


**RUBRIC:-ANNEXURE TO THE  
HANDBOOK ON  
QUALITY ASSURANCE**

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## **Summary of Rubric for NAAC**

The National Assessment and Accreditation Council (NAAC) framework serves as a pivotal mechanism for evaluating and ensuring the quality of higher education institutions in India. Established by the University Grants Commission (UGC) in 1994, NAAC aims to promote a holistic approach to education that encompasses a broad spectrum of parameters including teaching-learning processes, infrastructure, research, and innovation. The framework is designed to enhance educational standards, foster academic excellence, and facilitate continuous improvement.

NAAC's evaluation process is comprehensive, involving a detailed self-study report (SSR) prepared by the institution, followed by a peer review conducted by a team of experts. Institutions are assessed based on a set of criteria that reflect their performance across various key areas such as curricular aspects, teaching-learning and evaluation, research, consultancy and extensions, infrastructure and learning resources, student support and progression, governance, leadership and management, and institutional values and best practices.

This rubric provides a structured and transparent method for institutions to understand and meet the NAAC requirements. It includes specific indicators and metrics aligned with NAAC's criteria, offering a clear guideline for institutions to prepare for accreditation, enhance their quality measures, and achieve their educational objectives. The goal is to help institutions self-assess and align their processes with the standards expected by NAAC, thereby contributing to the overall improvement of higher education quality in India.

**College Details**

AISHE Code	Affiliating University	URL/ Website	College Email Id	
Name of the College as in the affiliation letter	Postal Address with Pin code	Date of Estb.	Phone No	
Programs Offered	Status of Affiliation (Temporary/Permanent/Autonomous)	UGC recognition (2f & 12B)	Recognition of programs by Statutory bodies like NCTE/AICTE/BCI/RCI etc.	
Name of the Principal	Mobile No	Email Id		
Name of the NAAC Coordinator	Mobile No	Email Id		

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks				
					4	3	2	1	0
<b>Program Details</b>									
1.0									
1.1	Number of programs offered year-wise for the last five years	2017-18 : 39 2016-17 : 35 2015-16 : 35 2014-15 : 34 2013-14 : 33	Program is a course of study offered to students in a formal manner over a period of two -to- four years leading to a degree. For Example : BA , BSc, B.Tech., B.E. B.B.A., M.Sc. M.B.A., etc.	Only programs recognised by UGC and other statutory regulatory bodies shall be considered. University affiliation letter for the programs being offered by the college should be available.					
1.2	Number of Add on /Certificate/Value added programs including online MOOC programs such as SWAYAM, NPTEL etc. offered to the students of the institute <b>(15)</b>	2013-2017 : 30	Add on/certificate /value added courses are those which enhance the students' existing skills sets and improve the performance/ potential of the students to compete in the Global job markets. They are structured aligning the content to the industry/employment markets expectations and need to be of a minimum of 30hrs.duration or one credit. The courses are offered over and above the Curriculum and not part of the CGPA required for award of Degree. They may be offered offline or online by the institution or may be pursued online by the students from any of the MOOC platforms , SWAYAM, NPTEL etc.	Details of each program such as: Name of the program, duration, attendance register/list of students enrolled, certificates, curriculum, assessment procedures shall be required as supporting evidence. The courses/programs shall be of 30 hours duration. They may be offered offline or online by the institution or may be pursued online by the students from any of the MOOC platforms , SWAYAM, NPTEL etc.					
2.0	<b>Students</b>								

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks
2.1	Number of seats sanctioned and filled year wise during last five years (Only first year admissions to be considered) <b>(20)</b>	2017-18 : 362 - 346 2016-17 : 300- 298 2015-16: 300 - 289 2014-15 : 375- 370 2013-14 : 285- 300	Seats sanctioned for admission against each program by the affiliating University and wherever applicable by the Statutory Regulatory bodies like AICTE,NCTE,BCIRCI etc. for initial enrolment.	Include only students admitted for the first year. List of students admitted and approved/registered by the affiliating University.	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"><b>&gt;=80%</b></div> <div style="text-align: center;"><b>60%-80%</b></div> <div style="text-align: center;"><b>40%-60%</b></div> <div style="text-align: center;"><b>30%-40%</b></div> <div style="text-align: center;"><b>&lt;30%</b></div> </div>
2.2	Total number of students on campus year-wise during the last five years (Across all programs and years i.e. 1st year to final year)	2017-18 : 863 2016-17 : 693 2015-16 : 600 2014-15 : 1245 2013-14 : 984	Provide total number of students on the college campus pursuing the various programs. (Students in 1st year to final year of all the programs). Year wise data for the last five years.	Complete list of students on rolls of the college year wise during the last five years. (Students in 1st year to final year of all the programs)	<b>Extended Profile data used for Denominator</b>
2.3	Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats) <b>(20)</b>	2017-18 : 40% 2016-17 : 30% 2015-16 : 39% 2014-15 : 29% 2013-14 : 28%	Include only those reserved categories as specified by the State/Central Government orders for admission. Include only those applicable for Socially backward sections. Only those seats filled against the specified quota should be counted. However if there is a provision for conversion of unfilled seats from one category to the other, the same may be reflected and the deviation can be explained as footnotes	Only those seats filled against the quota shall be counted. However if there is a provision for conversion of unfilled seats from one category to the other, the same may be reflected and the deviation can be explained as footnotes. The overall percentage shall not exceed the specified quota. GOI or State Govt. circulars issued in this regard.	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"><b>&gt;=80%</b></div> <div style="text-align: center;"><b>60%-80%</b></div> <div style="text-align: center;"><b>50%-60%</b></div> <div style="text-align: center;"><b>40%-50%</b></div> <div style="text-align: center;"><b>&lt;40%</b></div> </div>

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks				
					> =50%	35%-50%	20%-35%	10%-20%	<10%
2.4	Percentage of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like SWAYAM, NPTEL etc. as against the total number of students during the last five years <b>(15)</b>	2017-18 : 43% 2016-17 : 50% 2015-16 : 59% 2014-15 : 29% 2013-14 : 08%	Students enrolled into the Add on/Certificate/Value added programs (non-credit course) of minimum 30 hours duration listed in 2.3 above to be considered.	A student enrolled into more than one course in an year shall be counted as one only.	> =50%	35%-50%	20%-35%	10%-20%	<10%
2.5	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year) <b>(20)</b>	2017-18 : 269	Students enrolled into the various programs having completed project work/field/ internship during the last year data submitted for Assessment and Accreditation.	List of students along with the details of title, place of internship/project work/field work work, duration etc., Internship completion certificate / project work completion certificate from the organization where internship / project was completed. Link to report of the field work/ sample photographs of the field work / permission letter for field work from the competent authority are required in support of the claims made. A student shall be counted only once immaterial of the types of assignment(work/field/ internship) or number of times they have undertaken the said activity.	> =70%	60%-70%	50%-60%	40%-50%	<40%

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks
2.6	Number of outgoing / final year students year-wise during the last five years	2017-18 : 284 2016-17 : 276 2015-16 : 234 2014-15 : 300 2013-14 : 296	Final Year/semester students who would be graduating from the college for that particular year only need to be included. Data for five years should be provided	List of students for the last five years – program wise along with enrollment number and year of study to be provided.	
2.7	Percentage of students Passed in the examination year-wise during the last five years <b>(45)</b>	2017-18: 267 2016-17: 275 2015-16 :234 2014-15 : 287 2013-14 :294	Number of final year students who passed the university examination year wise during the last five years . Data of only the students of Final year/semester who appeared as well as passed are to be provided.	No. of outgoing students as listed above and the number who cleared the final year exams as indicated in the University result declaration notice. Certified report from Head of the institution / Controller of Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program- wise / year-wise.	<b>&gt;=90%</b>  <b>80%-90%</b>  <b>70%-80%</b>  <b>60%-70%</b>  <b>&lt;60%</b>
2.8	Percentage of students benefited by scholarships and freeships provided by the Government, Non-Government agencies and Philanthropists during last five years <b>(20)</b>	2017-18: 67 2016-17: 67 2015-16 :64 2014-15 : 87 2013-14 :29	Any scholarship received by the students from any agency /individual shall be considered. As most of these are disbursed directly to the students(beneficiary) , the institution should maintain the record either through the NOCs issued or through various websites or by contacting individual students.	Sanction /award letter of scholarship and freeships . Year-wise list of students receiving scholarships/freeships scheme wise. Policy document of the HEI for award of Non government scholarship and freeships.	<b>&gt;=70%</b>  <b>60%-70%</b>  <b>50%-60%</b>  <b>40%-50%</b>  <b>&lt;40%</b>

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks
2.9	Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years <b>(10)</b>	2017-18: 26% 2016-17: 75% 2015-16 :43% 2014-15 : 87 % 2013-14 :94%	Career guidance and Counseling involves formal advise /programs students receive to plan their career. These may be on developing the resumes, on the tools and processes to contact employers effectively, tips for interviews ,help identify what education, certification or skills one might need to pursue a particular career etc.	Copy of Circular / brochure / report of program with Captioned photographs of the programs along with details of the resource persons /counsellors. Year-wise list of students registered /attending these programs/sessions, signed by competent authority. Astudent attending multiple sessions/programs in a year shall be counted as one only.	>=40%  30%-40% 20%-30% 5%-20% <5%
2.10	Percentage of students qualifying in state/national/ international level examinations during the last five years (eg. JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations) <b>(10)</b>	2017-18 : 56% 2016-17 : 55% 2015-16 : 40% 2014-15 : 57 % 2013-14 : 64%	Students appearing and qualifying for various state/national/ international level examinations either for employment or Higher Education (JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ TET/Civil Services/State government examinations etc.) shall be considered here. While there is no Benchmark for how many students are appearing for the competitive examinations the % of students qualifying aganist those appeared is a benchmarked value.	Only list of students qualified year- wise in state/national/ international level examinations such as JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ TET/Civil Services/State services etc. Qualifying Certificates of the students need to be produced as proof.	>=10%  7%-10% 4%-7% 1%-4% <1%



S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks				
2.11	Percentage of placement of outgoing students and students progressing to higher education during the last five years <b>(25)</b>	2017-18 : 65% 2016-17 : 59% 2015-16 : 64% 2014-15 : 77% 2013-14 : 68%	All the students placed either through HEI placement drive (campus placements)/ through pool campus interviews / recruitment drives at other colleges/ Job melas etc. should be counted for placements. For Higher educations all the students who have taken admission either at the same institute or other institutes to pursue an academic programme should be counted. Total number of students placed+ total number progressed to Higher Education shall count for the benchmark value	For students who have joined higher education proofs like, admission letters or identity cards or higher degree certificates need to be provided. List of students placed along with placement details such as offer letters, joining report etc. shall be made available.	> =60%	40%-60%	30%-40%	10%-30%	<10%
2.12	Average number of sports and cultural programs in which students of the institution participated during last five years (organised by the institution/other institutions) <b>(25)</b>	2017-18: 32 2016-17: 25 2015-16 : 24 2014-15 : 27 2013-14 : 38	Sports day/ fest/cultural fest/annual day celebrations/tech fest etc. shall be considered as an one event. However other cultural activities organised as a part of standalone /specific celebrations/competitions/activities such as National Integration, rangoli competitions, guru purnima, telugu new year, bengali new year, bihu, onam etc. and sports activities/competitions like yoga day, walkathon, marathon, cycling, cricket/hockey etc. shall be counted separately. these may be either by the college themselves or other institutions but the students of the college should have participated.	Events should not be split into activities and counted. The competitions organised by the institution without the participation of their own students will not be considered here. List of events along with Photographs with date and caption, list of participants and copy of circular/brochure indicating activities, year wise to be provided as documentary evidence .	>=30	20-30	10 to 20	05 to10	<5

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks				
2.13	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 <b>(20)</b>	2017-18 : 2 2016-17: 5 2015-16 : 0 2014-15 : 2 2013-14 : 3	University / State/ National or International achievements shown in form of Awards/recognition certificates including those received for NSS and NCC such as Participation in Republic Day Parade at Rajpath, New Delhi by NCC candidates will be considered for the count.	e-copies of award letters and certificates should be available.Award for a team event should be counted as one. Participation / appreciation certificates and awards from regional/ local / inter/intra institutional levels are not accepted for the count.	>=30	20-30	10 to20	5 to10	<5
2.14	<b>Student Satisfaction Survey (60)</b>	Minimum of 50% student data ( Name, enrolment number, program enrolled, year of study, email id, , mobile no)	The survey is done to obtain the perception of the students on the teaching learning process of the Institute. There are 20 objective questions and one open ended question for students to respond. The questions are available on NAAC website and may be downloaded and awareness drives conducted.	Details of atleast 50% of students enrolled with the College while submitting the SSR and are expected to remain on the campus atleast for next three months should be considered for inclusion in the survey. Details required includes mobile no., email id, roll number, year of enrolment, gender, year of study in the college, program enrolled, etc.	Score achieved in the survey x 60				
<b>3.0</b>	<b>Teachers</b>								

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks
3.1	Percentage of full-time teachers against sanctioned posts during the last five years <b>(15)</b>	2017-18 : 73% 2016-17 : 70% 2015-16 : 69% 2014-15 : 69% 2013-14 : 68%	Any teacher (temporary, permanent, guest faculty or other type of appointment) employed at the college and handles at least 90 per cent of the normal or statutory number of hours of work of a permanent teacher over a complete academic year/semester is considered as a full-time teacher.	Should include all the teachers (temporary, permanent, guest faculty or any other type of appointment) employed at the college and handles at least 90 per cent of the normal or statutory number of hours of work of a permanent teacher over a complete academic year/semester.	> =75%  65%-75%  50% - 65%  40%- 50%  <40%
3.2	Percentage of full time teachers with Ph. D. / D.Sc./ D.Litt. /LLD during the last five years <b>(25)</b>	2017-18: 13% 2016-17: 10% 2015-16 : 9% 2014-15 : 9% 2013-14 : 8%	The benchmark is decided as a percentage of the teachers having Ph. D. / D.Sc./ D.Litt /L.D. as the highest qualification/degree.	Consider only the highest degree for count. Degrees obtained from blacklisted /unrecognised Universities of UGC/GoI shall not be considered.	> =75%  60%-75%  50% - 60%  30%- 50%  <30%
3.3	Student – Full time Teacher Ratio <b>(40)</b>	15:01	Latest completed year means the last year of reporting for Assessment and Accreditation. All the full time teachers who are employed with the institution and take the academic load for a full academic year are considered.	List of Teachers and List of Students provided in 2.2. and 3.1	<20:1  20-30  30-40  40-50  > 50 :1
<b>4.0</b>	<b>Research and Publications</b>				

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks				
					>=15	10 to 15	5 to 10	1 to 5	>1
4.1	Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs) <b>(10)</b>	2017-18 : 36 2016-17 : 94 2015-16 : 33 2014-15 : 37 2013-14 : 22	Funds/Grants / financial support received from any organisation or individuals towards creation of Endowments or conduct of Research either to a individual teacher or the Department or the college. Receipts to be reflected in the Accounts of the College either in the consolidated funds or funds operated for the projects and audited statements/UCs for the same.	Sanction letters / MoUs / letters from the Donors on official letter heads indicating the transfer of grants / letters from the industry or other associations or agencies committing such funds for Research/Endowment. The receipts should be reflected in the audited statement of accounts (income & expenditure).	>=15	10 to 15	5 to 10	1 to 5	>1
4.2	Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years <b>(5)</b>	130	Workshops/seminars/conferences and other activities on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship organised by the institution for the benefit of the students are to be included. Unlike in Value added courses, there is no limitation on time/duration of the activities. - Publication of the authors with Institution affiliation will be considered for assessment years only. - Publication in the current UGC CARE with ISSN will only be considered - Calendar year publications to be considered. (Jan- Dec)	Brochures/ Circulars/ Photographs with date and captions; title of the workshops / seminars conducted and link to the detailed report for each program.	>=40	30-40	20-30	5 to 20	<5

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks
4.3	Number of research papers published per teacher in the Journals notified on UGC care list during the last five years <b>(10)</b>	77	Include only those listed by the UGC in the CARE Listed Journals for those particular years. The list of CARE Journals is available on the UGC website.	<ul style="list-style-type: none"> <li>Links to the paper published in journals listed on the UGC CARE List or Link to the uploaded papers, the first page/full paper (with author and affiliation details) on the institutional website.</li> </ul>	<p><b>&gt;=10</b></p> <p><b>5 to 10</b></p> <p><b>3 to 5</b></p> <p><b>&gt;0-3</b></p> <p><b>0</b></p>
4.4	Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during last five years. <b>(15)</b>	251	Total number of books and chapters in edited volumes/books published and papers in national/international conference proceedings year wise during last five years.	ISBN number and year of publication for books/chapters and proceedings	<p><b>&gt;=10</b></p> <p><b>5 to 10</b></p> <p><b>3 to 5</b></p> <p><b>&gt;0-3</b></p> <p><b>0</b></p>
4.5	Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development Programmes(PDP) /administrative training programs during the last five years. <b>(15)</b>	2017-18 : 43% 2016-17 : 50% 2015-16 : 59% 2014-15 : 29% 2013-14 : 08%	Faculty development programmes (FDP) /PDP/administrative training programmes are skill development programmes for Teachers/non teaching staff of an institution and can be for the upgradation of skills, and knowledge of the on technology, administration, teaching skill development, Research Methodology, Research skill development, management, area wise specialization courses, etc. It is expected that these courses are of atleast one week duration.	Event Brochures/circulars and nomination/sanction letters of the teaching and non teaching staff for participation in FDP/Professional development/administrative training programs and reports on these events year-wise.	<p><b>&gt;=50%</b></p> <p><b>40%-50%</b></p> <p><b>30%-40%</b></p> <p><b>10%-30%</b></p> <p><b>&lt;10%</b></p>

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks
4.6	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years <b>(12)</b>	2017-18 : 43% 2016-17 : 50% 2015-16 : 59% 2014-15 : 29% 2013-14 : 08%	Financial support provided to the teachers of the college either to attend the FDP/PDP or for enrolling to various professional bodies.	Amounts reflected in the audited statement of accounts. In case there is no specific Head of Accounts provide the amount spent certified by the CA. Sanction letters issued to the faculty in this regard.	<p>&gt;=50%</p> <p>40%-50%</p> <p>20%-40%</p> <p>5%-20%</p> <p>&lt;5%</p>
<b>5.0</b>	<b>Extension and Outreach</b>				
5.1	Number of extension and outreach programs conducted by the institution through NSS/NCC 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. <b>(20)</b>	39	Activities organised for the benefit of the local community organised through NSS/NCC/Red Cross/ institutional clubs or collaboratively with NGOs on social and developmental issues, community orientation, Health and Hygiene, environment, gender etc. which will facilitate holistic development of students and inculcate social values and good citizenship among the students can be considered.	Detailed report for each extension and outreach program with list of participating students Photographs (preferably with banner) and any other supporting document of relevance such as media reports of the events with proper captions and dates.	<p>&gt;=40</p> <p>20-40</p> <p>20-10</p> <p>10 to 5</p> <p>&lt;5</p>

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks				
	<p>The Institution has facilities and initiatives for1. Alternate sources of energy and energy conservation measures2. Management of the various types of degradable and non- degradable waste3. Water conservation4. Green campus initiatives5. Disabled-friendly, barrier free environment <b>(20)</b></p>	<p>Any 3 of the above</p>	<p>The institution's commitment and initiative to Sustainable Development Goals (SDGs) and the environmental consciousness, conservation of natural resources, etc. visible in terms of the facilities created is what is assessed under this metric.</p>	<p>Geo tagged photos of the various facilities and the bills/vouchers in this regard will be required in support of the claims made.</p>	A	B	C	D	E
	<p>Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following 1. Green audit / Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion and sustainability activities <b>(10)</b></p>	<p>Any 4 or all of the above</p>	<p>Initiatives made and facilities created for Conservation of Natural resources and environmental protection and the recognitions achieved for the efforts made towards these are considered here.</p>	<p>Energy and Environment audits carried out by recognised bodies and their reports, e-copies of the awards /certificates and recognitions won by the institution for the efforts made for preserving natural resources, environment protection, green campus etc.</p>	A	B	C	D	E

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks
5.2	Capacity building and skills enhancement initiatives taken by the institution include the following1. Soft skills2. Language and communication skills3. Life skills (Yoga, physical fitness, health and hygiene)4. ICT/computing skills(10)	All of the above	Capacity Building and skills enhancement initiatives taken by the institution are those which aim at improving the ability of the students as a whole to manage their affairs successfully. Soft skills are the interpersonal attributes one need to succeed in the workplace i.e. the Peoples skills which help you work well with others and achieve goals as a team. As defined by UNESCO life skills are a set of abilities, attitudes and socio-emotional competencies that enable individuals to learn, make informed decisions and exercise rights to lead a healthy and productive life and subsequently become agents of change. 1. Empowerment : Self-Awareness, Communication, Resilience2. Citizenship : Empathy, Participation3. Learning : Critical thinking, Creativity, Problem Solving4. Employability : Negotiation, Decision-making	<p>- List of programs conducted and the number of students enrolled for each of the events to be provided. - Attendance and certificates of the students enrolled in the specific programs.- Geo tagged photographs of the Facilities such as language lab, smart classroom and other ICT facilities used for capacity building and skills enhancement initiatives. - - Photographs with date and caption for each program.</p>	<p style="text-align: center;"><b>A</b>                      <b>B</b>                      <b>C</b>                      <b>D</b>                      <b>E</b></p>
<b>6.0</b>	<b>Administration and Finance</b>				



S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks				
6.1	<p>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> <li>1. Implementation of guidelines of statutory/regulatory bodies</li> <li>2. Organisation wide awareness and undertakings on policies with zero tolerance</li> <li>3. Mechanisms for submission of online/offline students' grievances</li> <li>4. Timely redressal of the grievances through appropriate committees</li> </ol> <p><b>(10)</b></p>	All of the above	<p>Committees formed as per the statutory requirements and beyond for ensuring a safe and secure campus environment and ensure that every individual of the institution are aware of these precautionary and redressal mechanisms and the penalties arising out of misconduct.</p>	<p>Composition of various committees, details of the awareness programs and minutes of the various committees as evidence.</p>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
6.2	<p>Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination</p> <p><b>(4)</b></p>	All of the above	Implementation of ERP solutions or ICT enabled administrative functioning .	ERP solutions invoices/bills/vouchers , screen shots of various e-governance functions across departments.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks				
6.3	The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field Project, On-the- job training, research and other academic activities during the last five years. <b>(20)</b>	38	Collaborations and linkages established and /or Memorandum of Understanding signed with industry, Universities, Research establishments, for Faculty exchange, Student exchange, Internship, Field Project, On-the- job training, research and other academic activities by the institution and the activities undertaken as per the MoUs.	List of collaborative activities of the institution along with details of the collaborating organisation during the assessment period. Copies of the MoUs and formal communications for collaborations/linkages for carrying out the activities.	>=20	15 to 20	10-to 15	1 to 10	<1
6.4	Total Expenditure of the Institution	111678 lakhs							
6.5	Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs) <b>(10)</b>	2017-18 : 14% 2016-17 : 10% 2015-16 : 29% 2014-15 : 35% 2013-14 : 25%	Amount spent on building infrastructure new or as a part of expansion plan, new equipment bought etc. as reflected in the audited statement of accounts.	Audited statement of Accounts highlighting the heads of accounts and amount spent on new equipment purchase, new building, expansion etc. Amount spent on purchase of land shall not be considered.	>=25%	10%-25%	5%-10%	1%-5%	<1%
6.6	Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs) <b>(20)</b>	2017-18 : 40% 2016-17 : 30% 2015-16 : 39% 2014-15 : 29% 2013-14 : 28%	Amount spent on repairs and maintenance of building, laboratory equipment, sports and other facilities, AMC etc. as reflected in the audited statement of accounts.	Audited statement of Accounts highlighting the heads of accounts and amount spent on maintenance of equipment,AMC, buildings, etc. Amount paid towards rent and depreciation shall not be considered.	>=25%	20%-25%	10%-20%	1%-10%	<1%

S.No	Metric and weightage	Data Requirement	Definition/Explanation	Data Validation / Verification	Benchmarks				
6.7	<p>Quality assurance initiatives of the institution include:1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements2. Collaborative quality initiatives with other institution(s)/ membership of international networks3. Participation in NIRF4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification, etc. <b>(15)</b></p>	<p>All of the above</p>	<p>Internal Quality Assurance (IQA) is the practice of monitoring the learning, training, and assessment activities aimed at continuous improvement of the HEIs. These activities/ internal process ensure the quality of the program provisions of the HEI.</p>	<p>Minutes of the meeting of the Internal Quality Assurance units / or decisions taken and implemented for quality improvement. Proof of participation in various National and international quality audits/ranking etc.</p>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
6.8	<p>Student - Computer Ratio <b>(10)</b></p>	<p>9.64</p>	<p>Number of computers available at the institution for use by students for various academic and skills development activities.</p>	<p>Stock register reflecting the purchase or stock taking and location of the computers.</p>	<b>&lt;=5:1</b>	<b>5-15:1</b>	<b>15-30:1</b>	<b>30-40:1</b>	<b>&gt;40:1</b>
6.9	<p>Available bandwidth of internet connection in the Institution (Lease line)</p>	<p>50 MBPS</p>			<b>&lt;=50 MBPS</b>	<b>35 MBPS - 50 MBPS</b>	<b>20 MBPS - 35 MBPS</b>	<b>5 MBPS - 20 MBPS</b>	<b>&gt;5MBPS</b>



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