

HIMACHAL PRADESH TECHNICAL UNIVERSITY, HAMIRPUR (HP)

Self Study Report (SSR) for Academic Audit of Colleges

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**SELF STUDY REPORT (SSR)
(PART-I & PART-II)**

For

Academic Audit

By

Affiliating Colleges/Institutions

Name of College/Institution:

For the Year:

Submitted to:

**Himachal Pradesh Technical University,
Hamirpur -177 001, H. P.**

HP Technical University, Hamirpur (HP)
Academic Audit
SSR Proforma to be submitted by Affiliated Institutions

GENERAL
Profile of College/Institution

1. General information

Name and full Address of the College/Institution with PIN	
Website	

2. Contacts for Communication

Designation	Name	Telephone with STD Code	Mobile	Fax	Email

3. Establishment Details

Establishment Date of the College/Institution	
Status prior to Establishment, if applicable	

4. Accreditation Details

AICTE/PCI approval date & reference With Name of Course(s) (Non-AICTE/Non-PCI courses: write 'Not Applicable')	First: Latest:
HPTU approval date & reference With Name of Course(s)	First: Latest:
NAAC rank/grade	
NBA rank/grade	
NIRF rank/grade	

5. Location, Area and Activity of Campus

Campus Type	Address	Location	Campus Area in Acres	Built up Area sq.mts.	Programmes offered

6. Built-up Area Details (Sq. Meters)

i) Administrative and Amenities/Circulation Area in Sq. Meters

Faculty/Stream	Intake of students	¹ Administrative Area			² Amenities/Circulation Area		
		Required	Available	Deficiency	Required	Available	Deficiency
Engineering		250 sqm for intake of 300			750 sqm for intake of 300		
Pharmacy		100 sqm for intake of 100			100 sqm for intake of 100		
Management		100 sqm for intake of 100			100 sqm for intake of 100		
Total							

¹Administrative area includes: Principal's office, main office, faculty seating area, store, reception area, conference room, strong room, etc.

²Amenities/Circulation area includes: Common rooms for boys and girls, medical facility room, canteen, Post Office, Bank, Cooperative Store, Phone facility etc.

ii) Instructional Area:

Instructional Area	Minimum No. of Rooms		Carpet Area in sqm per Room	
	Required	Deficiency	Required	Deficiency
Class rooms/Engg/Pharmacy/Management	Total Number of Divisions per Year x Total Duration of Course in years x 0.5		66 (For a division of 60) 33 (For a division of 33)	
Tutorial Rooms Engg/Pharmacy/Management	25% of Total Class Room		33	
*Laboratory for First Year	4 (which includes 2 laboratories for Basic sciences)		66	
Laboratory other than first year	2 per course per year up to intake of 180 per course		66	
Laboratory for Post Graduate Courses	1 per Course		66	
Additional Laboratory/Workshop for "X" Category Courses	1		200 (For UG)	
Drawing Hall (Engg)	1 (Up to an intake of 600)		132	
Computer Centre	1 (up to an intake of 600)		150	
Seminar Hall	1		132	
Library	1		400	
Language Laboratory	1		33	

- "X" Category Courses such as Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and Allie/Relevant Courses shall require an Additional Laboratory/Workshop.

- Additional 5 labs per Course, if number of Branch is more than 2 per Course

*For First year Engg. Class work, the following labs are required: **Pl. tick if available:**

- 1) English Language Communication Skills Lab [];
- 2) Computer Programming Lab []
- 3) Physics Lab [];
- 4) Chemistry Lab [];
- 5) IT Workshop [];
- 6) Engineering Workshop [].

*For first year class work, the following Pharmacy labs are required: **Pl. tick if available:**

- 1) Remedial Biology Lab [];
- 2) Dispensary & Hospital Pharmacy Lab - I [];
- 3) Pharm. Inorganic Chemistry lab [];
- 4) Pharmaceutical Organic Chemistry lab-I [];
- 5) Anatomy and Physiology lab [];
- 6) English Language Communication Skills Lab [].

Executive Summary

Introduction:

Vision:

Mission:

Action Plan:

COWS Analysis
[Challenges, Opportunities, Weaknesses & Strengths]

Institutional Challenges:

Institutional Opportunities:

Institutional Weaknesses:

Institutional Strengths:

Criteria wise Summary

- 1. Curricular Aspects:**
- 2. Teaching-learning and Evaluation:**
- 3. Research, Innovations and Extension:**
- 4. Infrastructure and Learning Resources:**
- 5. Student Support and Progression:**
- 6. Governance, Leadership and Management:**
- 7. Institutional Values and Best Practices:**

HP Technical University, Hamirpur (HP)
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PART I

Criterion 1 – Curricular Aspects

Key Indicator-1.1: Curricular Planning and Implementation

Item No.	Particulars
1.1.1	The institution ensures effective curriculum delivery through a well planned and documented process Write description of initiatives in 100-150 words. Attach as Annexure(s) Any additional information
1.1.2	The institution adheres to the academic calendar including conduct of CIE Write description in 100-150 words Attach as Annexure(s) Any additional information
1.1.3	Teachers of the institution participate in following activities related to curriculum development and assessment of the University and/are represented on the following academic bodies during the last five years (a) Academic Council/BoS of Affiliating University (b) Setting of question papers for UG/PG programs (c) Design and Development of Curriculum for Add on/certificate/diploma courses (d) Assessment/evaluation process of the affiliating University Options:- - All of the above. - Any 3 of the above. - Any 2 of the above. - Any 1 of the above. - None of the above Data requirement: - No. of teachers participated - Name of the body in which full time teacher participated - Total No. of teachers Attach as Annexure(s) - Detail of participation of teachers in various bodies/activities provided as a response to above (Scanned copies of the letters issued by the University/Institutions w.r.t. the activity in which the teachers are involved). - Any additional information

Key Indicator-1.2 Curriculum Enrichment

Item No.	Particulars		
1.2.1	Institution integrates cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Write description in maximum of 100-150 words Attach as Annexure(s) - Any additional information - Attach the list and description of courses and/or initiatives taken which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum		
1.2.2	Average percentage of courses that include experiential learning through project work/field work/internship during the last five years <table border="1" style="width: 100%;"> <tr> <td style="width: 10%;">1.2.2.1</td><td>No. of courses that include experiential learning through project work/field work/internship year wise during the last five year.</td></tr> </table> Data requirement for last five years: - Name of the Course - Details of experiential learning through project work/field work/internship - Name of the programme Formula: $\text{Percentage per year} = \frac{\text{No. of courses that include experiential learning through project work/field work/internship}}{\text{Total No. of courses in all programmes}} \times 100$ $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - Any additional information. - Programme/curriculum/syllabus of the courses. - Minutes of the Board of Studies/Academic Council meetings with approvals for these courses. - MoU's with relevant organizations for these courses, if any. - Average percentage of courses that include experiential learning through project work/field work/internship	1.2.2.1	No. of courses that include experiential learning through project work/field work/internship year wise during the last five year.
1.2.2.1	No. of courses that include experiential learning through project work/field work/internship year wise during the last five year.		
1.2.3	Percentage of students undertaking project work/field work/internships (data for the latest completed academic year) <table border="1" style="width: 100%;"> <tr> <td style="width: 10%;">1.2.3.1</td><td>No. of students undertaking project work/field work/internships</td></tr> </table> Data requirement: - Name of the programme - No. of students undertaking project work/field work/internships Formula: $\frac{\text{No. of students undertaking project work/field work/internships}}{\text{Total No. of students}} \times 100$ Attach as Annexure(s) - Any additional information. - List of programmes and number of students undertaking project work/field work/internships	1.2.3.1	No. of students undertaking project work/field work/internships
1.2.3.1	No. of students undertaking project work/field work/internships		

Key Indicator 1.3 (Feedback System)

Item No.	Particulars
1.3.1	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders (1) Students (2) Teachers (3) Employees (4) Alumni Options:- (A) All of the above. (B) Any 3 of the above (C) Any 2 of the above (D) Any 1 of the above (E) None of the above Data Requirement: Report of analysis of feedback received from different stakeholders year wise Attach as Annexure(s) • URL for stakeholder feedback report, if any • Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management • Any additional information
1.3.2	Feedback process of the Institution may be classified as follows Options: (A) Feedback collected, analysed, action taken and feedback available on website (B) Feedback collected, analysed and action has been taken. (C) Feedback collected and analysed. (D) Feedback collected. (E) Feedback not collected. Attach as Annexure(s) • Stakeholders' feedback report, action taken report of the institute. • Any additional information. • URL for feedback report, if any.

Criterion 2 – Teaching-Learning and Evaluation

Key Indicator-2.1 Student Enrolment and Profile

Item No.	Particulars																					
2.1.1	Average Enrolment percentage (Average of last five years) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">2.1.1.1</td><td>No. of students admitted year wise during the last five years</td></tr> <tr> <td>2.1.1.2</td><td>No. of sanctioned seats year wise during the last five year</td></tr> </table> Data requirement for last five years - Total No. of students admitted. - Total No. of sanctioned seats. Percentage per year= $\frac{\text{Total No. of students admitted}}{\text{Total No. of sanctioned seats}} \times 100$ Average percentage = $\frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - Any additional information. - Institutional data in prescribed format.	2.1.1.1	No. of students admitted year wise during the last five years	2.1.1.2	No. of sanctioned seats year wise during the last five year																	
2.1.1.1	No. of students admitted year wise during the last five years																					
2.1.1.2	No. of sanctioned seats year wise during the last five year																					
2.1.2	Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (exclusive of supernumerary seats)) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">2.1.2.1</td><td colspan="6">No. of actual students admitted from the reserved categories year wise during the last five years</td></tr> <tr> <td></td><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr> </table> Data requirement for last five years: - No. of students admitted from the reserved category. - Total No. of seats earmarked for reserved category as per State Government/Himachal Pradesh Technical University rules. Percentage per year= $\frac{\text{Actual No. of students admitted from the reserved categories}}{\text{No. of seats earmarked for reserved category as per GOI or State Government rule}} \times 100$ Average percentage = $\frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - Any additional information. - Average percentage of seats filled against seats reserved	2.1.2.1	No. of actual students admitted from the reserved categories year wise during the last five years							Year							Number					
2.1.2.1	No. of actual students admitted from the reserved categories year wise during the last five years																					
	Year																					
	Number																					
2.1.3	Principal/Director Name: Date of Birth: Age: yrs. months (age <65 yrs) Qualifications: Ph. D. in Engg / Ph. D. in Sciences / Ph. D. in Mgmt. / Ph. D. in Pharmacy / Ph. D. in Maths /Non-Ph.D / No Principal (Pl. tick) Date of appointment in the present institution: Principal recruited/appointment ratified through H.P. Technical University: Yes [], No [] If no, Reason thereof:																					

2.1.4: Teaching Faculty Position:- Department wise (Enclose copies of all degrees & Aadhar Card):

S. No.	Course	Branch/Deptt.		No. of Faculty members present in the Dept. on the day of Inspection/Visit of Team			Faculty on leave (With proof)	Remarks, if any
				Prof.	Assoc. Prof.	Asstt. Prof.		
1.	B. Tech.	Civil						
2.		Mechanical						
3.		Electrical						
4.		Computer						
5.		Electronics						
6.		IT						
7.								
8.	M. Tech.							
9.	B. Pharmacy							
10.	M Pharmacy							
11.								
12.								
13.	MBA							
		Total						

2.1.5 Faculty: Students' ratio:-

Norms	Required	Actual	Deficiency
Engg (UG) =1:20			
Engg (PG) =1:15			
BBA/BCA = 1:25			
Management =1:20			
Pharmacy: for intake of 60: Professor-4, Associate Professor-4, Assistant Professor-7			

The cadre ratio should be 1: 2: 6 (Professor / Associate Professor / Assistant Professor)

* Faculty to be considered as full time are those who are qualified as per AICTE/PCI requirements

** Faculty/ student ratio of a dept. shall not be less than 1: 20 for 2nd, 3rd and 4th years of B.Tech. programmes, and overall ratio should also be 1:20.

For PG Courses:

One professor with Ph. D. in concerned discipline and two Associate Professors/Assistant Professors with minimum M. Tech. Qualifications are necessary, exclusive of UG load.

2.1.6 Total Staff Position of the College/Institution

Total No. of Teaching Faculty (Actual)	Total No. Labs & Supporting Staff* (Actual)

* Faculty to supporting staff (Programmers/Lab Assistants/Technicians) ratio should be 1: 0.5

iv) Appointment/Ratification of Faculty through H.P. Technical University Selection Committee (Private College):

No. of faculty recruited/ratified through University: _____ out of total _____ = _____ %

Key Indicator-2.2 Catering to Student Diversity

Item No.	Particulars
2.2.1	The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners Write description in 100-150 words Attach as Annexure(s) • Paste link for additional information, if any. • Any additional information
2.2.2	Students : Full time teacher ratio (Data for the latest completed academic year) Students : teachers :: Data requirement: • Total No. of students enrolled in the institution. • Total No. of full time teachers in the institution. Attach as Annexure(s) • Any additional information.

Key Indicator-2.3 Teaching-Learning Process

Item No.	Particulars	
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies used for enhancing learning experiences Write description in 100-150 words Attach as Annexure(s) - Any additional information. - Link of additional information, if any	
2.3.2	Teachers use ICT enabled tools for effective teaching-learning process. Write description in 100-150 words Attach as Annexure(s) - Any additional information. - Provide link for webpage describing the ICT enabled tools for effective teaching-learning process, if any	
2.3.3	Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)	
	2.3.3.1	No. of mentors
		No. of students assigned to each Mentor
	Mentor: Mentee :: Attach as Annexure(s) - Year wise number of students enrolled and full time teachers on roll. - Circulars pertaining to assigning mentors to mentees - Mentor/mentee ratio	

Key Indicator-2.4 Teacher Profile and Quality

Item No.	Particulars				
2.4.1	Average percentage of full time teachers against sanctioned posts during last five years				
	Data requirement for last five years: - No. of full time teachers. - No. of sanctioned posts. Formula: Percentage per year= $\frac{\text{No. of full time teachers} \times 100}{\text{No. of sanctioned posts}}$ Average percentage = $\frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - Year wise full time teachers and sanctioned posts for five years. - Any additional information. - List of the faculty members authenticated by the Head of HEI.				
2.4.2	Average percentage of full time teachers with Ph.D./D.Sc./D.Lit. during the last five years (consider only the highest degree for count)				
	2.4.2.1	No. of full time teaches with Ph.D./D.sc./D.Lit. during the last five years			
	Year				
	Number				
	Data requirement for last five years: - No. of full time teachers with Ph.D./D.Sc./D.Litt. - Total No. of full time teachers. Formula: Percentage per year= $\frac{\text{No. of full time teachers with Ph.D./D.Sc./D.Lit.} \times 100}{\text{Total No. of full time teachers}}$ Average percentage = $\frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - Any additional information. - List of full time teachers with Ph.D./D.Sc./D.Lit. and number of full time teachers for five years.				
2.4.3	Average teaching experience of full time teachers in the same institution (data for the latest completed academic year in number of years)				
	2.4.3.1	Total experience of full time teachers.			
	Data requirement for last five years: - Name and No. of full time teachers with years of teaching experiences Formula: $\frac{\text{Sum of total experience of full time teachers in the same institution}}{\text{No. of full time teachers}}$ Attach as Annexure(s) - Any additional information. - List of teachers including their PAN, designation, department and experience details				

Key Indicator-2.5 Evaluation Process and Reforms

Item No.	Particulars
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode Write description in 100-150 words Attach as Annexure(s) • Any additional information.
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient Write description in 100-150 words Attach as Annexure(s) • Any additional information.

Key Indicator-2.6 Student Performance and Learning Outcome
National Credit Framework (NCrF) Learning Objectives and Learning Outcomes

Item No.	Particulars					
2.6.1	Teachers and students are aware of the stated programme and course outcomes of the programmes offered by the institution. Describe course outcomes (Cos) for all courses and mechanism of communication within minimum of 100-150 words and maximum of 500 words. Attach as Annexure(s) Any additional information.					
2.6.2	Attainment of Programme outcomes and course outcomes are evaluated by the institution Describe the method of measuring the level of attainment of POs, PSOs and COs in 100-500 words. Attach as Annexure(s) Any additional information.					
2.6.3	Average pass percentage of students during the last five years					
2.6.3.1	Total No. of final year students who passed the University examination year wise during the last five years.					
2.6.3.2	Total No. of final year students who appeared for the University examination year wise during the last five years					
	No. of student appeared	Year 1	Year 2	Year 3	Year 4	Year 5
	No. of students passed					
Data requirement - Programme code - Name of the Programme - No. of students appeared - No. of students passed - Pass Percentage Formula: $\text{Percentage per year} = \frac{\text{Total No. of final year students who passed in the University examinations}}{\text{Total No. of final years students appeared for the University examinations}} \times 100$ $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - List of programmes and No. of students passed and appeared in the final year examination. - Any additional information.						

Key Indicator-2.7 Student Satisfaction Survey (SSS)

Item No.	Particulars (SSS by HPTU)
2.7.1	Online student satisfaction survey regarding teaching learning process of about 20% students. (online survey to be conducted) Data requirement: • Name/Class/Gender • Student Id Number/Adhar Id Number • Mobile Number • Email Id • Degree programme (Data base of all currently enrolled students need to be prepared and shared with H.P. Technical University) Attach as Annexure(s) • Any additional information. • Database of all currently enrolled students

Criteria-3 Research, Innovations and Extension

Key Indicator 3.1 Resource, Mobilization for Research

Item No.	Particulars					
3.1.1	Grants received from Government and non-governmental agencies for research projects/endowments in the institution during the last five years (INR in lakhs)					
	3.1.1.1	Total grants from Government and non-governmental agencies for research projects/endowments in the institution during the last five years (INR in lakhs)				
		Year				
		INR in Lakhs				
	Data requirement for last five years: - Name of the Project/Endowments - Name, Designation & Department of the Principal Investigator - Year of Award - Funds provided - Duration of the Project Attach as Annexure(s) - Any additional information. - E-copies/hard copies of the grant award letters for sponsored research projects/endowments. - List of endowments/projects with details of grants/hard copies					
3.1.2	Percentage of departments having Research projects funded by government and non-government agencies during the last five years					
	3.1.2.1	No. of departments having research projects funded by government and non-government agencies during the last five years				
		Year				
		Number				
	Data requirement for last five years: - Name, Designation & Department of Principal Investigator - Duration of project - Name of the research project - Amount/Fund received - Name of the funding agency - Year of sanction Formula: $\frac{\text{No. of departments having research projects funded by government/non-government agencies during the last five years}}{\text{Total No. of departments}} \times 100$ Attach as Annexure(s) - List of research projects and funding details. - Any additional information. - Supporting document from Funding Agency. - Paste link of Funding Agency website, if any.					

3.1.3	Number of seminars/conferences/workshops conducted by the institution during the last five years						
	3.1.3.1	Total No. of seminars/conferences/workshops conducted by the institution year wise during the last five years					
		Year					
		Number					
Data requirement: • Name of the workshops/seminars • No. of participants • Date (from-to) • Link to the activity report on the website, if any. Attach as Annexure(s) • Report of the event. • Any additional information. • List of workshops/seminars during the last five years.							

Key Indicator 3.2-Research Publication and Awards

Item No.	Particulars					
3.2.1	No. of papers published per teacher in the Journals notified on UGC website during the last five years					
3.2.1.1	No. of research papers in the Journals notified on UGC website during the last five years					
	Year					
	Number					
Data requirement: - Title of paper - Name of the author/s - Department of the teacher - Name of Journal - Year of publication - ISBN/ISSN Number Formula: $\frac{\text{No. of publications in UGC notified journals during the last five years}}{\text{Average No. of full time teachers during the last five years}}$ Attach as Annexure(s) - Any additional information. - List of research papers by title, author, department, name and year of publication						
3.2.2	No. of books and chapters in edited volumes/books published and papers published in National/International conference proceedings per teacher during the last five years					
3.2.2.1	Total No. of books and chapters in edited volumes/books published and papers in National/International conference proceedings year wise during the last five years					
	Year					
	Number					
Data requirement for last five years : - Name of the teacher: Title of the paper - Title of the book published: Name of the author/s: Title of the proceedings of the conference - Name of the publisher: National/International - National/International: ISBN/ISSN number of the proceedings - Year of publication. Formula: $\frac{\text{Total No. of books and chapters in edited volume, books, published and papers in National/International conference proceedings during the last five years}}{\text{Average No. of full time teachers during the last five years}}$ Attach as Annexure(s) - Any additional information. - List of books and chapters edited volumes/books published						

Key Indicator 3.3: Extension Activities (NCC/NSS/Red Cross, etc.)

Item No.	Particulars																					
3.3.1	Extension activities carried out in the neighbourhood community, sensitizing students to social issues for their holistic development, and impact hereof during the last five years Describe the impact of extension activities in sensitising students to social issues and holistic development within a maximum of 150 words Attach as Annexure(s) Any additional information.																					
3.3.2	No. of awards and recognitions received for extension activities from government/government recognized bodies during the last five years <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">3.3.2.1</td><td colspan="6">Total No. of awards and recognition received for extension activities from Government/government recognized bodies year wise during the last five years</td></tr> <tr> <td></td><td style="width: 15%;">Year</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr> <td></td><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr> </table> Data requirement for last five years: - Name of the activity - Name of the award/recognition - Name of the Awarding government/government recognized bodies - Year of the award Attach as Annexure(s) - Any additional information. - Number of awards for extension activities in last five years (data template) - E-copy/hard copies of the award letters	3.3.2.1	Total No. of awards and recognition received for extension activities from Government/government recognized bodies year wise during the last five years							Year							Number					
3.3.2.1	Total No. of awards and recognition received for extension activities from Government/government recognized bodies year wise during the last five years																					
	Year																					
	Number																					
3.3.3	No. of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/YRC etc. (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">3.3.3.1</td><td colspan="6">No. of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red Cross/YRC etc., year wise during the last five years</td></tr> <tr> <td></td><td style="width: 15%;">Year</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr> <td></td><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr> </table> Data requirement for the last five years: - Name and No. of the extension and outreach programmes - Name of the collaborating agency: Government/Non-Government, industry, community with contact details Attach as Annexure(s) - Reports of the event organized. - Any additional information. - No. of extension and outreach programmes conducted with industry, community etc. for the last five years	3.3.3.1	No. of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red Cross/YRC etc., year wise during the last five years							Year							Number					
3.3.3.1	No. of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red Cross/YRC etc., year wise during the last five years																					
	Year																					
	Number																					

3.3.4	Average percentage of students participating in extension activities at 3.3.3 above during the last five years					
3.4.4.1	Total No. of students participating in extension activities conducted in collaboration with industry, community and Non-Government Organizations through NSS/NCC/Red Cross/YRC etc. year wise during the last five years					
	Year					
	Number					
Data requirement for the last five years: • Name of the activity • Name of the scheme • Year of the activity • No. of teachers participating in such activities • No. of students participating in such activities Formula: Percentage per year= $\frac{\text{Total No. of students participated in such activities} \times 100}{\text{No. of students}}$ Average percentage = $\frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) • Reports of the event. • Any additional information. • Average percentage of students participating in extension activities with Government or NGO etc.						

Key Indicator 3.4: Collaboration

Item No.	Particulars																		
3.4.1	Collaborations/linkages of the institution for Faculty exchange, student exchange, internship, field trip, on-the-job training, research etc. during the last five years - No. of linkage (s) for faculty exchange, student exchange, internship, field trip, on-the-job-training, research etc. year wise during the last five years <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 15%;"></td><td style="width: 15%;">Year</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr> <td></td><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr> </table> Data requirement for the last five years: - Title of the linkage - Name of the partnering institution/industry/research lab with contact details - Year of commencement - Duration (From-to) - Nature of linkage Attach as Annexure(s) - E-copies/hard copies of linkage related document. - Any additional information. - Details of linkages with institutions/industries for internship		Year							Number									
	Year																		
	Number																		
3.4.2	No. of functional MoUs with National and International institutions, universities, industries, corporate houses etc. during the last five years <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 15%; vertical-align: top;">3.4.2.1</td><td style="width: 85%;">No. of functional MoUs with institutions of National, International importance, other universities, industries, corporate houses etc. year wise during the last five years</td></tr> <tr> <td></td><td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td><td style="width: 15%;">Year</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr> <td></td><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </td></tr> </table> Data requirement for the last five years: - Organisation with which MoU has been signed - Name of the institution/industry/corporate house - Year of signing MoU - Duration - List the actual activities under each MoU - No. of students/teachers participating under MoU Attach as Annexure(s) - E-copies/hard copies of the MoUs with institution/industry/corporate houses. - Any additional information. - Details of functional MoUs with institutions of National, International importance, other universities etc. during the last five years.	3.4.2.1	No. of functional MoUs with institutions of National, International importance, other universities, industries, corporate houses etc. year wise during the last five years		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td><td style="width: 15%;">Year</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr> <td></td><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr> </table>		Year							Number					
3.4.2.1	No. of functional MoUs with institutions of National, International importance, other universities, industries, corporate houses etc. year wise during the last five years																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td><td style="width: 15%;">Year</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr> <td></td><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr> </table>		Year							Number									
	Year																		
	Number																		

Criteria-4 Infrastructure and Learning Resources
Key Indicator 4.1 Physical Facilities

Item No.	Particulars					
4.1.1	Infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipment etc. of the institutions.					
	Describe the adequacy of infrastructure and physical facilities for teaching-learning as per the minimum specified requirement of statutory bodies within 100-150 words.					
4.1.2	Attach as Annexure(s)					
	Any additional information.					
4.1.2	Facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.					
	Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate within 100-150 words.					
4.1.3	Attach as Annexure (s)					
	Any additional information.					
4.1.3	Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS etc.					
	4.1.3.1	No. of classrooms and seminar halls with ICT facilities				
4.1.3	Data requirement for the last five years:					
	- No. of classrooms with LCD facilities - No. of classrooms with Wi-Fi/LAN facilities - No. of smart classrooms - No. of classrooms with LMS facilities - No. of seminar halls with ICT facilities					
4.1.3	Formula:					
	$\frac{\text{No. of classrooms and seminar halls with ICT facilities}}{\text{Total No. of classrooms/seminar halls in the institution}} \times 100$					
4.1.3	Attach as Annexure(s)					
	- Any additional information. - Details of classrooms and seminar halls with ICT enabled facilities					
4.1.4	Average percentage of expenditure, excluding salary, for infrastructure augmentation during the last five years (INR in lakhs)					
	4.1.4.1	Expenditure for infrastructure augmentation, excluding salary, year wise during the last five years (INR in lakhs)				
4.1.4		Year				
		INR in lakhs				
4.1.4	Date requirement for the last five years:					
	- Expenditure for infrastructure augmentation. - Total expenditure excluding salary					

Formula:

Percentage per year= $\frac{\text{Expenditure for infrastructure augmentation excluding salary}}{\text{Total expenditure excluding salary}} \times 100$

Average percentage = $\frac{\sum \text{Percentage per year}}{5}$

Attach as Annexure(s)

- Any additional information.
- Audited utilization statements.
- Details of budget allocation, excluding salary during the last five years

Key Indicator 4.2 Library as a learning Resource

Item No.	Particulars					
4.2.1	Library is automated using Integrated Library Management System (ILMS) Date requirement for the last five years: Write a description of library within (100-150 words) • Name of ILMS software • Nature of automation (fully or partially) • Version • Year of automation Attach as Annexure(s) • Any additional information. • Paste link for additional information, if any					
4.2.2	The institution has subscription for the following e-resources (1) e-journals (2) e-Sodh Sindhu (3) Shodhganga Membership (4) E-books (5) Databases (6) Remote access to e-recourses Options:- (A) Any 4 or more of the above (B) Any 3 of the above (C) Any 2 of the above (D) Any 1 of the above (E) None of the above Data requirement for last five years: • Details of membership • Details of subscription Attach as Annexure(s) • Any additional information. • Detail of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc.					
4.2.3	Average annual expenditure on purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in lakhs)					
4.2.3.1	Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during the last five years (INR in lakhs)					
	Year					
	INR in Lakhs					
	Data requirement for the last five years: • Expenditure on the purchase of books/e-books • Expenditure on the purchase of journals/e-journals					

	• Year of expenditure Average Expdt. per year: $\frac{\text{Total Expenditure in rupees on purchase of books/e-books/journals and subscription to journals/e-journals}}{5}$ Attach as Annexure(s) • Any additional information. • Audited statement of accounts. • Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years.
4.2.4	Percentage per day usage of library by teachers and students (foot falls and login data for online access)
4.2.4.1	No. of teachers and students using library per day over last one year.
	Data requirement • Attach last page of accession register details • Method of computing per day usage of library • No. of users using library through e-access • No. of physical users accessing library Formula: $\frac{\text{No. of teachers and students using library per day} \times 100}{\text{Total No. of teachers and students}}$ Attach as Annexure(s) • Any additional information. • Details of library usage by teachers and students.

Key Indicator 4.3: IT Infrastructure

Item No.	Particulars
4.3.1	Institution frequently updates its IT facilities including Wi-Fi Describe IT facilities including Wi-Fi with date and nature of updation within 100-150 words. Attach as Annexure(s) - Any additional information. - Paste link for additional information, if any.
4.3.2	Student-Computer ratio (Data for the latest completed academic year) No. of students : No. of Computers:: Data requirement: - No. of computers in working condition - Total no. of computers Attach as Annexure(s) - Any additional information. - Student-computer ratio
4.3.3	Bandwidth of Internet connection in the Institution Options: (A) 10 GBPS (B) 1 GBPS (C) 750 MBPS (D) 500 MBPS (E) Others (specify) Data requirement: - Available internet bandwidth Attach as Annexure(s) - Any additional information. - Details of available bandwidth of internet connection in the institution.

Key Indicator 4.4 Maintenance of Campus Infrastructure

Item No.	Particulars						
4.4.1	Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities), excluding salary component, during the last five years (INR in lakhs)						
	4.4.1.1	Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)					
		Year					
		INR in lakhs					
	Data requirement year wise: (As per data template in Section B) • Non salary expenditure incurred • Expenditure incurred on maintenance of campus infrastructure Formula: Percentage per year = $\frac{\text{Expenditure on maintenance of physical and academic support facilities excluding salary component}}{\text{Total expenditure excluding salary component}} \times 100$ Average percentage = $\frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) • Any additional information. • Audited statements of accounts. • Details about assigned budget and expenditure on physical facilities and academic support facilities						
4.4.2	Established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory library, sports complex, computers, classrooms etc.						
	Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within 100-150 words. Attach as Annexure(s) • Any additional information. • Paste link for additional information, if any.						

Criterion 5-Student Support and Progression
Key Indicator 5.1 Student Support

Item No.	Particulars					
5.1.1	Average percentage of students benefitted by scholarships and freeships provided by the Government during the last five years.					
5.1.1.1	No. of students benefitted by scholarships and freeships provided by the Government year wise during the last five years					
	Year					
	Number					
Data requirement year wise: - Name of the Scheme - No. of students benefitted/benefiting Formula: $\text{Percentage per year} = \frac{\text{No. of students benefitted by scholarships and freeships by government}}{\text{No. of students}} \times 100$ $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - Self attested letter with the list of students sanctioned scholarship. - Any additional information.						
5.1.2	Average percentage of students benefitted by scholarships, freeships etc. provided by the institution/non-government agencies during the last five years					
5.1.2.1	Total No. of students benefitted by scholarships, freeships, etc. provided by the institution/non-government agencies year wise during the last five years					
	Year					
	Number					
Data requirement for last five years: - Name of the scheme with contact information - No. of students benefitted/benefiting Formula: $\text{Percentage per year} = \frac{\text{Total No. of students benefitted by scholarships and freeships provided by the institution or non-government agencies}}{\text{Total No. of students}} \times 100$ $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - Any additional information. - No. of students benefitted by scholarships and freeships provided by institution/non-government agencies in last five years						
5.1.3	Capacity building and skills enhancement initiatives taken by the institution including the following: - Soft skills - Language and communication skills					

	(3) Life skills (Yoga, physical fitness, health and hygiene) (4) ICT/computing skills Options:- (a) All of the above. (b) 3 of the above (c) 2 of the above (d) 1 of the above (e) None of the above Data requirement: Name of the capacity building and skills enhancement initiatives Year of implementation No. of students enrolled Name of the agencies involved with contact details Attach as Annexure(s) Any additional information. Link to the institution website, if any. Details of capability building and skill enhancement initiatives.																	
5.1.4	Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years 5.1.4.1 No. of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years <table><tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Number</td><td></td><td></td><td></td><td></td><td></td></tr></table> Data requirement for last five years: Name of the scheme No. of students who have passed in the competitive examination No. of students placed Formula: Percentage per year = $\frac{\text{No. of students benefitted by guidance for competitive examination and career counselling offered by the institution}}{\text{No. of students}} \times 100$ Average percentage = $\frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) Any additional information. No. of students benefitted by guidance for competitive examinations and career counselling during the last five years.						Year						Number					
Year																		
Number																		
5.1.5	The Institution has a transparent mechanism for timely redressal of students' grievances including sexual harassment and ragging cases. (1) Implementation of guidelines for statutory/regulatory bodies. (2) Organization wide awareness and undertakings on policies with zero tolerance (3) Mechanism for submission of online/offline students' grievances (4) Timely redressal of the grievances through appropriate committees																	

	Options: (A) All of the above (B) 3 of the above (C) 2 of the above (D) 1 of the above (E) None of the above Attach as Annexure(s) • Details of students grievances redressal policy including sexual harassment and ragging cases, No. of cases received and redressed. • Minutes of the meetings of Students' Redressal Committee, Prevention of Sexual Harassment Committee and Anti Ragging Committee. • Any additional information.
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Key Indicator 5.2 Students' Progression

Item No.	Particulars						
5.2.1	Average percentage of placement of outgoing students during the last five years						
	5.2.1.1	No. of outgoing students placed year wise during the last five years					
		Year					
		Number					
Data requirement for last five years							
- Name of the employer with contact details - No. of students placed							
Formula:							
Percentage per year = $\frac{\text{No. of outgoing students placed} \times 100}{\text{No. of outgoing students}}$							
Average percentage = $\frac{\sum \text{Percentage per year}}{5}$							
Attach as Annexure(s)							
- Self attested list of students placed, during last five years. - Any additional information.							
5.2.2	Average percentage of students progressing to higher education during the last five years						
	5.2.2.1	No. of outgoing students' progression to higher education					
		Data requirement:					
		No. of students proceeding from					
- UG to PG: - PG to M. Phil: - PG to PhD: M. Phil to Ph.D.: - Ph. D. to Post Doctoral:							
Formula:							
Percentage per year = $\frac{\text{No. of outgoing students progressing to higher education} \times 100}{\text{Total No. of final year students}}$							
Attach as Annexure(s)							
- Supporting data of students/alumni. - Any additional information. - Details of student progression to higher education							
5.2.3	Average percentage of students qualifying in State/National/International level examinations during the last five years (e.g.: JAM/GATE/GMAT/CAT/GPAT/GRE/TOEFL/Civil Services/State Government examinations)						

5.2.3.1	No. of students qualifying in State/National/International level examinations (e.g.: JAM/GATE/GMAT/CAT/GPAT/GRE/TOEFL/Civil Services/State Government examinations) year wise during the last five years				
	Year				
	Number				
5.2.3.2	No. of students appearing in State/National/International level examinations (e.g.: JAM/ GATE/ GMAT/CAT/ GPAT/ GRE/ TOEFL/Civil Services/ State Government examinations) year wise during the last five years				
	Year				
	Number				
Data Requirement for last five years: No. of students selected to • JAM • NET • SLET • GATE • GMAT • CAT • GPAT • GRE • TOEFL • Civil Services • State Government examinations Formula: $\text{Percentage per year} = \frac{\text{No. of students qualifying in State, National, International level examinations}}{\text{No. of students appeared for the State, National, International level exams.}} \times 100$ $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) • Supporting data for the same. • Any additional information. • List of students qualifying in State/National/International level examinations during the last five years					

Key Indicator 5.3 Students' Participation and Activities

Item No.	Particulars																		
5.3.1	No. of awards/medals for outstanding performance in sports/cultural activities at University/State/National/International level (award for a team event should be counted as one) during the last five years. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">5.3.1.1</td><td colspan="5">No. of awards/medals for outstanding performance in sports/cultural activities at University/State/National/International level (award for a team event should be counted as one) year wise during the last five years.</td></tr> <tr> <td></td><td style="width: 15%;">Year</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr> <td></td><td>Number</td><td></td><td></td><td></td><td></td></tr> </table> Data requirement for last five years: • Name of the award/medal • University/State/National/International • Sports/Culture Attach as Annexure(s) • E-copies/hard copies of award letters and certificates. • Any additional information. • List of awards/medals for outstanding performance in sports/cultural activities at University/State/National/International level during the last five years.	5.3.1.1	No. of awards/medals for outstanding performance in sports/cultural activities at University/State/National/International level (award for a team event should be counted as one) year wise during the last five years.						Year						Number				
5.3.1.1	No. of awards/medals for outstanding performance in sports/cultural activities at University/State/National/International level (award for a team event should be counted as one) year wise during the last five years.																		
	Year																		
	Number																		
5.3.2	Institutions facilitates students' representation and engagement in various administrative, co-curricular and extra-curricular activities (student council/students representation on various bodies as per established processes and norms) Describe the students' representation and engagement in various administrative, co-curricular and extra-curricular activities within 100-150 words. Attach as Annexure(s) • Any additional information. • Paste link for additional information, if any.																		
5.3.3	Average No. of sports and cultural events/competitions in which students of the institution participated during the last five years (organized by the institution/other institutions) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">5.3.3.1</td><td colspan="5">No. of sports and cultural events/competitions in which students of the institution participated year wise during the last five years</td></tr> <tr> <td></td><td style="width: 15%;">Year</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr> <td></td><td>Number</td><td></td><td></td><td></td><td></td></tr> </table> Data requirement for last five years: • List of events/competitions Formula: $\frac{\text{No. of sports and cultural events/competitions in which students of the institution participated during the last 5 years}}{5}$ Attach as Annexure(s) • Report of the event. • Any additional information. • List of sports and cultural events/competitions in which students of the institution participated during the last five years.	5.3.3.1	No. of sports and cultural events/competitions in which students of the institution participated year wise during the last five years						Year						Number				
5.3.3.1	No. of sports and cultural events/competitions in which students of the institution participated year wise during the last five years																		
	Year																		
	Number																		

Key Indicator 5.4 Alumni Engagement

Item No.	Particulars
5.4.1	Is there a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services? Describe in 100-150 words Attach as Annexure(s) - Any additional information. - Paste link for additional information, if any.
5.4.2	Alumni contribution during the last five years (INR in lakhs) Options: (A) ≥ 5 lakhs (B) 4 lakhs – 5 lakhs (C) 3 lakhs – 4 lakhs (D) 1 lakh - 3 lakhs (E) ≤ 1 lakhs Data requirement for last five years: - Alumni association/Name of the alumni - Quantum of contribution - Audited statement of account of the institution reflecting the receipts Attach as Annexure(s) - Any additional information.

Criterion 6-Governance, Leadership and Management
Key Indicator 6.1 Institutional Vision and Leadership

Item No.	Particulars
6.1.1	The Governance of the institution is reflective of and in tune with the vision and mission of the institution Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution within 100-150 words. Attach as Annexure(s) • Any additional information. • Paste link for additional information, if any.
6.1.2	The effective leadership is visible in various institutional practices such as decentralization and participative management Describe a case study (if any) showing decentralization and participative management in the institution in practice within 100-150 words. Attach as Annexure(s) • Any additional information. • Paste link for additional information, if any.

Key Indicator 6.2 Strategic Development and Deployment

6.2.1	The institutional strategic/perspective plan is effectively deployed Describe one activity successfully implemented based on the strategic plan within 100-150 words Attach as Annexure(s) • Strategic plan and deployment documents on the website. • Any additional information. • Paste link for additional information, if any.
6.2.2	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative set up, appointment and service rules, procedures etc. Describe the Organogram of the Institution within 100-150 words. Attach as Annexure(s) • Any additional information. • Link to Organogram of the Institution website, if any. • Paste link for additional information, if any.
6.2.3	Implementation of e-governance in areas of operation (1) Administration (2) Finance and Accounts (3) Student Admission and Support (4) Examination Options: (A) All of the above (B) 3 of the above (C) 2 of the above (D) 1 of the above (E) None of the above Data requirement: • Areas of e-governance Administration Finance and Accounts Students Admission and Support Examination • Name of the Vendor with contact details • Year of implementation Attach as Annexure(s) • ERP (Enterprise Resource Planning) Document. • Screen shots of user interfaces • Any additional information • Details of implementation of e-governance in areas of operation, Administration etc.

Key Indicator 6.3 Faculty Empowerment Strategies

Item No.	Particulars					
6.3.1	The institution has effective welfare measures for teaching and non-teaching staff. Provide the list of existing welfare measures for teaching and non-teaching staff 100-150 words. Attach as Annexure(s) - Any additional information. - Paste link for additional information, if any.					
6.3.2	Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years					
6.3.2.1	No. of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years					
	Year					
	Number					
	Data requirement for last five years: - Name of the teachers - Name of conference/workshop attended for which financial support provided. - Name of the professional body for which membership fee is provided Formula: Percentage per year = $\frac{\text{No. of teachers provided with financial support to attend conferences, workshops and towards membership fee of professional bodies}}{\text{No. of full time teachers}} \times 100$ Average percentage = $\frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - Any additional information. - Details of teachers provided with financial support to attend conference, workshops etc. during the last five years.					
6.3.3	Average No. of professional development/administrative training programs organized by the institution for teaching and non-teaching staff during the last five year					
6.3.3.1	Total No. of professional development/administrative training programmes organized by the institution for teaching and non-teaching staff year wise during the last five years					
	Year					
	Number					
	Data requirement for the last five years: - Title of the professional development programme organized for teaching staff. - Title of the administrative training programme organized for non-teaching staff - Dates (From-to)					

	Formula: Average per year = $\frac{\text{Total No. of professional development or administrative training programmes organized for teaching and non-teaching staff during the last five years}}{5}$ Attach as Annexure(s) - Any additional information. - Details of professional development/administrative training programmes organized by the University for teaching and non-teaching staff.					
6.3.4	Average percentage of teachers undergoing online/face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation/Induction Programmes, Refreshers Course, Short Term Course etc.)					
6.3.4.1	Total No. of teachers attending professional development programmes viz., orientation/induction programme, refresher course, short term course year wise during the last five years					
	Year					
	Number					
	Data requirement for the last five years: - No. of teachers - Title of the programme - Duration (from-to) Formula: Percentage per year = $\frac{\text{Total No. of teaching staff attending such programmes}}{\text{No. of full time teachers}} \times 100$ Average percentage = $\frac{\sum \text{Percentage per year}}{5}$ Attach as Annexure(s) - Details of teachers attending professional development programmes during the last five years. - Any additional information.					
6.3.5	Institution's Performance Appraisal System for teaching and non-teaching staff Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within 100-150 words. Attach as Annexure(s) - Any additional information. - Paste link for additional information, if any.					

Key Indicator 6.4 Financial Management and Resource Mobilization

Item No.	Particulars					
6.4.1	Institution conducts internal and external financial audits regularly					
	Enumerate various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within 100-150 words.					
6.4.2	Attach as Annexure(s)					
	• Any additional information.					
	Funds/Grants received from non-government bodies, individuals, philanthropers during the last five years (Not covered in Criterion III)					
	6.4.2.1	Total grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in lakhs)				
		Year				
		INR in lakhs				
	Data requirement for last five years:					
	• Name of the non-government bodies, individuals, Philanthropers					
	• Funds/grants received					
	Attach as Annexure(s)					
	• Annual statements of accounts.					
	• Details of funds/grants received from the non-government bodies, individuals, Philanthropers during the last five years.					
	• Any additional information.					
	6.4.3 Institutional strategies for mobilisation of funds and the optimal utilization of resources					
	Describe the resource mobilisation policy and procedures of the Institution within 100- 150 words					
	Attach as Annexure(s)					
	• Any additional information.					

Criterion 7 – Institutional Values and Best Practices
Key Indicator-7.1 Institutional Values and Social Responsibilities

Item No.	Particulars										
7.1.1	Measures initiated by the institution for gender equity promotion of gender equity during the last five years Describe gender equity and sensitization in curricular and co-curricular activities, facilities for women on campus etc. within 100-150 words Provide web link to (if any): • Annual gender sensitization action plan • Specific facilities provided for women in terms of (a) Safety and security (b) Counselling (c) Common Rooms (d) Day care center for young children (e) Any other relevant information										
	Environmental Consciousness and Sustainability										
7.1.2	The institution has facilities for alternate sources of energy and energy conservation measures <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">(1) Solar energy</td> <td style="width: 40%; text-align: center;"> </td> </tr> <tr> <td>(2) Biogas Plant</td> <td style="text-align: center;"> </td> </tr> <tr> <td>(3) Wheeling to the Grid</td> <td style="text-align: center;"> </td> </tr> <tr> <td>(4) Sensor-based energy conservation</td> <td style="text-align: center;"> </td> </tr> <tr> <td>(5) Use of LED bulbs/power efficient equipment</td> <td style="text-align: center;"> </td> </tr> </table> Attach as Annexure(s) • Geotagged photographs • Any other relevant information	(1) Solar energy		(2) Biogas Plant		(3) Wheeling to the Grid		(4) Sensor-based energy conservation		(5) Use of LED bulbs/power efficient equipment	
(1) Solar energy											
(2) Biogas Plant											
(3) Wheeling to the Grid											
(4) Sensor-based energy conservation											
(5) Use of LED bulbs/power efficient equipment											
7.1.3	Describe the facilities in the institution for management of following types of degradable and non-degradable waste (within 100-150 words) • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management Provide web link to (if any): • Relevant documents like agreements/MoUs with Government and other approved agencies • Geo-tagged photographs of the facilities. • Any other relevant information.										

7.1.4	Water conservation facilities available in the Institution: Rain water harvesting (1) Borewell/Open well recharge (2) Construction of tanks and bunds (3) Waste water recycling (4) Maintenance of water bodies and distribution system in the campus Attach as Annexure(s) • Geo-tagged photographs/videos of the facilities. • Any other relevant information.
7.1.5	Green campus initiatives include: (1) Restricted entry of automobiles (2) Battery-powered vehicles (3) Pedestrian-friendly pathways (4) Ban on the use of plastics (5) Landscaping with trees and plants Attach as Annexure(s) • Geotagged photographs/videos of the facilities. • Any other relevant information.
7.1.6	Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives: (1) Green audit (2) Energy audit (3) Environment audit (4) Clean and green campus recognitions/awards (5) Beyond the campus environmental promotion activities Attach as Annexure(s) • Reports on environment and energy audits. • Any other relevant information.
7.1.7	The institution has disabled-friendly, barrier free environment • Built environment with ramps/lifts for easy access to classrooms • Disabled-friendly washrooms • Signage including tactile path, lights, display bards and signposts • Assertive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, Mechanized equipment • Provision for enquiry and information: Human assistant, reader, Scribe, soft copies of reading material, screen reading Attach as Annexure(s) • Geo-tagged photographs/videos of the facilities. • Any other relevant information.

	Inclusion and Situatedness
7.1.8	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 100-150 words) Provide Web link to: (if any) or Attach as Annexure(s) - Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) - Any other relevant information.
	Human Values and Professional Ethics
7.1.9	Sensitization of students and employees of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizens Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 100-150 words. Provide Web Link to: (if any) - Details of activities that inculcate values; necessary to render students into responsible citizens. - Any other relevant information.
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard (1) The code of Conduct is displayed on the website: Yes/No (2) There is a committee to monitor adherence to the Code of Conduct: Yes/No (3) Institution organizes professional ethics programmes for students, Teachers, administrators and other staff: Yes/No (4) Annual awareness programmes on Code of Conduct are organized: Yes/No Attach as Annexure(s) - Code of ethics - Appropriate information about the monitoring committee composition, number of programmes organized etc. in support of the claims. - Any other relevant information
7.1.11	Institution celebrates/organizes National and International commemorative days, events and festivals Describe the efforts of the institution in celebrating/organizing National and International commemorative days, events and festivals during the last five days within 100-150 words. Provide web link to (if any): - Annual report of the celebrations and commemorative events for the last five days. - Geotagged photographs of some of the events. - Any other relevant information.

Key Indicator – 7.2 Best Practices

Item No.	Particulars
7.2.1	Describe two best practices successfully implemented by the Institution Provide web link to (if any) or Attach as Annexure (s) • Best practices in the Institutional website • Any other relevant information

Note:

Format for presentation of best practices

1. **Title of the Practice:** This title should capture the keywords that describe the practice.
2. **Objectives of the Practice:** What are the objectives/intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice? (in about 100-150 words)
3. **The Context:** What were the contextual features and/or challenging issues that needed to be addressed in designing and implementing this practice? (in about 100-150 words)

HP Technical University, Hamirpur (HP)
Academic Audit
SSR Proforma to be submitted by Affiliated Institutions

PART II

Standard Operating Procedure (SOP)

For the year:

Name & address of the College/Institution:

1.0 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five year.

- (a) Academic Council/BoS of Affiliating University or the Institution.
- (b) Setting of question papers for UG/PG programs.
- (c) Design and Development of Curriculum for Add on/certificate/Diploma Courses
- (d) Assessment/evaluation process of the Affiliating University.

Options:

- A. All of the above.
- B. Any three of the above.
- C. Any 2 of the above.
- D. Any 1 of the above.
- E. None of the above.

1.1 Number of Add on/Certificate Programs offered during the last five years (Human Values/Yoga/NCC/NSS etc.)

1.2 Average percentage of students enrolled in Certificate/Add-on programs as against the total number of students during the last five years.

1.3 Average percentage of courses that include experiential learning through project work/field work/internship during the last five years.

1.4 Percentage of students undertaking project work/field work/internships (Data for the last completed academic year).

1.5 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders:-

- (a) Students
- (b) Teachers
- (c) Employers
- (d) Alumni

Options:

- A. All of the above.
- B. Any three of the above.

- C. Any 2 of the above.
- D. Any 1 of the above.
- E. None of the above.

1.6 Feedback process of the Institution may be classified as follows:-

Options:-

- A. Feedback collected, analysed and action taken and feedback available on website.
 - B. Feedback collected, analysed and action has been taken.
 - C. Feedback collected and analysed.
 - D. Feedback collected
 - E. Feedback not collected.
- 2.0 Average Enrolment percentage (Average of last five years)
- 2.1 Students-Full time teacher ratio (Data for the latest completed academic year).
- 2.2 Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year).
- 2.3 Average percentage of full time teachers against sanctioned posts during the last five years.
- 2.4 Average percentage of full time teachers with Ph.D./D.Sc./Dl. Litt. during the last five years (consider only highest degree for count).
- 2.5 Average teaching experience of full time teachers in the same institution (data for the latest completed academic year in number of years).
- 2.7 Average pass percentage of students during the last five years (branch wise).
- 3.0. Grant received from Government and non-governmental agencies for research projects/endowments in the institution during the last five years (INR in Lakhs).
- 3.1 Percentage of departments having Research projects funded by government and non-government agencies during the last five years.
- 3.2 Number of seminars/conference/workshops conducted by the institution during the last five years.
- 3.3 Number of papers published per teacher in the Journals notified on IEEE, Science Direct, Web of Science, UGC-Care and Scopus during the last five years.
- 3.4 Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during the last five years (with verifiable ISSN, ISBN).
- 3.5 Number of awards and recognitions received for extension activities from government/government recognized bodies during the last five years.
- 3.6 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/YRC etc. (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the last five years.
- 3.7 Average percentage of students participating in extension activities at 23 above during the last five years.

- 3.8 The institution has several collaboration/linkages with industry/institution for Faculty exchange and student placement, internship etc.
- 3.9 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years.
- 3.10 Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS etc.
- 4.0 Average percentage of expenditure, excluding salary for infrastructure augmentation during the last five years (INR in Lakhs).
- 4.1 The institution has subscription for the following e-resources:-
- (a) e-journals
 - (b) e-Shodhsindhu
 - (c) Shodhganga Membership
 - (d) E-books
 - (e) Databases
 - (f) Remote access

Options:

- A. Any 4 or more of the above.
 - B. Any 3 of the above.
 - C. Any 2 of the above.
 - D. Any 1 of the above.
 - E. None of the above.
- 4.2 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in lakhs).
- 4.3 Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
- 4.4 Student-Computer ratio (Data for the latest completed academic year).
- 4.5 Bandwidth of internet connection in the Institution

Options:-

- A 10 GBPS
 - B 1 GBPS
 - C 750 MBPS
 - D 500 MBPS
 - E) Others (specify)
- 4.6 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs).
- 5.0 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years.
- 5.1 Average percentage of students benefited by scholarships, freeships etc. provided by the institution/non-government agencies during the last five years.
- 5.2 Capacity building and skill enhancement initiatives taken by the institution include the following:-

- (a) Soft skills
- (b) Language and communication skills
- (c) Life skills (Yoga, physical fitness, health and hygiene)
- (d) ICT/computing skills

Options:-

- A All of the above.
- B 3 of the above.
- C 2 of the above.
- D 1 of the above.
- E None of the above.

5.3 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the Institution during the last five years.

5.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases:-

- (a) Implementation of guidelines of statutory /regulatory bodies.
- (b) Organisation wide awareness and undertakings on policies with zero tolerance.
- (c) Mechanisms for submission of online/offline students' grievances.
- (d) Timely redressal of the grievances through appropriate committees

Options:

- A All of the above.
- B 3 of the above.
- C 2 of the above.
- D 1 of the above.
- E None of the above.

5.5 Average percentage of placement of outgoing students during the last five years with average salary.

5.6 Average percentage of students progressing to higher education during the last five years.

5.7 Average percentage of students qualifying in State/National/International level examinations during the last five years (eg: JAM/GATE/GMAT/CAT/GPAT/GRE/TOEFL/Civil Services/State Government examinations)

5.8 Number of awards/medals for outstanding performance in sports/cultural activities at University/State/National/International level (award for a team event should be counted as one) during the last five years.

5.9 Average number of sports and cultural events/competitions in which students of the Institution participated during the last five years (organized by the institution/other institutions).

5.10 Alumni contribution during the last five years (INR in Lakhs)

Options:

- A ≥ 5 lakhs
- B 4 Lakhs-5 lakhs
- C 3 lakhs-4 lakhs
- D 1 lakhs-3 lakhs
- E ≤ 1 lakhs

6.0 Implementation of e-governance in areas of operation

- (a) Administration
- (b) Finance and Accounts
- (c) Student Admission and Support
- (d) Examination

Options:-

- A All of the above.
- B 3 of the above.
- C 2 of the above.
- D 1 of the above.
- E None of the above.

6.1 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years.

6.2 Average number of professional development/administrative training programs organized by the institution for teaching and non-teaching staff during the last five years.

6.3 Average percentage of teachers undergoing online/face-to-face Faculty development programme (FDP) during the last five years (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course etc.)

6.4 Funds/Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III).

6.5 Quality assurance initiatives of the institution include:

- (a) Participated in NAAC with grade obtained.
- (b) Collaborative quality initiatives with other institution (s).
- (c) Participation in NIRF.
- (d) Any other quality audit recognized by State, National or International Agencies (ISO Certification, NBA), list of branch with NBA grading.

Options:-

- A All of the above.
- B 3 of the above.
- C 2 of the above.
- D 1 of the above.
- E None of the above.

7.0 The Institution has facilities for alternate sources of energy and energy conservation measures

- (a) Solar energy
- (b) Biogas plant
- (c) Wheeling to the Grid
- (d) Sensor-based energy conservation
- (e) Use of LED bulbs/power efficient equipment

7.1 Water conservation facilities available in the institution

- (a) Rain water harvesting.
- (b) Borewell/Open well recharge

- (c) Construction of tanks and bunds
- (d) Waste water recycling .
- (e) Maintenance of water bodies and distribution system in the Campus

7.2 Green campus initiatives include:

- (a) Restricted entry of automobiles
- (b) Battery-powered vehicles
- (c) Pedestrian-friendly pathways
- (d) Ban on the use of plastics
- (e) Landscaping with trees and plants

7.3 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- Green audit
- Energy audit
- Environment audit
- Clean and green campus recognitions/awards
- Beyond the campus environmental promotion activities

7.4 The Institution has disabled-friendly barrier free environment

- Built environment with ramps/lifts for easy access to classrooms.
- Disabled-friendly washrooms
- Signage including tactile path, lights, display boards and signposts
- Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment.
- Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading

7.5 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- (a) The Code of Conduct is displayed on the Website.
- (b) There is a committee to monitor adherence to the Code of Conduct.
- (c) Institution organizes professional ethics programmes for students, teachers, administrators and other staff.
- (d) Annual awareness programmes on Code of Conduct are organized.

Academic Audit of Affiliated Institutions/Colleges

PEER TEAM Report

For Year:

Section-I: General Information

Items	Information/Particulars
1. Name & Address of the Institution:	
2. Year of Establishment:	
3. Current Academic Activities at the Institution (Numbers):	
• Departments/Centers:	
• Programmes/Courses offered:	
• Permanent Faculty Members:	
• Permanent Support Staff:	
• Students:	
4. Three major features in the institutional context (As perceived by the Peer Team):	
5. Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure).	
6. Composition of the Peer Team which undertook the on-site visit:	
Chairman:	
Member:	
Member:	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key indicator under the respective criterion **(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of the Institution under each criterion)**

Criterion I – Curricular Aspects (Key Indicators in Criterion I)

1.1	Curricular Planning and Implementation:
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1.1.1	The institution ensures effective curriculum delivery through a well planned and documented process.
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1.2	Academic Flexibility:
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1.3	Curriculum Enrichment:
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1.3.1	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
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1.4	Feedback System:
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Qualitative analysis of Criterion I (100 to 150 words)

Criterion 2- Teaching-Learning and Evaluation (Key Indicators in Criterion II)	
2.2	Catering to Student Diversity:
2.2.1	The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners.
2.3	Teaching-Learning Process:
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences.
2.3.4	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality:
2.5	Evaluation Process and Reforms:
2.5.1	Reforms in Continuous Internal Evaluation (CIE) system at the institutional level
2.5.2	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3	Mechanism to deal with examination related grievances in transparent, time-bound and efficient
2.5.4	The institution adheres to the academic calendar for the conduct of CIE
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 on website and communicated to teachers and students
2.6.2	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey:

Qualitative analysis of Criterion II (100 to 150 words)

Criterion 3- Research, Innovations and Extension (Key Indicators in Criterion III)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1	Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1	Extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years
3.5	Collaborations:

Qualitative analysis of Criterion III (100 to 150 words)

Criterion 4- Infrastructure and Learning Resources (Key Indicators in Criterion IV)	
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4.1	Physical Facilities:
4.1.1	The institution has adequate facilities for teaching-learning viz., classrooms, laboratories, computing equipment, etc
4.1.2	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities
4.2	Library as a Learning Resource:
4.2.1	Library is automated using Integrated Library Management System (ILMS)
4.2.2	Collection rare books, manuscripts, special reports or any other knowledge resource for library enrichment
4.3	IT Infrastructure:
4.3.1	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure:
4.4.2	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion IV (100 to 150 words)	
1	100-150 words
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[illegible]

Criterion 5- Student Support and Progression (Key Indicators in Criterion V)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities:
5.3.2	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement:
5.4.1	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion V (100 to 150 words)	

Section III: OVERALL ANALYSIS based on <i>Institutional Challenges, Opportunities, Weaknesses & Strengths (COWS)</i> (100 to 150 words each)	
Challenges	
Opportunities	
Weaknesses	
Strengths	

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to ten major ones and may use telegraphic language)

I have gone through the observation(s) of the Peer Team as mentioned in this report.

Signature of the Head of the Institution
Name:

Seal of the Institution

Section V:

Recommendation of Peer Team for consideration of Grant of Affiliation/Extension of Affiliation to the Institution (name of Institution:)
for the year:

Please write (Recommended/Not Recommended):

Signatures of the Peer Team Members:

Sr. No.	Name		Signature with date
1	Prof.	Chairperson	
2	Prof.	Member	
3	Prof.	Member	

Place:

Date: