Sahyadri Bahujan Vidya Prasarak Samaj's

Sahakar Maharshi Bhausaheb Santuji Thorat College of Arts, Science & Commerce, Sangamner, Dist-Ahmednagar 422605

Internal Quality Assurance Cell (IQAC)

Annual Quality Department Report (AQDR)

2019-20

(AQDR format based on the revised manual of *AQAR by NAAC*)

Version 1.0

Sahyadri Bahujan Vidya Prasarak Samaj's

Sahakar Maharshi Bhausaheb Santuji Thorat College of Arts, Science & Commerce, Sangamner, Dist-Ahmednagar 422605

Near Sangamner Nagarpalika Water Tank, Pune-Nashik Highway

Tal-Sangamner, Dist-Ahmedngar **- 422605** (MS) India

The Annual Quality Department Report (AQDR)

The AQDR period would be the Academic Year. (For example, June 1, 2019 to May 31, 2020)

Part – A

Data of the Department

1. Name of the Department : **Economics**

- Name of the Head of the Department : **Dr.P.V.Kadam**
- Designation: **Head & Co-ordinator**
- Does the Department function from own campus: **Yes**
- Phone no./Alternate phone no.:
- Mobile no.: **9881114979**
- Registered e-mail: **drpamakadam@gmail.com**
- Alternate e-mail :
- Address : **S.M.B.S.T.College, Sangamner**
- City/Town : **Sangamner, Tal.Sangamner, Dist.Ahmednagar**
- State/UT : **Maharashtra**
- Pin Code : **422605**

2. Departmental status:

- Affiliated / Constituent: **Affiliated**
- Type of Department: Co-education/Men/Women **Co-education**
- Location : Rural/Semi-urban/Urban: **Semi-urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) : **UGC 2f and 12 (B)**
- Name of the Affiliating University: **Savitribai Phule Pune University Pune**
- Name of the IQAC Co-ordinator : **Dr.V.S.Kolhe**
- Phone no. :

  Alternate phone no.

- Mobile:

- IQAC e-mail address:

- Alternate Email address:

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

4. Whether Academic Calendar prepared during the year? Yes/No

, if yes, whether it is uploaded in the Departmental website:

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st				from: to:
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of Department: DD/MM/YYYY: **15/06/1991**

7. Internal Quality Assurance System

7.1 Quality initiatives by Department during the year for promoting quality culture		
Item /Title of the quality initiative by Department	Date & duration	Number of participants/beneficiaries
1. Attitude insensitivity	27/12/2019 11.00 To 11.45	62
2. Leadership Traits	27/12/2019 11.45 To 12.30	62

3. Carrier Guidance	27/12/2019 12.30 To 01.00	62
4. Skill Sets for Millennium	27/12/2019 01.00 To 02.00	62

8. Provide the list of funds by Central/ State Government- **-Nil-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Department/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-

9. Whether composition of Department as per latest IQAC guidelines: Yes/No:

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year:

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the Departmental website…….
Yes/No
(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No

If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

*

*

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*

*

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

Plan of Action	Achievements/Outcomes
-	-

14. Whether the AQAR was placed before statutory body? Yes /No:

Name of the statutory body: Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No Date:

16. Whether Departmental data submitted to AISHE:

Yes/No: Year: Date of Submission:

17. Does the Department have Management Information System?

Yes **No**

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Extended Profile of the Department

1. Programm:

1.1 Number of courses offered by the Department across all programs during the year

Year	2019-20
Number	-

2. Student:

1.2 Number of students DURING THE YEAR

Year	2019-20
Number	-

1.3 Number of seats earmarked for reserved category as per GOI/ State Govt rule during the year

Year	2019-20
Number	-

1.4Number of outgoing/ final year students DURING THE YEAR

Year	2019-20
Number	

3. Academic:

3.2 Number of full time teachers DURING THE YEAR

Year	2019-20
Number	02

3.3 Number of Sanctioned posts DURING THE YEAR

Year	2019-20
Number	-

4. Department:

4.1 Total number of Classrooms and Seminar halls _Class Room :_02

4.2 Total expenditure excluding salary DURING THE YEAR (INR in lakhs)

Year	2019-20
Expenditure	-

4.3 Number of Computer: **02**

Guidelines to HEIs to fill in AQDR

- Department has to submit AQDR Soft & Hard Copy in the prescribed format only. Department has to provide Completed academic year data. Only one year data to be provided in AQDR.

- Duly filled Data template has to be submitted along with AQDR. Data template along with supporting documents needs to be attached in the Department Report.

- QlM responses to be recorded in 100-200 words only

- If the Department does not submit the AQDRs in time, it will be recorded as late submission

- After the approval of AQDR, the edit option will not be provided.

- If the Departments do not respond for clarification sought and do not re-edit in AQDR within the stipulated time line even after 1 reminder.

- All the glossaries used in AQDR shall be read in conjunction with the respective manuals.

- The Revised format of AQDR will be implemented from the academic year

  2019 – 2020

PART B

Criterion 1 – Curricular Aspects

Key Indicator – 1.1 Curricular Planning and Implementation

Metric No.	
1.1.1. **Q_lM**	***The Department ensures effective curriculum delivery through a well planned and documented process*** Write description of initiatives in not more than 500 words **File Description** • Upload Additional information • Link for Additional information
1.1.2. **Q_lM**	***The Department adheres to the academic calendar including for the conduct of CIE*** Write description in maximum of 500 words **File Description** • Upload Additional information • Link for Additional information
1.1.3. **Q_nM**	***Teachers of the Department participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies DURING THE YEAR*** ***Professor Suhas Avhad : Member BOS in Economics*** 1. ***Academic council/BoS of Affiliating university*** 2. ***Setting of question papers for UG/PG programs*** 3. ***Design and Development of Curriculum for Add on/ certificate/ Diploma Courses*** 4. ***Assessment /evaluation process of the affiliating University*** ***Options*** 1. ***All of the above*** 2. ***Any 3 of the above*** 3. ***Any 2 of the above*** 4. ***Any 1 of the above*** 5. ***None of the above***

	Data requirement: (As per Data Template) • Number of teachers participated • Name of the body in which full time teacher participated • Total number of teachers Documents: Upload the scanned copies of the letters issued by the affiliating university / Departments w.r.t the activity in which the teachers are involved. **File Description:** • Details of participation of teachers in various bodies/activities provided as a response to the metric • Any additional information

Key Indicator- 1.2 Academic Flexibility

Metric No.	
1.2.1. **Q_nM**	***Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*** 1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. The UG (F.Y.B.A & F.Y.B.Com) and PG (M.A.) Students of Economics having Credit system Cource on the guidelines of Savitribai Phule University Pune. Savitribai Phule University Pune has 50% evaluation on the bbasis of Semisterwise and 50% evaluation under the College with internal Exam includes two test, Seminar, Assignment & open book test of Students. Under this innovation system student encourage by the promotion of more marks or Student development. For the UG Students it is also 70-30 marks pattern. 70 marks are annual examination & 30 marks under examination in the college which contain oral (10 Marks), Assignment (10 Marks) and Tutorial (10 Marks). Data Requirement: (As per Data Template) • Name of all Programmes adopting CBCS • Name of all Programmes adopting elective course system

	File Description (Upload) • Any additional information • Minutes of relevant Academic Council/ BOS meetings • Departmental data in prescribed format (Data Template)
1.2.2.	***Number of Add on /Certificate programs offered DURING THE YEAR*** **1.2.2.1:** How many Add on /Certificate programs are added within the last 5 years

Q_nM	Data requirement for year: (As per Data Template) ***The template is combined with 1.2.3*** • Names of the Add on /Certificate programs with 30 or more contact hours 1. Certificate Course in Self Help Group 2. Certificate Course in Research Methodology • No. of times offered during the same year : 03 Months in the Academic Year • Total no. of students completing the course in the year : 2017-18 : 23 Students for Certificate Course of Self Help Group 20 Students for Certificate Course of Research Methodology 2018-19 : 20 Students for Certificate Course of Self Help Group 27 Students for Certificate Course of Research Methodology 2017-18 : 13 Students for Certificate Course of Research Methodology **File Description (Upload)** • Any additional information • Brochure or any other document relating to Add on /Certificate programs • List of Add on /Certificate programs (Data Template)
1.2.3 Q_nM	***Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students DURING THE YEAR*** 1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year 2019-20 : 13 Students Data Requirement: (As per Data Template) • Total number of students enrolled in certificate / Add –on programs • Total number of students across all the programs **File Description(Upload)** • Any additional information • Details of the students enrolled in Subjects related to certificate/Add-on programs

Key Indicator- 1.3 Curriculum Enrichment

Metric No.	
1.3.1.	***Department integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum***
Q_lM	Upload a description in maximum of 500 words

	File Description (Upload) • Any additional information • Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.
1.3.2. **Q_nM**	***Average percentage of courses that include experiential learning through project work/field work/internship during the year*** 1.3.2.1 : Number of courses that include experiential learning through project work/field work/internship during the year Data requirement for year: (As per Data Template) • Name of the Course • Details of experiential learning through project work/field work/internship • Name of the Programme **File Description: (Upload)** • Any additional information • Programme / Curriculum/ Syllabus of the courses • Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses • MoU's with relevant organizations for these courses, if any • Average percentage of courses that include experiential learning through project work/field work/internship (Data Template)
1.3.3. **Q_nM**	***Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)*** 1.3.3.1. Number of students undertaking project work/field work / internships Data Requirement : (As per Data Template) • Name of the programme • No. of students undertaking project work/field work / internships

	File Description:(Upload) • Any additional information • List of programmes and number of students undertaking project work/field work/ /internships (Data Template)

Key Indicator- 1.4 Feedback System

Metric No.	
1.4.1. Q_nM	***Department obtains feedback on the syllabus and its transaction at the Department from the following stakeholders*** ***1) Students 2)Teachers 3)Employers 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 **File Description** • URL for stakeholder feedback report • Action taken report of the Department on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) • Any additional information (Upload)
1.4.2 Q_nM	***Feedback process of the Department may be classified as follows:*** **Options:** A. Feedback collected, analyzed and action taken and feedback available on website B. Feedback collected, analyzed and action has been taken C. Feedback collected and analyzed

	D. Feedback collected E. Feedback not collected Documents: Upload Stakeholders feedback report, Action taken report of the Department on it as stated in the minutes of the Governing Council, Syndicate, Board of Management **File Description** • Upload any additional information • URL for feedback report

Criteria 2- Teaching- Learning and Evaluation

Key Indicator- 2.1 Student Enrolment and Profile

Metric No.	
2.1.1. **Q_nM**	***Average Enrolment percentage (AVERAGE OF YEAR)*** 2.1.1.1. Number of students admitted during the year 2.1.1.2. Number of sanctioned seats during the year Data Requirement last five years • Total number of Students admitted • Total number of Sanctioned seats **File Description:** • Any additional information • Departmental data in prescribed format
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 YEAR***

Year					
Number					

Key Indicator- 2.2. Catering to Student Diversity

Metric No.	
2.2.1. QlM	***The Department assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners*** The Remedial Teaching was arranged for slow learners and advance learners. The Slow learners who scoreless marks in test conducted by the concerned teacher. The Department also arranged the ICT enabled Teaching Through with the power point presentations for the students. The Department having the own library for this type of students containing the Text books, Reference books, Journals were available for advance learners. The Students are also introduced with the basic concepts related to economy. These programmes consist of testing the knowledge of the students by taking the continuous evaluation. **File Description:** • Past link for additional Information • Upload any additional information

2.2.2. **Q_nM**	***Student- Full time teacher ratio (Data for the latest completed academic year)*** Data requirement: • Total number of Students enrolled in the Department • Total number of full time teachers in the Department Formula: Students: teachers **File Description (Upload)** • Any additional information

Key Indicator- 2.3. Teaching- Learning Process

Metric No.	
2.3.1. **Q_lM**	***Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences*** The department effectively uses the ICT tools for Teaching-learning, for both the Under Graduate & Post Graduate students. The department also arranged educational trips, group discussion etc. For the participative learning the department gives chance to students teach their knowledge in their group and spread knowledge to all participant. The Department also provided departmental library facility to students having more number of books or reference books and M. Phil or Ph. D Thesis. For the PG students the department or college organized the skill based course includes Yoga, Cyber security, Human rights etc. And the department also run the certificate course in Research Methodology course for both the under graduate and post graduate students. **File Description:** • Upload any additional information • Link for additional information

2.3.2. **QlM**	***Teachers use ICT enabled tools for effective teaching-learning process.*** Write description in maximum of 500 words **File Description** • Upload any additional information • Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.
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. Number of mentors

Q_nM	Number of students assigned to each Mentor Formula: Mentor : Mentee **File Description** • Upload, 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

Metric No.	
2.4.1. **Q_nM**	***Average percentage of full time teachers against sanctioned posts DURING THE YEAR*** Data requirement for year (As per Data Template) • Number of full time teachers • Number of sanctioned posts **File Description (Upload)** • full time teachers and sanctioned posts for year(Data Template) • Any additional information • List of the faculty members authenticated by the Head of HEI
2.4.2. **Q_nM**	***Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. DURING THE YEAR*** ***(consider only highest degree for count)*** 2.4.2.1. Number of full time teachers with ***Ph. D. / D.M. / M.Ch. /***

	D.N.B Superspeciality / D.Sc. / D.Litt. DURING THE YEAR **Year** | | | | | | **Number** | | | | | | Data requirement for year: (As per Data Template) • Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. • Total number of full time teachers **File Description (Upload)** • Any additional information • List of number of full time teachers with ***Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.*** and number of full time teachers for year(Data Template)
2.4.3. **Q_nM**	***Average teaching experience of full time teachers in the same Department (Data for the latest completed academic year)*** 2.4.3.1 : Total experience of full-time teachers Data requirement for year (As per Data Template) • Name and Number of full time teachers with years of teaching experiences **File Description: (Upload)** • Any additional information • List of Teachers including their PAN, designation, dept and experience details(Data Template)

Key Indicator- 2.5. Evaluation Process and Reforms (30)

Metric No.	
2.5.1.	***Mechanism of internal assessment is transparent and robust in terms of frequency and mode*** Upload a description not more than 500 words

Q_IM	**File Description:** • Any additional information • Link for additional information
2.5.2. **Q_IM**	***Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient*** The internal assessment comprises term end examination, assignment, test, tutorial conduct regally and according to a well-planned and properly communicated with students. The Term end examinations are held at the end of the first term. The syllabus for Term End Examination which is prescribed by the Savitribai Phule Pune University completed in each term. From June 2019 the First Year students F.Y.B. A and F.Y.B. Com having choice based credit system and semester pattern consist of 70-30 Marks for evaluation. For 70 marks university take exam of students and for 30 marks concern teacher used the methods guided by university consist of oral, seminar, Assignment or Tutorials in each semester. For The PG students 50-50 Marks Methods used for evaluation which consist of 50 marks for University Exam and 50 marks for internal Assessment having seminar and assignments. The students grievance would be solved by exam department. **File Description:** • Any additional information • Link for additional information

Key Indicator- 2.6 Student Performance and Learning Outcome

Metric No.	
2.6.1. QlM	***Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the Department.*** The outcomes of the program stated as follows: The Students understand the fundamentals of Indian Economy and understand the recent trends and developments in Economy. The students understood the basic concept of economics which is used in daily life. With the help of economic concept how the government derived the policy to develop the economy. Also understand the role of the Banking in Indian financial system. To provide the knowledge of various financial and non-financial institutions and also the students understood the intricacies of Indian Economic system for India found to be as Developed country in the World. **File Description:** • Upload any additional information • Past link for Additional information • Upload COs for all courses (exemplars from Glossary)
2.6.2.	***Attainment of Programme outcomes and course outcomes are evaluated by the Department.***

QIM	The programs outcomes are measured over a period of time through the performance of the students in the role they play in various activities they get involved. The Students of the Economics department are involved in the various curricular, co-curricular and extracurricular activities through their departments like NSS, NCC and different committees. The Students of the Department organized Welcome programs for newly entered students and Farewell programs for outgoing students. Also the students participated in the department activity and the programs and activity organized by college such as annual gatherings, annual sports competition, teacher day, birthday celebration of moral people. The performance of the students in the internal and external examination, test, tutorials and assignments for continuous evaluation. For PG Students the Conduct by seminar, assessment, Oral, Project, Google Class, On line Quiz, Test, Translation skill, cyber security, Human Right, yoga etc. The Economics Department also encourages the Students to participate in competitions, seminar and conferences, research competitions, Research Projects. The performance of the students in the class, internal or external evolutions methods, students are measured continuously based on their regularity, their respecters and the Students participation in class discussion. **File Description:** • Upload any additional information • Paste link for Additional information

2.6.3. ***Average pass percentage of Students during the year***

2.6.3.1. Total number of final year students who passed the university examination DURING THE YEAR

2.6.3.2. Total number of final year students who appeared for the university examination DURING THE YEAR

Q_nM

Data Requirement (As per Data Template)

- Programme code
- Name of the Programme
- Number of Student appeared
- Number of Students passed
- Pass percentage

File Description

- Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)
- Upload any additional information
- Paste link for the annual report

	Year 1	Year 2	Year 3	Year 4	Year 5
Number of students appeared					
Number of students passes					

Key Indicator- 2.7 Student Satisfaction Survey

Metric No.	
2.7.1. Q_nM	***Online student satisfaction survey regarding to teaching learning process.*** ***(online survey to be conducted)*** Data Requirement: (As per Data Template) • Name/Class/Gender • Student Id Number/Adhar Id number • Mobile number • Email Id • Degree Programme (Database of all currently enrolled students need to be prepared and shared with NAAC along with the online submission of QIF) **File Description:** • Upload any additional information • Upload database of all currently enrolled students (Data Template)

Criteria 3- Research, Innovations and Extension

Key Indicator 3.1- Resource Mobilization for Research

Metric No.	
3.1.1. Q_nM	***Grants received from Government and non-governmental agencies for research projects / endowments in the Department DURING THE YEAR (INR in Lakhs)*** 3.1.1.1: Total Grants from Government and non-governmental agencies

<table>
<tr>
<td></td>
<td>
for research projects / endowments in the Department DURING THE YEAR (INR in Lakhs)
<table>
<tr><td>Year</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>INR in Lakhs</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
Data requirement for year: (As per Data Template)

Name of the Project/ Endowments
Name of the Principal Investigator
Department of Principal Investigator
Year of Award
Funds provided
Duration of the project
Name of the Project/ Endowments

File Description(Upload)

Any additional information
e-copies of the grant award letters for sponsored research projects / endowments
List of endowments / projects with details of grants (Data Template)

</td>
</tr>
<tr>
<td>3.1.2
(in manual its 3.1.3)

Q_nM</td>
<td>
Percentage of departments having Research projects funded by government and non government agencies DURING THE YEAR 3.1.2.1: Number of departments having Research projects funded by government and non-government agencies DURING THE YEAR
<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 year: (As per Data Template)

Name of Principal Investigator
Duration of project
Name of the research project
Amount / Fund received
Name of funding agency
Year of sanction
Department of recipient

</td>
</tr>
</table>

File Description(Upload)

- List of research projects and funding details(Data Template)
- Any additional information
- Supporting document from Funding Agency
- Paste link to funding agency website

3.1.2.

Q_nM

Percentage of teachers recognized as research guides (latest completed academic year)

3.1.2.1. Number of teachers recognized as research guides

Data Requirement:

- Number of teachers recognized as research guides
- Total number of full time teachers

Documents: Upload copies of the letter of the university recognizing faculty as research guides

File Description:

- Any additional information
- Departmental data in prescribed format

3.1.3

Q_nM

Number of Seminars/conferences/workshops conducted by the Department DURING THE YEAR

3.1.3.1 : Total number of Seminars/conferences/workshops conducted by the Department during the year

Year					
Number					

Data Requirements: (As per Data Template)

- Name of the workshops / seminars
- Number of Participants
- Date (From -to)
- Link to the activity report on the website

File Description(Upload)

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

Key Indicator 3.2- Research Publication and Awards

(in manual it is 3.3)

Metric No.	
3.3.1. **Q_nM**	***Number of Ph.Ds registered per eligible* teacher *during the last five years*** 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years 3.3.1.2 Number of teachers recognized as guides during the last five years Data Requirements for last five years: (As per Data Template) • Name of the Ph.D scholar • Name of the Department • Name of the guide/s • Year of registration of the scholar • Year of award of Ph.D Formula: $\frac{\text{Number of Ph.D registered during the last five years}}{\text{Number of Teachers (as a recognised guides) during the last five years}}$ **File Description (Upload)** • URL to the research page on HEI web site • List of PhD scholars and their details like name of the guide, title of thesis, year of award etc (Data Template) • Any additional information
3.2.1.	***Number of papers published per teacher in the Journals notified on UGC website DURING THE YEAR***

Q_nM	3.2.1.1. Number of research papers in the Journals notified on UGC website DURING THE YEAR **Year** | | | | | | **Number** | | | | | | Data Requirement: (As per Data Template) • Title of paper • Name of the author/s • Department of the teacher • Name of journal • Year of publication • ISBN/ISSN number **File Description (Upload)** • Any additional information • List of research papers by title, author, department, name and year of publication (Data Template)
3.2.2. Q_nM	***Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year*** 3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year **Year** | | | | | | **Number** | | | | | | Data requirement for year: (As per Data Template) • 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: **File Description: (Upload)** • Any additional information List books and chapters edited volumes/ books published (Data Template)

Key Indicator 3.2- Innovation Ecosystem

Metric No.	
3.2.1. **Q_lM**	***Department has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge*** Write description in a maximum of 500 words **File description** • Upload any additional information • Paste link for additional information
3.2.2. **Q_nM**	***Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years*** 3.2.2.1: Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

Year					
Number					

	Data Requirements: (As per Data Template) • Name of the workshops / seminars • Number of Participants • Date (From -to) • Link to the activity report on the website **File Description(Upload)** • Report of the event • Any additional information List of workshops/seminars during last 5 years (Data Template)

Key Indicator 3.3- Extension Activities (in manual it is 3.4)

Metric No.	
3.3.1. **Q_lM**	***Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof DURING THE YEAR*** Describe the impact of extension activities in sensitising students to social issues and holistic development within a maximum of 500 words. **File Description:** • Paste link for additional information Upload any additional information
3.3.2. **Q_nM**	***Number of awards and recognitions received for extension activities from government / government recognised bodies DURING THE YEAR*** 3.3.2.1. Total number of awards and recognition received for extension activities from Government/ government recognised bodies DURING THE YEAR.

Year					
Number					

Data requirement for year: (As per Data Template)

- Name of the activity
- Name of the Award/recognition
- Name of the Awarding government/ government recognized bodies
- Year of the Award

File Description: (Upload)

- Any additional information
- Number of awards for extension activities in last 5 year (Data Template)

e-copy of the award letters

3.3.3.

Q_nM

Number of extension and outreach programs conducted by the Department 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 YEAR

3.3.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., DURING THE YEAR

Year					
Number					

Data Requirements for last five years (As per Data Template)

- Name and number of the extension and outreach Programmes
- Name of the collaborating agency: Non-government, industry, community with contact details

File Description (Upload)

- Reports of the event organized
- Any additional information

	Number of extension and outreach Programmes conducted with industry, community etc for the last five years (Data Template)
3.3.4. **Q_nM**	***Average percentage of students participating in extension activities at 3.3.3. above during the year*** 3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non-Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year **Year** | | | | | | **Number** | | | | | | Data Requirements for last five years: (As per Data Template) • Name of the activity • Name of the scheme • Year of the activity • Number of teachers participating in such activities • Number of students participating in such activities **File Description:** • Report of the event • Any additional information • Average percentage of students participating in extension activities with Govt. or NGO etc (Data Template)

Key Indicators 3.4 – Collaboration (20) (in manual it is 3.5)

Metric No.	
3.4.1. **Q_nM**	***The Department has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc DURING THE YEAR*** ***(questions are different)*** • Number of linkages for faculty exchange, student exchange,

internship, field trip, on-the- job training, research etc DURING THE YEAR

Year					
Number					

Data Requirements for last five years: (As per Data Template)

- Title of the linkage
- Name of the partnering Department /industry/research lab with contact details
- Year of commencement
- Duration (From-To)
- Nature of linkage

File Description: (Upload)

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

3.4.2.

Number of functional MoUs with national and international Departments, universities, industries, corporate houses etc. DURING THE YEAR

Q_nM

3.4.2.1. Number of functional MoUs with Departments of national, international importance, other universities, industries, corporate houses etc. DURING THE YEAR

Year					
Number					

Data requirement for year : (As per Data Template)

	• Organization with which MoU is signed • Name of the Department/industry/corporate house • Year of signing MoU • Duration • List the actual activities under each MoU • Number of students/teachers participating under MoUs **File Description:** • e-Copies of the MoUs with Department./ industry/ corporate houses • Any additional information • Details of functional MoUs with Departments of national, international importance, other universities etc DURING THE YEAR

Criterion 4 - Infrastructure and Learning Resources

Key Indicator – 4.1 Physical Facilities

Metric No.	
4.1.1. **QlM**	***The Department has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.*** Describe the adequacy of infrastructure and physical facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum 500 words **File Description:** • Upload any additional information • Paste link for additional information
4.1.2. **QlM**	***The Department has adequate 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 a maximum of 500 words

File Description

- Upload any additional information
- Paste link for additional information

4.1.3.

Q_nM

Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4.1.3.1 : Number of classrooms and seminar halls with ICT facilities

Data Requirements: (As per Data Template)

- Number of classrooms with LCD facilities
- Number of classrooms with Wi-Fi/LAN facilities
- Number of smart classrooms
- Number of classrooms with LMS facilities
- Number of seminar halls with ICT facilities

File Description

- Upload any additional information
- Paste link for additional information
- Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

4.1.4.

Q_nM

Average percentage of expenditure, excluding salary for infrastructure augmentation during the year(INR in Lakhs)

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Year					
INR in Lakhs					

Data Requirements for last five years: (As per Data Template)

- Expenditure for infrastructure augmentation
- Total expenditure excluding salary

File Description:

- Upload any additional information

	• Upload audited utilization statements • Upload Details of budget allocation, excluding salary DURING THE YEAR (Data Template)

Key Indicator – 4.2 Library as a learning Resource

Metric No.	
4.2.1. **Q_lM**	**Library is automated using Integrated Library Management System (ILMS)** Data requirement for year: Upload a description of library with, • Name of ILMS software • Nature of automation (fully or partially) • Version • Year of Automation **File Description:** • Upload any additional information • Paste link for Additional Information
4.2.2. **Q_nM**	***The Department has subscription for the following e-resources*** 1. ***e-journals*** 2. ***e-ShodhSindhu*** 3. ***Shodhganga Membership*** 4. ***e-books*** 5. ***Databases*** 6. ***Remote access to e-resources*** **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 year: (As per Data Template) • Details of membership: • Details of subscription: **File Description:** • Upload any additional information • Details of subscriptions like e-journals, e-ShodhSindhu,

	Shodhganga Membership etc (Data Template)
4.2.3 **Q_nM**	***Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals DURING THE YEAR (INR in Lakhs)*** 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

Year					
INR in Lakhs					

Data requirement for year: (As per Data Template)

- Expenditure on the purchase of books/e-books
- Expenditure on the purchase of journals/e-journals in i^{th} year
- Year of Expenditure:

File Description (Upload)

- Any additional information
- Audited statements of accounts
- Details of annual expenditure for purchase of books/e-books and journals/e- journals DURING THE YEAR (Data Template)

4.2.4 **Q_nM**	***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)*** 4.2.6.1. Number of teachers and students using library per day over last one year Data Requirement • Upload last page of accession register details • Method of computing per day usage of library • Number of users using library through e-access • Number of physical users accessing library

	File Description(Upload) • Any additional information • Details of library usage by teachers and students

Key Indicator- 4.3 IT Infrastructure

Metric No.	
4.3.1. **Q_lM**	***Department frequently updates its IT facilities including Wi-Fi*** Describe IT facilities including Wi-Fi with date and nature of updation within a maximum of 500 words **File Description** • Upload any additional information • Paste link for additional information
4.3.2. **Q_nM**	***Student – Computer ratio (Data for the latest completed academic year)*** Number of students : Number of Computers Data Requirements: • Number of computers in working condition • Total Number of students **File Description** • Upload any additional information • Student – computer ratio
4.3.3. **Q_nM**	***Bandwidth of internet connection in the Department*** Options: A. ≥ 50 MBPS B. 30 - 50 MBPS C. 10 - 30 MBPS D. 10 - 5 MBPS E. < 5 MBPS

	Data Requirement: • Available internet bandwidth **File Description** • Upload any additional Information • Details of available bandwidth of internet connection in the Department

Key Indicator – 4.4 Maintenance of Campus Infrastructure

Metric No.	
4.4.1 **Q_nM**	***Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component DURING THE YEAR(INR in Lakhs)*** 4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component DURING THE YEAR (INR in lakhs) **Year** | | | | | | **INR in Lakhs** | | | | | | Data Requirement : (As per Data Template in Section B) • Non salary expenditure incurred • Expenditure incurred on maintenance of campus infrastructure **File Description:** • Upload any additional information • Audited statements of accounts. • Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)
4.4.2.	***There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library,***

Q_lM	***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 a maximum of 1000 words **File Description:** • Upload any additional information • Paste link for additional information

Criterion 5- Student Support and Progression

Key Indicator- 5.1 Student Support

Metric No.	
5.1.1 Q_nM	***Average percentage of students benefited by scholarships and freeships provided by the Government during the year*** 5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government during the year

Year					
Number					

Data Requirement : (As per Data Template)

- Name of the Scheme
- Number of students benefiting

File Description:

- upload self attested letter with the list of students sanctioned scholarship
- Upload any additional information

Average percentage of students benefited by scholarships and

	freeships provided by the Government DURING THE YEAR (Data Template)
5.1.2. **Q_nM**	***Average percentage of students benefitted by scholarships, freeships etc. provided by the Department / non- government agencies DURING THE YEAR*** 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the Department / non- government agencies during the year **Year** | | | | | | **Number** | | | | | | Data requirement for year: (As per Data Template) • Name of the Scheme with contact information • Number of students benefiting **File Description:** • Upload any additional information • Number of students benefited by scholarships and freeships Department / non- government agencies in last 5 years (Date Template)
5.1.3. **Q_nM**	***Capacity building and skills enhancement initiatives taken by the Department include the following*** 1. ***Soft skills*** 2. ***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: (As per Data Template)

- Name of the capability building and skills enhancement initiatives
- Year of implementation
- Number of students enrolled
- Name of the agencies involved with contact details

File Description (Upload)

- Link to Departmental website
- Any additional information
- Details of capability building and skills enhancement initiatives (Data Template)

5.1.4.

Q_nM

Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Department DURING THE YEAR

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the Department during the year

Year					
Number					

Data requirement for year:(As per Data Template)

- Name of the scheme
- Number of students who have passed in the competitive exam
- Number of students placed

File Description (Upload)

- Any additional information
- Number of students benefited by guidance for competitive examinations and career counselling DURING THE YEAR (Data Template)

5.1.5.

The Department has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies

Q_nM	2. ***Organisation wide awareness and undertakings on policies with zero tolerance*** 3. ***Mechanisms for submission of online/offline students' grievances*** 4. ***Timely redressal of the grievances through appropriate committees*** **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: Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed. **File Description (Upload)** • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee • Upload any additional information • Details of student grievances including sexual harassment and ragging cases

Key Indicator- 5.2 Student Progression

Metric No.	
5.2.1 **Q_nM**	***Average percentage of placement of outgoing students DURING THE YEAR***

<table>
<tr>
<td></td>
<td>5.2.1.1 : Number of outgoing students placed DURING THE YEAR

<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 year (As per Data Template)
• Name of the employer with contact details
• Number of students placed
File Description (Upload)
• Self attested list of students placed
• Upload any additional information
• Details of student placement DURING THE YEAR (Data Template)</td>
</tr>
<tr>
<td>5.2.2.

Q_nM</td>
<td>Average percentage of students progressing to higher education DURING THE YEAR

5.2.2.1. Number of outgoing student progression to higher education

Data Requirement: (As per Data Template)
Number of students proceeding from
• UG to PG:
• PG to MPhil:
• PG to PhD:
• MPhil to PhD:
• PhD to Post doctoral:

File Description (Upload)
• Upload supporting data for student/alumni
• Any additional information
• Details of student progression to higher education</td>
</tr>
</table>

5.2.3.	***Average percentage of students qualifying in state/national/ international level examinations DURING THE YEAR (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)***
Q_nM	5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

Year					
Number					

5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) during the year

Year					
Number					

Data requirement for year: (As per Data Template)

Number of students selected to

- JAM
- CLAT
- NET
- SLET
- GATE
- GMAT
- CAT
- GRE
- TOEFL
- Civil Services
- State government examinations

	File Description (Upload) • Upload supporting data for the same • Any additional information • Number of students qualifying in state/ national/ international level examinations DURING THE YEAR (Data Template)

Key Indicator- 5.3 Student Participation and Activities

Metric No.	
5.3.1 **Q_nM**	***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 YEAR.*** 5.3.1.1 : 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 YEAR. **Year** | | | | | | **Number** | | | | | | Data requirement for year: (As per Data Template) • Name of the award/ medal • University /State/National/ International • Sports/ Culture **File Description (Upload)** • e-copies of award letters and certificates

<table>
<tr><td></td><td>

- Any additional information
- Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level during the last five year (Data Template)

</td></tr>
<tr><td>

5.3.2

Q_lM

</td><td>

Department facilitates students' representation and engagement in various administrative, co-curricular and extracurricular 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 extracurricular activities within a maximum of 500 words

File Description

- Paste link for additional information
- Upload any additional information

</td></tr>
<tr><td>

5.3.3.

Q_nM

</td><td>

Average number of sports and cultural events/competitions in which students of the Department participated during the year (organised by the Department/other Departments)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Department participated during the year

<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 year: (As per Data Template)

- List of events/competitions

File Description

- Report of the event
- Upload any additional information
- Number of sports and cultural events/competitions in which students of the Department participated during the year (organised by the Department/other Departments (Data Template)

</td></tr>
</table>

Key Indicator- 5.4 Alumni Engagement

Metric No.	
5.4.1 Q_lM	***There is a registered Alumni Association that contributes significantly to the development of the Department through financial and/or other support services.*** Describe contribution of alumni association to the Department within a maximum of 500 words **File Description:** • Paste link for additional information • Upload any additional information
5.4.2 Q_nM	***Alumni contribution DURING THE YEAR (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 Data requirement for year (): • Alumni association / Name of the alumnus • Quantum of contribution • Audited Statement of account of the Department reflecting the receipts. **File Description** • Upload any additional information

Criterion 6- Governance, Leadership and Management

Key Indicator- 6.1 Departmental Vision and Leadership

Metric No.	
6.1.1 QlM	***The governance of the Department is reflective of and in tune with the vision and mission of the Department*** Describe the vision and mission statement of the Department on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the Department within a maximum of 500 words **File Description** • Paste link for additional information • Upload any additional information
6.1.2 QlM	***The effective leadership is visible in various Departmental practices such as decentralization and participative management.*** Describe a case study showing decentralization and participative management in the Department in practice within a maximum of 500 words **File Description** • Paste link for additional information • Upload any additional information

Key Indicator- 6.2 Strategy Development and Deployment

Metric	

No.	
6.2.1 Q_lM	***The Departmental Strategic/ perspective plan is effectively deployed*** Describe one activity successfully implemented based on the strategic plan within a maximum of 500 words **File Description** • Strategic Plan and deployment documents on the website • Paste link for additional information • Upload any additional information
6.2.2 Q_lM	***The functioning of the Departmental bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.*** Describe the Organogram of the Department within a maximum 500 words **File Description** • Paste link for additional information • Link to Organogram of the Department webpage • Upload any additional information
6.2.3. Q_nM	***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. Any 3 of the above C. Any 2 of the above

	D. Any 1 of the above E. None of the above Data Requirements: (As per Data Template) • Areas of e-governance Administration Finance and Accounts Student Admission and Support Examination • Name of the Vendor with contact details • Year of implementation **File Description (Upload)** • ERP (Enterprise Resource Planning) Document • Screen shots of user interfaces • Any additional information • Details of implementation of e-governance in areas of operation, Administration etc (Data Template)

Key Indicator- 6.3 Faculty Empowerment Strategies

Metric No.	
6.3.1 **QlM**	***The Department has effective welfare measures for teaching and non- teaching staff*** Provide the list of existing welfare measures for teaching and non-teaching staff within a maximum of 500 words **File Description**

- Paste link for additional information
- Upload any additional information

6.3.2

Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies DURING THE YEAR

Q_nM

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies DURING THE YEAR

Year					
Number					

Data requirement for year: (As per Data Template)

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

File Description:

- Upload any additional information
- Details of teachers provided with financial support to attend conference, workshops etc DURING THE YEAR (Data Template)

6.3.3

Average number of professional development /administrative training programs organized by the Department for teaching and non teaching staff DURING THE YEAR

6.3.3.1. Total number of professional development /administrative training Programmes organized by the Department for teaching and non teaching staff DURING THE YEAR

Q_nM

Year					
Number					

Data requirement for year: (As per Data Template)

- Title of the professional development Programme organised for teaching staff
- Title of the administrative raining Programme organised for non-teaching staff
- Dates (From- to)

File Description (Upload):

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

6.3.4

Q_nM

Average percentage of teachers undergoing online/face-to-face Faculty development Programmes (FDP) DURING THE YEAR

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

6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course DURING THE YEAR

Years					
Number					

Data requirement for year: (As per Data Template)

- Number of teachers
- Title of the Programme
- Duration (From –to)

	File Description • IQAC report summary • Reports of the Human Resource Development Centres (UGC ASC or other relevant centers). • Upload any additional information • Details of teachers attending professional development programmes DURING THE YEAR (Data Template)
6.3.5 **Q_lM**	***Departments 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 a maximum of 500 words **File Description** • Paste link for additional information • Upload any additional information

Key Indicator- 6.4 Financial Management and Resource Mobilization

Metric No.	
6.4.1 **Q_lM**	***Department conducts internal and external financial audits regularly*** Enumerate the various internal and external financial audits carried out DURING THE YEAR with the mechanism for settling audit objections within a maximum of 500 words **File Description** • Paste link for additional information • Upload any additional information
6.4.2 **Q_nM**	***Funds / Grants received from non-government bodies, individuals, philanthropers DURING THE YEAR (not covered in Criterion III)*** 6.4.2.1: Total Grants received from non-government bodies, individuals, Philanthropers DURING THE YEAR (INR in Lakhs)

	Year					
	INR in Lakhs					

Data requirement for year (As per Data Template)

- Name of the non-government bodies, individuals, Philanthropers
- Funds / Grants received

File Description

- Annual statements of accounts
- Any additional information
- Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers DURING THE YEAR (Data Template)

6.4.3 **QlM**	***Departmental strategies for mobilisation of funds and the optimal utilisation of resources*** Describe the resource mobilisation policy and procedures of the Department within a maximum of 500 words **File Description** • Paste link for additional information • Upload any additional information

Key Indicator- 6.5 Internal Quality Assurance System

Metric No.	
6.5.1 **QlM**	***Internal Quality Assurance Cell (IQAC) has contributed significantly for Departmentalizing the quality assurance strategies and processes***

	Describe two practices Departmentalized as a result of IQAC initiatives within a maximum of 500 words **File Description** • Paste link for additional information • Upload any additional information
6.5.2 **Q_lM**	***The Department reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities*** ***(For first cycle - Incremental improvements made for the preceding five years with regard to quality*** ***For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)*** Describe any two examples of Departmental reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each **File Description** • Paste link for additional information • Upload any additional information
6.5.3 **Q_nM**	***Quality assurance initiatives of the Department include:*** 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. ***Collaborative quality intitiatives with other Department(s)*** 3. Participation in NIRF 4. ***any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)*** **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 for year: (As per Data Template **Quality initiatives** • AQARs prepared/ submitted • Collaborative quality initiatives with other Department(s) • Participation in NIRF • Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) **File Description** • Paste web link of Annual reports of Department • Upload e-copies of the accreditations and certifications • Upload any additional information • Upload details of Quality assurance initiatives of the Department(Data Template)

Criterion VII – Departmental Values and Best Practices

Key Indicator - 7.1 Departmental Values and Social Responsibilities

7.1.1 **QlM**	***Measures initiated by the Department for the promotion of gender equity DURING THE YEAR.*** Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words ***Provide Web link to:*** • 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 **Q_nM**	***The Department has facilities for alternate sources of energy and energy conservation measures*** 1. Solar energy ☐ 2. Biogas plant ☐ 3. Wheeling to the Grid ☐ 4. Sensor-based energy conservation ☐ 5. Use of LED bulbs/ power efficient equipment ☐ **Options:** A. 4 or All of the above B. 3 of the above C. 2 of the above D.1of the above E. None of the above ***Upload:*** • ***Geotagged Photographs*** • ***Any other relevant information***
7.1.3 **Q_lM**	***Describe the facilities in the Department for the management of the following types of degradable and non-degradable waste (within 500 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 • Relevant documents like agreements/MoUs with Government and other approved agencies • Geotagged photographs of the facilities • Any other relevant information	
7.1.4 **Q_nM**	***Water conservation facilities available in the Department:*** 1. Rain water harvesting ☐ 2. Borewell /Open well recharge ☐ 3. Construction of tanks and bunds ☐ 4. Waste water recycling ☐ 5. Maintenance of water bodies and distribution system in the campus ☐ **Options:** 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 Upload : • Geotagged photographs / videos of the facilities • Any other relevant information	
7.1.5 **Q_nM**	***Green campus initiatives include:*** 7.1.5.1. The Departmental initiatives for greening the campus are as follows: 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 ☐ **Options:** 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 **Upload** • Geotagged photos / videos of the facilities • Any other relevant documents
7.1.6 **QnM**	***Quality audits on environment and energy regularly undertaken by the Department.*** 7.1.6.1. The Departmental environment and energy initiatives are confirmed through the following • Green audit ☐ • Energy audit ☐ • Environment audit ☐ • Clean and green campus recognitions / awards ☐ • Beyond the campus environmental promotion activities ☐ **Options:** 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 Upload: • 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
7.1.7 **Q_nM**	***The Department 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 ☐ **Options:** 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 Upload: • Geotagged photographs / videos of the facilities • Policy documents and information brochures on the support to be provided • Details of the Software procured for providing the assistance • Any other relevant information

	Inclusion and Situatedness
7.1.8 **Q_lM**	***Describe the Departmental efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).*** ***Provide Web link to:*** • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Department) • Any other relevant information.
	Human Values and Professional Ethics
7.1.9 **Q_lM**	***Sensitization of students and employees of the Department to the constitutional obligations: values, rights, duties and responsibilities of citizens*** Describe the various activities in the Department for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words. ***Provide weblink to :*** • Details of activities that inculcate values; necessary to render students in to responsible citizens • Any other relevant information
7.1.10 **Q_nM**	***The Department 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 ☐ 2. There is a committee to monitor adherence to the Code of Conduct ☐ 3. Department organizes professional ethics programmes for students, teachers, administrators and other staff ☐ 4. Annual awareness programmes on Code of Conduct are organized ☐ **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 **Upload:** • 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 programs etc., in support of the claims. • Any other relevant information
7.1.11 **QlM**	***Department celebrates / organizes national and international commemorative days, events and festivals*** Describe the efforts of the Department in celebrating /organizing national and international commemorative days, events and festivals DURING THE YEAR within 500 words Provide weblink to : • Annual report of the celebrations and commemorative events for the last five years • Geotagged photographs of some of the events • Any other relevant information

Key Indicator - 7.2 Best Practices

Metric No.	

7.2.1 QlM	**Describe two best practices successfully implemented by the Department as per NAAC format provided in the Manual.** **Provide web link to:** • Best practices in the Departmental web site • 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 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 150 words)?

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 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 200 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Departments (in about150 words)

Any other information regarding Departmental Values and Best Practices which the university would like to include.

Metric No.	Key Indicator - 7.3 Departmental Distinctiveness
7.3.1 Q_lM	***Portray the performance of the Department in one area distinctive to its priority and thrust within 1000 words*** **Provide web link to:** • Appropriate web in the Departmental website

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

*Name*_____ *Name* _____

_____ _____

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education
Department SAP	-	Special Assistance
Programme SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education
Department		
UPE	-	University with Potential Excellence

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For Communication with NAAC

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