

Academic & Format-II (Institution)		
S.No.	Item	Records to be verified
<b>A</b>		
1	Curriculum Design and Development ( For Autonomous Colleges)	1. Departmental meeting Minutes 2. BoS Minutes 3. Academic Council Minutes 4. Copies of course wise curriculum
2	Implementation of Annual Institutional Plan	1. Annual Institutional Plan 2. College & Departmental Activity Register 3. Departmental Annual Curricular Plan 4. Teaching Diary
3	Departmental Records to be verified at Institutional level	1. Sem wise Curricular Plans 2. Departmental Meeting Minutes 3. BOS records 4. POs/PSOs/COs records 5. Extra curricular & Co curricular Activity reports
4	Details of Certificate Courses/ Value added Courses addressing cross cutting issues introduced in the last two Years	Department wise Reports of Certificate Courses / Value added Courses conducted addressing cross cutting issues
<b>B</b>		
5	Institution's contribution to enrichment of curriculum	1.Department wise Reports on cross cutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum; 2. Course wise reports from Departments indicating justification for revising/ enriching the curriculum
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)

7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates
<b>C</b>		
9	Collection , Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents ; 2. Analysis 3. Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges)
<b>Overall Grade</b>		
<b>II-TEACHING</b>		
<b>A</b>	<b>Students</b>	
1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office Consolidated Report from the Principal
2	Demand Ratio (Group wise) <b>(No.of applications received/ Sanctioned Seats) (Overall ratio)</b>	Year wise report of the Principal
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) <b>(Seats earmarked / Seats filled)</b>	Year wise, Category wise report of the Principal
4	Socio-economic status of students enroled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal
<b>B</b>	<b>Cate</b>	
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (250-500 words)
6	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal by the Principal
7	Student - full time teacher ratio for the last 2 years <b>Total no. of students enrolled in the institution/ Total no. of full time teachers</b>	Consolidated Report validated by IQAC and verified by Principal
<b>C</b>	<b>Te</b>	

8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples - validated by IQAC and verified by Principal
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitisation/Managing Peer pressure conducted	Reports by Committees concerned
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC
12	Ratio of Final year students undertaking field trip or project or internships <b>(No.of students attending field trip or project/ Total No. of Final year students)</b>	Reports by Departments validated by IQAC
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC
14	Use of ICT in teaching, learning and evaluation (Plickers, Kahoot, Web Quest etc.,) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports
15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms
16	No. of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC
17	No. of Teachers completed courses on MOOCS platform/ARPIT, MIT, Coursera etc.,	Course completion certificates by Departments
18	Co-Curricular Activities (Academic) ( Student Seminars/Quizzes, debates/elocation, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.,)	Reports by Departments validated by IQAC
19	Academic, Cultural & Sports events organized (International/ National/ State/ District/ Inter Collegiate/ College Level	Reports by Departments and Committees validated by IQAC

20	The number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals
<b>D</b>		<b>T</b>
21	Staff Attendance	Staff Attendance Registers & TLP Records (Current Year)
22	Percentage of full time teachers against sanctioned posts in the last two years (Regular+ Contract + Guest )	Consolidated Report from the Principal
23	Full time teachers with Ph.D	Consolidated Report from the Principal
24	National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC
25	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC
<b>E</b>		<b>Eval</b>
26	Mechanism of transparent and accurate internal assessment	1. Announcement of date (Circular) 2. Announcement of syllabus for exam (Department Meeting minutes and Circular) 3. Blue print of the test as per Bloom's Taxonomy 4. Conduct of exam without malpractices (Circular showing the internal squad) 5. Correction and distribution of scripts within the prescribed time 6. Feedback and guidance to the students on One on One basis (Report by Teacher)
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal

	28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports
	29	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports
<b>F</b>			<b>Student Performance</b>
	30	Announcement of Programme Outcomes and Course Outcomes by the Departments	1.Department wise displays and announcements in the classrooms, in the institution and on the website 2. Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students
	31	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability
<b>G</b>			<b>Student Satisfaction</b>
	32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b. Facilities c. Teachers
	33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC
		<b>Overall Grade</b>	
			<b>III-RESEARCH AND INNOVATION</b>
<b>A</b>			<b>Promotional Activities</b>
	1	College has a Recognized Research Centre, Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal
	2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal
	3	Research Scholars working for Ph. D	Report by Research Committee Coordinator, verified by the Principal
	4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal
<b>B</b>			<b>Resource Allocation</b>
	5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years	Report by Research Committee Coordinator, verified by the Principal

6	Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops etc to foster research culture.	Report by Research Committee Coordinator, verified by the Principal
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurs Hub)	Report by Research Committee Coordinator, verified by the Principal
<b>C</b>		<b>Resc</b>
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars )	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal
9	Books Published for the last two years ( Single Author/Co Author)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal
10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science, ICI ) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal
11	No.of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal
12	No. of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal
13	Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal
<b>D</b>		
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal
15	Number of extension programmes conducted in collaboration with Community/NGOs through RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WEC etc.,	Report on Activities validated by IQAC and verified by Principal
16	No. of Awards and Recognitions received for <b>Extension activities</b> from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal

17	Average percentage of students and their details participating in extension activities with Government/ Non- Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)
<b>E</b>	<b>Cor</b>	
18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Audited Statements
19	Details of collaborations/linkages for	
	A. Faculty Exchange	1. Department wise Report on Activities validated by IQAC and verified by Principal 2. Properly signed MOUs
	B. Student Exchange	
	C. Internship	
	D. Field trips	
20	E. OJTs  Details of MOUs with national and international Institutions, Universities, Industries, Corporate houses etc	1. Properly signed MOUs 2. Department wise Report on follow up Activities validated by IQAC and verified by Principal
21	Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices	Report validated by IQAC and verified by Principal
<b>Overall Grade</b>		
<b>IV - INFRASTRUCTURE &amp; LEA</b>		
<b>A</b>	<b>Details c</b>	
1	Details of Library Automation a. Name of the iLMS software b. Status of automation c. Year and Version	Librarian's Report validated by IQAC and verified by Principal
2	Details of i. e-journals ii. e-sodhsindhu iii. Sodhganga iv. e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal

3	Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e- footfall validated by IQAC and verified by Principal
<b>B</b>		
4	Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers, Labs, Library and Sports Complex)	1. Infrastructure procurement and maintenance policy approved by the Principal 2. Report showing the expenditure towards repairs, maintenance and upgradation
5	Expenditure incurred for the last two years on : a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment,sports, Auditorium & seminar halls etc.) excluding salary component	1. Finance Committee Meeting Minutes 2. Report validated by IQAC and verified by Principal
<b>Overall Grade</b>		
<b>V-STUDENT SUPPORT AND</b>		
<b>A</b>		
1	Percentage of Students benefited by scholarships & free ships for the last two years	Office Report validated by IQAC and verified by Principal
	a) Government	
	b) Institution	
	c) Non - Governmental bodies	
	d) Industries	
	e) Individuals	
	f) Philanthropists	
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	Report by JKC and Physical Education Department validated by IQAC and verified by Principal
	a) Soft Skills	
	b) Language and Communication Skills	
	c) Life Skills (Yoga, Physical Fitness/ Health and Hygiene)	
3	d) ICT/ Computer Skills Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1.Records by the JKC and Departments 2. Proof of employment
4	Student grievances Redressal mechanism , No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal



5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research platforms out side the parent institution.	1. Department wise reports validated by IQAC and verified by Principal
6	The Institution has a transparent mechanism for timely redressal of: A.Sexual harassment B. Ragging	1. Anti ragging Policy and Policy to prevent Sexual harassment 2. Committee(s) Report(s) about grievance redressal 3.Proofs and Meeting Minutes
7	Record of Women Empowerment Cell (WEC)	1. WEC Meeting Minutes 2. Committee Report on activities 3. Report on Gender sensitisation and related activities
<b>B</b>		
8	Students' Progression to Higher Education	1. Department wise Reports with proof of Admission 2. Consolidated Report validated by IQAC & verified by Principal
9	Students' Progression to Employment	1. Department wise Reports with proof of Joining 2. Consolidated Report validated by IQAC & verified by Principal
10	Students' Progression to Entrepreneurship	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal
11	Percentage of students qualifying NET/SET/GATE/GMAT/CAT/TOFEL/Civil Services/ State Govt Examinations (Qualified students/Total No of students x 100)	1. Department wise Reports with proofs 2. Consolidated Report validated by IQAC & verified by Principal
12	Feed back from Employees on Online Web Job Portal, APSSDC( AP State Skill Development Corporation),SSC ( Skill Sector Council)	Feed back consolidated Report from JKC
<b>C</b>		
13	No. of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)	Consolidated Reports by the Committees, validated by IQAC & verified by Principal
	a) University Level	
	b) State Level	
	c) National Level	
	d) International Level	

14	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1. Committees List 2. Student Council Report
15	Number of sports and cultural activities / competitions organised in the Institution for the last 2 years	Committee reports validated by IQAC and verified by Principal
16	Percentage of Student participation in sports and cultural events/ competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal
<b>D</b>		
17	Is there registered Alumni Association for the institution? If yes, year of registration and number	Registration certificate to be verified
18	Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated
19	Number of Alumni Association Chapters / meetings held during the last 2 years	1. Meeting minutes 2. Consolidated reports
<b>Overall Grade</b>		
<b>VI-GOVI</b>		
<b>A</b>	<b>Instit</b>	
1	Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs
2	Explain the Institutional Practices like decentralization and participative management to show case effective leadership	1. List of Committees showing decentralization 2. Meeting Minutes and Action Plans by all committees
3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council
4	Implementation of OTLP	Grade report
5	Number of RTI issues addressed	RTI file with applications, responses and registers
6	Organizational structure of the Institution	Organogram showing hierarchy and incharges
<b>B</b>		
7	Implementation of e - governance in	Softwares and records to be verified Consolidated report by Principal
	a) Administration	

	b) Finance and Accounts	
	c) Student Admissions and support	
	d) Examinations	
<b>C</b>	<b>Facu</b>	
8	Details of financial support to attend conference / workshop and membership for professional bodies for the last 2 years	Consolidated report by research committee validated by IQAC and Verified by Principal
9	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal
10	Details of teachers undergoing online/ offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc	Consolidated report by research committee validated by IQAC and Verified by Principal
11	Details of performance appraisal system designed by instituion for Teaching and non-teaching staff	ASAR reports
<b>D</b>	<b>Financial Ma</b>	
12	Institutional mechanism for internal and external financial audits	1. Internal Audit Committee constitution Circular 2. Financial Audit Reports
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Princpal
<b>E</b>	<b>Inter</b>	
14	Significant Contribution of IQAC for quality a. Strategies and Plan of Action b. Review mechanisms of Teaching learning process, methodologies and learning outcomes by IQAC c. Details of AQARs prepared and submitted d. Number of IQAC meetings held during the current year e. Average number of quality initiatives by IQAC for promoting quality culture per year	1. IQAC Activity register 2. Action Plan 3. Minutes of Meeting 4. ATR 5. Proof of submission of AQAR to NAAC last two years 6. Hard copies of AQARs submitted

15	Participation in NIRF	1. Record of submission 2. Proof of Rank, if any.
<b>Overall Grade</b>		
<b>VII-INSTITUTIONAL ACTIVITIES</b>		
<b>A</b>	<b>Activities</b>	
1	Details of Activities by the Institution for	
	<b>A) Promotion of gender equality and sensitization</b> a) Safety and security b) Counselling c) Common Rooms for women students d) Details about sensitization activities	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal
	<b>B) Environmental consciousness and sustainability</b> a) Solar energy, b) Sensor-based energy conservation, c) Use of LED bulbs/ power efficient equipment	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal
	<b>C) Waste Management</b> a) Solid waste management b) Liquid waste management c) Lab Waste management d) E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal
	<b>D) Water Conservation</b> a) Rain water harvesting b) Borewell /Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal
	<b>E) Green campus initiatives</b> a) Plastic free campus (Ban on the use of Plastics) b) Botanical garden c) Green house d) Green landscaping e) Green audit f) Battery vehicles	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal
<b>B</b>	<b>F) Divyangana friendly barrier - free environment</b> a) Ramps b) Railings c) Scribe for examination d) Provision of lift/Wheel chairs e) Alternative arrangements for Divyangana	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal
		<b>Initi</b>

2	<b>Cross cutting issues and value initiatives</b> a) Tolerance and harmony against several diversities i) Cultural ii) Regional iii) Linguistic iv) Communal v) Socio - Economic	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal
	c) Code of conduct for students and teachers	Approved Policy & Report on implementation with details validated by IQAC and verified by Principal
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal
3	Sensitization of students and employees of the Institution to the constitutional obligations/ awareness programmes on Constitutional values a) Liberty, Equality, Fraternity, Justice b) Fundamental rights and duties c) Responsibilities of citizenship.	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal
C	<b>Best Practices</b>	Record of two best/innovative practices by the institution
	i.	i) Departmental Best Practices Report in the NAAC prescribed format
	ii.	ii) Institutional Best Practice Report in the NAAC prescribed format
D		In
	Explain how distinct is your institution in academic and administrative practices:	Evidence with clear cut examples - Document in 200 words
<b>Overall Grade</b>		
<b>College Grade -</b>		

**Name & Signature of the Principal :**

**Name & Signature of the Vice- Principal :**

Note: This format is to be filled by the Principal and submitted to the Academic Audit

**Administrative Audit : 2023-24****al Data Cum Academic Advisor's Grading)**

<b>Bench Marks</b>	<b>Self assessment by the Institution</b>	<b>Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))</b>
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**CURRICULAR ASPECTS****r Planning and Implementation**

Grade A, if 60% and above modification in syllabi of all courses offered; Grade B, if 40%-60% of modification in syllabi of all courses offered; Grade C, if less than 40% modification in syllabi of all courses offered;	<b>C</b>	
Grade A, if all the four records match with one another Grade B, if two records match with one another Grade C, if any two records match with each other	<b>A</b>	
Grade A, if all the two records are maintained Grade B, if any four records are maintained Grade C, if any two records are maintained	<b>A</b>	
Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	<b>B</b>	

**lexibility & Curriculaum Enrichment**

Grade A, if all Departments produce all the reports Grade B, if 50% of the Departments produce all the reports Grade C, if below 50% Departments produce the reports	<b>B</b>	
Grade A, if all Departments Conduct the courses Grade B, if 50% and above Departments Conduct the courses Grade C, if below 50% Departments conduct the course	<b>C</b>	

Grade A, if 90% and above syllabus is covered by the Departments Grade B, if 60% - 90% syllabus is covered by the Departments Grade C, if less than 40% - 60% and above syllabus is covered by the Departments	<b>A</b>	
Grade A, if 2 or more programmes are introduced Grade B, if only one programme is introduced Grade C, if no programme is introduced	<b>A</b>	

#### Feedback on curriculum

Grade A, if all the two are done Grade B, if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C, if 1 (Collection and Consolidation of feedback) is done	<b>A</b>	

#### NG, LEARNING & EVALUATION

##### Student Enrolment and Profile

Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	<b>A</b>	
Grade A, if two year reports are produced Grade B, if two year reports are produced Grade C, if only one year report is produced	<b>A</b>	
Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	<b>A</b>	
Grade A, if all the reports are maintained Grade B, if improperly maintained Grade C, if not maintained	<b>A</b>	

##### Learning to Student Diversity

Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	<b>A</b>	
Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	
Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	<b>A</b>	

#### Teaching Learning Process

Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	
Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>B</b>	
Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	<b>A</b>	
Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	
Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	
Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>A</b>	
Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>B</b>	
Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	<b>B</b>	
Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	<b>C</b>	
Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	<b>C</b>	
Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	<b>A</b>	
Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized (at least 5)	<b>B</b>	



Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only classes are engaged	<b>B</b>	
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#### **Teacher Profile Quality**

Grade A, if 75% attendance through out the year Grade B, if 60% attendance through out the year Grade C, if <60% attendance through out the year	<b>A</b>	
Grade A, if 100% full time teachers Grade B, if 50% full time teachers Grade C, if <50% full time teachers	<b>B</b>	
Grade A, if 75% teachers with Ph.D Grade B, if 60% teachers with Ph.D Grade C, if <60% teachers with Ph.D	<b>C</b>	
Grade A, if International and National events are organized (at least 5 per year) Grade B, if State level events are organized (at least 5per year) Grade C, if District and College level events are organized ( at least 5per year)	<b>C</b>	
Grade A, if International and National events are attended (at least 5 per year) Grade B, if State level events are attended (at least 5per year) Grade C, if District and College level events are attended ( at least 5per year)	<b>A</b>	

#### **uation Process and Reforms**

Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	<b>A</b>	
Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	<b>A</b>	

Grade A, if 100% Students pass percentage is achieved Grade B, if 75% Students pass percentage is achieved Grade C, if <75% fStudents pass percentage is achieved	<b>B</b>	
Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records	<b>B</b>	

#### **Performance and Learning Outcomes**

Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records	<b>A</b>	
Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C, if <75% Programmes are evaluated	<b>A</b>	

#### **Student Satisfaction Survey**

Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	<b>B</b>	
Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	<b>B</b>	

#### **VI, INNOVATIONS AND EXTENSION**

##### **Location of Research and Facilities**

Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	<b>C</b>	
Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	<b>C</b>	
Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work Grade A, if MRP submitted Grade B, if MRP is pending Grade C, if there is no Research Project	<b>C</b>  <b>C</b>	

##### **Mobilization for Research Purpose**

Grade A, if > 3 Lkh Grade B, if <3lkh Grade C, if there is no funding	<b>C</b>	
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Grade A, if completely extended Grade B, if partially extended Grade C, if there is no funding	<b>C</b>	
Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established Grade C if no such centre is established till now.	<b>B</b>	

#### **Research Publication and Awards**

Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	<b>C</b>	
Grade A, if each Department publishes one book Grade B, if 50% of Departments publish one book each Grade C, if < 50% of Departments publish one book each	<b>C</b>	
Grade A, if each Department publishes one paper Grade B, if 50% of Departments publish one paper each Grade C, if < 50% of Departments publish one paper each	<b>C</b>	
Grade A if more than h-index is 2; Grade B if it is upto 1; C if it is zero.	<b>C</b>	
Grade A, if each Department publishes one book/ Chapter Grade B, if 50% of Departments publish one book each/ Chapter Grade C, if < 50% of Departments publish one book each/ Chapter	<b>C</b>	
Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	<b>C</b>	

#### **Extension Activities**

Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	<b>A</b>	
Grade A, if > 10 activities are conducted Grade B, if > 7 activities are conducted Grade C, if < 7 activities are conducted	<b>A</b>	
Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	<b>C</b>	

Grade A, if more than 3 Awards are bagged Grade B, if 2 Awards are bagged Grade C, if one Award is bagged (Considering all two years)	<b>C</b>	
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#### **Consultancy and Collaboration**

Grade A, if more than 25,000/- generated through consultancy Grade B, if more than 10,000/- generated through consultancy Grade C, if less than 10,000/- generated through consultancy	<b>C</b>	
Grade A, if more than 2 Faculty members exchanged Grade B, if 1 Faculty member exchanged Grade C, if no Faculty member exchanged	<b>A</b>	
Grade A, if more than 2 Students exchanged Grade B, if 1 Student exchanged Grade C, if no Student exchanged	<b>A</b>	
Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended	<b>A</b>	
Grade A, if all Departments conducted Grade B, if 50% Departments conducted Grade C, if below 50% Departments conducted	<b>A</b>	
Grade A, if more than 10 Students attended Grade B, if 10 Students attended Grade C, if 5 Students attended Grade A, if all Departments have functional MOUs Grade B, if 50% Departments have functional MOUs Grade C, if below 50% Departments have functional MOUs	<b>C</b>  <b>A</b>	
Grade A, if 2 workshops/seminars are conducted Grade B, if 1 workshop/seminar is conducted Grade C, if no workshop/seminar is conducted	<b>C</b>	

#### **Learning Resources (Not covered under format - I)**

##### **Library as a Learning Resource**

Grade A, if 100% automation is done Grade B, if partially done Grade C, if not automated	<b>B</b>	
Grade A, if All the Teachers and Students make use of the e-resources Grade B, if 50% of Teachers and Students make use of the e-resources Grade C, if below 50% Teachers and Students make use of the e-resources	<b>B</b>	

Grade A, if more than 60% Teachers and Students make use of Library Grade B, if 50% of Teachers and Students make use of Library Grade C, if less than 50% Teachers and Students make use of Library	<b>B</b>	
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#### IT Infrastructure

Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available	<b>B</b>	
Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	<b>B</b>	

#### PROGRESSION (Not covered under format - I)

##### Student Support

Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies	<b>B</b>	
Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered, Grade C, if any 2 areas are covered	<b>A</b>	
Grade A, if more than 50% of students placed Grade B, if 30% of students placed Grade C, if less than 30% of students placed	<b>C</b>	
Grade A, if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C, if less than 50% of grievances are redressed as per the policy	<b>A</b>	

Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	<b>C</b>	
Grade A, if All the 3 aspects are covered Grade B, if any 2 aspects are covered, Grade C, if only policies exist	<b>A</b>	
Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	<b>A</b>	

#### **Student Progression**

Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	<b>A</b>	
Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	<b>A</b>	
Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	<b>C</b>	
Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	<b>C</b>	
Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	<b>B</b>	

#### **nt Participation and Activities**

Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level	<b>A</b>	

Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	<b>A</b>	
Grade A, if 5 events/ competitions organized at national level Grade B, if 5 events/ competitions organized at State level Grade C, if events at district level	<b>B</b>	
Grade A, if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	<b>C</b>	

#### **Alumni Engagement**

Grade A, if Alumni Association is registered and active; Grade B, if Association is registered Grade C, if Association is not registered	<b>A</b>	
Grade A, if 2 lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	<b>A</b>	
Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	<b>C</b>	

#### **ERNANCE AND LEADERSHIP**

##### **utional Vision and Leadership**

Grade A, if strategic plan is in action Grade B, if the mechanism is in planning stage Grade C, if nothing is available	<b>A</b>	
Grade A, if both are maintained Grade B, if only one is maintained Grade C, if only committees are constituted	<b>A</b>	
Grade A, if Staff Council meets regularly and implements resolutions through meetings Grade B, if Staff Council resolutions properly recorded Grade C, if Staff Council is formed	<b>A</b>	
Grade A, if the Institution achieves Grade A throughout the year Grade B, if the Insitution achieves Grade A ocassionally Grade C, if the Instituion achieves B & C grades	<b>A</b>	
Grade A, if all the applications disposed within the stipulated time Grade B, if the applicatons are not disposed within the stipulated time Grade C, if record is not properly maintained	<b>A</b>	
Grade A, if Organogram with hierarchy incharges prepared Grade B, if Only heirarchy is presented Grade C, if Organogram is not prepared	<b>A</b>	

##### **stitutional e - governance**

Grade A, if any 3 components exist Grade B, if any 2 components exist Grade C, if nothing exist	<b>A</b>	


#### ility Empowerment Strategies

Grade A, if more than 75% staff are funded Grade B, if more than 50% staff are funded Grade C, if less than 50% staff are funded	<b>C</b>	
Grade A, if more than 5 programmes are organized Grade B, if more than 3 programmes are organized Grade C, if less than 3 programmes are organized	<b>A</b>	
Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	<b>B</b>	
Grade A, if more than 75% teachers are accredited at "Good" grade Grade B, if more than 50 % teachers are accredited at "Good" grade Grade C, if less than 50% teachers are accredited at "Good" grade	<b>A</b>	

#### nagement and Resource Mobilization

Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	<b>A</b>	
Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	<b>B</b>	

#### nal Quality Assurance System

Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C, if any 3 records or below are maintained	<b>A</b>	
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Grade A, if ranked Grade B, if participated Grade C, if not participated	<b>C</b>	

#### **INAL VALUES AND BEST PRACTICES**

#### **that teach valules of the Institution**

Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	<b>A</b>	
Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	<b>A</b>	
Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	<b>A</b>	
Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	<b>A</b>	
Grade A, if all 6 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	<b>A</b>	
Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below	<b>A</b>	

#### **iatives for inculcating values**

Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	<b>A</b>	
Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	<b>C</b>	
Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	<b>A</b>	
Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	<b>A</b>	
Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	<b>A</b>	
Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present	<b>B</b>	
<b>Institutional Distinctiveness</b>		
Grade A, if Academic and Administrative practices are produced Grade B, if only one is produced Grade C, if no document is available	<b>A</b>	

**Name & Signatures of the Academic**

**1**

**2**

**3**

Team.

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