
<p>Details of the best practices successfully implemented by the department (Based on best practices of the college) in the following format – (Strictly follow this format)</p> <p style="margin-left: 40px;">Name of the best practices of the College</p> <p style="margin-left: 40px;"><i>“Experiential learning through community intervention”</i></p>	
1. Title of the Practice	
This title should capture the keywords that describe the practice.	
2. Objectives of the Practice	
What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?	
3. The Context	
What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?	
4. The Practice	
Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?	
5. Evidence of Success	
Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.	
6. Problems Encountered and Resources Required	

Please identify the problems encountered and resources required to implement the practice (in about 150 words).	
7. Notes (Optional)	
Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about 150 words).	
Make a write on department's contribution towards the best practices of the college	

SI. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Detailed report of the programmes /activities of the best practice	
2	List of participants/beneficiaries	
3	Geo-tagged photographs	
4	Brochure/ notice/memo of the programme	
5	Other relevant supporting documents that is most appropriate as evidence of successful implementation of best practices (Based on the format given above)	

Criterion VII	Contribution of the department to the institutional distinctiveness of the college	QLM
IVB 6		

Data format

Institutional distinctiveness of the college – “Alumni Participation and Involvement”

Sl. No.	Name of the Alumni activities organised by the department	Purpose of the activity	Number of alumni participated	Date From and to

Sl. No.	Alumni Contribution to the department (Both financial and non-financial)	Number of items/ amount in INR	Write up
1	Financial contributions		
2	Non-financial contributions		

Sl. No.	Supporting documents required for the last five years (2018-19 to 2022-23)	Check list (Put tick mark)
1	Detailed alumni report of the department	
2	List of participants	
3	Geo-tagged photographs	
4	Brochure of the programme	

Total number of alumni activities organised by the department	
Total amount contributed by the alumni to the department	
Total number of non-financial contribution provided by the alumni	