Frequently Asked Questions

Q: What is NAAC?

The National Assessment And Accreditation Council (NAAC) is an autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country. Now, as per recent decision, NAAC will function as an autonomous and independent body and will report directly to the HRD Ministry.

Q: what sort of Accreditation will NAAC provide?

NAAC provides accreditation of institutions and individual departments. NAAC provides accreditation on a Five point scale for a period of Five years and the institutions can go in for improvement in their grade through an assessment process after two years of initial accreditation.

Q: What is Accreditation?

Accreditation is a voluntary system of evaluation of higher education institutions and programs. It is based on self-evaluation and peer-assessment for improvement of academic quality and public accountability. Accreditation assures those higher education institutions and their units, schools, or programs meet appropriate standards of quality and integrity.

Q: Why go in for Accreditation?

Accreditation is the best self assessment benchmark which is also endorsed by an outside agency of experts giving it utmost credibility. It helps to differentiate institutes among the peers. The outcome of the process is useful to the students and parents in making a choice of the institution, and to the funding agencies and other bodies to make decisions on formulating policies.

Q: What is the process of obtaining accreditation?

Both the agencies expect at the outset for the institutions to provide a statement of intention and later procure the respective application forms to provide detailed assessment of the schools. The process also includes visit by a team of experts from the agencies after which the accreditation would be provided.

Q: What is AQAR?

AQAR is Annual Quality Assurance Report to be submitted annually by the university to NAAC for a period of July 1, 20xx to June 30, 20yy in a format supplied by the NAAC.

Q: What is SSR?

SSR is the Self Study Report to be submitted by the university to NAAC for accreditation or reaccreditation. It is done once in 5 years. SSR is submitted within 6 months from the date of acceptance of Letter of Intent by the university. SSR should be uploaded on PU website 1 month prior to submission to NAAC.

Q: What is the validity of accreditation?

It is valid for 5 years.

Q: What is the period for SSR?

The academic year 2012-13 should be considered as the current academic year as the report is to be compiled up to June 30, 2013.

The last four years mean academic years

July 1, 2009 to June 30, 2010
July 1, 2010 to June 30, 2011
July 1, 2011to June 30, 2012
July 1, 2012 to June 30, 2013

So the overall period of report would be July 1, 2009 to June 30, 2013.

For example, in Evaluative Report of Department, Q#22 regarding publications means publications of the period July 1, 2009 to June 30, 2013.

Q: Who should be contacted in case of any clarifications?

1. Guldeep Singh, Convener NAAC committee
   Phone: 4074
   Email: mis@pu.ac.in

2. R K Singla, Chairperson NAAC committee
   Phone: 4073
   Email: rksingla@pu.ac.in

3. www.naac.gov.in

Glossary

Academic audit	An exercise which serves to provide assurance that the delegated responsibilities for quality and standards of academic provision are being appropriately discharged.
Academic calendar	The schedule of the institution for the academic year, giving details of all academic and administrative events.
Academic flexibility	Choice offered to the students in the curriculum offering and the curriculum transactions.
Accreditation	Certification of quality that is valid for a fixed period, which in the case of NAAC is five years.
Assessment	Performance evaluation of an institution or its units based on certain established criteria.
Assessors	Trained academics or experts who represent NAAC on peer teams.
# Benchmarks	An example of good performance that serves as a standard for comparison of one's own performance. It is a technique in which an institution measures its performance against that of the best of others.
Beyond syllabus scholarly activities	Participation in academic activities beyond the minimum requirements of the syllabus.
Blended learning	A mixing of different learning environments such as traditional face-to-face classroom methods with modern computer-mediated activities.
Bridge course	A teaching module which helps to close the gap between two levels of competence.
Carbon neutral	A term used to describe fuels that neither contribute to nor reduce the amount of carbon (measured in the release of carbon dioxide) into the atmosphere.
Catering to student	The strategies adopted by institution to fulfill the diversity needs of a heterogeneous group of students.
Choice based credit	A mode of learning in higher education which system facilitates a

student to have some freedom in selecting his/her own choices, across various disciplines for completing a UG / PG programme. It is popularly known as the cafeteria model.

Citation index	The number of times a research papers it is referred to by other researchers in refereed journals and is a measure of validity of its contents.
Co-curricular activities	Activities, which support the curriculum such as field trips, display of academic achievements, quiz, debate, discussion, seminars, role-play, etc.
Collaboration	Formal agreement/ understanding between any two or more institutions for training, research, student/ faculty exchange or extension support.
# Completion rates	The ratio of the total number of learners successfully (course/programme) completing a course/ graduating from a programme in a given year to the total number of learners who initially enrolled on the course/programme.
Constituencies	All the academic, administrative and support units of the institution.
Counseling	Assisting and mentoring students individually or collectively for academic, career, personal and financial decision-making.
Course outlines	List of the course modules, similar to a table of contents in a book or the outline used for writing papers. The outline defines the scope and content of the course.
Course schedule	Details of classes being offered, its time, location, faculty, and its unique number which students must know in order to register. The course schedule is published prior to the commencement of registration for each semester / session.
Criteria	Pre-determined standards of functioning of an institution of higher education that form the basis of assessment and accreditation as identified / defined by NAAC.
Curriculum design	Process of defining the contents of units of study and development usually obtained through needs assessment, feedback from stakeholders and expert groups. Curriculum design and curriculum development are procedures which are closely linked to the description of learning outcomes.
Cycles of Accreditation	An institution undergoing the accreditation process by NAAC for the first time is said to be in Cycle 1 and the consecutive five year

periods as Cycle 2, 3, etc.

Dare Database	Provides access to world wide information on social International Social science, peace, and human rights research and training Sciences Directory institutes, social science specialists, and social science periodicals.
Dual degree	Pursuing two different university degrees in parallel, either at the same institution or at different institutions (sometimes in different countries), completing them in less time than it would take to earn them separately.
EBSCOhost	Is an online reference resource with designed to cater to user needs and preferences at every level of research, with over 350 full text and secondary databases available.
Elective courses	A choice available to students to select from among a large number of subjects.
Emerging areas	New areas of study and research deemed important to pursue. These areas may have been identified by national agencies or international bodies.
Enrichment courses	Value added courses offered by institution for student empowerment. They enhance the curriculum by amplifying, supplementing and replacing such parts or features as have become ineffective or obsolete.
Evaluation process	Assessment of learning, teaching and evaluation and reforms process and reforms to increase the efficiency and effectiveness of the system.
Extension activities	The aspect of education, which emphasizes neighbourhood services. These are often integrated with curricula as extended opportunities intended to help, serve reflect and learn. The curriculum- extension interface has educational values, especially in rural India.
Faculty development program	Programs aimed at updating the knowledge and pedagogical skills of faculty.
# Feedback	a) Formative and evaluative comments given by tutors on the performance of individual learners. b) Evaluative comments made by stakeholders to the institution on the quality and effectiveness of a defined process. c) Response from students, academic peers and employers for review and design of curriculum.

Financial management   Budgeting and optimum utilization of financial resources.

Flexibility   A mechanism through which students have wider choices of programmes to choose from, as well as, multiple entry and exit points for programmes / courses.

Gender Audit   A tool and a process based on a methodology to promote organizational learning at the individual, work unit and organizational levels on how to practically and effectively mainstream gender.

Graduate Attributes   Qualities, skills and understandings a university community agrees its students should develop during their time with the institution. These attributes include, but go beyond, the disciplinary expertise or technical knowledge that has traditionally formed the core of most university courses. They are qualities that also prepare graduates as agents for social good in an unknown future.1

Green Audit   The process of assessing the environmental impact of an organization, process, project, product, etc.

 # Grievance redressal   Mechanisms for receiving, processing and addressing dissatisfaction expressed, complaints and other formal requests made by learners, staff and other stakeholders on the institutional provisions promised and perceived.

h-index (Hirsch Index)   An index that attempts to measure both the productivity and impact of the published work of a scientist or scholar. The index is based on the set of the scientist's most cited papers and the number of citations that they have received in other publications. The index can also be applied to the productivity and impact of a group of scientists, such as a department or university or country.

Human Resource Management   The process of assessing the human power requirements, recruiting, monitoring the growth and appraising them periodically and plan the staff development programs for the professional development and provide the necessary incentives and feedback.

 # Interdisciplinary research   An integrative approach in which information from more than one discipline is used in interpreting the content of a subject, phenomenon, theory or principle.

IQAS   Self regulated responsibilities of the higher education institutions aimed at continuous improvement of quality for achieving academic and administrative excellence.

Leadership   Term used for setting direction and create a student-focused,

learning oriented climate, clear and visible values and high expectation by ensuring the creation of strategies, system and methods for achieving excellence, stimulating innovation and building knowledge and capabilities.

Learning Outcomes	Specific intentions of a programme or module, written in clear terms. They describe what a student should know, understand, or be able to do at the end of that programme or module.
Library as Learning Resource	The library holdings in terms of titles of books, journals and other learning materials and technology aided learning mechanism, which enable the students to acquire information, knowledge and skills required for their study.
# New Technologies	Digital tools and resources (hardware and software) and their application in the field of education.
#Open educational resources	Educational materials and resources offered freely and openly for anyone to use and under some licenses to re-mix, improve and redistribute.
Optimum utilization of infrastructure	The infrastructure facilities are made available to the student for their maximum utilization. e.g. Extended hours for computer centre and library, sharing of facilities for interdisciplinary and multidisciplinary programs.
Organizational structure	The structure and functions of an institution to co-ordinate academic and administrative planning.
Outreach activities	Is the practice of conducting local public awareness activities through targeted community interaction. They are guided by a local needs assessment.
Participative Management	Refers to an open form of management where employees are actively involved in the institution's decision making process.
Perspective Management	Is a blue print regarding the objectives and targets of long term growth.
Physical Facilities	Infrastructure facilities of the institution to run the educational programs efficiently and the growth of the infrastructure to keep pace with the academic growth of the institution.
Program options	A range of courses offered to students to choose at various levels leading to degrees/ diplomas/certificates.
Promotion of research and research support	The process of promoting research culture among faculty and students by facilitating faculty and student participation in research

system	budget allocation, research fellowship and other faculties.
Remedial Courses	Courses offered to academically disadvantaged students in order to help them cope with academic requirements.
Research	Systematic intellectual investigations aimed at discovering, interpreting and revising human knowledge.
Research Grant	Grant generated/ received from different agencies by the institution for conducting research projects.
Research output	Quality research outcome beneficial for the discipline, society, industry and dissemination of knowledge including theoretical and practical findings.
Resource mobilization	Generation of funds through internal and external sources such as donations, consultancy, self-financing courses and so on.
Scopus	The world's largest abstract and citation database of peer-reviewed literature and quality web sources.
SJR (ScImago Journal Rank)	This takes three years of publication data into account to assign relative scores to all the sources (journal articles, conference proceedings, review articles, etc.) in a citation network (Journals in SCOPUS database).
SNIP (Source normalized Impact per person)	Is the ratio of the source's average citation count per paper in a three year citation window over the "citation potential" of its subject field.
Stakeholder relationship	Affiliation and interaction with groups or individuals who have an interest in the actions of the institutions and the ability to influence its actions, decisions policies, practices or goals of the organization.
#Strategic Plan	A specific, action-oriented medium or long-term plan for making progress towards a set of institutional goals.
Strategy Development	Formulation of objectives, directives and guidelines with specific plans for institutional development.
Student Profile	The student community of the institution, their strength and the diversity in terms of economic and social strata, location and other demographic aspects such as gender, age, religion, caste, rural/ urban.
Student Progression	Vertical movement of students from one level of education to the next higher level successfully or towards gainful employment.

Student Support   Facilitating mechanism for access to information fee structure and refund policies and also guidance and placement cell with student welfare measures to give necessary learning support to the students.

Teacher quality   A composite term to indicate the qualification of the faculty, the adequacy meant for recruitment procedures, professional development, recognition and teachers characteristics.

Teaching learning process   Learner-centered education through appropriate methodologies to facilitate effective teaching and learning.

Twinning Programmes   An arrangement between two institutions where a provider in source country A collaborates with a provider in Country B to allow students to take course credits in Country B and/or in source Country A. Only one qualification is awarded by the provider in source Country A. Arrangements for twinning programs and awarding of degrees usually comply with national regulations of the provider in source Country A.

Web of Science   An online academic citation index designed for providing access to multiple databases, cross- disciplinary research, and in-depth exploration of specialized subfields within an academic or scientific discipline.

Weightages   Taking cognizance of the different types of educational institutions, differential scores are assigned to the criteria and key aspects.