



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSESSMENT CELL
HELD ON 18 FEBRUARY 2019 AT 01:45 PM AT THE CONFERENCE ROOM**

MEMBERS PRESENT:

Leena Srivastava	Chairperson
Pradeep Kumar Padhy	
Nandan Nawn	Co-ordinator
Ramakrishnan Sitaraman	
Anandita Singh	
Sudipta Chatterjee	
Vinay P Sinha	
Kamna Sachdeva	
L N Venkatraman	
Vishnu Konoorayar	
Kamal Sharma	
Dhanraj Singh	
Ratan Jha	
Rohit Sharma	

Romit Sen, Anil Kr Gupta and Surender Kr Singh were unable to attend the IQAC Meeting.

The Co-ordinator welcomed the members at the Meeting.

1. The IQAC Coordinator appraised the members about the new format for submission of Annual Quality Assurance Report. Responsibilities for collection of information against each category was deliberated upon and a draft was prepared, to be finalised later. [Appended]
2. It was decided that Review/Revision of Programmes/courses need to be reflected in the Minutes of Academic Council. For Review/Revision of Programme a Report be prepared and be made a part of the Minutes.
3. Review/Revision of Programmes/courses structure of feedbacks to be collected from stakeholders to be prepared and adopted. Professional expertise can be hired to create the template, if required.
4. Faculty members may be requested to prepare modules for e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate)), SWAYAM, other MOOCs platforms, NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) [4.2.7 in SSR and 4.2.2 in AQAR]
5. All faculty members be requested to make an account with Scopus or such international databases.

6. Students of all PG programmes must have mentors, to be reflected in MPEC Minutes.
7. Student Counsellor to be appointed, for addressing mental and emotional health issues.



[Nandan Nawn]
Coordinator, IQAC



[Manipadma Datta]
Chairperson, IQAC

1.1 Curriculum Design and Development			
1.1.1 Programmes for which syllabus revision was carried out during the Academic year			
Name of programme	Programme Code	Dates of revision	
Prepared by IQAC office, validation by Programme Coordinators			
File Description (Upload)			
<ul style="list-style-type: none"> Minutes of relevant Academic Council/BOS meeting Any additional information Details of Programme syllabus revision in last 5 years (Data Template) 			
1.1.2 Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year			
Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Prepared by IQAC office, validation by Programme Coordinators			
File Description (Upload)			
<ul style="list-style-type: none"> Any additional information Programme/ Curriculum/ Syllabus of the courses Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses MoU's with relevant organizations for these courses, if any Average percentage of courses having focus on employability/ entrepreneurship (Data Template) 			
1.2 Academic Flexibility			
1.2.1 New programmes/courses introduced during the Academic year			
Prepared by IQAC office, validation by Programme Coordinators			
File Description (Upload)			
<ul style="list-style-type: none"> Minutes of relevant Academic Council/BOS meeting Any additional information Institutional data in prescribed format (Data Template) 			
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the University level during the Academic year.			
Prepared by IQAC office, validation by Dean (Academic)			
File Description (Upload)			
<ul style="list-style-type: none"> Any additional information Minutes of relevant Academic Council/BOS meetings Institutional data in prescribed format (Data Template) 			
1.3 Curriculum Enrichment			
1.3.1 Value-added courses imparting transferable and life skills offered during the year			
Value Added Courses	Date of introduction	No. of students enrolled	
Prepared by Programme Coordinators, validated by Dean (Academic)			

File Description (Upload) <ul style="list-style-type: none"> Any additional information Brochure or any other document relating to value added courses List of value added courses (Data Template) 					
1.3.2 Field Projects / Internships under taken during the year					
Prepared by Associate Director for field projects (Study trips) & Placement Coordinators for internship , validated by Programme Coordinators					
File Description (Upload) <ul style="list-style-type: none"> Any additional information List of Programmes and number of students undertaking field projects / internships (Data Template) 					
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
Prepared by Programme Coordinators, verified by Dean (Academic)					
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Prepared by Dean (Academic), validated by Vice Chancellor					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled		
Prepared by Assistant Registrar, Validated by Deputy Registrar					
File Description (Upload) <ul style="list-style-type: none"> Any additional information Demand Ratio (Average of Last five years) based on Data Template upload the document 					
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
Prepared by Assistant Registrar, Validated by Deputy Registrar					
File Description (Upload) <ul style="list-style-type: none"> Institutional data in prescribed format Any additional information 					
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS),					



E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
<p>Prepared by AR , validate by Dy. Registrar for First Column, Faculty for Second and last column, validated by concerned Programme Coordinators, Prepared by IT for the other three, validated by IQAC</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Provide link for webpage describing the " LMS/ Academic management system" • Upload List of teachers (using ICT for teaching) based on Data Template 					
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
<p>Prepared by Dean (Academic), validated by VC</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload year wise list of number of students, full time teachers and mentor/mentee ratio 					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
Prepared form 2.2.1 above		Prepared form 2.2.1 above		Prepared by PCs, with Minutes of MPEC meetings, validated by IQAC	

(Signature)

2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Prepared by Deputy Registrar, validated by Registrar				
File Description (Upload) <ul style="list-style-type: none"> • Year wise full time teachers and sanctioned posts for 5 years (Data Template) • Any additional information • List of the faculty members authenticated by the Head of HEI 				
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
Data provided by Faculty, collected and validated by IQAC				
File Description (Upload) <ul style="list-style-type: none"> • Institutional data in prescribed format (Data Template) • Any additional information • e-copies of award letters (scanned or soft copy) 				
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Program me Name	Program me Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
Prepared by Deputy Registrar, validated by CoE				
File Description (Upload) <ul style="list-style-type: none"> • Any additional information • List of Programmes and date of last semester and date of declaration of results (Data Template) 				
2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year				
*Do not include re-evaluation/ re-totalling				
Number of complaints or grievances about evaluation		Total number of students appeared in the examination		Percentage
Prepared by Deputy Registrar, validated by Dean (Academic)				
File Description (Upload) <ul style="list-style-type: none"> • Any additional information • Number of complaints and total number of students appeared year wise 				
2.6 Student Performance and Learning Outcomes				



2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
Prepared by PCs, validated by Dean (Academic), executed by IT				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage
Prepared by Deputy Registrar, validated by CoE				
File Description <ul style="list-style-type: none"> • Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) • Upload any additional information • Paste link for the annual report 				
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)				
Executed by IT, Report prepared by Registrar, validated by Dean (Academic)				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Promotion of Research and Facilities				
3.1.1 Teachers awarded National/International fellowship for advanced studies/ research during the year				
	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National	Data provided by Faculty, validated by IQAC File Description (Upload) <ul style="list-style-type: none"> • Any additional information • e-copies of the award letters of the teachers • List of teachers and their international fellowship details (Data Templates) 			
International				
3.1.2 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other fellows in the Institution enrolled during the year				
Name of Research fellowship		Duration of fellowship		Funding agency
Prepared by Deputy Registrar, validated by FO				
File Description (Upload) <ul style="list-style-type: none"> • Any additional information • List of research fellows and their fellowship details (Data Template) 				



3.2.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects	Prepared by FO, validated by Registrar File Description (Upload) <ul style="list-style-type: none"> Any additional information e-copies of the grant award letters for research projects sponsored by government List of project and grant details (Data Template) 			
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University				
Students Research Projects (other than compulsory by the University)				
International Projects				
Any other(Specify)				
Total				

3.3 Innovation Ecosystem

3.3.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)

Prepared by Deputy Registrar with inputs from Head, CPGLS, Dean (Research & Relationship), and Innovation Development Committee, validated by IQAC

File Description (Upload)

- Report of the event
- Any additional information
- List of workshops/seminars during last 5 years (Data Template)

3.3.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

Prepared by Innovation Development Committee, validated by Registrar

File Description (Upload)

- e- copies of award letters
- Any additional information
- List of innovation and award details (Data Template)

3.3.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by

Prepared by Innovation Development Committee, validated by Registrar

Name of the Start-up	Nature of Start-up	Date of commencement

Prepared by Innovation Development Committee, validated by Registrar

3.4 Research Publications and Awards

3.4.1 Ph. Ds awarded during the year

Name of the Department	No. of Ph. Ds Awarded

Prepared by Deputy Registrar, validated by Registrar

CPam

File Description (Upload)						
<ul style="list-style-type: none"> • URL to the research page on HEI web site • List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) • Any additional information 						
3.4.2 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	Prepared by IT from Faculty Appraisal, last column data added by Library and also validation					
International	File Description (Upload) <ul style="list-style-type: none"> • Any additional information • List of research papers by title, author, department, name and year of publication (Data Template) 					
3.4.3 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Prepared by IT from Faculty Appraisal, validated by Ratan						
File Description (Upload) <ul style="list-style-type: none"> • Any additional information • List books and chapters in edited volumes / books published (Data Template) 						
3.4.4 Patents published/awarded during the year						
Patent Details		Patent status Published/Filed	Patent Number	Date of Award		
Prepared by Faculty validated by IQAC						
File Description (Upload) <ul style="list-style-type: none"> • Any additional information • List of patents and year it was awarded (Data Template) 						
3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Prepared by Library, validated by IQAC						
File Description (Upload) <ul style="list-style-type: none"> • Any additional information • Bibliometrics of the publications during the last five years 						
3.4.6 h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)						

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
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Prepared by Library, validated by IQAC

File Description (Upload)

- Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution
- Any additional information

3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	Prepared by Registrar Office from Faculty Appraisal, validated by IQAC			
Presented papers				
Resource Persons				

3.5 Consultancy

3.5.1 Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
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Prepared by FO, validated by Registrar

File Description (Upload)

- Audited statements of accounts indicating the revenue generated through consultancy
- Any additional information
- List of consultants and revenue generated by them (Data Template)

3.5.2 Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees
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Prepared by FO, validated by Registrar

File Description (Upload)

- Audited statements of account indicating the revenue generated through training
- Any additional information
- List of teacher consultants and revenue generated by them (Data Template)

3.6 Extension Activities

3.6.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers coordinated in such activities	Number of students participated in such activities
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(Signature)

Prepared by Students engagement, sports and clubs Committee (SESCC), with inputs from Placement and External Relations officer

File description (Upload)

- Reports of the event organized
- Any additional information
- Number of extension and outreach Programmes conducted with industry, community etc for the last five years (Data Template)

3.6.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
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Prepared by Placement and External Relations officer, validated by Registrar

File Description (Upload)

- Any additional information
- Number of awards for extension activities in last 5 year (Data Template)
- e-copy of the award letters

3.6.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated in such activities	Number of students participated in such activities
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Prepared by Placement and External Relations officer, validated by Registrar

File description (Upload)

- Report of the event
- Any additional information
- Average percentage of students participating in extension activities with Govt. or NGO etc (Data Template)

3.7 Collaborations

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
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File Description (Upload)

- Copies of collaboration
- Any additional information
- Number of Collaborative activities for research, faculty etc (Data Template)

3.7.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
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Prepared by Placement and External Relations officer with inputs from PCs, validated by IQAC

File Description (Upload)

- e-copies of linkage related Document
- Any additional information
- Details of linkages with institutions/industries for internship (Data Template)

3.7.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
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Registrar Office

File Description (Upload)

- e-copies of the MoUs with institution/ industry/ corporate house
- Any additional information
- Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years (Data Template)

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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Prepared by FO, validated by Registrar

File Description

- Upload any additional information
- Upload audited utilization statements
- Upload Details of budget allocation, excluding salary during the last five years (Data Template)

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	Prepared by Associate Director Administration, validated by Registrar	
Class rooms		
Laboratories		
Seminar Halls		
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities		
Video Centre		
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	Prepared by FO, validated by Registrar	
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
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Prepared by Library Committee, validated by Registrar

File Description

- Upload any additional information
- Paste link for additional information

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	Prepared by Library Committee, validated by Registrar File Description <ul style="list-style-type: none"> • Upload any additional information • Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template) 					
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.2.2 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
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Prepared by Library, with inputs from Faculty, validated by IQAC

File Description (Upload)

- Any additional information
- Give links or upload document of e-content developed
- Details of e-content developed by teachers for e-PG-Pathshala, CEC (UG) (Data Template)

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computer s	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Exist ing	242	Computer Lab-103 having 23 System & Geo Lab having 20 System	Lease Line			1	Microsoft Office 365	IT	75 MBPS
Adde d									
Total									

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)			
75 MBPS /GBPS			
File Description <ul style="list-style-type: none"> • Upload any additional information • Details of available bandwidth of internet connection in the Institution 			
4.3.3 Facility for e-content			
Name of the e-content development facility		Provide the link of the videos and media centre and recording facility	
Prepared by IT, validated by Registrar			
File Description <ul style="list-style-type: none"> • Upload any additional information • Links of photographs • Facilities for e-content development such as Media Centre, Recording facility, LCS (Data Templates) 			
4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Prepared by FO, validated by Registrar			
File Description <ul style="list-style-type: none"> • Upload any additional information • Audited statements of accounts. • Details about assigned budget and expenditure on physical facilities and academic facilities (Data Templates) 			
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)			
Prepared by Associate Director Administration with inputs from IT on links, validated by Registrar			
CRITERION V - STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Prepared by FO, validated by Registrar File Description <ul style="list-style-type: none"> • upload self attested letter with the list of students sanctioned scholarship • Upload any additional information • Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template) 		
Financial support from other sources			
a) National			

b) International		Prepared by FO, validated by Registrar File Description <ul style="list-style-type: none"> • Upload any additional information • Number of students benefited by scholarships and freeships besides government schemes in last 5 years (Data Template) 			
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation		Number of students enrolled	
Agencies involved					
Prepared by Associate Director, validated by Registrar File Description (Upload) <ul style="list-style-type: none"> • Link to Institutional website • Any additional information • Details of capability enhancement and development schemes (Data Template) 					
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Prepared by Placement and External Relations officer, validated by Registrar File Description (Upload) <ul style="list-style-type: none"> • Any additional information • Number of students benefited by guidance for competitive examinations and career counselling during the last five years (Data Template) 					
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
Registrar office , validate by Student Grievances Redressal Committee, Anti Ragging Committee & Internal Complaints Committee File Description (Upload) <ul style="list-style-type: none"> • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee 					

- Upload any additional information
- Details of student grievances including sexual harassment and ragging cases (Data Template)

Adm

5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Prepared by Placement and External Relations officer with inputs from Programme-wise Placement Coordinators, validated by Registrar					
File Description (Upload) <ul style="list-style-type: none"> Self attested list of students placed Upload any additional information Details of student placement during the last five years (Data Template) 					
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
Prepared by Placement and External Relations officer with inputs from Programme-wise Placement Coordinators, validated by Registrar					
File Description (Upload) <ul style="list-style-type: none"> Upload supporting data for student/alumni Any additional information Details of student progression to higher education (Data Template) 					
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)					
Items	No. of Students selected/ qualifying	Registration number/roll number for the exam			
NET	Prepared by Placement and External Relations officer, validated by Registrar				
SET					
SLET	File Description (Upload) <ul style="list-style-type: none"> Upload supporting data for the same Any additional information Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template) 				
GATE					
GMAT					
CAT					
GRE					
TOFEL					
Civil Services					
State Government Services					
Any Other					
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year					
Activity	Level	Participants			
Prepared by Placement and External Relations officer with inputs from SEPCC, validated by Registrar					
File Description					

- Report of the event
- Upload any additional information
- Number of sports and cultural activities / competitions organised per year (Data Template)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
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Prepared by Placement and External Relations officer with inputs from SEPCC, validated by Registrar

File Description (Upload)

- e-copies of award letters and certificates
- Any additional information
- Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five year (Data Template)

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Prepared by SEPCC Coordinator, validated by Registrar

File Description

- Paste link for additional information
- Upload any additional information

5.3 Alumni Engagement –

Prepared by Placement and External Relations officer validated by Alumni Committee coordinator

File Description (upload)

- Report of the event
- Upload any additional information
- Number of Alumni Association / Chapters meetings conducted during the last five years (Data Template)

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

5.3.2 No. of registered Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association :

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Prepared by VC

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:

Prepared by IT, validated by Registrar

6.2 Strategy Development and Deployment

File Description

- Strategic Plan and deployment documents on the website
- Paste link for additional information

File Description

- Paste link for additional information
- Link to Organogram of the University webpage
- Upload any additional information

File Description (Upload)

- ERP (Enterprise Resource Planning) Document
- Screen shots of user interfaces
- Any additional information
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc (Data Template)

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each): **(All validated by VC)**

- ❖ Curriculum Development – **Prepared by Dean (Academic)**
- ❖ Teaching and Learning - **Prepared by Dean (Academic)**
- ❖ Examination and Evaluation - **Prepared by COE**
- ❖ Research and Development – **Prepared by Dean (Research)**
- ❖ Library, ICT and Physical Infrastructure / Instrumentation – **Prepared by Library**
- ❖ Human Resource Management – **Prepared by Deputy Registrar with inputs from Dean (Academic)**
- ❖ Industry Interaction / Collaboration **Prepared by Dean (Research)**
- ❖ Admission of Students – **Prepared by Assistant Registrar**

6.2.2 : Implementation of e-governance in areas of operations: **All validate by Registrar**

- ❖ Planning and Development - **Prepared by IT**
- ❖ Administration - **Prepared by Associate Director Administration**
- ❖ Finance and Accounts – **Prepared by FO**
- ❖ Student Admission and Support - **Prepared by Assistant Registrar**
- ❖ Examination - **Prepared by Deputy Registrar**

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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IGC Convenor

File Description

- Upload any additional information
- Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years (Data Template)

6.3.2 Number of professional development / administrative training programmes organized by the University for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
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Prepared by Associate Director Administration, validated by Registrar

File Description (Upload)

- Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).
- Reports of Academic Staff College or similar centers
- Upload any additional information
- Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
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Prepared by Deputy Registrar, validated by Registrar

File Description

- IQAC report summary
- Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).
- Upload any additional information
- Details of teachers attending professional development Programmes during the last five years (Data Template)

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): - Prepared by Deputy Registrar, validated by Registrar

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime

6.3.5 Welfare schemes for

Teaching	Prepared by Deputy Registrar, validated by Registrar
Non teaching	
Students	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) - prepared by FO, validated by Registrar

File Description

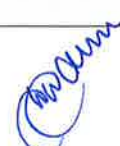
- Paste link for additional information
- Upload any additional information

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
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prepared by FO, validated by Registrar				
File Description (Upload)				
<ul style="list-style-type: none"> Annual statements of accounts Any additional information Details of Funds / Grants received from non-government bodies during the last five years (Data Template) 				
6.4.2 Total corpus fund generated prepared by FO, validated by Registrar				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				
6.5.2 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? (if applicable)				
6.5.3 Activities and support from the Parent – Teacher Association (at least three)				
6.5.4 Development programmes for support staff (at least three)				
Prepared by Associate Director Administration, validated by VC and Registrar				
6.5.5 Post Accreditation initiative(s) (mention at least three) Prepared by Deputy Registrar, validated by Registrar				
6.5.6				
a. Submission of Data for AISHE portal : (Yes /No)				
b. Participation in NIRF : (Yes /No)				
c. ISO Certification : (Yes /No)				
d. NBA or any other quality audit : (Yes /No)				
6.5.7 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
	Prepared by IQAC, validated by Registrar			

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1 - Institutional Values and Social Responsibilities			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
Prepared by Associate Director Administration with inputs from Diversity, Equity and Ethics Committee and , validated by Registrar		Female	Male
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:			
Percentage of power requirement of the University met by the renewable energy sources			



Convenor, SESCC						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No		No. of Beneficiaries	
Physical facilities			Prepared by Associate Director Administration, validated by Registrar			
Provision for lift						
Ramp/ Rails						
Braille Software/facilities						
Rest Rooms						
Scribes for examination						
Special skill development for differently abled students						
Any other similar facility						
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
Prepared by Deputy Registrar, validated by Registrar						
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
Prepared by Registrar Office						
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to-----)			Number of participants	
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
Prepared by Associate Director Administration, validated by Registrar						

7.2 Best Practices
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
Prepared by VC
7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words
Prepared by VC

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

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(Signature)

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

(Signature)

