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

(For Autonomous Colleges)

(AQAR format based on the revised Manual for *Autonomous Colleges***)**

(Revised in April, 2020)

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

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore 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 part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – *Vision*

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

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) 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 maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the 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 best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

The membership of such 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-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for 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 co-ordinator after two to three years to bring new thoughts and activities in the institution.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local

society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

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 coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to 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 assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR

would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response.

AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

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

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically 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)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution

- Name of the Head of the institution :
- Designation:
- Does the institution function from own campus:
- Phone no./Alternate phone no.
- Mobile no.
- Registered Email
- Alternate Email
- Address :
- City/Town :
- State/UT :
- Pin Code :

2. Institutional status:

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

- Name of the IQAC Co-ordinator/Director:
- Phone no. /Alternate phone no. :
- Mobile:
- IQAC e-mail address:
- Alternate Email address:

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details

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

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

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries

***Note*: Some Quality Assurance initiatives of the institution are:**

(Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of Special Status conferred by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No:

*upload latest notification of formation of IQAC

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

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….

Yes/No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No

If yes, mention the amount: Year:

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

*

*

*

*

*

13. Plan of action chalked out by the IQAC in 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

14. Whether the AQAR was placed before statutory body? Yes /No:

Name of the Statutory body : Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: Date:

16. Whether institutional data submitted to AISHE: Yes/No:

Year: Date of Submission:

17. Does the Institution have Management Information System?

Yes **No**

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Extended Profile of the Institution

1. **Programme**:

1.1. Number of programs offered during the year:

Year	
Number	

2. Student:

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.

2.3. Number of students appeared in the examination conducted by the Institution during the year:

2.4. Number of revaluation applications during the year:

3. Academic

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

Year	
Number	

3.2. Number of full time teachers during the year:

Year	
Number	

3.3. Number of sanctioned posts during the year:

Year	
Number	

4. Institution:

4.1. Number of eligible applications received for admissions to all the programs during year:

Year	
Number	

4.2. Number of seats earmarked for reserved category as per GOI/State Govt rule during the year:

Year	
Number	

4.3. Total number of classrooms and seminar halls: _____

4.4. Total number of computers in the campus for academic purpose: _____

4.5. Total Expenditure excluding salary during the year (INR in Lakhs):

Year	
Expenditure	

Guidelines to HEIs to fill in AQAR

- Institution has to submit AQAR online in the prescribed format only. Institution has to provide Completed academic year data. Only one year data to be provided in AQAR.

- Duly filled Data template has to be submitted along with AQAR online. Data template along with supporting documents need to be uploaded in the institutional website.

- QlM responses to be recorded in 100-200 words only

- If the institution does not submit the AQARs in time, it will be recorded as late submission

- After the approval of AQAR, the edit option will not be provided.

- If the institutions do not respond for clarification sought and do not re-edit in AQAR within the stipulated time line even after 3 reminders, NAAC will accept AQAR as it is and an automated email will be sent to the HEI.

- All the glossaries used in AQAR shall be read in conjunction with the respective manuals.

- The Revised format of AQAR will be implemented from the academic year

  2020 – 2021

2. Quality Indicator Framework (QIF)

Criterion I – Curricular Aspects

Metric No.	Key Indicator – 1.1 Curriculum Design and Development
1.1.1 **Q_lM**	***Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific outcomes (PSOs) and Course Outcomes (COs) of the Programmes offered by the Institution*** Write description in maximum of 500 words
1.1.2 **Q_nM**	***Number of Programmes where syllabus revision was carried out during the year:*** Data Requirement: • Programme Code • Names of the Programmes revised
1.1.3 **Q_nM**	***Number of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the year:*** Data Requirement: • Name of the Course with Code • Activities with direct bearing on Employability/ Entrepreneurship/ Skill development • Name of the Programme

Metric No.	Key Indicator – 1.2 Academic Flexibility
1.2.1 **Q_nM**	***Number of new courses introduced of the total number of courses across all programs offered during the year*** Data Requirement: • Name of the new course introduced • Name of the Program
1.2.2 **Q_nM**	***Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented*** Data Requirement: • Names of all Programmes adopting CBCS • Names of all Programmes adopting elective course system

Metric No.	Key Indicator – 1.3 Curriculum Enrichment
1.3.1 **Q_lM**	***Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, Human Values into the Curriculum*** Write description in maximum of 500 words
1.3.2 **Q_nM**	***Number of value-added courses for imparting transferable and life skills offered during year*** Data Requirement: • Names of the value added courses with 30 or more contact hours • No. of times offered during the year • Total no. of students completing the course in the year
1.3.3 **Q_nM**	***Number of students enrolled in the courses under 1.3.2 above:*** Data Requirement: • Names of the 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 • List of students enrolled
1.3.4 **Q_nM**	***Number of students undertaking field projects/ internships / student projects:*** Data Requirement: • Names of the Programme • No. of students undertaking field projects / internships / student projects

Metric No.	Key Indicator – 1.4 Feedback System
1.4.1 **Q_nM**	***Structured feedback for design and review of syllabus (semester wise / year wise) is obtained from 1) Students, 2) Teachers, 3) Employers, 4) Alumni*** ***Options:*** ***A. All 4 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*** **Opt One**
1.4.2 **Q_nM**	***The feedback system of the Institution comprises of the following :*** ***A. Feedback collected, analysed and action taken and report made available on website*** ***B. Feedback collected, analysed and action taken*** ***C. Feedback collected and analysed*** ***D. Feedback collected***

	E. Feedback not obtained

Criterion II – Teaching-Learning and Evaluation

Metri No	**Key Indicator - 2.1 Student Enrolment and Profile**
2.1.1 **Q_nM**	***Enrolment percentage*** 2.1.1.1: Number of students admitted year wise during the year: 2.1.1.2: Number of sanctioned seats year wise during the year:
2.1.2 **Q_nM**	***Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the year* (exclusive of supernumerary seats):**

Metric	**Key Indicator - 2.2 Catering to Student Diversity**
2.2.1 **Q_lM**	***The institution assesses the learning levels of the students -and organises special Programmes for advanced learners and slow learners*** Write description in of 500 words
2.2.2 **Q_nM**	***Student - Full time teacher ratio*** Data Requirement : • Total number of students enrolled in the institution • Total number of full time teachers in the institution Formula: Students : Teacher

Metric No.	**Key Indicator - 2.3 Teaching - Learning Process**
2.3.1 **Q_lM**	***Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences*** Write description in maximum of 500 words

2.3.2 **Q_lM**	***Teachers use ICT enabled tools including online resources for effective teaching and learning process*** Write description in maximum of 500 words Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process
2.3.3 **Q_nM**	***Ratio of students to mentor for academic and other related issues*** 2.3.3.1: Number of mentors Number of students assigned to each Mentor Formula: Mentor : Mentee
2.3.4 **Q_lM**	***Preparation and adherence of Academic Calendar and Teaching plans by the institution*** Describe the Preparation and adherence to Academic Calendar and Teaching plans by the institution within the minimum of 500 Characters and maximum of 500 words.

Metric No.	**Key Indicator - 2.4 Teacher Profile and Quality**
2.4.1 **Q_nM**	***Number of full time teachers against sanctioned posts during the year:*** Data Requirement: • Number of full time teachers • Number of sanctioned post
2.4.2 **Q_nM**	***Number of full time teachers with Ph.D. / D.M. / M.Ch. / D.N.B Super speciality / D.Sc. / D.Litt. during the year:*** Data Requirement: • List of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.
2.4.3 **Q_nM**	***Total teaching experience of full time teachers in the same institution*** Data Requirement: • Name and Number of full time teachers with years of teaching experiences in the institution

Metric No.	**Key Indicator - 2.5 Evaluation Process and Reforms**

2.5.1 **Q_nM**	***Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year:*** Data Requirement: • Semester wise/ year wise • Last date of the last semester-end/ year- end examination • Date of declaration of results of semester-end/ year- end examination • Number of days taken for declaration of results • Number of days for declaration of results during the year
2.5.2 **Q_nM**	***Number of student complaints/grievances about evaluation against total number appeared in the examinations during the year:***
2.5.3 **Q_lM**	***IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution*** Describe the examination reforms with reference to the following within a minimum of 500 words and maximum 1000 words: • Examination procedures • Processes integrating IT • Continuous internal assessment system

Metric No.	**Key Indicator - 2.6 Student Performance and Learning Outcomes**
2.6.1 **Q_lM**	***Programme outcomes and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students*** Describe Course Outcomes (COs) for all courses and mechanism of communication within a maximum of 500 words • Upload COs for all courses (exemplars from Glossary)
2.6.2 **Q_lM**	***Attainment of program outcomes and course outcomes are evaluated by the institution*** Describe the method of measuring attainment of POs , PSOs and COs in not more than 500 words and the level of attaiment of POs , PSOs and COs**.**

2.6.3 **Q_nM**	***Pass percentage of students*** **2.6.3.1:** Total number of final year students who passed the examination conducted by Institution. **2.6.3.2:** Total number of final year students who appeared for the examination Data Requirement: • Programme Code • Name of the Programme • Number of students appeared • Number of students passed • Pass percentage

Metric No.	Key Indicator - 2.7 Student Satisfaction Survey
2.7.1 **Q_nM**	***Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)***

Criterion III – Research, Innovations and Extension

Metric No.	Key Indicator - 3.1 Promotion of Research and Facilities
3.1.1 **Q_lM**	***The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented*** Write description in maximum of 500 words
3.1.2 **Q_nM**	***The institution provides seed money to its teachers for research*** 3.1.2.1: The amount of seed money provided by institution to its teachers for research year wise during the year (INR in lakhs): Data Requirement: • Name of the teacher getting seed money • The amount of seed money • Month and Year of receiving grant • Duration of the grant
3.1.3 **Q_nM**	***Number of teachers awarded national / international fellowship for advanced studies/research during the year:*** Data Requirement: • Name of the teacher awarded national /international fellowship for advanced studies / research • Name of the award • Month and Year of Award • Awarding Agency

Metric No.	Key Indicator - 3.2 Resource Mobilization for Research
3.2.1 **Q_nM**	***Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the year (INR in Lakhs):*** Data Requirement: • Name of the Project/ Endowments, Chairs • Name of the Principal Investigator • Department of Principal Investigator • Month and Year of Award • Funds provided • Duration of the project • Name of the Project/ Endowments, Chairs
3.2.2 **QnM**	***Number of teachers having research projects during the year:***
3.2.3 **QnM**	***Number of teachers recognised as research guides*** **Data Requirement:** • List of teachers recognized as research guides
3.2.4 **QnM**	***Number of departments having Research projects funded by government and non-government agencies during the year:*** Data requirement: • Name of Principal Investigator • Duration of project • Name of the research project • Amount / Fund received • Name of funding agency • Month and Year of sanction • Department of recipient
Metric No.	**Key Indicator - 3.3 Innovation Ecosystem**
3.3.1 **Q_lM**	***Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.*** Write description in maximum of 500 words
3.3.2 **Q_nM**	***Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development during the year:*** Data Requirement: • Name of the workshops / seminars • Number of Participants • Date (From -to) • Link to the activity report on the website
Metric No.	**Key Indicators - 3.4 Research Publications and Awards**

3.4.1 **Q_nM**	***The Institution ensures implementation of its stated Code of Ethics for research through the following:*** 1. *Inclusion of research ethics in the research methodology course work* 2. *Presence of Ethics committee* 3. *Plagiarism check through software* 4. *Research Advisory Committee* Options: *A. All of the above* *B. Any 3 of the above* *C. Any 2 of the above* *D. Any 1 of the above* *E. None of the above*
3.4.2 **QnM**	***Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the year:*** **File Description(Upload)** • URL to the research page on HEI web site • List of PhD scholars and their details like name of the guide , title of thesis, month and year of registration etc
3.4.3 **Q_nM**	***Number of research papers per teacher in the Journals notified on UGC website during the year:*** Data Requirement: • Title of paper • Name of the author/s • Department of the teacher • Name of journal • Month and Year of publication • ISBN/ISSN number
3.4.4 **Q_nM**	***Number of books and chapters in edited volumes / books published per teacher during the year*** Data Requirement: • Name of the teacher: Title of the paper • Title of the book published: Name of the author/s: Title of the proceedings of the conference • Name of the publisher: National / International • National / international : ISBN/ISSN number of the proceeding • Month and Year of publication

Metric No.	**Key Indicators - 3.5 Consultancy**

3.5.1 **Q_nM**	***Revenue generated from consultancy and corporate training during the year (INR in Lakhs):*** Data Requirement: • Names of the consultants / corporate trainers • Name of consultancy project / corporate training • Consulting/Sponsoring agency with contact details • Revenue generated (amount in rupees) • Total revenue generated in rupees
3.5.2 **Q_nM**	***Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the year*** Data Requirement: • Facility developed and amount spent • Training programmes for teachers for undertaking consultancy • Training programmes for staff for supporting consultancy activities. • Total expenditure on training teachers and staff for consultancy
Metric No.	**Key Indicators - 3.6 Extension Activities**
3.6.1 **Q_lM**	***Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the year*** Describe the impact of extension activities in sensitising students to social issues and holistic development within a maximum of 500 words
3.6.2 **Q_nM**	***Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during the year:*** Data Requirement: • Name of the activity • Name of the Award/ recognition • Name of the Awarding government/ recognized bodies • Year of the Award
3.6.3 **Q_nM**	***Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the year (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs):*** Data Requirement: • Name and number of the extension and outreach programs • Name of the collaborating agency: Non- government, industry, community with contact details

3.6.4 **Q_nM**	***Average percentage of students participating in extension activities listed at 3.6.3 above during the year*** Data Requirement: • Name of the activity • Name of the scheme • Year of the activity

Metric No.	**Key Indicator - 3.7 Collaboration**
3.7.1 **Q_nM**	***Number of Collaborative activities in the year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work*** Data Requirement: • Title of the collaborative activity • Name of the collaborating agency with contact details • Source of financial support • Year of collaboration • Duration • Nature of the activity
3.7.2 **Q_nM**	***Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the year (only functional MoUs with ongoing activities to be considered)*** Data Requirement: • Organisation with which MoU is signed • Name of the institution/ industry/ corporate house • Year of signing MoU • Duration • List of the actual activities under each MoU • Number of students/teachers participated under MoUs

Metric No.	**Key Indicator - 4.1 Physical Facilities**
4.1.1 **Q_lM**	***The Institution has adequate infrastructure and physical facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc.*** Describe the adequacy of facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum of 500 words

4.1.2 **Q_lM**	***The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)*** Describe the adequacy facilities for cultural activities, yoga, games (indoor, outdoor) and sports which include specification about area/size, year of establishment and user rate within minimum of 500 characters and maximum of 500 words
4.1.3 **Q_nM**	***Number of classrooms and seminar halls with ICT – enabled facilities such as smart class, LMS, etc.*** Data Requirement: • Number of classrooms with LCD facilities • Number of classrooms with Wi-Fi/LAN facilities • Number of smart classrooms • Number of classrooms with LMS facilities • Number of seminar halls with ICT facilities
4.1.4 **Q_nM**	***Expenditure for infrastructure augmentation excluding salary during the year (INR in Lakhs)*** Data Requirement: • Expenditure for infrastructure augmentation • Budget allocated for infrastructure augmentation • Total expenditure excluding salary • Year of allocation

Metric No.	**Key Indicator - 4.2 Library as a Learning Resource**
4.2.1 **Q_lM**	***Library is automated using Integrated Library Management System (ILMS)*** Data Requirement: Provide a description of library with • Name of the ILMS software • Nature of automation (fully or partially) • Version • Year of automation

4.2.2 **Q_nM**	***Institution has access to the following:*** ***1. e-journals*** ***2. e-ShodhSindhu*** ***3. Shodhganga Membership*** ***4. e-books*** ***5. Databases*** ***6. Remote access to e-resources*** **Options:** A. Any 4 or all 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 Data Requirement: • Details of memberships: • Details of subscription:
4.2.3 **Q_nM**	***Expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)*** Data Requirement: • Expenditure on the purchase of books / e-books • Expenditure on subscription to journals/e-journals in i^{th} year • Month and Year of expenditure
4.2.4 **Q_nM**	***Percentage per day usage of library by teachers and students (foot falls and login data for online access)*** 4.2.6.1: Number of teachers and students using library per day over the year Data Requirements: • Upload last page of accession register details • Method of computing per day usage of library • Number of users using library through e-access • Number of physical users accessing library Formula: $\frac{\text{Number of teachers and students using library per day}}{\text{Total number of teachers and students}} \times 100$

Metric No.	**Key Indicator – 4.3 IT Infrastructure**
4.3.1 **Q_lM**	***Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities*** Describe IT facilities including Wi-Fi with date and nature of updation within a maximum of 500 words

4.3.2 **Q_nM**	***Student - Computer ratio*** Number of Students : Number of Computers Data Requirement: • Number of computers in working condition • Total Number of students
4.3.3 **Q_nM**	***Bandwidth of internet connection in the Institution*** Options: A. ≥50 MBPS B. 35 MBPS - 50 MBPS C. 20 MBPS - 35 MBPS D. 5 MBPS - 20 MBPS *E*. <5 MBPS **Opt One**
4.3.4 **QnM**	***Institution has Facilities for e-content development*** ***Facilities available for e-content development :*** ***1. Media centre*** ***2. Audio visual centre,*** ***3. Lecture Capturing System(LCS)*** ***4. Mixing equipments and softwares for editing*** ***Options:*** ***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***

Metric No.	**Key Indicator - 4.4 Maintenance of Campus Infrastructure**
4.4.1 **Q_nM**	***Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the year*** Data Requirement: • Non salary expenditure incurred • Expenditure incurred on maintenance of campus infrastructure
4.4.2 **Q_lM**	***There are established s y s t e m s a n d procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.*** Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities within a minimum of 500 word and maximum of 1000 words

Criterion V - Student Support and Progression

Metric No.	Key Indicator - 5.1 Student Support
5.1.1 **Q_nM**	***Number of students benefited by scholarships and freeships provided by the Government during the year*** Data Requirement: • Name of the scheme • Number of students benefiting
5.1.2 **Q_nM**	***Number of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the year*** Data Requirement: • Name of the scheme with contact information • Number of students benefiting
5.1.3 **Q_nM**	***Following Capacity development and skills enhancement activities are organised for improving students capability*** 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Data Requirements: (As per Data Template) • Name of the capacity development and skills enhancement scheme • Year of implementation • Number of students enrolled • Name of the agencies involved with contact details
5.1.4 **Q_nM**	***Number of students benefited by guidance for competitive examinations and career counselling offered by the institution during the year:*** Data Requirement: • Name of the scheme • Number of students who have passed in the competitive exam • Number of students placed

5.1.5 **Q_nM**	***The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*** 1. *Implementation of guidelines of statutory/regulatory bodies* 2. *Organisation wide awareness and undertakings on policies with zero tolerance* 3. *Mechanisms for submission of online/offline students' grievances* 4. *Timely redressal of the grievances through appropriate committees* **Options:** 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
Metric No.	**Key Indicator - 5.2 Student Progression**
5.2.1 **Q_nM**	***Number of placement of outgoing students during the year:*** Data Requirement: • Name of the employer with contact details • Number of students placed
5.2.2 **Q_nM**	***Percentage of students progression to higher education*** 5.2.2.1: Number of outgoing students progressing to higher education Data Requirement: Number of students proceeding from UG to PG: PG to MPhil: PG to PhD: MPhil to PhD: PhD to Post doctoral: Formula: $\frac{\text{Number of outgoing students progressing to higher education}}{\text{Total number of final year students}} \times 100$
5.2.3 **Q_nM**	***Percentage of students qualifying in state/ national/ international level examinations during the year*** ***(eg: IIT/JAM/NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations etc.)*** 5.2.3.1: Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) year wise during the year:

	5.2.3.2: Number of students appearing in state/ national/ international level examinations (eg: IIT/JAM/ NET/SLET/GATE/GMAT/CAT, GRE/TOEFL/Civil Services/State government examinations) year wise during the year: Data Requirement: Number of students selected to • IIT/JAM • NET • SLET • GATE • GMAT • CAT • GRE • TOEFL • Civil Services • State government examinations Formula: $\text{Percentage per year} = \frac{\text{Number of students qualifying in state, national, international level exams}}{\text{Number of students appeared for the state, national, International level exams}} \text{ X } 100$
Metric No.	**Key Indicator - 5.3 Student Participation and Activities**
5.3.1 **Q_nM**	***Number of awards/medals for outstanding performance in sports/cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year*** Data Requirement: • Name of the award/ medal • Inter-university / State / National/ International • Name of the event
5.3.2 **Q_1M**	***Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution*** Describe the Student Council activity and students role in academic & administrative bodies within a minimum of 500 characters and maximum of 500 words
5.3.3 **Q_nM**	***Number of sports and cultural events / competitions organised by the institution:***
Metric No.	**Key Indicator - 5.4 Alumni Engagement**

5.4.1 **Q_lM**	***The Alumni Association/Chapters (registered and functional)contributes significantly to the development of the institution through financial and other support services*** Describe contribution of alumni association to the institution within a maximum of 500 words
5.4.2 **Q_nM**	***Alumni financial contribution during the year (in INR)*** **Options:** A. ≥ 15 Lakhs B. 10Lakhs - 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_lM**	***The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution*** Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution within a maximum of 500 words.
6.1.2 **Q_lM**	***The effective leadership is reflected in various institutional practices such as decentralization and participative management*** Upload a case study showing practicing decentralisation and participative management in the institution in not more than 500 words

Metric No	Key Indicator - 6.2 Strategy Development and Deployment
6.2.1 **Q_lM**	***The institutional Strategic/ Perspective plan is effectively deployed*** Describe one activity successfully implemented based on the strategic plan within a maximum of 500 words
6.2.2 **Q_lM**	***The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup appointment and service rules, procedures, etc.*** Describe the Organogram of the Institution within a maximum of 500 words

6.2.3 **Q_nM**	***Implementation of e-governance in areas of operation:*** ***1. Administration*** ***2. Finance and Accounts*** ***3. Student Admission and Support*** ***4. Examination*** Options: A. All 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
Metric No.	**Key Indicator - 6.3 Faculty Empowerment Strategies**
6.3.1 **Q_lM**	***The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression*** Provide the list of existing welfare measures for teaching and non-teaching staff in maximum of 500 words
6.3.2 **Q_nM**	***Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year*** Data Requirement: • Name of teacher • Name of conference/ workshop attended for which financial support provided • Name of the professional body for which membership fee is provided
6.3.3 **Q_nM**	***Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the year*** Data Requirement: • Title of the professional development Programme organised for teaching staff • Title of the administrative training Programme organised for non-teaching staff • Dates (from-to)
6.3.4 **Q_nM**	***Number of teachers undergoing online/ face-to-face Faculty Development Programmes during the year*** ***(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.,)*** Data Requirement: • Number of teachers • Title of the Programme • Duration (from – to)

Metric No.	Key Indicator – 6.4 Financial Management and Resource Mobilization
6.4.1 **Q_lM**	***Institution conducts internal and external financial audits regularly*** Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words
6.4.2 **Q_nM**	***Funds / Grants received from non-government bodies, individuals, philanthropists during the year (not covered in Criterion III and V) (INR in Lakhs)*** Data Requirement: • Name of the non government funding agencies/ individuals/ philanthropists • Funds/ Grants received
6.4.3 **Q_lM**	***Institutional strategies for mobilisation of funds and the optimal utilisation of resources*** Describe the resource mobilisation policy and procedures of the Institution within a maximum of 500 words
Metric No.	**Key Indicator - 6.5 Internal Quality Assurance System**
6.5.1 **Q_lM**	***Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –*** ***Incremental improvements made for the preceding year with regard to quality (in case of first cycle)*** ***Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives (second and subsequent cycles)*** Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words
6.5.2 **Q_lM**	***The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms*** Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each
6.5.3 **Q_nM**	***Quality assurance initiatives of the institution include:*** 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s)

	3. Participation in NIRF 4. Any other quality audit recognized by state, national or international agencies (ISO Certification) **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above

Criterion VII – Institutional Values and Best Practices

Metric No.	Key Indicator - 7.1 Institutional Values and Social Responsibilities
	Gender Equity
7.1.1 **QlM**	***Measures initiated by the Institution for the promotion of gender equity during the year*** Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words ***Provide Web link to:*** • Annual gender sensitization action plan • Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children ***e.*** Any other relevant information
	Environmental Consciousness and Sustainability
7.1.2 **Q_nM**	***The Institution has facilities for alternate sources of energy and energy conservation measures*** 1. Solar energy ☐ 2. Biogas plant ☐ 3. Wheeling to the Grid ☐ 4. Sensor-based energy conservation ☐ 5. Use of LED bulbs/ power efficient equipment ☐ **Options:** A. 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

7.1.3 **Q_lM**	***Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)*** • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management
7.1.4 **Q_nM**	***Water conservation facilities available in the Institution:*** 1. Rain water harvesting ☐ 2. Borewell /Open well recharge ☐ 3. Construction of tanks and bunds ☐ 4. Waste water recycling ☐ 5. Maintenance of water bodies and distribution system in the campus ☐ **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above
7.1.5 **Q_nM**	***Green campus initiatives include*** 7.1.5.1. The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles ☐ 2. Use of Bicycles/ Battery powered vehicles ☐ 3. Pedestrian Friendly pathways ☐ 4. Ban on use of Plastic ☐ 5. landscaping with trees and plants ☐ **Options:** A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above
7.1.6 **QnM**	***Quality audits on environment and energy are regularly undertaken by the institution*** 7.1.6.1. The institutional environment and energy initiatives are confirmed through the following 1.Green audit ☐ 2. Energy audit ☐ 3.Environment audit ☐ 4.Clean and green campus recognitions/awards ☐

	5. Beyond the campus environmental promotional activities ☐ **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above
7.1.7 **Q_nM**	***The Institution has disabled-friendly, barrier free environment*** ☐ 1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms ☐ 3. Signage including tactile path, lights, display boards and signposts ☐ 4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment ☐ 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading ☐ **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above
	Inclusion and Situatedness
7.1.8 **Q_lM**	***Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).***
	Human Values and Professional Ethics
7.1.9 **Q_lM**	***Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens*** Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.
7.1.10 **Q_nM**	***The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.*** ☐ 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 Code of Conduct are organized ☐ **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above
7.1.11 **QlM**	***Institution celebrates / organizes national and international commemorative days, events and festivals*** Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the last five years within 500 words

Metric No.	**Key Indicator - 7.2 Best Practices**
7.2.1 **QlM**	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.** **Provide web link to:** • Best practices in the Institutional web site

Note:

Format for Presentation of Best Practices

1. **Title of the Practice**

   This title should capture the keywords that describe the practice.

2. **Objectives of the Practice**

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

3. **The Context**

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

4. **The Practice**

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

5. **Evidence of Success**

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

6. **Problems Encountered and Resources Required**

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

7. **Notes (Optional)**

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

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

Metric No.	**Key Indicator - 7.3 Institutional Distinctiveness**
7.3.1 **QlM**	***Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words*** **Provide web link to:** • Appropriate web in the Institutional website

Future Plans of action for next academic year (500 words)

Name _____ *Name* _____

_____ _____

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

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
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

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For Communication with NAAC

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