

Standard Operating Procedure for Data Validation and Verification (Dual Mode University/HEIs)

General Guidelines:

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

- The NAAC Portal supports only 5MB data for each metric. To the extent possible, kindly upload the data in NAAC website only. If the attachments exceed 5MB, host the supporting documents in the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification space.
- While providing the links of the HEI's website where the supporting documents are hosted, provide the link in the HEI clarification box. While providing the links in running text, press "enter" and then paste the link and again press "enter". This will enable hyperlink. Provide the relevant supporting documents during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to fill the templates in format provided by NAAC and attach the same in SSR. The HEI is not supposed to alter the format in which data is sought in the template. The documents uploaded should be clearly readable for the claims to be considered.
- It is mandatory to respond to all the DVV clarifications raised for the items in the extended profile and metrics within the stipulated time. Whenever the data is large, the DVV Partner might seek for details from selected sample documents for validation. Ascertain that all documents sought by the DVV Partner are uploaded.
- In exceptional cases data provided may be considered pro rata.

- Data should not be hosted on Google drive and on any third party websites. The data should be both on the NAAC portal & on the HEI website.
- Note that once the data is uploaded and the links are submitted to NAAC changes/ additions are not permissible and any changes in the documents will be tracked such incidences will be viewed seriously as misappropriation of data and may lead to actions against the HEI. While providing links, the institution should ensure that the links are working properly and are operational.
- The institution also should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links do not work during DVV clarification, the decision of NAAC will be final.
- Content of the supporting documents in regional languages should be translated in English and should be duly signed by the head of the institution. The translated copy should be uploaded along with the regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during DVV Clarification process should be signed by the competent authority.

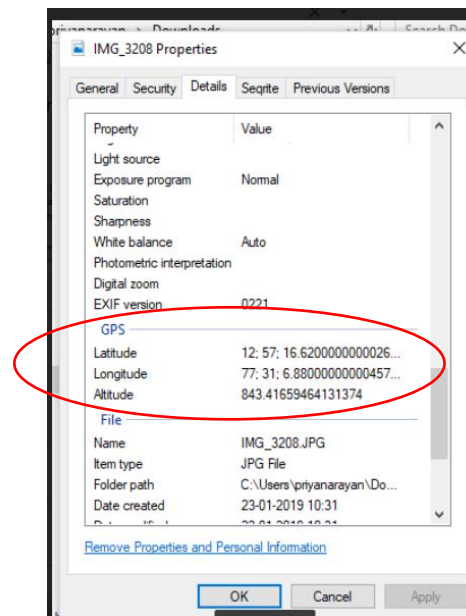
Geo-tagging:

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

- (1) In setting of your digital camera, set the location on.
- (2) If you are taking photos in a smart phone, then set the location on.
- (3) Take pictures after setting the location on.
- (4) Download the pictures in a computer and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see something like the picture provided below, the value entries in latitude and longitude will determine the location in which the photo was taken.

- It is possible that both Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in Extended Profile. That is, if the data/documents sought are given in response to Extended profile they need not be resubmitted under those specific Quantitative Metrics (QnM).
- Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses make sure that data/documents provided for those Quantitative Metrics (QnM) match with the corresponding data/documents given in the Extended Profile.

Sd/- Director



- **Programme:** A range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree / PG Degree / PG Diploma / M. Phil / Ph.D Programmes All possible formal Degree Programmes defined/identified by UGC. Examples: BA (Economics, History, Sociology), BSc (Physics, Chemistry, Mathematics), BSc(Hons Chemistry),BE/B.Tech(Computer Science and Engineering), B.Arch, MSc(Mathematics), M.Com, M.A(English), ME/M.Tech(Textile Technology), PG Diploma(Library Science), M.Phil(Statistics), Ph.D(Chemistry), Ph.D(Electrical Engineering), Ph.D(Philosophy) etc.
- **Course:** A course is a paper/subject with specified number of credits/hours in a formal program. Examples: Organic Chemistry, Real Analysis, Solid State Physics, Indian History, Macro Economics, English, Hindi, Marathi, Telugu etc are courses under BSc/BA/B.Com Programs. A laboratory course having separate credits and examined separately to be considered as a course.
- **Gender Equity:** Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.

Sd/- Director

Standard Operating Procedure for Data Validation and Verification (Dual Mode University/HEIs) (as on 10/2/2020)
Extended Profile

Metric No.	Metric Details	Documents Requirement	Specific Instructions to HEIs	Not to be considered
1.1	Number of Programmes offered year wise for last five years (face-to-face only)	<ul style="list-style-type: none"> • Provide year wise list of ALL programs that have been operational during the assessment period 	<ul style="list-style-type: none"> • Program list approved by Registrar (Acad) / Competent Authority to be provided. • Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM 	<ul style="list-style-type: none"> • Short term programs which do not lead to a degree are not to be included • Courses under each program not to be included here. • Diploma not awarded by the University not to be included.
1.2	Number of departments	<ul style="list-style-type: none"> • Provide the list of departments 	Ensure that the web links are operational and lead to	

	offering academic programmes (face-to-face only)	along with programs offered by the respective departments. <ul style="list-style-type: none"> • Provide the web link of the departments in University. 	the department specific data.	
1.3	Number of Programmes offered by DDE year wise for last five years (DDE only)	<ul style="list-style-type: none"> • Provide year-wise list of ALL programs that have been operational during the assessment period 	<ul style="list-style-type: none"> • Program list approved by Registrar (Acad) / Competent Authority to be provided. • Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM 	<ul style="list-style-type: none"> • Short term programs which do not lead to a degree are not to be included • Courses under each program not to be included here. • Diploma not awarded by the University not to be included.
2.1	Number of students year wise during the last five years (face-to-face only)	<ul style="list-style-type: none"> • Provide appropriate document duly certified by competent authorities 	Include the total number of students on rolls across all programs and all years of the programs, for each year of the assessment period. Consider only the students on the rolls during the odd semesters if the program is of semester scheme.	If a program is of semester scheme, do not add students of both odd and even semesters.
2.2	Number of outgoing / final year students year wise during	<ul style="list-style-type: none"> • Provide authenticated document showing the 	Include all students eligible for registration for the final examination. During the DVV process	

	the last five years (face-to-face only)	<p>number of outgoing/final year students in all programs in the final year of study in each year of the assessment period</p> <ul style="list-style-type: none"> • Provide the data separately for each program year wise 	the HEI may be asked to provide the list of final year students of specific programs identified by DVV partner.	
2.3	Number of students appeared in the University examination year wise during the last five years (face-to-face only)	<ul style="list-style-type: none"> • Provide authenticated document showing the number of students who have appeared in the University Examination of each year 	Consider students appearing in even semesters of all programs of all years of study, during each year of the assessment period if the program is under semester scheme	
2.4	Number of revaluation applications year wise during the last 5 years (face-to-face only)	<ul style="list-style-type: none"> • Provide document showing the number of applications received for revaluation 	If one student applies for revaluation in more than one course/subject it has to be counted only once	

		<p>year- wise duly certified by the appropriate authority.</p> <ul style="list-style-type: none"> • In a semester scheme, give data for both odd and even semesters. 		
2.5	Number of employed learners enrolled at DDE year wise over the last five years (DDE only)	<ul style="list-style-type: none"> • Provide appropriate document duly certified by competent authorities 	Include the total number of students on rolls across all programs and all years of the programs, for each year of the assessment period. Consider only the students on the rolls during the odd semesters if the program is of semester scheme.	If a program is of semester scheme, do not add students of both odd and even semesters.
3.1	Number of courses in all Programmes year wise during the last five years (face-to-face only)	<ul style="list-style-type: none"> • Provide the list of programs along with number of courses in each program year-wise 	Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM If the same course is offered in more than one program it is to be counted only once.	Same courses offered by different programs should not be counted multiple times.
3.2	Number of full time teachers year wise during the last five	<ul style="list-style-type: none"> • Provide the list of all full time teachers indicating the 	A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory	<ul style="list-style-type: none"> • A teacher employed only for a part of a year not to be considered • Inclusion of part-time / Ad-

	years (face-to-face only)	departmental affiliation during the assessment period year wise authenticated by the Registrar(Academic)	number of hours of work during the year	hoc / visiting faculty not to be considered
3.3	Number of sanctioned posts year wise during the last five years (face-to-face only)	<ul style="list-style-type: none"> List showing the names of the departments and the number of posts sanctioned for the respective departments. Official letter(s) of sanction of posts from the statutory body/Government / Board of Management during the assessment period year wise 	State/Central Government/Board of Management sanctioned posts to be considered	
3.4	Number of full time teachers and other	<ul style="list-style-type: none"> Provide the list of all full time teachers 	A full-time teacher is one who is employed for at least 90 per cent of the	<ul style="list-style-type: none"> A teacher employed only for a part of a year not to be considered Inclusion of part-time / Ad-hoc /

	academics in DDE year wise during the last five years (DDE only)	indicating the departmental affiliation during the assessment period year wise authenticated by the Registrar(Academic)	normal or statutory number of hours of work during the year	visiting faculty not to be considered
4.1	Number of eligible applications received for admissions to all the Programmes year wise during the last five years (face-to-face only)	<ul style="list-style-type: none"> • Provide the list showing the number of applications received program wise along with the total number duly certified by the Registrar (Academic) / Appropriate Authority. • Consider admission to the first year of each program. 	Multiple applications by a student for different programs to be considered	
4.2	Number of seats	• Provide	• Consider only	

	earmarked for reserved category as per GOI/State Govt rule year wise during the last five years (face-to-face only)	document showing the State Government / Central Government reservation policy for admission in higher education and also provide the number of seats reserved for each of the programmes and the program-wise total authenticated by the Registrar	admissions to the first year of each program.	
4.3	Total number of classrooms and seminar halls in conventional departments: (face-to-face only)	<ul style="list-style-type: none"> • Provide appropriate Document duly certified by competent authority in support of the claim made 	All rooms used for academic purpose to be considered and geo tagged photos of the classrooms to be provided.	<ul style="list-style-type: none"> • Laboratories and workshops are not to be included.
4.4	Total number of computers in the campus for	<ul style="list-style-type: none"> • Stock register extracts/and bills of purchase 		Exclude computers used for administrative purpose

	academic purpose: (face-to-face only)	/ invoice copy duly certified		
4.5	Total Expenditure excluding salary year wise during the last five years (INR in Lakhs) (face-to-face only)	<ul style="list-style-type: none"> Audited Statement of Income and Expenditure duly certified by the Finance officer highlighting the salary component. Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by the Finance Officer. 		
4.6	Total number of rooms and seminar halls at DDE: (DDE only)	<ul style="list-style-type: none"> Provide appropriate Document duly certified by competent authority in support of the claim made 	All rooms used for academic purpose to be considered and geo tagged photos of the classrooms to be provided.	<ul style="list-style-type: none"> Laboratories and workshops are not to be included.

Standard Operating Procedure for Data Validation and Verification Dual Mode Universities
(as on 10/02/2020)

Metrics

Sl. No.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	1.1.2 <i>Percentage of Programmes where syllabus revision was carried out during the last five years</i>	<ul style="list-style-type: none"> List of programs where syllabus revision has been carried out during the last five years signed by the Registrar. Approved Minutes of relevant Academic Council/BOS meetings highlighting the specific agenda item relevant to the metric year wise. 	<ul style="list-style-type: none"> Change of scheme is considered as “change of syllabus”. Minor change in content of a course / introduction of electives or renaming the course cannot be considered as “change of syllabus” If the number of courses in which content is changed in a given programme to the extent of 20 % or more of the total number of courses of the program then it should be considered as “change in syllabus” If the syllabus is changed more than once in a program during the assessment period then it should be counted as one change. 	<ul style="list-style-type: none"> Renaming / minor changes in the course content cannot be considered

2.	<p>1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the University</p>	<ul style="list-style-type: none"> Syllabus copy of the courses highlighting the focus on employability/ entrepreneurship/ skill development along with their course outcomes. Provide mapping of the courses to employability / entrepreneurship / skill development 	<ul style="list-style-type: none"> Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM http://naac.gov.in/images/docs/Manuals/University-Manual-11th-January-2019.pdf 	<ul style="list-style-type: none"> The courses which are not directly leading to employability / entrepreneurship / skill development cannot be considered
3.	<p>1.1.4 Electronic media and other digital components in the curriculum offered by DDE</p> <p>Percentage of the Programmes on offer by DDE have incorporated electronic media and other digital components in their curriculum over the last five years</p> <p>Total number of the</p>	<ul style="list-style-type: none"> Syllabus copies/Programme Guides of programmes incorporating electronic media and other digital components in their curriculum Minutes of the Boards of Studies/ School Boards/ Academic Council meetings for approvals of these Programmes List of Programmes incorporating electronic media and other digital components offered year wise over the last five years. 	<ul style="list-style-type: none"> In case of Data being large, the DVV may seek for documents of random selected Programmes/courses during DVV clarification 	<ul style="list-style-type: none">

	Programmes on offer by DDE have incorporated electronic media and other digital components in their curriculum over the last five years			
4.	1.2.1 Percentage of new courses introduced of the total number of courses across all programmes offered during the last five year	<ul style="list-style-type: none"> List of new courses introduced program-wise during the assessment period certified by the Registrar. Minutes of relevant Academic Council/BOS meetings highlighting the name of the new courses introduced 	<ul style="list-style-type: none"> Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM 	<ul style="list-style-type: none"> Avoid courses with change of title of the course without substantial changes in the course content
5.	1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented (Data for the latest completed academic year)	<ul style="list-style-type: none"> List of programs in which CBCS/Elective course system implemented in the last completed academic year certified by the Registrar. Minutes of relevant Academic Council/BOS meetings highlighting the relevant documents to this metric. University letter stating 	<ul style="list-style-type: none"> Either CBCS or Elective or both can be considered If CBCS, course structure along with credit details to be given. If elective, list of elective offered for the program to be given If both, CBCS details alone is sufficient. 	<ul style="list-style-type: none"> Provision list of documents cannot be considered

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded

		<p>implementation of CBCS.</p> <ul style="list-style-type: none"> • Structure of the program clearly indicating courses, credits/Electives as approved by the competent board. 		
6.	1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years	<ul style="list-style-type: none"> • List of value added courses which are optional and offered outside the curriculum of the programs signed by appropriate authority. • Brochure and Course content or syllabus along with course outcome of Value added courses offered. 	<ul style="list-style-type: none"> • Courses of varying durations (atleast 30 contact hours), that are optional, and offered outside the curriculum that adds value to the holistic development of the students 	<ul style="list-style-type: none"> • Avoid online courses opted by students not offered by the institution. • Value added courses that are not offered by the institutions are not to be considered.
7.	1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above	<ul style="list-style-type: none"> • List of enrolled students in such courses year wise 	<ul style="list-style-type: none"> • The DVV partner may ask for certificates of randomly selected students enrolled in such courses and attendance sheets of selected courses. 	
8.	1.3.4 Percentage of students undertaking field projects / research projects / internships (Data for the latest completed academic year)	<ul style="list-style-type: none"> • List of students undertaking the field projects/ research projects / internship program-wise in the last completed academic year along with the details of title, place of work etc. • Internship / research projects completion certificate from the organization where internship / research projects was completed 	<ul style="list-style-type: none"> • Only latest completed Academic Year data to be considered • One student involved in multiple field works and/or research projects and/or internship should be counted as one. • Internship / research project completion 	<ul style="list-style-type: none"> • Mere list of students cannot be considered without relevant supporting documents

		<p>along with the duration.</p> <ul style="list-style-type: none"> • Report of the field visit / sample photographs of the field visit / permission letter from the competent authority will be considered 	<p>certificate given to the students by the host organisation will be asked during DVV process with specific student list.</p> <ul style="list-style-type: none"> • In case of field visit, mentioning objectives and outcomes of field visit along with field visit report. 	
9.	<p>1.4.1 Structured feedback for design and review of syllabus – semester wise / year wise is received 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 Opt one D. Any 1 of the above</p>	<ul style="list-style-type: none"> • Sample Filled in feedback forms from the stakeholders to be provided. 	<ul style="list-style-type: none"> • The feedback concerned with curriculum development only can be considered • Only filled –in feedback report will be considered • In case of selecting A, B, C or D provide three filled forms from each category • The DVV partner may ask for filled in forms of randomly selected stakeholders. 	<ul style="list-style-type: none"> • Feedback not related to design and review of syllabus will not be considered

	E. None of the above			
10.	<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>E. Feedback not collected</p>	<ul style="list-style-type: none"> Stakeholder feedback analysis report signed by the competent authority to be provided. Department wise Action taken Report on feedback signed by respective Chairman BOS and the Registrar. 	<ul style="list-style-type: none"> Feedback reports should be hosted only in the institutional website. Provide links which directly lead to reports on the items listed in the chosen option. 	<ul style="list-style-type: none"> Feedback not related to design and review of syllabus will not be considered Feedback reports reflected in other websites will not be considered
11.	<p>2.1.1 Demand Ratio (Average of last five years)</p>	<ul style="list-style-type: none"> List containing the number of applications received for each of the programs signed by competent authority. 	<ul style="list-style-type: none"> Sanctioned admission strength in each program vs number of applications received for each 	

		<ul style="list-style-type: none"> • Document relating to sanction of intake approved by competent authority 	<ul style="list-style-type: none"> • program. • During the DVV process, verification of the data for any selected program may be sought. • Documents relating to sanction of intake from concerned regulatory body if applicable 	
12.	<p>2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years (Excluding Supernumerary Seats)</p>	<ul style="list-style-type: none"> • Copy of letter issued by state govt. or Central Government Indicating the reserved categories (SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable) • Final admission list indicating the category as published by the HEI and signed by competent authority • Admission extract submitted to the state OBC, SC and ST cell every year. • Initial reservation of seats for admission. 	<ul style="list-style-type: none"> • Include only those reserved categories as specified by State/central Government orders for admission. • Only those seats filled against the quota should be counted here. 	<ul style="list-style-type: none"> • Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.

13.	<p>2.1.3 Increase in the enrolment at DDE Average percentage increase in the enrolment of learners in the DDE year wise over the last five years</p> <p>Number of increase in the enrolment of learners in the DDE year wise over the last five years</p>	<ul style="list-style-type: none"> • Number of learners enrolled for each Programme year wise for last five years authenticated by the Registrar of the University. • Web-link to Annual Reports of the DDE. 	<ul style="list-style-type: none"> • The enrolment data to be authenticated by the Registrar. 	<ul style="list-style-type: none"> • Only authenticated list will be considered.
14.	<p>2.2.2 <i>Student - Full time teacher ratio (Data for the latest completed academic year)</i></p>	<ul style="list-style-type: none"> • Certified list of full time teachers along with the departmental affiliation in the latest completed academic year. • List showing the number of students in each of the programs in the latest completed academic year. 	<ul style="list-style-type: none"> • A teacher employed 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. 	<ul style="list-style-type: none"> • Inclusion of part-time / Ad-hoc / visiting faculty cannot be considered
15.	<p>2.2.3 DDE reaching out to employed persons</p> <p>Average percentage of the enrolled learners at DDE</p>	<ul style="list-style-type: none"> • Student registration data of employed learners enrolled Programme wise and year wise for last five year wise certified by the Registrar of the University. Copy of the certificate from the employers 	<ul style="list-style-type: none"> • Submit in the prescribed format during SSR submission from which relevant document of selected students will be sought during DVV clarification 	<ul style="list-style-type: none"> • Only authenticated list will be considered.

	<p>who are employed year wise over the last five years</p> <p>Number of employed learners enrolled at DDE year wise over the last five years</p>	<p>(in case of Programmes requiring work experience).</p>	<ul style="list-style-type: none"> • DVV will randomly verify the employed learners of any one programme. 	
16.	<p>2.2.4 Learners from Special Target Group at DDE</p> <p>Average number of learners enrolled from special target groups namely: Persons with Disability, Transgender, Defence and Paramilitary forces, Prison inmates, etc. enrolled as learners in DDE year wise over the last five years</p> <p>Number of learners</p>	<ul style="list-style-type: none"> • Student registration data of learners enrolled Programme wise under special target group year wise for last five years certified by the Registrar of the University. • Copy of certificate given by Prison authorities indicating the prison inmates. 	<ul style="list-style-type: none"> • Scanned copies of certificates of Prison Inmates year wise over the last five years • Prison inmate list approved by the competent authority (Registrar of the University). • DVV will randomly verify the prison inmates learners of any one programme. 	<ul style="list-style-type: none"> • Only authenticated list will be considered

	from special target groups enrolled at DDE year wise over the last five years			
17.	2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year data)	<ul style="list-style-type: none"> • Copy of circular pertaining the details of mentor and their allotted mentees. • Approved Mentor list as announced by the HEI • In addition, issues raised and resolved in the mentor system has to be attached mentor-wise 	<ul style="list-style-type: none"> • Only full-time teachers can be considered as mentors. • In case of large data, the DVV will seek for the relevant documents for specific list of mentors/mentees during DVV clarification. 	<ul style="list-style-type: none"> • Mere list of names of mentors and mentees will not suffice for this metric.
18.	<p>2.3.5 Availability of digitized SLMs at DDE for the learners</p> <p>Average percentage of the learning material of the DDE is digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the</p>	<ul style="list-style-type: none"> • Link to Digital repository of SLMs in the DDE • LMS/e-content app / eSLMs/ e-Modules etc • Minutes of meeting specifying the introduction of the digitized SLMs for the learners of courses from the Competent authority. 	<ul style="list-style-type: none"> • Link to digital repository • DVV will verify the links provided randomly 	<ul style="list-style-type: none"> • Will not be considered if the link is not provided for the courses.

	<p>learners year wise over the last five years</p> <p>Number of learning material of the DDE digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners year wise over the last five years</p>			
19.	<p>2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years</p>	<ul style="list-style-type: none"> Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority. List of full time teachers appointed along with their departmental affiliation. 	<ul style="list-style-type: none"> Appointment letter of selected teachers will be asked during DVV clarification stage All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers 	<ul style="list-style-type: none"> Mere appointment letters provided in regional language cannot be considered
20.	<p>2.4.2 Average percentage of full time teachers with</p>	<ul style="list-style-type: none"> List of faculties having Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit 	<ul style="list-style-type: none"> Mention number of full-time teachers with Ph.D./D.M/M.Ch./D.N.B 	

	Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the last five years	along with particulars of degree awarding university, subject and the year of award.	Superspeciality/D.Sc./D'Lit year-wise irrespective of the year of award. • Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit certificates of selected faculty will be asked during DVV clarification stage.	
21.	2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	<ul style="list-style-type: none"> List of faculties along with particulars of the date of Appointment in the HEI and years of experience in the institution. 	<ul style="list-style-type: none"> Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large. 	Work experience of the teacher in other institution not to be considered here.
22.	2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the last five	<ul style="list-style-type: none"> e-Copies of award letters (scanned or soft copy) for achievements 	<ul style="list-style-type: none"> Only State, National and International level from Government/Govt. recognised bodies only should be considered. The date of award should fall with-in the assessment period One Full-time teacher to be counted once during the assessment period irrespective of number of 	<ul style="list-style-type: none"> Award that are local in nature cannot be considered. (For Ex: Avoid awards from urban local bodies/ Panchayat etc.) Intra and inter university / institution awards to be avoided Participation / presentation certificates – during paper presentation etc needs to be avoided Awards given by the

	<i>years</i>		awards or recognition	individuals are not to be considered.
23.	2.4.5 Full-time teachers and other academics in position at DDE Average percentage of the sanctioned posts occupied by full-time teachers and other academics respectively at DDE during the last five years Number of the sanctioned posts occupied by full-time teachers and other academics respectively at DDE year wise during the last five years	<ul style="list-style-type: none"> • Details of full time teachers and other academics As per Data Template. • List of the faculty members authenticated by the Registrar of the University • Position sanction letters/ notification issued by competent authority (Governing Council / Board of Management) 	<ul style="list-style-type: none"> • The appointment letter of selected faculty will be sought during clarification stage by DVV, if the data is large 	<ul style="list-style-type: none"> •
24.	2.4.6 Teaching Experience of Academic Counsellors at DDE Percentage of empanelled Academic	<ul style="list-style-type: none"> • List of Academic Counsellors with details of total teaching experience for the preceding academic year. • List of Academic Counsellors with details of educational qualification for the preceding academic year 	<ul style="list-style-type: none"> • Total teaching experience in years of the empanelled Academic Counsellors for the preceding academic year approved by competent authority • Approved list of Academic 	<ul style="list-style-type: none"> • Work experience of other DDE cannot be considered. • Avoid part time/visiting faculty for the count of the academic year.

	<p>Counsellors at DDE having more than five years of teaching experience for the preceding academic year</p> <p>Number of empanelled Academic Counsellors having more than five years of teaching experience for the preceding academic year.</p>		<p>Counsellors</p> <ul style="list-style-type: none"> • Experience certificate/appointment order of empanelled Academic Counsellor will be asked during DVV clarification stage if the data is large 	
25.	<p>2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years</p>	<ul style="list-style-type: none"> • Reports from Controller of Examination (COE) mentioning the name of the program, end date of the examination and date of announcement of the results along with the number of days elapsed, for all the programs for each year of the assessment period. 	<ul style="list-style-type: none"> • Documentary evidence of academic sessions / academic year planner signed by competent authority • In case of semester system, take the average of days of two semesters in a year. 	
26.	<p>2.5.2 Average percentage of</p>	<ul style="list-style-type: none"> • Minutes of the grievance cell / relevant body 	<ul style="list-style-type: none"> • One student to be counted only once in a 	

	<i>student complaints/grievances about evaluation against total number appeared in the examinations during the last five years</i>	<ul style="list-style-type: none"> List the number of students who have applied for revaluation / re-totalling program wise and the total certified by the Controller of Examinations year-wise for the assessment period. 	year irrespective of the number of papers /courses for which he/she has applied.	
27.	<i>2.5.4. Status of automation of Examination division along with approved Examination Manual</i> <i>A. 100% automation of entire division & implementation of Examination Management System (EMS)</i> <i>B. Only student registration, Hall ticket issue & Result Processing</i>	<ul style="list-style-type: none"> The report on the present status of automation of examination division including screenshots of various modules of the software. Copies of the purchase order and bills/AMC of the software. If the EMS is outsourced, copy of the relevant contract and copies of bills of payment to be provided. 	<ul style="list-style-type: none"> The screenshot should reflect the HEI name and the name of the module. Bills/AMC should be in the name of the HEI. 	<ul style="list-style-type: none"> Bills/AMC/Software etc in the name of the Trust/Society not to be considered.

	<p>C. Only student registration and result processing</p> <p>D. Only result processing</p> <p>E. Only manual methodology</p>			
28.	<p>2.6.3 Average pass percentage of students</p>	<ul style="list-style-type: none"> • Annual report of COE highlighting pass percentage of students • Certified report from Controller Examination indicating pass percentage of students of the final year (final semester) eligible for the degree program-wise / year-wise 	<ul style="list-style-type: none"> • Only current final year (latest completed academic year) student data will be considered. 	<ul style="list-style-type: none"> • Results pertaining to students other than the final year are not to be submitted.
29.	<p>3.1.2 The institution provides seed money to its teachers for research (average per year INR in Lakhs)</p>	<ul style="list-style-type: none"> • List of faculty who have been awarded seed money for research along with the title of the project, duration and amount year-wise. • Sanction letters of award of seed money to the teachers is mandatory. • Audited Income-Expenditure statement highlighting the relevant expenditure signed by the Finance Officer indicating seed money provided and 	<ul style="list-style-type: none"> • In case of large data, the DVV will ask for valid document for specific list of teachers • Only formal research project seed money will be considered. 	<ul style="list-style-type: none"> • Grants for other than research projects need to be avoided • Sponsorship to conferences / seminars etc to be avoided • Grants received from outside agencies for research not to be included.

		utilized.		
30.	3.1.3 Percentage of teachers receiving national/international fellowship/financial support by various agencies for advanced studies/ research during the last five years	<ul style="list-style-type: none"> E-copies of the award letters of the teachers. List of teachers who have received the awards along with the nature of award, the awarding agency etc. 	<ul style="list-style-type: none"> Documents for all awards are compulsory 	<ul style="list-style-type: none"> Awards without any financial support not to be included (E.g: Best Teacher Award, Certificate of Appreciation).
31.	3.1.4 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the last five years	<ul style="list-style-type: none"> List of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows along with the details of the funding agency to be provided. E copies of fellowship award letters is mandatory 		<ul style="list-style-type: none"> Research fellowships to the teachers/students/research assistants etc given by the HEI not to be considered.
32.	3.1.5 Institution has the following facilities to support research 1. Central Instrumentation Centre	<ul style="list-style-type: none"> Videos and geotagged photographs of each of the facilities available in the HEI. Details of the structures of each of the facilities available in the HEI. Copy of subscription letter for database is essential for Option 6 		<ul style="list-style-type: none"> Mere claiming of facility without sufficient supporting documents will not be considered.

	<p>2. Animal House/Green House</p> <p>3. Museum</p> <p>4. Media laboratory/Studios</p> <p>5. Business Lab</p> <p>6. Research/Statistical Databases</p> <p>7. Mootcourt</p> <p>8. Theatre</p> <p>9. Art Gallery</p> <p>Options:</p> <p>A. 4 or more of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	(Research/Statistical Databases).		
33.	<p>3.1.6 Percentage of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international</p>	<ul style="list-style-type: none"> • E copies of recognition of departments /grant award letters from central / state government agencies and other recognitions by national and international agencies 	<ul style="list-style-type: none"> • This is a current year metrics. Hence the running grant should be valid for the latest completed academic year 	<ul style="list-style-type: none"> • Grants given by their own trust / sister institutions not to be included. • Projects sanctioned to individual researchers / teachers etc not to be included.

	agencies (Data for the latest completed academic year)			
34.	3.2.1 Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the Institution during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> List of Extramural funding received for research, endowments, Chairs received during the last five years along with the nature of award, the awarding agency and the amount. E-copies of the letters of award for research , endowments, Chairs sponsored by non-government sources 	<ul style="list-style-type: none"> Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from non-government organisations. The duration of the grant period should align with the assessment period. 	<ul style="list-style-type: none"> Grants given by their own trust / sister institutions not to be included. Grants in the form of Equipments / software / skill development centres will not be considered. Data given in 3.1.6 & 3.2.2 are not to be included here.
35.	3.2.2 Grants for research projects sponsored by the government agencies during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc. E-copies of the grant award letters for research projects sponsored by government agencies. 	<ul style="list-style-type: none"> Sanction letter of grants by the funding agency is mandatory to support the claim. The duration of the grant period should align with the assessment period. 	<ul style="list-style-type: none"> Grants in the form of Equipments / software / skill development centres will not be considered

36.	3.2.3 Number of research projects per teacher funded by government and non-government agencies during the last five years.	<ul style="list-style-type: none"> • Details of research projects and funding details as per the data template • Copy of the letter indicating sanction of research project and the name of the faculty funded by govt. /non-govt agencies. 	<ul style="list-style-type: none"> • This metric is about the number of projects, hence the number of projects in 3.2.1 and 3.2.2 put together should match with 3.2.3 	<ul style="list-style-type: none"> • Non-government agency does not include own institution / trust / sister institutions
37.	3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years	<ul style="list-style-type: none"> • Detailed report for each program. • Brochure/Photograph with date and captions; title of the workshops / seminars conducted. • Details of resource persons. 	<ul style="list-style-type: none"> • Only activities with a bearing on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development to be considered here. 	
38.	3.3.3 Number of	<ul style="list-style-type: none"> • e- Copies of award letters issued 	<ul style="list-style-type: none"> • Awards 	<ul style="list-style-type: none"> • Participation / presentation

	<i>awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the last five years</i>	by the awarding agency.	research/innovation received by the institution/teachers/research scholars/students to be considered here. <ul style="list-style-type: none"> The claims without certificate or award letter will not be considered 	certificates in workshops / conferences etc not to be included. <ul style="list-style-type: none"> Awards claimed in 2.4.4 not to be claimed here. Patents not to be included
39.	3.3.4 Workshops / seminars conducted by DDE on ODL practices Total number of workshops/seminars conducted by DDE on ODL practices year wise during the last five years on: <ul style="list-style-type: none"> Self learning material development Learner Support services and academic counseling Intellectual 	<ul style="list-style-type: none"> List of workshops/seminars conducted year wise over the last five years certified by the Head of concerned Department Report of the event/ link to the material developed 	<ul style="list-style-type: none"> Only activities mentioned in the criteria or related ones should be considered here. DVV may seek for certificates/ list of participants at random. 	<ul style="list-style-type: none"> Workshops/seminars other than mentioned on DDE on ODL practices will not be considered.

	Property Rights (IPR); <ul style="list-style-type: none"> • Open Educational Resources (OERs); • Massive Open Online Courses (MOOCs); • Technology-Enabled Learning; • Learning Management System; • Development of e-content and • Other innovative technologies 			
40.	3.3.5 Innovative content developed at DDE Innovative content developed at DDE year wise during the last five years in the form of e-modules / e-SLMs / MOOCs for : <ul style="list-style-type: none"> • NMEICT 	<ul style="list-style-type: none"> • List of the innovative contents developed over the last five years. • Synopsis of the content developed approved by the Statutory body (Board of Studies / Academic Council or other Statutory bodies of External Agency) • Web links to the e-modules, e-SLMs, MOOCS etc., 	<ul style="list-style-type: none"> • Link to the material developed 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • NPTEL • SWAYAM • e-PG Pathshala • e-SLMs • other MOOCs platform • Institutional LMS 			
41.	<p>3.4.1 The institution ensures implementation of its stated Code of Ethics for research</p> <p>3.4.1. 1The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:</p> <ol style="list-style-type: none"> 1. Inclusion of research ethics in the research methodology course work 	<ul style="list-style-type: none"> • Copy of the syllabus of the research methodology course work if research ethics is included. • Constitution of the ethics committee and its proceedings approved by the appropriate body. • Constitution of research advisory committee and its proceedings approved by the appropriate body. • Bills of purchase of plagiarism check software in the name of the HEI. 	<ul style="list-style-type: none"> • Provide web link on the institutional website which should lead to the landing page where Code of Ethics for research is hosted. • Report of research content checked through licensed plagiarism check software. 	<ul style="list-style-type: none"> • If the link leads only to the home page, the claim will not be considered.

	<p>2. Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc)</p> <p>3. Plagiarism check</p> <p>4. Research Advisory Committee</p> <p>Options:</p> <p>A. All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>			
42.	<p>3.4.2 <i>The institution provides incentives to teachers who receive state, national and international recognitions/awards</i></p> <p>1. Commendation</p>	<ul style="list-style-type: none"> • List of beneficiaries among faculty along with their contact details, nature of incentives received by each. • Policy document detailing scheme of incentives as approved by the appropriate body. • E-copies of the letters of incentives, certificate of honors granted by the university to the 	<ul style="list-style-type: none"> • Ranges from Study leave to monetary and promotional benefits • If the data is large, details of incentives given to selected faculty will be asked during DVV clarification process 	

	<p>and monetary incentive at a University function</p> <p>2. Commendation and medal at a University function</p> <p>3. Certificate of honor</p> <p>4. Announcement in the Newsletter / website</p> <p>Options:</p> <p>A. All of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p>	beneficiary.		
43.	<p>3.4.3 Number of Patents published/awarded during the last five years</p>	<ul style="list-style-type: none"> e-copies of the letters of awards of patents and the current status 	<ul style="list-style-type: none"> Only awarded / published patents to be considered. Patent awarded / published during the assessment period only to be considered. Patents awarded should be supported with a letter of award and the unique 	<ul style="list-style-type: none"> Mere submission of application for the patent not to be considered.

			<p>patent number which can be cross-verified.</p> <ul style="list-style-type: none"> • Patents awarded / published in the name of faculty working in the University during the assessment period only to be considered. 	
44.	<p>3.4.4 Number of Ph.D's awarded per teacher during the last five years</p> <p>3.4.4.1: How many Ph.D's are awarded within last 5 years 3.4.4.2 : Number of teachers recognized as guides during the last five years</p>	<ul style="list-style-type: none"> • PhD Award letters to PhD students. • Letter from the university indicating name of the PhD student with title of the doctoral study and the name of the guide. • Co-guides are also considered • Ph.D s awarded by other university/institutions are also considered 	<ul style="list-style-type: none"> • Ph.D's awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered, during the assessment period. • If the data is large, details of guideship letter/award details for selected faculty will be asked during DVV clarification process 	
45.	<p>3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years</p>	<ul style="list-style-type: none"> • Functional link to be specified to the actual article in the relevant section on the UGC portal. 	<ul style="list-style-type: none"> • Actual link of UGC for journals to be specified. 	<ul style="list-style-type: none"> • If details given are not complete with the UGC link, the respective publication will not be considered
46.	<p>3.4.6 Number of</p>	<ul style="list-style-type: none"> • E-copy of the Cover page, 	<ul style="list-style-type: none"> • Books with ISBN 	<ul style="list-style-type: none"> • Publication claimed under

	<i>books and chapters in edited volumes published per teacher during the last five years</i>	<p>content page and first page of the publications.</p> <ul style="list-style-type: none"> • Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication 	<p>number only would be considered</p> <ul style="list-style-type: none"> • The details of selected publications would be sought during the DVV clarification process, if the data is large 	3.4.5 not to be included in this metric.
47.	3.4.7 E-content is developed by teachers: 1. For e-PG-Pathshala 2. For CEC (Under Graduate) 3. For SWAYAM 4. For other MOOCs platform 5. For NPTEL/NMEICT/any other Government initiative 6. For institutional LMS	<ul style="list-style-type: none"> • Give links to upload document of e-content developed showing authorship. • Supporting documents from the sponsoring agency for the e-content developed by the teachers need to be given 	<ul style="list-style-type: none"> • Only the content developed by the teachers of the institution need be considered 	<ul style="list-style-type: none"> • Informal e-content will not be accepted • Open Source e-content should not be included.
48.	3.4.8 <i>Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/</i>		<ul style="list-style-type: none"> • The data for this metric will be fetched by INFLIBNET directly • The HEI can seek clarification for the data given by INFLIBNET 	

	<i>Web of Science/PubMed</i>		through the portal only.	
49.	3.4.9 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-Index of the University		<ul style="list-style-type: none"> The data for this metric will be fetched by INFLIBNET directly The HEI can seek clarification for the data given by INFLIBNET through the portal only. 	
50.	<p>3.4.10 Publications on Distance Education at DDE Number of books, chapters in books, articles and research papers in journals in the area of Distance Education published by teachers and other academics of DDE</p> <p>Details of the publications of teachers and other academics of DDE year wise over the last five years</p>	<ul style="list-style-type: none"> Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication. Web-link of the research paper, which redirects to the UGC notified listed journal webpage published in UGC website 	<ul style="list-style-type: none"> Documentary evidence that the publication is related to Distance Education as per UGC-CARE list of journals. DVV will cross verify with claims at random 	<ul style="list-style-type: none"> Books/chapters/articles /research papers other than in the area of distance education will not be considered.
51.	3.5.2 Revenue	<ul style="list-style-type: none"> Audited statements of accounts 	<ul style="list-style-type: none"> Amount generated 	<ul style="list-style-type: none"> Research projects where

	<i>generated from consultancy and corporate training during the last five years (INR in Lakhs)</i>	<p>indicating the revenue generated through consultancy and corporate training.</p> <ul style="list-style-type: none"> • Letter from the corporate where training was imparted along with the fee paid. • CA certified copy attested by head of the institute • Letter from the beneficiary of consultancy along with details of the consultancy fee. 	through consultancy and corporate train are to be considered here.	<p>the consultant is the Principal investigator cannot be considered here</p> <ul style="list-style-type: none"> • Grants received for research projects not to be included. • Consultancy fee from any sister institution / same trust not to be considered. • The revenue generated by sharing the physical resources / by testing are not to be considered. • Revenue generated by training the students should not be included.
52.	<i>3.6.2 Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the last five years</i>	<ul style="list-style-type: none"> • e- Copies of award letters issued by the awarding agency. • Any other relevant supporting document. 	<ul style="list-style-type: none"> • Awards received only to the extension activities carried out are to be included. 	<ul style="list-style-type: none"> • Awards claimed in 2.4.4 and 3.1.3 will not be considered here. • Award that are local in nature not to be considered. For Ex: Avoid awards from urban local bodies/ Panchayat etc. • Awards by individuals are not to be considered.
53.	<i>3.6.3 Number of</i>	<ul style="list-style-type: none"> • Geo tagged Photographs and 	<ul style="list-style-type: none"> • Can be supplemented 	<ul style="list-style-type: none"> • Events conducted for the

	<i>extension and outreach programmes conducted by the institution including those through NSS/NCC/Red cross/YRC etc. (including Government initiated programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs) during the last five years</i>	<p>any other supporting document of relevance should have proper captions and dates.</p> <ul style="list-style-type: none"> Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency 	with Newspaper reports of events.	benefit of their own students not to be included under outreach programs.
54.	<i>3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during</i>	<ul style="list-style-type: none"> Detailed report for each program extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency. 	<p>During the DVV clarification process, HEI may be asked for student attendance documents / certificates for selected extension activities.</p> <ul style="list-style-type: none"> Data given in this 	

	<i>the last five years</i>	<ul style="list-style-type: none"> Photographs or any supporting document of relevance should have proper captions and dates 	metrics should match with that of 3.6.3	
55.	<i>3.7.1 Number of collaborative activities with other institutions/research establishment/industry for research and academic development of faculty and students per year</i>	<ul style="list-style-type: none"> Copies of collaboration/related documents indicating the nature of collaboration and activities year-wise 	<ul style="list-style-type: none"> The Collaboration to be valid for the assessment period. The collaboration activities for research and academic development of faculty and students facilitated through the mentioned collaboration only to be considered. 	<ul style="list-style-type: none"> Activities mentioned under 3.6.3, 3.7.2 and 3.7.3 not to be included here. Collaborations with the sister institutions under the same Trust not to be included.
56.	<i>3.7.2 Number of functional MoUs with institutions/industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years</i>	<ul style="list-style-type: none"> List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties E-copy of the MOUs indicating the objectives of the MOU signed by both the parties. 	<ul style="list-style-type: none"> The MoU should be functional during the assessment period If the MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU with institutions. 	<ul style="list-style-type: none"> MOU's with the sister institutions under the same Trust not to be included. 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.

57.	<p>4.1.4 <i>Average percentage of expenditure excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)</i></p>	<ul style="list-style-type: none"> • Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Finance Officer • <u>Highlight the relevant items in the audited income and expenditure statement.</u> 	<ul style="list-style-type: none"> • Focus of this metric is on infrastructure augmentation only. 	<ul style="list-style-type: none"> • Avoid recurring expenditure on laboratory, on maintenance of infrastructure and acquisition of books and journals under this metric.
58.	<p>4.1.5 Expenditure incurred for infrastructure augmentation of DDE</p> <p>Average percentage of expenditure incurred for infrastructure augmentation of DDE</p> <p>Expenditure incurred for infrastructure augmentation of DDE against total expenditure excluding salary year wise during the last five years</p>	<ul style="list-style-type: none"> • Audited statement of accounts highlighting items pertaining to :- <ol style="list-style-type: none"> 1. Infrastructure Augmentation 2. Salary Statement certified by the Finance Officer • Minutes of Finance Committee • Annual Accounts of the DDE 	<ul style="list-style-type: none"> • This metric is supposed to be looked at with the perspective of infrastructure augmentation and total expenditure excluding salary 	<ul style="list-style-type: none"> •

	(INR in lakhs)			
59.	<p>4.1.6 Average percentage of the expenditure incurred on maintenance of physical facilities and academic support facilities of DDE</p> <p>Expenditure incurred on maintenance of physical facilities and academic support facilities of DDE and total expenditure excluding salary, year wise, during the last five years (INR in lakhs)</p>	<ul style="list-style-type: none"> • Audited statement of accounts highlighting items pertaining to :- 1. Maintenance of Physical facilities 2. Academic support facilities • Provide the consolidated fund allocation towards maintenance of physical facilities and academic support facilities • Salary Statement certified by the Finance Officer • Minutes of Finance Committee • Annual Accounts of the DDE 	<ul style="list-style-type: none"> • DVV will verify from documents. 	<ul style="list-style-type: none"> •
60.	<p>4.2.2 <i>Institution has subscription for e-Library resources</i></p> <p>Library has regular subscription for the</p>	<ul style="list-style-type: none"> • E-copy of the letter of subscription /member ship in the name of HEI. • Screenshots of the facilities claimed with the name of HEI. • Specific details in respect of e-resources selected. 	<ul style="list-style-type: none"> • Ensure that the letter of subscription contains complete details. • Provide a link in the institutional website for the selected option for verification by DVV. 	<ul style="list-style-type: none"> • Soft copy of printed books cannot be accepted as e-books.

	<p>following:</p> <ol style="list-style-type: none"> 1. e – journals 2. e-books 3. e- ShodhSindh u 4. Shodhganga 5. Databases <p>Options:</p> <ol style="list-style-type: none"> A. Any 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 			
61.	<p>4.2.3 <i>Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</i></p>	<ul style="list-style-type: none"> • Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Finance Officer • Audited Income/Expenditure Statement highlighting the expenditure for purchase of books and journal library resources. 		

		<ul style="list-style-type: none"> • Proceedings of Library Committee meetings for allocation of fund and utilization of fund 		
62.	4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	<ul style="list-style-type: none"> • Certified E-copy of the ledger for footfalls for 5 days. • Certified screenshots of the data for the same 5 days for online access. 	<ul style="list-style-type: none"> • During DVV clarification process library log-book entries and data for online access for randomly selected five days will be sort. 	
63.	4.3.1 Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities .(Data for the latest completed academic year)	<ul style="list-style-type: none"> • Geotagged photographs of class rooms /seminar halls with ICT enabled facilities 	<ul style="list-style-type: none"> • Number of classrooms and/or seminar halls with ICT enabled facilities to be considered here. 	<ul style="list-style-type: none"> • Labs and workshops with ICT facility not to be considered.
64.	4.3.3 Student - Computer ratio (Data for the latest completed	<ul style="list-style-type: none"> • Number of Computers available for student use only • Bills for the purchase of computers. 		<ul style="list-style-type: none"> • The computers for office and faculty use will not be considered

	academic year)	<ul style="list-style-type: none"> Highlight the purchase of computers in the stock registers. 		
65.	4.3.4 Available bandwidth of internet connection in the Institution (Leased line) Options: A. ≥1 GBPS B. 500 MBPS - 1 GBPS C. 250 MBPS - 500 MBPS D. 50 MBPS - 250 MBPS E. <50 MBPS	<ul style="list-style-type: none"> Bills for any one month / one quarter of the latest completed academic year indicating internet connection plan, speed and bandwidth. E-copy of the document/agreement with the service provider. 	<ul style="list-style-type: none"> Only leased line connectivity in the name of the HEI will be considered. 	<ul style="list-style-type: none"> Snap shot of speed test for wifi/internet facility will not be considered. Broadband connections will not be considered.
66.	4.3.5 Institution has the following Facilities for e-content development 1. Media centre 2. Audio visual centre 3. Lecture Capturing System(LCS) 4. Mixing	<ul style="list-style-type: none"> Geo tagged photographs of Media Centre, AV Centre. Purchase Bill / stock register entry for lecture capturing system, mixing equipment, software for editing. Audited income expenditure statement highlighting the relevant expenditure. 	<ul style="list-style-type: none"> List of e-content developed in the facilities created in the HEI. For large data, DVV will seek a link to e-content from the list. 	

	<p>equipments and softwares for editing</p> <p>Options:</p> <p>A. All 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p>			
67.	<p>4.3.6 ICT enabled facilities at DDE</p> <p>Percentage of the rooms of the DDE are IT enabled as on date</p> <p>Details of rooms with ICT facilities/Wi-Fi/LAN (data as on</p>	<ul style="list-style-type: none"> • Photographs of IT infrastructure facilities at DDE. • Geotagged Photos of class rooms /seminar halls with ICT • Hyper linked video of ICT enabled facilities 	<ul style="list-style-type: none"> • Specific number of classrooms and/or seminar halls with facilities for teaching-learning through ICT for the current year to be considered here. 	<ul style="list-style-type: none"> • Labs and workshops not to be considered.

	date) at DDE (cumulative) and total number of rooms at the DDE (cumulative)			
68.	4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	<ul style="list-style-type: none"> • Provide audited income and expenditure statement highlighting the items of expenditure incurred on <u>maintenance</u> of physical facilities and academic support facilities duly certified by Finance Officer. • Consolidated list of expenditure under this head for five years signed by Finance Officer. 	<ul style="list-style-type: none"> • Focus of this metric is only on the maintenance of physical and academic support facilities. 	<ul style="list-style-type: none"> • Mere statement of last five years data on the metric without audited statement will not be considered.
69.	5.1.1 Average percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government agencies (NGOs) during the last five years (other than	<ul style="list-style-type: none"> • Upload policy document of HEI for award of scholarship and freeship. • Year wise list of students benefitted along with the name of the contributing agency / scheme. • Consolidated document of scholarships / freeships and number of beneficiaries in each year. 	<ul style="list-style-type: none"> • Consider scholarships and freeships sanctioned by the institution and Government and Non-Government agencies. • For large data, the DVV will ask documents for randomly selected students in specific schemes during DVV clarification 	

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded

	<i>the students receiving scholarships under the government schemes for reserved categories)</i>	<ul style="list-style-type: none"> • Upload sanction letter of scholarship / freeships for each of the schemes. 		
70.	5.1.2 Average percentage of students benefited by career counseling and guidance for competitive examinations offered by the Institution during the last five years	<ul style="list-style-type: none"> • Copy of circular/brochure of such programs along with the details of the resource persons. • Year-wise list of students attending each of these schemes signed by competent authority 	<ul style="list-style-type: none"> • “Students benefited” refers to students enrolled / attending the said programs. • DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled. 	<ul style="list-style-type: none"> • Copy of circular/brochure of such programs along with the details of the resource persons. • Year-wise list of students attending each of these schemes signed by competent authority
71.	5.1.3 Following Capacity development and skills enhancement initiatives are taken by the institution 1. Soft skills 2. Language and communication	<ul style="list-style-type: none"> • Web-link to particular programs/schemes mentioned in the metric • Copy of circular /brochure /report of the event Photographs with date and caption for each scheme or event • List of programs conducted and the number of students enrolled for each of the events. 	<ul style="list-style-type: none"> • Consider all the students who have enrolled for various initiatives. • DVV can seek the documents regarding the attendance and certificates for the selected list of programs/students enrolled in the specified initiatives. 	<ul style="list-style-type: none"> • Mere circulars and student list will not be accepted.

	<p><i>skills</i></p> <p>3. <i>Life skills (Yoga, physical fitness, health and hygiene)</i></p> <p>4. <i>Awareness of trends in technology</i></p> <p>Options:</p> <p>A. All 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p>			
72.	<p>5.1.4 <i>The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</i></p> <p>1. Implementation of guidelines of</p>	<ul style="list-style-type: none"> • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. • Circular/web-link/ committee report justifying the objective of the metric • Proof of constitution of Internal Complaints / Grievances Committee formation /Sexual 	<ul style="list-style-type: none"> • Report of incident, management of grievances from the concerned cell is essential. • The mechanism of addressal should be available as document and should be hosted in the HEI's Website. The link of the same shall be 	

	<p><i>statutory/regulatory bodies</i></p> <p>2. Organisation wide awareness and undertakings on policies with zero tolerance</p> <p>3. Mechanisms for submission of online/offline students' grievances</p> <p>4. Timely redressal of the grievances through appropriate committees</p> <p>Options:</p> <p>A. All 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the</p>	<p>Harassment / Anti Ragging Committee as per UGC regulation.</p>	<p>provided to validate the same.</p>	
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	above E None of the above			
73.	<p>5.1.8 Attending to learners' queries by DDE</p> <p>Modes employed by DDE to attend to learners' queries Enlist the approaches given below, used by the DDE to attend to learners' queries:</p> <ol style="list-style-type: none"> 1. Automated interactive voice response system 2. Call centre 3. Online Help Desk 4. Social media 5. App based support 	<ul style="list-style-type: none"> • Web-link to Online Help Desk, App based support, Chat Box, Interactive radio counselling, Web conferencing, Student Services Centre, any other • DDE to provide web-links on different modes employed. 	<ul style="list-style-type: none"> • Different modes employed by the university will be considered. • Queries are based on number of learners • DVV will cross verify through the web links provided by the Open University. 	

<p>6. Chat Box</p> <p>7. E-mail Support</p> <p>8. Interactive radio counselling</p> <p>9. Teleconferencing</p> <p>10. Web-conferencing</p> <p>11. Student Services Centre/ Inquiry Counter</p> <p>12. Postal communication</p> <p>13. Any other (please specify)</p> <p>Options: (Choose any one of the below)</p> <p>A. Any 8 or more of the above</p> <p>B. Any 6-7 of the above</p> <p>C. Any 4-5 of the above</p> <p>D. Any 1-3 of the above</p> <p>E. None of the above</p>			
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74.	<p>5.1.9 Addressing learners' grievances at DDE</p> <p>DDE has a transparent mechanism for timely redressal of learner grievances. Average percentage of grievances received at DDE and redressed during the last five years</p> <p>Total number of grievances received at DDE and redressed year wise over the last five years</p>	<ul style="list-style-type: none"> • Web- link on Grievance Redressal Mechanism for learners. • Supporting documents for redressal of learners grievances approved by the Competent Authority 	<ul style="list-style-type: none"> • Report of incident management of grievances from the concerned cell is essential. • The Grievance Redressal Mechanism should be available as document and preferably hosted in the HEI's website. The link of the same shall be provided to validate the same by DVV. 	
75.	<p>5.2.1 Average percentage of students qualifying in state/ national/ international level</p>	<ul style="list-style-type: none"> • List of students year-wise under each head • Qualifying Certificates of the students taking the examination year wise under each category 		<ul style="list-style-type: none"> • In absence of certificate, the claim will not be considered. • Exams conducted for recruitment to jobs by State/Central Government

	examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations)			other than the exams specified in the metric will not be considered.
76.	5.2.2 Average percentage of placement of outgoing students during the last five years	<ul style="list-style-type: none"> List of students placed along with placement details such as name of the company, compensation, etc year wise. 	<ul style="list-style-type: none"> The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered. If the data is large, DVV partner will ask for the appointment orders of the selected students 	<ul style="list-style-type: none"> If same student has multiple offers it has to be conducted once only.
77.	5.2.3 Percentage of recently graduated students who have progressed to higher education (previous graduating batch)	<ul style="list-style-type: none"> Upload supporting data for students who have joined for higher education in prescribed format for the latest graduating batch. 	<ul style="list-style-type: none"> Proof like admission letters or identity cards for selected students progressing to higher education will be asked by DVV partner. 	
78.	5.2.4 Submission of assignments at DDE	<ul style="list-style-type: none"> Web-link to academic calendar of the DDE 	<ul style="list-style-type: none"> Consolidated list of learners (newly enrolled) 	

	<p>Percentage of learners enrolled at DDE in the preceding academic year (only newly enrolled) who have submitted assignments as per the academic calendar</p> <p>Data requirement: (As per Data Template)</p> <ul style="list-style-type: none"> • Name of the programme and courses • Programme wise Enrollment details • Number of assignment(s) per course • Number of assignment(s) submitted per course 	<ul style="list-style-type: none"> • List of programmes on offer • Web-link to assignments of programmes on offer 	<p>having submitted assignments duly authenticated by the Controller of Examinations or equivalent official.</p> <ul style="list-style-type: none"> • DVV will cross check and validate with the documents 	
79.	5.2.5 Number of learners of DDE	<ul style="list-style-type: none"> • Approved list of programmes on offer 	<ul style="list-style-type: none"> • Consolidated list of learners registered 	

	<p>passed out term end examination</p> <p>Percentage of learners enrolled at DDE in the preceding academic year (only freshly enrolled) and who have appeared and have passed in the term end examination</p> <p>Data requirement:(As per Data Template)</p> <ul style="list-style-type: none"> • Name of the programme and courses of DDE • Programme wise Enrollment details of DDE • Enrolment number of learners (only freshly enrolled)who have passed term end examinations of DDE 	<ul style="list-style-type: none"> • Web-link of examination schedule • List of learners (only newly enrolled) who have passed in the term end examination certified by the Controller of Examination 	<p>(newly enrolled) passed in the term end examinations duly authenticated by the Controller of Examinations or equivalent official.</p> <ul style="list-style-type: none"> • DVV will cross check and validate with the documents 	
80.	5.3.1 Number of	<ul style="list-style-type: none"> • E-copies of award letters and 	<ul style="list-style-type: none"> • Participation in Republic 	<ul style="list-style-type: none"> • Participation/appreciation

	<i>awards/medals won by students 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 last five years</i>	certificates.	Day Parade by NCC candidates may be considered. <ul style="list-style-type: none"> • Only inter university / state / national / international achievement will be considered. • Award for team event will be counted as one. 	certificates at the regional/local /institutional levels should be avoided. <ul style="list-style-type: none"> • Awards from intra or inter institutions / departments will not be considered.
81.	<i>5.3.3 Average number of sports and cultural events / competitions organised by the institution per year</i>	<ul style="list-style-type: none"> • Report of the events/along with geo tagged photographs appropriately dated and captioned year-wise. • Copy of circular/brochure indicating such kind of activities 	<ul style="list-style-type: none"> • All activities conducted under an event will be counted as one event. • Only the events organised by the university need to be considered 	<ul style="list-style-type: none"> • Events cannot be split into activities
82.	<i>5.4.2 Alumni contribution during the last five years (INR in lakhs)</i> Options: A. ≥ 100 Lakhs B. 50Lakhs - 100 Lakhs	<ul style="list-style-type: none"> • Annual audited statements of accounts of the HEI highlighting Alumni contribution duly certified by Chartered Accountant/Finance Officer. • List of alumnus/alumni with the amount contributed year-wise. 		<ul style="list-style-type: none"> • Mere list indicating the contribution will not be considered. • Amount contributed to Alumni Association and contributions in kind not to be considered.

	<p>C. 20 Lakhs - 50 Lakhs</p> <p>D. 5 Lakhs - 20 Lakhs</p> <p>E. <5 Lakhs</p>			
83.	<p>6.2.3 Institution Implements e-governance in its areas of operations</p> <p>6.2.3.1 e-governance is implemented covering following areas of operation</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <p>Options:</p> <p>A. All of the above</p>	<ul style="list-style-type: none"> • Institutional expenditure statements for the heads of e-governance implementation • ERP Document • Screen shots of user interfaces of each module reflecting the name of the HEI. • Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate • Policy document on e-governance. 	<ul style="list-style-type: none"> • Bills for the expenditure on implementation of e-governance in the areas of operation. 	

	<p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>			
84.	<p>6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years</p>	<ul style="list-style-type: none"> • Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. 	<ul style="list-style-type: none"> • If the data is large documents related to specific teachers will be asked during DVV clarification 	<ul style="list-style-type: none"> • Without proof of payment on financial support for faculty development, mere name-list of the faculty will not considered. • Mere cash vouchers for payment will not be considered
85.	<p>6.3.3 Average number of professional development / administrative</p>	<ul style="list-style-type: none"> • List of professional development / administrative training programs organized by the institution • Brochures and Reports year- 	<ul style="list-style-type: none"> • DVV partner may ask for participation certificates / attendance of selected programs. 	<ul style="list-style-type: none"> • Programs of duration less than one week conducted by the institution will not be considered. • Seminars / invited talks

	training Programmes organized by the institution for teaching and non teaching staff during the last five years	<p>wise</p> <ul style="list-style-type: none"> List of participants in each programme Geo tagged photographs with date and caption. Annual reports of the AQAR submitted to NAAC (only in case of 2nd Cycle and onwards). 		cannot be included in this metric.
86.	6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	<ul style="list-style-type: none"> Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period participated year-wise. E-copy of the certificates of the program attended by teachers. List of participants for each programme during last 5 years. Annual reports of the AQAR submitted to NAAC (only in case of 2nd Cycle and onwards) 	<ul style="list-style-type: none"> One teacher attending one or more professional development Program in a year to be counted as one only. If the data is large documents related to specific teachers will be asked during DVV clarification. 	
87.	6.4.2 Funds /	<ul style="list-style-type: none"> Annual audited statements of 		<ul style="list-style-type: none"> Avoid duplication

	<i>Grants received from government bodies during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)</i>	<p>accounts highlighting the grants received.</p> <ul style="list-style-type: none"> • Copy of letter for receiving grants/funds received from respective agency as stated in metric. 		<ul style="list-style-type: none"> • Contribution in kind in the form of equipment / software etc cannot be counted. • Grants received under Criterion III and V not to be repeated. • Grants received from government other than Development & maintenance of infrastructure cannot be considered.
88.	<i>6.4.3 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)</i>	<ul style="list-style-type: none"> • Annual audited statements of accounts highlighting the grants received. • Copy of letter indicating the grants/funds received from respective agency as stated in metric 		<ul style="list-style-type: none"> • Avoid duplication • Funds from own institutions/own trust and sister institutions not to be considered • Contribution in kind in the form of equipment / software etc cannot be counted. • Grants received under Criterion III and V not to be repeated. • Grants received from government for other than Development & maintenance of infrastructure cannot be

				considered.
89.	<p>6.5.2 Institution has adopted the following for Quality assurance</p> <p>1. Academic Administrative Audit (AAA) and follow up action taken</p> <p>2. Confernces, Seminars, Workshops on quality conducted</p> <p>3. Collaborative quality initiatives with other institution(s)</p> <p>4. Orientation programme on quality issues for teachers and students</p> <p>5. Participation in NIRF</p> <p>6. Any other quality audit recognized by state, national</p>	<ul style="list-style-type: none"> • Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal) / NBA / ISO as applicable valid for the assessment period. • List of Confernces / Seminars / Workshops on quality conducted along with brochures and geo tagged photos with caption and date. • List of Collaborative quality initiatives with other institution(s) along with brochures and geo tagged photos with caption and date. • List of Orientation programme conducted on quality issues for teachers and students along with geo tagged photos and supporting documents. 	<ul style="list-style-type: none"> • AQAR not applicable for cycle I • For large data, DVV will seek proof of list of attendance, participation certificates etc for the randomly selected activities. 	<ul style="list-style-type: none"> • Collaborative quality initiatives with sister organizations under the same management not to be considered.

	<p>or international agencies (ISO Certification, NBA)</p> <p>Options:</p> <p>A. Any 5 or more of the above</p> <p>B. 4 of the above</p> <p>C. 3 of the above</p> <p>D. 2 of the above</p> <p>E. 1 of the above</p>			
90.	<p>7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment 	<ul style="list-style-type: none"> • Geo tagged photographs of the facilities. • Bills for the purchase of equipments for the facilities created under this metric. • Any other relevant proof for the selected options. • Permission document for connecting to the grid from Government/ Electricity authority. 		<ul style="list-style-type: none"> • Having diesel generator set as backup cannot be considered in this metric.

	<p>Options: A. 4 or All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above</p>			
91.	<p>7.1.4 Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 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 <p>Options: A. Any 4 or all of the above</p>	<ul style="list-style-type: none"> • Geo tagged photographs of the facilities. • Bills for the purchase of equipments for the facilities created under this metric. • Any other relevant proof for the selected options. 		

	B. 3 of the above C. 2 of the above D.1of the above E. None of the above			
92.	<p>7.1.5 Green campus initiatives include (4)</p> <p>7.1.5.1. The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping 	<ul style="list-style-type: none"> • Policy document on the green campus. • Geo tagged photographs/videos of the facilities. • Circulars for the implementation of the initiatives and any other supporting document. 		

	<p>with trees and plants</p> <p>Options:</p> <p>A. Any 4 or All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D.1of the above</p> <p>E. None of the above</p>			
93.	<p>7.1.6 Quality audits on environment and energy are regularly undertaken by the institution (5)</p> <p>7.1.6.1. The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus 	<ul style="list-style-type: none"> • Policy document on environment and energy usage • Certificate from the auditing agency. • Certificates of the awards received from the recognized agency if any. • Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date. • Any other supporting document for the claims made. 		

	<p>recognitions/awards</p> <p>5. Beyond the campus environmental promotional activities</p> <p>Options:</p> <p>A. Any 4 or all of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>			
94.	<p>7.1.7 The Institution has disabled-friendly, barrier free environment</p> <p>1. Built environment with ramps/lifts for easy access to classrooms.</p> <p>2. Disabled-friendly</p>	<ul style="list-style-type: none"> • Policy document and information brochure. • Link to Geo tagged photos and videos with date and caption. • Bills and invoice/purchase order/AMC in support of facility. • A rest room should include specific requirements of Divyangjan for use of the Toilet (rest room) and other facilities. 		

	<p>washrooms</p> <p>3. Signage including tactile path, lights, display boards and signposts</p> <p>4. Assistive technology and facilities for persons with disabilities (<i>Divyangjan</i>) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p> <p>Options:</p>	<ul style="list-style-type: none"> • Brief report on facilities provided for enquiry and information. • Bills for the software procured for providing the assistance. 		
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	<p>A. Any 4 or all of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above</p>			
95.	<p>7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence 	<ul style="list-style-type: none"> • Policy document on code of ethics. • Constitution and Proceedings of the monitoring committee. • Circulars and geo tagged photographs of the activities organized under the metric for teachers, students, administrators and other staffs. • Document showing Code of Conduct for students, teachers, governing body and administration as approved by competent authority. • Handbooks, manuals and brochures on human values and professional ethics • Report on the student attributes facilitated by the Institution • Web-Link to the relevant 		

	<p>e to the Code of Conduct</p> <p>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p> <p>Options: A. All of the above B. 3 of the above C. 2 of the above D.1of the above</p>	<p>documents at HEI website.</p>		
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	E. None of the above			
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Note: Private University need to submit signed document of both Chartered Accountant and Finance Officer