
**PVP SIDDHARTHA INSTITUTE OF TECHNOLOGY ,
(AUTONOMOUS)
KANURU**

**Internal Quality Assurance Cell
Check List FOR INTERNAL AUDIT
(with effect from the academic year 2020-21)**

1. Significant contributions made during the current year (maximum five bullets)

- *
- *
- *
- *
- *

2. Plan of action chalked out in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Objective	Target	Activities to be conducted	Measurement tools used (to be prepared at the end of the activity)	Outcome Achieved (to be filled at the end of the academic year)
1. Curricular aspects				
2. Infrastructure and Learning Resources				
3. Teaching , Learning and evaluation				
4. Research consultancy & Extension				
5. Extension Activities: students are actively participated in extension activities				

like NCC, NSS, Yoga etc.				
6. Student support and progression				
7. Innovative and Best Practices				

3. Academic

3.1. Number of courses during the year:

Year	
Number	

3.2 Number of outgoing / final year students during the year:

Year	
Number	

4. Total number of computers for academic purpose: _____

5. Total number of classrooms and seminar halls: _____

Part – B

Criterion I – Curricular Aspects

Metric No.	Key Indicator – 1.1 Curriculum Design and Development
1.1.1 Q1M	<p><i>Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Department:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload additional information, if any • Link for additional information

<p>1.1.2</p> <p>Q_nM</p>	<p><i>Number of Programmes where syllabus revision was carried out during the year:</i></p> <table border="1" data-bbox="268 219 683 304"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Programme Code • Names of the Programmes revised <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Minutes of relevant Academic Council/BOS meeting • Details of syllabus revision during the year • Any additional information 	Year		Number	
Year					
Number					
<p>1.1.3</p> <p>Q_nM</p>	<p><i>Number of courses focusing on employability/entrepreneurship/ skill development offered by the Department during the year:</i></p> <table border="1" data-bbox="268 779 683 864"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the Course with Course Code • Name of the Programme • Activities which have a direct bearing on employability/ entrepreneurship/ skill development <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Curriculum / Syllabus of such courses • Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses • MoUs with relevant organizations for these courses, if any • Any additional information 	Year		Number	
Year					
Number					

1.1.2 Details of Programmes where syllabus revision was carried out during the year

Programme Code	Programme Name	Year of introduction (Date)	Status of implementation of CBCS / Elective Course System (Yes/No)	Year of implementation of CBCS / Elective Course System	Year of revision, if any	If revision has been carried out in the syllabus during the year, percentage of content added or replaced	Link to the relevant document

1.1.3 Details of courses offered by the Department that focus on employability/ entrepreneurship/ skill development during the year.

Name of the Course	Course Code	Activities/Content with a direct bearing on Employability/ Entrepreneurship/ Skill development	Link to the relevant document

Metric No.	Key Indicator – 1.2 Academic Flexibility
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<p>1.2.1</p> <p>Q_nM</p>	<p><i>Number of new courses introduced across all programmes offered during the year:</i></p> <table border="1" data-bbox="268 219 683 304"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the newly introduced course (s) • Name of the Programme <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Minutes of relevant Academic Council/BoS meetings • Any additional information 	Year		Number	
Year					
Number					
<p>1.2.2</p> <p>Q_nM</p>	<p><i>Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System:</i></p> <table border="1" data-bbox="268 678 683 763"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Names of all Programmes offered through CBCS • Names of all Programmes offered through Elective Course System <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Minutes of relevant Academic Council/BoS meetings • Any additional information 	Year		Number	
Year					
Number					

1.2.1 Details of courses introduced across all programmes offered during the year

Name of the Course	Course Code	Activities/Content with a direct bearing on Employability/ Entrepreneurship/ Skill development	Link to the relevant document

1.2.2 Details of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

Programme Code	Programme Name	Year of introduction (Date)	Status of implementation of CBCS / Elective Course System (Yes/No)	Year of implementation of CBCS / Elective Course System	Year of revision, if any	If revision has been carried out in the syllabus during the year, percentage of content added or replaced	Link to the relevant document

Metric No.	Key Indicator – 1.3 Curriculum Enrichment
1.3.1 Q1M	<p><i>Department integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description: Upload the data template:</p> <ul style="list-style-type: none"> • Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum

<p>1.3.2</p> <p>Q_nM</p>	<p><i>Number of value-added courses for imparting transferable and life skills offered during the year:</i></p> <table border="1" data-bbox="268 250 683 336"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Names of the value-added courses (each with 30 or more contact hours) • No. of times offered (for each value-added course) during the year • Total number of students enrolled • Total number of students completing the course during the year <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none"> • List of value-added courses • Brochure or any other document relating to value-added courses • Any additional information 	Year		Number	
Year					
Number					
<p>1.3.3</p> <p>Q_nM</p>	<p><i>Number of students enrolled in the courses under 1.3.2 above:</i></p> <table border="1" data-bbox="268 949 683 1034"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Titles of value-added courses (beyond the curriculum) with 30 or more contact hours • No. of times offered during the year • Total no. of students completing the course in the year <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • List of students enrolled • Any additional information 	Year		Number	
Year					
Number					

1.3.4 Q _n M	Number of students undertaking field work/projects/ internships / student projects:	
	Year	
	Number	
Data Requirement:		
<ul style="list-style-type: none"> Names of the Programme No. of students undertaking field work/projects / internships / projects 		
File Description:		
Upload the data template:		
<ul style="list-style-type: none"> List of programmes and number of students undertaking field projects / internships / student projects Any additional information 		

1.3.1 Department integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum:

Name of the Course	Course Code	Date of conduct	Link to the relevant document

1.3.2 Details of value-added courses for imparting transferable and life skills offered during the year

1.3.3 Number of students enrolled in the courses under 1.3.2

Name of the value-added courses (with 30 or more contact hours) offered	Course Code, if any	No. of times offered during the year	Duration of course (in hours)	Number of students enrolled during the year	1.3.3 Number of students who completed

					the course during the year

1.3.4 Details of students undertaking field work/projects/ internships / student projects

Programme Name	Programme Code	List of students undertaking field projects / internships /student projects	Link to the relevant document

Metric No.	Key Indicator – 1.4 Feedback System
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<p>1.4.1</p> <p>Q_nM</p>	<p><i>Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</i></p> <p>Options:</p> <ul style="list-style-type: none"> A. All 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above <p style="text-align: right;">} Choose any one</p> <p>File Description:</p> <ul style="list-style-type: none"> • Provide the URL for stakeholders’ feedback report • Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management • Any additional information
<p>1.4.2</p> <p>Q_nM</p>	<p><i>The feedback system of the Department comprises the following:</i></p> <ul style="list-style-type: none"> A. Feedback collected, analysed and action taken made available on the website B. Feedback collected, analysed and action taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected <p style="text-align: right;">} Choose any one</p> <p>File Description:</p> <ul style="list-style-type: none"> • Provide URL for stakeholders’ feedback report • Any additional information

Criterion II – Teaching-Learning and Evaluation

<p>Metric No.</p>	<p style="text-align: center;">Key Indicator - 2.2 Catering to Student Diversity</p>
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<p>2.2.1</p> <p>Q_IM</p>	<p><i>The Department assesses students' learning levels and organises special programmes for both slow and advanced learners:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information 						
<p>Metric No.</p>	<p>Key Indicator - 2.3 Teaching - Learning Process</p>						
<p>2.3.1</p> <p>Q_IM</p>	<p><i>Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload any additional information • Link for additional Information 						
<p>2.3.2</p> <p>Q_IM</p>	<p><i>Teachers use ICT-enabled tools including online resources for effective teaching and learning:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>Provide link to the webpage describing ICT-enabled tools including online resources that are used for effective teaching and learning</p> <p>File Description:</p> <ul style="list-style-type: none"> • Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process • Upload any additional information 						
<p>2.3.3</p> <p>Q_nM</p>	<p><i>Ratio of students to mentor for academic and other related issues:</i></p> <p>2.3.3.1: Number of mentors: Number of students assigned to each mentor:</p> <table border="1" data-bbox="268 1485 842 1688"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number of mentors</td> <td></td> </tr> <tr> <td>Number of students assigned to each mentor</td> <td></td> </tr> </table>	Year		Number of mentors		Number of students assigned to each mentor	
Year							
Number of mentors							
Number of students assigned to each mentor							

	<p>Formula: Mentor: Mentee</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload year-wise number of students enrolled and full-time teachers on roll • Circulars with regard to assigning mentors to mentees
<p>2.3.4</p> <p>Q₁M</p>	<p><i>Preparation and adherence to Academic Calendar and Teaching Plans by the Department:</i></p> <p>Describe the preparation of and adherence to the Academic Calendar and Teaching Plans by the Department.</p> <p>Present a write-up within a maximum of 200 words.</p> <p>Upload relevant supporting document</p> <p>File Description:</p> <p>Upload the Academic Calendar and Teaching Plans during the year</p>

Metric No.	Key Indicator - 2.6 Student Performance and Learning Outcomes
<p>2.6.1</p> <p>Q₁M</p>	<p><i>Programme Outcomes and Course Outcomes for all Programmes offered by the Department are stated and displayed on the website and communicated to teachers and students:</i></p> <p>Describe Course Outcomes (COs) for all courses and the mechanism of communication to teachers and students within a maximum of 200 words.</p> <ul style="list-style-type: none"> • Upload COs for all Courses (you may refer to the exemplars in the Glossary) <p>File Description</p> <ul style="list-style-type: none"> • Upload COs for all courses (exemplars from the Glossary) • Upload any additional information • Link for additional Information

2.6.2 Q_IM	<p><i>Attainment of Programme Outcomes and Course Outcomes as evaluated by the Department:</i></p> <p>Describe the method of measuring the attainment of POs, PSOs and COs and the level of attainment of POs , PSOs and COs in not more than 200 words.</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional Information
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Criterion III – Research, Innovations and Extension

Metric No.	Key Indicator - 3.1 Promotion of Research and Facilities				
3.1.1 Q_IM	<p><i>The Department’s research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the Departmental website and implemented:</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description:</p> <ul style="list-style-type: none"> • Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption • Provide URL of policy document on promotion of research uploaded on the website • Any additional information 				
3.1.2 Q_nM	<p><i>The Institution provides seed money to its teachers for research:</i></p> <p>3.1.2.1: Seed money provided by the Institution to its teachers for research during the year (INR in lakhs):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Year</td> <td></td> </tr> <tr> <td>(INR in Lakhs):</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the teacher who received seed money • Research/Project Title • Amount of seed money • Month and Year of receiving the grant • Duration of the grant <p>File Description:</p>	Year		(INR in Lakhs):	
Year					
(INR in Lakhs):					

	<p>Upload the data template:</p> <ul style="list-style-type: none"> • Minutes of the relevant bodies of the Department regarding seed money • Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized • List of teachers receiving grant and details of grant received • Any additional information 				
<p>3.1.3 Q_nM</p>	<p><i>Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year:</i></p> <table border="1" data-bbox="268 548 683 667"> <tr> <td data-bbox="268 548 464 589">Year</td> <td data-bbox="464 548 683 589"></td> </tr> <tr> <td data-bbox="268 589 464 667">Number of teachers</td> <td data-bbox="464 589 683 667"></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the teacher who was awarded national /international fellowship(s) for advanced studies / research • Name of the Award • Month and Year of Award • Duration of the Award • Awarding Agency <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • e-copies of the award letters of the teachers • List of teachers and details of their international fellowship(s) • Any additional information 	Year		Number of teachers	
Year					
Number of teachers					

3.1.2.1: The amount of seed money provided by the Department to its teachers for research during the year (INR in lakhs)

Name of the teacher provided with seed money	Amount of seed money	Month and Year of receiving	Link to the policy document for sanction of seed money / grants for research from the Department and link to the sanction letter

3.1.3 Details of teachers awarded National/International fellowship for advanced studies/ research during the year

Name of the teacher awarded national/ international fellowship/financial support	Name of the Award/Fellowship	Month and Year of Award	Awarding Agency

Metric No.	Key Indicator - 3.2 Resource Mobilization for Research				
<p>3.2.1</p> <p>Q_nM</p>	<p><i>Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs):</i></p> <table border="1" data-bbox="338 1236 858 1317"> <thead> <tr> <th data-bbox="338 1236 649 1272">Year</th> <th data-bbox="649 1236 858 1272"></th> </tr> </thead> <tbody> <tr> <td data-bbox="338 1272 649 1317">(INR in Lakhs):</td> <td data-bbox="649 1272 858 1317"></td> </tr> </tbody> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the Project/ Endowment/Chair • Name of the Principal Investigator • Department of the Principal Investigator • Month and Year of Award • Duration of the project • Funds provided 	Year		(INR in Lakhs):	
Year					
(INR in Lakhs):					

	<p>File Description</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations • List of projects and grant details • Any additional information 				
<p>3.2.2</p> <p>QnM</p>	<p><i>Number of teachers having research projects during the year:</i></p> <table border="1" data-bbox="338 622 1238 703"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number of teachers having research projects</td> <td></td> </tr> </table> <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional Information 	Year		Number of teachers having research projects	
Year					
Number of teachers having research projects					
<p>3.2.3</p> <p>QnM</p>	<p><i>Number of teachers recognised as research guides:</i></p> <table border="1" data-bbox="338 981 651 1061"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • List of teachers recognized as research guides <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none"> • Upload copies of the letter of the university recognizing teachers as research guides 	Year		Number	
Year					
Number					

<p>3.2.4</p> <p>QnM</p>	<p><i>Number of departments having research projects funded by Government and Non-Government agencies during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50px;">Year</td> <td style="width: 100px;"></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data requirement:</p> <ul style="list-style-type: none"> • Name of the Principal Investigator • Department that received the funding • Name of the research project • Duration of the project • Name of the funding agency • Amount / Fund received • Month and Year of sanction <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Supporting document from Funding Agencies • Paste link to funding agencies' website • Any additional information 	Year		Number	
Year					
Number					

3.2.1 Details of grants received from Government and Non-governmental agencies for research projects, endowments, Chairs in the Department during the year (INR in lakhs),
3.2.2 Details of teachers having research projects during the year &
3.2.4 Details of Departments having research projects funded by Government and/or Non-government agencies during the year

Name of the Principal Investigator/ Co-Investigator (if applicable)	Department of the Principal Investigator/ Co-Investigator	Name of the Funding Agency	Type (Government/Non-Government)	Funds provided (INR in lakhs)	Month and Year of receiving the grant	Duration of the Project

Metric No.	Key Indicator - 3.3 Innovation Ecosystem
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3.3.1 QM	<p><i>Department has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.</i></p> <p>Present a write-up within a maximum of 200 words.</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information
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3.3.2 Q _n M	<p><i>Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 100px;">Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the workshops / seminars • Number of participants (Number of staff and students) • Date (from - to) • Link to the report of activities on the website <p>File Description:</p> <p>Upload the data template</p> <ul style="list-style-type: none"> • Report of the events • List of workshops/seminars conducted during the year • Any additional information 	Year		Number	
Year					
Number					

3.3.2 Details of Workshops/Seminars conducted on Intellectual Property Rights (IPR), Research Methodology, Entrepreneurship and Skill Development during the year

Name of the Workshop/ Seminar	Number of Participants	Date (From - To)	Link to the Workshop/Seminar report on the website

Metric No.	Key Indicators - 3.4 Research Publications and Awards
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<p>3.4.1</p> <p>Q_nM</p>	<p><i>The Department ensures implementation of its Code of Ethics for Research uploaded in the website through the following:</i></p> <ol style="list-style-type: none">1. <i>Research Advisory Committee</i>2. <i>Ethics Committee</i>3. <i>Inclusion of Research Ethics in the research methodology course work</i>4. <i>Plagiarism check through authenticated software</i> <p>Options:</p> <ol style="list-style-type: none">A. <i>All of the above</i>B. <i>Any 3 of the above</i>C. <i>Any 2 of the above</i>D. <i>Any 1 of the above</i>E. <i>None of the above</i> <p>File Description:</p> <ul style="list-style-type: none">• Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check• Any additional information
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<p>3.4.2</p> <p>QnM</p>	<p><i>Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year:</i></p> <p>3.4.2.1 Number of PhD students registered during the year:</p> <table border="1" data-bbox="341 286 651 367"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>3.4.2.2 Number of teachers recognized as guides during the year:</p> <table border="1" data-bbox="341 405 651 486"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>File Description:</p> <ul style="list-style-type: none"> • Provide URL to the research page on HEI website • List of PhD scholars with relevant details like name of the guide, title of the thesis, month and year of registration, etc. <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • URL to the research page on HEI web site • List of PhD scholars and details like name of the guide, title of thesis, and year of registration • Any additional information 	Year		Number		Year		Number	
Year									
Number									
Year									
Number									
<p>3.4.3</p> <p>QnM</p>	<p><i>Number of research papers per teacher in CARE Journals notified on UGC website during the year:</i></p> <table border="1" data-bbox="341 1055 651 1135"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Title of the paper • Name of the author(s) • Department of the author(s) • Name of the Journal • Month and Year of publication • ISSN • Page numbers (from - to) <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • List of research papers by title, author, department, and year of publication • Any additional information 	Year		Number					
Year									
Number									

<p>3.4.4</p> <p>Q_nM</p>	<p><i>Number of books and chapters in edited volumes / books published per teacher during the year:</i></p> <table border="1" data-bbox="339 663 651 741"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the Teacher/Author • Title of the paper • Title of the Book/Proceedings of the Conference • Name of the publisher • National / International • ISBN • Month and Year of publication • Pages (from - to) <p>File Description</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information 	Year		Number	
Year					
Number					

3.4.5

QnM

Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1: Total number of Citations in Scopus during the year
Total number of Citations in Web of Science during the year

Year	
Number	

3.4.5.2 : Total number of Publications in Scopus during the year
Total number of Publications in Web of Science during the year

Year	
Number	

Data Requirements for during the year:

- Title of the paper
- Name of the author
- Title of the journal
- Year of publication
- Citation Index

File Description (Upload)

- Any additional information
- Bibliometrics of the publications during the year

* The Data obtained from INFLIBNET will be used for the purpose.

Note: Data template is not applicable to this metric.

<p>3.4.6</p> <p>QnM</p>	<p><i>Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University</i></p> <p>3.4.6.1: h-index of Scopus during the year h-index of Web of Science during the year</p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirements for during the year:</p> <ul style="list-style-type: none"> • Title of the paper • Name of the author • Title of the journal • Year of publication • H index <p>File Description</p> <ul style="list-style-type: none"> • Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Department • Any additional information <p>* The Data obtained from INFLIBNET will be used for the purpose.</p> <p>Note: Data template is not applicable to this metric.</p>	Year		Number	
Year					
Number					

3.4.2 Details of PhD students registered per teacher (as per the data given w.r.t recognized PhD guides/ supervisors provided at 3.2.3 metric) during the year

Name of full-time teachers with PhD / D.M. / M.Ch. / D.N.B Super Specialty /DSc / DLitt during the year	Qualification (PhD / D.M. / M.Ch. / D.N.B Super Specialty /DSc / DLitt) and Year of obtaining	Whether recognised as a research guide for PhD?	Year of recognition as a Research Guide	Is the teacher still serving the institution?/If not,when did he/she leave the institution?	Name of the scholar	Month and Year of registration of the scholar	PhD Scholar's Title of the Thesis

3.4.3 Details of research papers per teacher in CARE Journals notified on UGC website during the year

Name of the Author(s)	Department of the Author(s)	Title of the Paper	Name of the Journal	Month and Year of publication	ISSN	Link to the notification in UGC enlistment of the Journal

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3.4.4 Details of books and chapters in edited volumes / books per teacher during the year

Sl. No.	Name of the Teacher	Title of the Book published	Title of the Chapter published	Title of the proceedings of the conference	Name of the conference	National / International	Year and month of publication	ISBN of the Book/Conference Proceeding	Affiliating Institute of the teacher at the time of publication	Name of the Publisher

Metric No.	Key Indicators - 3.5 Consultancy				
3.5.1 Q _n M	<p>Revenue generated from consultancy and corporate training during the year (INR in lakhs):</p> <table border="1"> <thead> <tr> <th>Year</th> <th></th> </tr> </thead> <tbody> <tr> <td>(INR in Lakhs)</td> <td></td> </tr> </tbody> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> Names of the consultants / corporate trainers Name of the consultancy project / corporate training Consulting/Sponsoring agency with contact details Revenue generated (amount in lakhs of rupees) Total revenue generated in lakhs of rupees <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> Audited statements of accounts indicating the revenue generated through consultancy and corporate training List of consultants and revenue generated by them Any additional information 	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					

3.5.2 Q_nM	<p><i>Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year:</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Year</td> <td></td> </tr> <tr> <td>(INR in Lakhs)</td> <td></td> </tr> </table> <p>Information Requirement:</p> <ul style="list-style-type: none"> • Facility developed and amount spent • Training programmes for teachers for undertaking consultancy • Training programme for clerical/project staff for supporting activities related to consultancy • Total expenditure on training teachers and staff for consultancy <p>File Description:</p> <ul style="list-style-type: none"> • Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy • List of training programmes, teachers and staff trained for undertaking consultancy • List of facilities and staff available for undertaking consultancy • Any additional information <p>Note: Data template is not applicable to this metric.</p>	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					

3.5.1 Revenue generated from consultancy and corporate training during the year (INR in lakhs) & 3.5.2 Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year:

Revenue generated from consultancy during the year

Names of the teacher-consultants	Name of the consultancy project	Consulting/Sponsoring agency with contact details	Revenue generated (INR in lakhs)

Revenue generated from corporate training during the year

Names of the teacher-consultants/corporate trainers	Title of the corporate training programme	Agency seeking training with contact details	Revenue generated (amount in rupees)	Number of trainees

Metric No.	Key Indicator - 3.7 Collaboration				
3.7.1 Q _n M	<p><i>Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work:</i></p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Title of the collaborative activity • Name of the collaborating agency with contact details • Source of financial support • Nature of the activity <p>File Description: Upload the data template:</p> <ul style="list-style-type: none"> • Copies of documents highlighting collaboration • Any additional information 	Year		Number	
Year					
Number					

3.7.2 Q_nM	<p><i>Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered):</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Organizations with which MoU have been signed • Name of the institution/ industry/ corporate house • Year of signing MoU • Duration • List of the activities under each MoU • Number of students/teachers who participated in various activities <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • e-copies of the MoUs with institution/ industry/ corporate house • Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year • Any additional information 	Year		Number	
Year					
Number					

3.7.1 Details of collaborative activities for research, faculty exchange, student exchange, internship, on-the-job training, project work, etc. during the year

Sl. No.	Title of the collaborative activity	Name of the collaborating agency with contact details	Name of the participant	Duration	Nature of the activity	Link to the relevant document

3.7.2 Details of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the year (only functional MoUs with ongoing activities to be considered)

Sl. No.	Name of the institution/ industry/ corporate	Month and Year of signing MoU	Duration	List of activities under each	Number of students/teachers who benefitted

	house			MOU	from MoUs

Criterion IV – Infrastructure and Learning Resources

<p>4.1.3</p> <p>QnM</p>	<p><i>Number of classrooms and seminar halls with ICT-enabled facilities:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50px;">Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • <i>Number of classrooms with LCDs</i> • <i>Number of classrooms with Wi-Fi/LAN facilities</i> • <i>Number of smart classrooms and interactive boards</i> • <i>Number of classrooms with LMS facilities</i> • <i>Number of seminar halls with ICT facilities</i> <p>File Description: <i>Upload the data template</i></p> <ul style="list-style-type: none"> • <i>Upload any additional information</i> 	Year		Number	
Year					
Number					

4.1.3 Details of classrooms and seminar halls with ICT-enabled facilities such as smart boards, LMS, etc.

Room number or Name of classrooms/Seminar Halls with LCD / Wi-Fi /LAN facilities	Type of ICT facility provided	Link to geo-tagged photos and master time-table

4.3.4	<i>Institution has facilities for e-content development:</i>
QnM	<p><i>Facilities available for e-content development:</i></p> <ol style="list-style-type: none"> 1. Media Centre 2. Audio-Visual Centre 3. Lecture Capturing System (LCS) 4. Mixing equipments and software for editing <p>Options:</p> <ol style="list-style-type: none"> A. All four of the above B. Any three of the above C. Any two of the above D. Any one of the above E. None of the above <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Upload any additional information • Paste link for additional information

4.3.4 Department has facilities for e-content development

Enumerate the facilities for e-content development such as 1. Media Centre, 2. Audio-visual Centre, 3. Lecture Capturing System (LCS), 4. Mixing equipments and Software for editing

Name of the teacher	Name of the module developed	Platform on which module has been developed	Date of launching the e-content	Link to the relevant document and facility available in the Department	List of the e-content development facilities available	Provide link to videos of the Media Centre and recording facilities

Criterion V - Student Support and Progression

<p>5.1.3</p> <p>Q_nM</p>	<p><i>The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities:</i></p> <ol style="list-style-type: none">1. Soft Skills2. Language and Communication Skills3. Life Skills (Yoga, Physical fitness, Health and Hygiene)4. Awareness of Trends in Technology <p>Options:</p> <ol style="list-style-type: none">A. All of the aboveB. Any 3 of the aboveC. Any 2 of the aboveD. Any 1 of the aboveE. None of the above <p>Data Requirements (As per Data Template):</p> <ul style="list-style-type: none">• Name of the Capacity Development and Skill Enhancement programme• Year of implementation• Number of students enrolled• Name of the agencies involved with contact details <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none">• Link to Departmental website• Details of capability development and schemes• Any additional information
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5.1.4 *Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the Department during the year:*

Q_nM

Year	
Number	

Data Requirement:

- Name of the scheme/programme
- Number of students who passed in competitive exam(s)
- Number of students placed

File Description:

Upload the data template:

- Any additional information

5.1.3 The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities

1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology

Name of the Capacity Development and Skill Enhancement programme	Year of implementation	Number of students enrolled	Name of the agencies/consultants involved with contact details, if any

5.1.4 Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the Department during the year:

Name of the Activity conducted by the HEI to offer guidance/coaching for competitive examinations during the year		Name of the Activity conducted by the HEI to offer guidance / coaching for career counselling during the year		Number of students placed through campus placement	Link to the relevant document(s)
Name of the Activity	Number of students who attended / participated	Details of career counselling	Number of students who attended / participated		

Metric No.	Key Indicator - 5.2 Student Progression								
<p>5.2.2</p> <p>Q_nM</p>	<p><i>Number of outgoing students progressing to higher education:</i></p> <table border="1" data-bbox="268 331 577 409"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement: Number of students progressing from UG to PG: PG to MPhil: PG to PhD: MPhil to PhD: PhD to Postdoctoral Studies:</p> <p>File Description: Upload the data template</p> <ul style="list-style-type: none"> • Upload supporting data for students/alumni • Details of students who went for higher education • Any additional information 	Year		Number					
Year									
Number									
<p>5.2.3</p> <p>Q_nM</p>	<p><i>Number of students qualifying in state/ national/ international level examinations during the year</i></p> <p>5.2.3.1: Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/GATE/GMAT/CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year:</p> <table border="1" data-bbox="268 1160 577 1238"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>5.2.3.2: Number of students who appeared in state/ national/ international examinations (e.g.: IIT-JAM/ NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) during the year:</p> <table border="1" data-bbox="268 1384 577 1462"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement: Number of students who cleared</p> <ul style="list-style-type: none"> • IIT-JAM • NET • SET 	Year		Number		Year		Number	
Year									
Number									
Year									
Number									

	<ul style="list-style-type: none"> • JRF • GATE • GMAT • CAT • GRE • TOEFL • Civil Services • State Government examinations <p>File Description: Upload the data template:</p> <ul style="list-style-type: none"> • Upload supporting data for students/alumni • Any additional information
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5.2.2 Percentage of students' progression to higher education

Name of student enrolled for higher education	Programme completed	Name of Department joined	Name of programme admitted to

Attachment 5.2.3

Criterion VI – Governance, Leadership and Management

Metric No	Key Indicator - 6.2 Strategy Development and Deployment	
6.3.2	<i>Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year:</i>	
Q _n M	Year	
	Number	

	<p>Data Requirement:</p> <ul style="list-style-type: none"> • Name of the teacher • Name of conference/ workshop attended for which financial support was provided • Name of the professional body for which membership fee was provided <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Upload any additional information 				
<p>6.3.3 Q_nM</p>	<p><i>Number of professional development / administrative training programmes organized by the Department for its teaching and non-teaching staff during the year:</i></p> <table border="1" data-bbox="268 703 577 784"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Title of the professional development programme organised for teaching staff • Title of the administrative training programme organised for non-teaching staff • Dates (from - to) <p>File Description:</p> <p>Upload the data template:</p> <ul style="list-style-type: none"> • Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres). • Upload any additional information 	Year		Number	
Year					
Number					
<p>6.3.4 Q_nM</p>	<p><i>Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year:</i> <i>(Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)</i></p> <table border="1" data-bbox="268 1379 577 1460"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> • Number of teachers attended • Title of the programme • Duration (from - to) <p>File Description:</p> <p>Upload the data template:</p>	Year		Number	
Year					
Number					

	<ul style="list-style-type: none"> • Summary of the IQAC report • Reports of the Human Resource Development Centres (UGC ASC or other relevant centers). • Upload any additional information
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6.3.2 Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

Name of teacher	Name of conference/ workshop attended for which financial support was provided	Name of the professional body for which membership fee was provided	Amount of support

6.3.3 Details of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff during the year

Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non- teaching staff	No. of participants	Dates (from-to) (DD-MM-YYYY)

Note: Classify the data and provide in a chronological order

6.3.4 Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year

(Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

Name of Teacher who attended the programme	Title of the programme	Duration (from - to) (DD-MM-YYYY)

Note: Classify the data and provide in a chronological order

Metric No.	Key Indicator - 7.2 Best Practices
7.2.1 QM	<p>Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC:</p> <p>Provide web link to:</p> <ul style="list-style-type: none"> • Best practices in the Departmental website • Any other relevant information

Note:

**Format for Presentation of Best Practices
(Department should submit the Best Practices in this format only)**

1. Title of the Practice

This title should capture the keywords that describe the practice.

2. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice? (in about 20 words)

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice? (in about 30 words)

4. The Practice

Describe the best practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced? (in about 50 words)

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 40 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 30 words).

7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 30 words).

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

plan of action for the next academic year (in 200 words)

Departmental Values

Environmental Consciousness and Sustainability	
7.1.2	<i>The Institution has facilities for alternate sources of energy and energy conservation</i>
Q_nM	<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 <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above

	<p>File Description:</p> <ul style="list-style-type: none"> • Geotagged Photographs • Any other relevant information
<p>7.1.3 Q₁M</p>	<p><i>Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words):</i></p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Hazardous chemicals and radioactive waste management • Waste recycling system <p>Provide web link to:</p> <ul style="list-style-type: none"> • Relevant documents like agreements/MoUs with Government and other approved agencies • Geotagged photographs of the facilities • Any other relevant information
<p>7.1.4 Q_nM</p>	<p><i>Water conservation facilities available in the institution:</i></p> <ol style="list-style-type: none"> 1. Rainwater 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:</p> <p>A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above</p> <p>File Description:</p>

	<ul style="list-style-type: none"> • Geotagged photographs / videos of the facilities • Any other relevant information <p>Note: Data template is not applicable to this metric.</p>
<p>7.1.5</p> <p>Q_nM</p>	<p><i>Green campus initiatives include</i></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 <p>Options:</p> <p>A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above</p> <p>File Description:</p> <ul style="list-style-type: none"> • Geotagged photos / videos of the facilities • Various policy documents / decisions circulated for implementation • Any other relevant documents <p>Note: Data template is not applicable to this metric.</p>
<p>7.1.6</p> <p>QnM</p>	<p><i>Quality audits on environment and energy undertaken by the institution:</i></p> <p>7.1.6.1. The institution’s initiatives to preserve and improve the environment and harness energy 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 recognitions/awards 5. Beyond the campus environmental promotional activities <p>Options:</p> <p>A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p> <p>File Description:</p>

	<ul style="list-style-type: none"> • Reports on environment and energy audits submitted by the auditing agency • Certification by the auditing agency • Certificates of the awards received • Any other relevant information <p>Note: Data template is not applicable to this metric.</p>
7.1.7 Q _n M	<p><i>The Institution has a disabled-friendly and barrier-free environment:</i></p> <ol style="list-style-type: none"> 1. Ramps/lifts for easy access to classrooms and centres 2. Disabled-friendly washrooms 3. Signage including tactile path lights, display boards and signposts 4. Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc. <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above <p>File Description:</p> <ul style="list-style-type: none"> • Geotagged photographs / videos of facilities • Policy documents and brochures on the support to be provided • Details of the software procured for providing assistance • Any other relevant information <p>Note: Data template is not applicable to this metric.</p>
	<i>Inclusion and Situatedness</i>
7.1.8 Q _i M	<p><i>Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).</i></p> <p><i>Provide Web link to:</i></p> <ul style="list-style-type: none"> • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)
	<i>Human Values and Professional Ethics</i>
7.1.9	<i>Sensitization of students and employees of the institution to constitutional obligations:</i>

<p>Q₁M</p>	<p><i>values, rights, duties and responsibilities of citizens:</i> Describe the various activities of the institution for inculcating values for becoming responsible citizens as reflected in the Constitution of India (within a maximum of 200 words).</p> <p><i>Provide weblink to:</i></p> <ul style="list-style-type: none"> • Details of activities that inculcate values necessary to transform students into responsible citizens • Any other relevant information
<p>7.1.10</p> <p>Q_nM</p>	<p><i>The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard:</i></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 to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on the Code of Conduct are organized <p>Options:</p> <p>A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p> <p>File Description:</p> <ul style="list-style-type: none"> • Code of Ethics - policy document • Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims • Any other relevant information <p>Note: Data template is not applicable to this metric.</p>
<p>7.1.11</p> <p>Q₁M</p>	<p><i>Institution celebrates / organizes national and international commemorative days, events and festivals:</i> Describe the efforts of the institution to celebrate /organize national and international commemorative days, events and festivals during the year (within a maximum of 200 words).</p> <p>Provide weblink to:</p> <ul style="list-style-type: none"> • Annual report of the celebrations and commemorative events for during the year



	<ul style="list-style-type: none">• Geotagged photographs of some of the events• Any other relevant information
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