

# ***Academic and Administrative Audit Report*** **(AAAR)**

*(Academic year 2021-22)*

**< Department Name (Program Name) >**

**<Program Code>**

**< Year of Establishment of the department >**



**SHRI G. S. INSTITUTE OF TECHNOLOGY AND SCIENCE**  
**Govt. Aided Autonomous Institute Established in 1952 | NIRF Ranked Institute**

23 Sir M. Visvesvaraya Marg, Indore, Madhya Pradesh 452003

### Guidelines to fill AAAR

- Academic and Administrative Audit Report (AAAR) format is provided as a Word file (Editable format)
- AAAR report is to be filled separately for each of the courses being run by the department.
- AAAR is to be submitted for Academic year 2019-20, 2020-21 & semester 'A' of 2021-22. Therefore, three separate AAAR for each course are to be submitted.
- For each of the information, provide details as per the data required.
- A single excel file (Annexures.xls) file is provided separately, which contains all the annexures to be filled during the AAAR report preparation.
- Student Satisfaction Survey (SSS) format is provided, as approved by IQAC. The departments are required to create Google forms for conducting survey. The SSS is to be conducted for each class collectively for all the subjects students have studied in that particular session (Not for individual subjects)
- Additional information and documents can be provided as annexures. To number each annexure, please follow the numbering as per the following example :  
If multiple additional documents for Metric No. 2.6.1 is to be provided, then the annexure number can be "Annexure 2.6.1.1", "Annexure 2.6.1.2", etc.
- **Do NOT LEAVE ANY ENTRY IN THE ANNEXURE BLANK.** If in case, there is no data available to be filled in the Annexure, put 'NIL' or 'N/A' instead of leaving the entry blank.
- Last date of submission of the AAAR to the office of dean academics will be informed separately. Also submit the soft copy of the filled AAAR + Annexures + Additional information by sending as email at [iqac.sgsits@gmail.com](mailto:iqac.sgsits@gmail.com) or share the Google drive link at the mentioned email address.
- Keep the proof and detail of each entry in office files ready for audit purpose by internal institute level committee and external committee.
- Every semester from now onwards, the AAAR report is to be prepared and an audit will be done approximately at the end of one month from the end of the semester examination.
- Mention the page number for each additional attachment/annexures.

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**Department – *Vision***

**Department – *Mission***

**Part – A**

**Department Data**

1. Name of the Department:

- Name of the Head of the Department:
- Designation:
- Phone No. of the Head of the Department:
- Alternate Phone No:
- Mobile No. (Head of the Department):
- Registered Email ID (Head of the Department):
- City/Town:
- State/UT:
- Pin Code:

2. Name of the Course: \_\_\_\_\_

3. Date of start of the Course: \_\_\_\_\_ (DD/MM/YYYY) (Attach proof)

4. (a) Initial Intake \_\_\_\_\_  
(b) Increase / Decrease in Intake \_\_\_\_\_  
(c) Year of Increase / Decrease \_\_\_\_\_

5. Website Address:

Web-link of the approved AAAR (previous academic year):

For e.g. [https://www.sgsits.ac.in/upload/media/aaar\\_itdeptt\\_2020\\_21.pdf](https://www.sgsits.ac.in/upload/media/aaar_itdeptt_2020_21.pdf)

6. Was the department Academic Activity Calendar prepared for CAY?

Yes/ No. If yes, was it uploaded on the Institutional Website?

Weblink: .....

7. Accreditation Details:

Is Department NBA accredited in the past ?

Yes/No. If yes, date of previous accreditation ..... (Attach proof as Annexure 7)

**8.** Date of Establishment of DPAQIC: ..... (DD/MM/YYYY)

(Attach proof as annexure 8, and mention page number here)

**9.** Provide details regarding the composition of the current DPAQIC: (Members)

**10.** No. of DPAQIC meetings held during the year (Date wise):

**11.** Were the minutes of DPAQIC meeting(s) and compliance to the decisions taken prepared and signed by members present in the meeting?

Yes/No

(If Yes, please attach the minutes of the meeting(s) and Action Taken Report.)

**12.** Significant contributions made by DPAQIC during the CAY (maximum five bullets):

- \*
- \*
- \*
- \*
- \*

**13.** Plan of action chalked out by DPAQIC at the beginning of the academic year towards academic quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes

**14.** Provide the list of Faculty members in the department?

Faculty Name	Male (M)/ Female (F)	Post	Highest Qualification	Date of Joining the institute	Regular / Contract/ Visiting/Other

**15. Faculty Cadre Proportion**

Prepare a report to indicate Faculty Cadre proportion in the department as per the Annexure 15.

## 2. Extended Profile of the Department

### 1. Courses:

1.1. Number of Courses offered during the CAY:

<b>Year</b>	
<b>Number</b>	
<b>Name</b>	

### 2. Students:

2.1. Total number of students during the year:

<b>Courses</b>	
<b>Year</b>	
<b>Number</b>	

\* Provide Detailed information as Annexure 2.1 (Page No. ....)

2.2. Number of outgoing / final year students during the year:

<b>Courses</b>	
<b>Year</b>	
<b>Number</b>	
<b>Pass percentage</b>	
<b>Pass percentage ( Girls candidate)</b>	
<b>Pass percentage ( General category student)</b>	
<b>Pass percentage ( OBC category student)</b>	
<b>Pass percentage ( SC category student)</b>	
<b>Pass percentage ( ST category student)</b>	

\*Provide detailed information as Annexure 2.2 (Page No. ....)

2.3. Number of students who appeared for the examinations conducted by the institution during the year:

<b>Year</b>	
<b>Number</b>	

\*Provide details as Annexure 2.3 (Page No. ....)

3. Academic

3.2. Number of full-time and visiting teachers during the year:

<b>Year</b>	
<b>Number (Full Time)</b>	
<b>Number (Visiting)</b>	

\* Provide details as Annexure 3.2 (3.2a, 3.2b & 3.2c)

3.3. Number of sanctioned posts in the Course for the year:

<b>Year</b>	
<b>Number</b>	
<b>Post Name</b>	
<b>G/OBC/SC/ST</b>	

4. Seats and Resources:

4.1. Number of seats earmarked for reserved categories as per GOI/State Government during the year:

<b>Year</b>	
<b>Number</b>	

4.2. (a) Total number of classrooms ....., Laboratory ....., seminar halls ....., Faculty Cabins ....., Staff room ....., and other rooms (HoD Room/Office/Electric room/Store room/Deptt Library/Reading room/Students Club room etc. ....

Provide details as per Annexure 4.2

(b) Total Building area of the department (Including classrooms) .....

(c) Building area as per the norms .....

4.3. Total number of computers & server grade machines in the department for academic purposes: \_\_\_\_\_

Provide details as per Annexure 4.3



**Part – B**  
**Criterion I – Curricular Aspects**

Metric No.	Key Indicator – 1.1 Curriculum Design and Development				
1.1.1	<p><i>Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Department:</i></p> <p><b>Present a write-up within a maximum of 200 words.</b></p> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>● Provide additional information, if any.</li> </ul>				
1.1.2	<p><i>Number of Programmes where syllabus revision was carried out during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 100px;"></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 1.1.2)</p> <ul style="list-style-type: none"> <li>● Programme Code .....</li> <li>● Names of the Programme revised: .....</li> </ul> <p><b>Supporting documents:</b> (Annexure No. ....)</p> <ul style="list-style-type: none"> <li>● Minutes of relevant Academic Council/BOS meeting <b>(Page No. ....)</b></li> <li>● Any additional information <b>(Page No. ....)</b></li> </ul>	Year		Number	
Year					
Number					
1.1.3	<p><i>Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 100px;"></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 1.1.3)</p> <ul style="list-style-type: none"> <li>● Name of the Course with Course Code</li> <li>● Name of the Programme</li> <li>● Activities which have a direct bearing on employability/ entrepreneurship/ skill development</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Curriculum / Syllabus of such courses <b>(Page No. ....)</b></li> <li>● Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses <b>(Page No. ....)</b></li> <li>● MoUs with relevant organizations for these courses, if any <b>(Page No. ....)</b></li> <li>● Any additional information <b>(Page No. ....)</b></li> </ul>	Year		Number	
Year					
Number					

Metric No.	Key Indicator – 1.2 Academic Flexibility				
1.2.1	<p><i>Number of new courses introduced/offered during the year:</i></p> <table border="1" data-bbox="318 331 703 415"> <tr> <td data-bbox="318 331 500 373">Year</td> <td data-bbox="500 331 703 373"></td> </tr> <tr> <td data-bbox="318 373 500 415">Number</td> <td data-bbox="500 373 703 415"></td> </tr> </table> <p>Data Requirement: (As per Annexure 1.2.1)</p> <ul style="list-style-type: none"> <li>● Name of the newly introduced course (s)</li> <li>● Name of the Programme</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Minutes of relevant Academic Council/BoS meetings <b>(Page No. ....)</b></li> <li>● Any additional information <b>(Page No. ....)</b></li> </ul>	Year		Number	
Year					
Number					
1.2.2	<p><i>Choice Based Credit System (CBCS)/Elective Course System (Yes/No) .....</i></p> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Minutes of relevant Academic Council/BoS meetings <b>(Page No. ....)</b></li> <li>● Annexure 1.2.2</li> <li>● Any additional information <b>(Page No. ....)</b></li> </ul>				

Metric No.	Key Indicator – 1.3 Curriculum Enrichment
1.3.1	<p><i>Department integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum:</i></p> <p>Present a write-up within a maximum of 100 words.</p> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Provide the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum <b>(Page No. ....)</b></li> <li>● Any additional information <b>(Page No. ....)</b></li> </ul>

<p>1.3.2</p>	<p><b><i>Does the department offers value-added courses for imparting transferable and life skills during the year (Yes/No):</i></b></p> <p>Data Requirement: (As per Annexure 1.3.2)</p> <ul style="list-style-type: none"> <li>● Names of the value-added course(s) (each with 30 or more contact hours)</li> <li>● No. of times offered (for each value-added course) during the year</li> <li>● Total number of students enrolled</li> <li>● Total number of students completing the course during the year</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● List of value-added courses (<b>Page No. ....</b>)</li> <li>● Brochure or any other document relating to value-added courses (<b>Page No. .</b>)</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>				
<p>1.3.3</p>	<p><b><i>Number of students enrolled in the courses under 1.3.2 above:</i></b></p> <table border="1" data-bbox="318 779 703 863"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 1.3.3)</p> <ul style="list-style-type: none"> <li>● Titles of value-added courses (beyond the curriculum) with 30 or more contact hours</li> <li>● No. of times offered during the year</li> <li>● Total no. of students completing the course in the year</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● List of students enrolled (Attach separately as Annexure 1.3.3.1)</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<p>1.3.4</p>	<p><b><i>Number of students undertaking field work/projects/ internships / student projects:</i></b></p> <table border="1" data-bbox="318 1451 703 1535"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 1.3.4)</p> <ul style="list-style-type: none"> <li>● No. of students undertaking field work/projects / internships / projects</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

Metric No.	Key Indicator – 1.4 Feedback System		
1.4.1	<p><b>Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</b></p> <p><b>Options:</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>A. All 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p> </td> <td style="vertical-align: middle; padding-left: 10px;">} Choose any one</td> </tr> </table> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>● Provide the stakeholders’ feedback report (Attach as annexure 1.4.1.1) (Page No. ....)</li> <li>● Provide the Action Taken Report of the feedback (Page No. ....)</li> <li>● Any additional information (Page No. ....)</li> </ul>	<p>A. All 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p>	} Choose any one
<p>A. All 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p>	} Choose any one		
1.4.2	<p><b>The feedback system of the Department comprises the following:</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>A. Feedback collected, analysed and action taken made available on the website B. Feedback collected, analysed and action taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected</p> </td> <td style="vertical-align: middle; padding-left: 10px;">} Choose any one</td> </tr> </table> <p><b>File Description:</b></p> <ul style="list-style-type: none"> <li>● Provide stakeholders’ feedback report (Attach as annexure 1.4.2.1) (Page No. ....)</li> <li>● Any additional information (Page No. ....)</li> </ul>	<p>A. Feedback collected, analysed and action taken made available on the website B. Feedback collected, analysed and action taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected</p>	} Choose any one
<p>A. Feedback collected, analysed and action taken made available on the website B. Feedback collected, analysed and action taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected</p>	} Choose any one		

**Criterion II – Teaching-Learning and Evaluation**

Metric No.	Key Indicator - 2.1 Student Enrolment and Profile								
2.1.1	<p><b>Enrolment of Students</b></p> <p>2.1.1.1: Number of students admitted (year-wise) during the year:</p> <table border="1" data-bbox="321 401 703 485"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>2.1.1.2: Number of sanctioned seats (year-wise) during the year:</p> <table border="1" data-bbox="321 554 703 638"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>Annexure 2.1.1</li> <li>Any additional information (<b>Page No. ....</b>)</li> </ul>	Year		Number		Year		Number	
Year									
Number									
Year									
Number									
2.1.2	<p><i>Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats):</i></p> <table border="1" data-bbox="321 930 703 1014"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>Annexure 2.1.2</li> <li>Provide additional information, if any (<b>Page No. ....</b>)</li> </ul>	Year		Number					
Year									
Number									

Metric No.	Key Indicator - 2.2 Catering to Student Diversity								
2.2.1	<p><i>The department assesses students' learning levels and organises special programmes for both slow and advanced learners:</i></p> <p><b>Present a write-up within a maximum of 100 words.</b></p> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>Provide additional information, if any. (<b>Page No. ....</b>)</li> </ul>								
2.2.2	<p><i>Student – Teacher (full-time) ratio:</i></p> <table border="1" data-bbox="321 1640 870 1808"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number of Students</td> <td></td> </tr> <tr> <td>Number of teachers</td> <td></td> </tr> <tr> <td>Ratio</td> <td></td> </tr> </table> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>Total number of students in the department</li> </ul>	Year		Number of Students		Number of teachers		Ratio	
Year									
Number of Students									
Number of teachers									
Ratio									

	<ul style="list-style-type: none"> <li>Total number of full-time teachers in the department</li> </ul> <p>Formula: Students: Teacher</p> <p>Provide additional information, if any.</p> <p><b>Note:</b></p> <p>All the faculty whether regular or contractual (except Part-Time), will be considered. The contractual faculty (doing away with the terminology of visiting/adjunct faculty, whatsoever) who have taught for two consecutive semesters in the corresponding academic year on full time basis shall be considered for the purpose of calculation in the Student Teacher Ratio. However, following will be ensured in case of contractual faculty:</p> <ol style="list-style-type: none"> <li>* Shall have the prescribed qualifications and experience.</li> <li>* Shall be appointed on full time basis and worked for consecutive two semesters during the particular academic year under consideration.</li> <li>* Should have gone through an appropriate process of selection and the records of the same shall be made available in the department.</li> </ol>
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Metric No.	Key Indicator - 2.3 Teaching - Learning Process						
2.3.1	<p><b><i>Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:</i></b></p> <p><b>Present a write-up within a maximum of 100 words.</b></p> <p>Provide additional information, if any. <b>(Page No. ....)</b></p>						
2.3.2	<p><b><i>Teachers use ICT-enabled tools including online resources for effective teaching and learning:</i></b></p> <p><b>Present a write-up within a maximum of 100 words.</b></p> <p>Provide details describing ICT-enabled tools including online resources that are used for effective teaching and learning</p> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>Provide additional information, if any <b>(Page No. ....)</b></li> </ul>						
2.3.3	<p><b><i>Ratio of students to mentor for academic and other related issues:</i></b></p> <p>2.3.3.1: Number of mentors: Number of students assigned to each mentor:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number of mentors</b></td> <td></td> </tr> <tr> <td><b>Ratio</b></td> <td></td> </tr> </table> <p>Formula: Mentor: Mentee</p>	<b>Year</b>		<b>Number of mentors</b>		<b>Ratio</b>	
<b>Year</b>							
<b>Number of mentors</b>							
<b>Ratio</b>							

	<p><b>Data Required:</b></p> <ul style="list-style-type: none"> <li>• Provide year-wise List of students enrolled and full-time teachers on roll <b>(Page No. ....)</b></li> <li>• Circulars with regard to assigning mentors to mentees. <b>(Page No. ....)</b></li> </ul>
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Metric No.	Key Indicator - 2.4 Teacher Profile and Quality				
2.4.1	<p><i>Number of full-time teachers against sanctioned posts during the year:</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 2.4.1)</p> <ul style="list-style-type: none"> <li>• Number of full-time teachers</li> <li>• Number of sanctioned posts</li> </ul> <p><b>Data Required:</b></p> <ul style="list-style-type: none"> <li>• List of the faculty members authenticated by the Head of HEI <b>(Page No.....)</b></li> <li>• Any additional information <b>(Page No. ....)</b></li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
2.4.2	<p><i>Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year:</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 2.4.2)</p> <ul style="list-style-type: none"> <li>• List of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt.</li> </ul> <p><b>Data Required</b></p> <ul style="list-style-type: none"> <li>• Any additional information <b>(Page No. ....)</b></li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
2.4.3	<p><i>Total teaching experience of full-time teachers in the department: (Full-time teachers' total teaching experience)</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 2.4.3)</p> <ul style="list-style-type: none"> <li>• Name and number of full-time teachers and their years of teaching experience in the institution</li> </ul> <p>Provide the data template:</p> <ul style="list-style-type: none"> <li>• Any additional information <b>(Page No. ....)</b></li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

Metric No.	Key Indicator - 2.5 - Teaching Learning
2.5.1	<p><b><i>Quality of Teaching Learning : Process followed for improving quality of teaching-learning in not more than 200 words.</i></b></p> <p><b>Guideline:</b></p> <ul style="list-style-type: none"> <li>- Use of ICT tools for effective teaching</li> <li>- Use of pedagogical initiatives (e.g. real world examples ) for improving instruction methods</li> <li>- collaborative learning</li> <li>- Improving Quality of laboratory work with regard to conduction of experiments, recording observations, analysis of data etc.</li> <li>- Adherence to academic calendar</li> <li>- Encouraging bright students, assisting weak students etc.</li> </ul> <p><b>*The documents of implementation details and impact analysis are to be attached as Annexure 2.5.1.1 (Page No. ....)</b></p>
2.5.2	<p><b><i>Quality of mid-semester, end semester examination question papers, assignments (Class/Lab/Tutorial) and their evaluation</i></b></p> <p>Describe the initiatives, implementation details and analysis of learning levels related to quality of semester tests, assignments and evaluation</p>
2.5.3	<p><b><i>Quality of student projects</i></b></p> <p>Describe the process used for assessing the quality of students projects. Describe the process followed for project identification, allotment, continuous monitoring, evaluation including demonstration of working prototypes and enhancing the relevance of projects. Mention implementation details including details of POs and PSOs addressed through the projects with justification. Also mention, if there is any updation in the process from previous year.</p>
2.5.4	<p><b><i>Industry interaction Initiatives</i></b></p> <p>Provide the details of involvement of industry in the program (such as curriculum design, various committees, teaching courses by industry experts, industry-attached laboratories, )</p> <p>Mention the initiatives, implementation details and impact analysis.</p>
2.5.5	<p><b><i>Initiatives related to industry internship/summer training</i></b></p> <p>Mention the initiatives, implementation details and impact analysis.</p>



Metric No.	Key Indicator - 2.6 Student Performance and Learning Outcomes
2.6.1	<p><b><i>Programme Outcomes and Course Outcomes for Programmes offered by the department are stated and displayed on the website and communicated to teachers and students:</i></b></p> <p>Articulate the process involved in defining the Vision, Mission and PEOs of the program. Describe Course Outcomes (COs) for all subjects and the mechanism of communication to teachers and students within a maximum of 100 words.</p> <p>Does Program Educational Objectives (PEO) are uploaded on the institute website (Yes/No) ..... (If yes, Provide institute web-link)</p> <p>Does Program Outcomes (PO) are uploaded on the institute website (Yes/No) ..... (If yes, Provide institute web-link)</p> <p>Does Program Specific Outcomes (PSO) are uploaded on the institute website (Yes/No) ..... (If yes, Provide institute web-link)</p> <p>Does COs of all subjects in the scheme (including all elective courses, seminar, laboratory courses, Major/Minor Projects etc.) are mentioned and uploaded on the institute website (Yes/No) ..... (If yes, Provide institute web-link)</p> <ul style="list-style-type: none"> <li>● Provide PEO (As Annexure 2.6.1.1) <b>(Page No. ....)</b></li> <li>● Provide PO (As Annexure 2.6.1.2) <b>(Page No. ....)</b></li> <li>● Provide PSO (As Annexure 2.6.1.3) <b>(Page No. ....)</b></li> <li>● Provide Scheme offered during the year and syllabi with COs and CO-PO mapping for all subjects (Attach separately as Annexure 2.6.1.4) <b>(Page No. ....)</b></li> </ul>
2.6.2	<p><b><i>(a) Attainment of Programme Outcomes and Course Outcomes as evaluated by the department:</i></b></p> <p>Describe the method (assessment tools) used for measuring the attainment of POs, PSOs and COs and the level of attainment of POs, PSOs and COs in not more than 200 words. Also put diagrams to explain the process clearly, if required.</p> <p><b>*Provide Program Articulation Matrix as Annexure 2.6.2.1 (Page No. ....)</b></p> <p><b>(b) POs &amp; PSOs Attainment Levels and Actions for improvement</b></p> <p>Write the details of POs and PSOs attainment levels and the procedure adopted for improvement in the attainment levels.</p> <p><b>* Provide Action Taken report (If attainment is not as per the criteria set) as Annexure 2.6.2.2. The action taken report should be each PO and PSO wise.</b></p>

	<p>* Keep the records of course files (Of all subjects including seminar/internship/project work etc.), CO &amp; PO attainment procedure, setting of targets and action taken report (for individual subjects and course) if any shortfall is observed.</p>																				
2.6.3	<p><b>Pass Percentage of students:</b></p> <p><b>2.6.3.1:</b> Total number of final year students who passed in the examinations conducted by Institution:</p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p><b>2.6.3.2:</b> Total number of final year students who appeared for the examinations</p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement (As per <b>Annexure 2.6.3</b>):</p> <ul style="list-style-type: none"> <li>● Programme Code</li> <li>● Name of the Programme</li> <li>● Number of students who appeared</li> <li>● Number of students who passed</li> <li>● Pass percentage etc...</li> </ul> <p><b>2.6.3.3:</b> Total number of final year students who passed in the examinations (<u>without any backlog in any semester/year</u>) conducted by Institution.</p> <table border="1"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> <tr> <td>No. of Girls Candidates</td> <td></td> </tr> <tr> <td>No. of OBC category students</td> <td></td> </tr> <tr> <td>No. of SC category students</td> <td></td> </tr> <tr> <td>No. of ST category students</td> <td></td> </tr> </table>	Year		Number		Year		Number		Year		Number		No. of Girls Candidates		No. of OBC category students		No. of SC category students		No. of ST category students	
Year																					
Number																					
Year																					
Number																					
Year																					
Number																					
No. of Girls Candidates																					
No. of OBC category students																					
No. of SC category students																					
No. of ST category students																					
<b>Metric No.</b>	<b>Key Indicator - 2.7 Satisfaction Survey</b>																				
2.7.1	<p><i>Student Satisfaction Survey (SSS) on overall performance). Results and details need to be provided by each department:</i></p> <p>* Prepare the survey form (as per SSS Format provided by IQAC - Criterion II – Teaching–Learning and Evaluation, 21 points)</p> <p>* Share the results and details as an excel file (Attach separately as annexure 2.7.1.1)</p> <p>* Analysis report (Attach separately as annexure 2.7.1.2).</p>																				

**Criterion III – Research, Innovations and Extension**

Metric No.	Key Indicator - 3.1 Promotion of Research and Facilities				
3.1.1	<p><i>The Department’s research facilities are frequently updated and there is a well-defined policy for promotion of research in the department:</i> Present a write-up within a maximum of 100 words.</p> <p><b>Data required</b></p> <ul style="list-style-type: none"> <li>• Attach the Minutes of the research meetings related to promotion of research work in the department <b>(Page No. ....)</b></li> <li>• Is there a PhD coordinator in the department? (Yes/No) ..... If yes, Name of the coordinator .....</li> <li>• Any additional information <b>(Page No. ....)</b></li> </ul>				
3.1.2	<p><i>The institution provides seed money to its teachers for research:</i> 3.1.2.1: Seed money provided by the institution to its teachers for research during the year (INR in lakhs):</p> <table border="1" data-bbox="318 970 870 1056"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>(INR in Lakhs):</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.1.2)</p> <ul style="list-style-type: none"> <li>• Name of the teacher who received seed money</li> <li>• Research/Project Title</li> <li>• Amount of seed money</li> <li>• Month and Year of receiving the grant</li> <li>• Duration of the grant</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>• Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized <b>(Page No. ....)</b></li> <li>• Any additional information <b>(Page No. ....)</b></li> </ul>	<b>Year</b>		<b>(INR in Lakhs):</b>	
<b>Year</b>					
<b>(INR in Lakhs):</b>					
3.1.3	<p><i>Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year:</i></p> <table border="1" data-bbox="318 1715 703 1843"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number of teachers</b></td> <td></td> </tr> </table>	<b>Year</b>		<b>Number of teachers</b>	
<b>Year</b>					
<b>Number of teachers</b>					

	<p>Data Requirement: (As per Annexure 3.1.3)</p> <ul style="list-style-type: none"> <li>● Name of the teacher who was awarded national /international fellowship(s) for advanced studies / research</li> <li>● Name of the Award</li> <li>● Month and Year of Award</li> <li>● Duration of the Award</li> <li>● Awarding Agency</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● e-copies of the award letters of the teachers (Page No. ....)</li> <li>● Any additional information (Page No. ....)</li> </ul>
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Metric No.	Key Indicator - 3.2 Resource Mobilization for Research				
3.2.1	<p><i>Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs):</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Year</b></td> <td></td> </tr> <tr> <td><b>(INR in Lakhs):</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.2.1)</p> <ul style="list-style-type: none"> <li>● Name of the Project/ Endowment/Chair</li> <li>● Name of the Principal Investigator</li> <li>● Department of the Principal Investigator</li> <li>● Month and Year of Award</li> <li>● Duration of the project</li> <li>● Funds provided</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations (Page No. ....)</li> <li>● Any additional information (Page No. ....)</li> </ul>	<b>Year</b>		<b>(INR in Lakhs):</b>	
<b>Year</b>					
<b>(INR in Lakhs):</b>					
3.2.2	<p><i>Number of teachers having research projects during the year:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number of teachers having research projects</b></td> <td></td> </tr> </table> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Annexure 3.2.2</li> </ul>	<b>Year</b>		<b>Number of teachers having research projects</b>	
<b>Year</b>					
<b>Number of teachers having research projects</b>					

3.2.3	<p><b>Number of teachers recognised as research guides:</b></p> <table border="1" data-bbox="321 231 607 317"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p><b>Data Requirement: (Provide as per annexure 3.2.3)</b></p> <ul style="list-style-type: none"> <li>List of teachers recognized as research guides</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>Provide copies of the letter of the university recognizing teachers as research guides <b>(Page No. ....)</b></li> <li>Any additional information <b>(Page No. ....)</b></li> </ul>	Year		Number	
Year					
Number					
3.2.4	<p><b>Number of departments having research projects funded by Government and Non-Government agencies during the year:</b></p> <table border="1" data-bbox="321 863 607 949"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p><b>Data requirement: (As per Annexure 3.2.4)</b></p> <ul style="list-style-type: none"> <li>Name of the Principal Investigator</li> <li>Department that received the funding</li> <li>Name of the research project</li> <li>Duration of the project</li> <li>Name of the funding agency</li> <li>Amount / Fund received</li> <li>Month and Year of sanction</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>Supporting document from Funding Agencies <b>(Page No. ....)</b></li> <li>Paste link to funding agencies' website <b>(Page No. ....)</b></li> <li>Any additional information <b>(Page No. ....)</b></li> </ul>	Year		Number	
Year					
Number					

Metric No.	Key Indicator - 3.3 Innovation Ecosystem								
3.3.2	<p><b><i>Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year:</i></b></p> <table border="1" data-bbox="321 331 607 420"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.3.2)</p> <ul style="list-style-type: none"> <li>● Name of the workshops / seminars</li> <li>● Number of participants (Number of staff and students)</li> <li>● Date (from - to)</li> <li>● Brief report of activities conducted</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Report of the events (<b>Page No. ....</b>)</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	Year		Number					
Year									
Number									
Metric No.	Key Indicators - 3.4 Research Publications and Awards								
3.4.2	<p><b><i>Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year:</i></b></p> <p>3.4.2.1 Number of PhD students registered during the year:</p> <table border="1" data-bbox="321 1119 607 1207"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>3.4.2.2 Number of teachers recognized as guides during the year:</p> <table border="1" data-bbox="321 1249 607 1337"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p><b>Supporting documents: (As per annexure 3.2.3)</b></p> <ul style="list-style-type: none"> <li>● List of PhD scholars with relevant details like name of the guide, title of the thesis, month and year of registration, etc.</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	Year		Number		Year		Number	
Year									
Number									
Year									
Number									

<p><b>3.4.3</b></p>	<p><b><i>Number of research papers per teacher in SCI/Scopus/CARE Journals notified on UGC website during the year:</i></b></p> <table border="1" data-bbox="318 239 607 327"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.4.3)</p> <ul style="list-style-type: none"> <li>● Title of the paper</li> <li>● Name of the author(s)</li> <li>● Department of the author(s)</li> <li>● Name of the Journal</li> <li>● Month and Year of publication</li> <li>● ISSN</li> <li>● Page numbers (from - to)</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● List of research papers by title, author, department, and year of publication</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<p><b>3.4.4</b></p>	<p><b><i>Number of books and chapters in edited volumes / books published per teacher during the year:</i></b></p> <table border="1" data-bbox="318 997 607 1085"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.4.4)</p> <ul style="list-style-type: none"> <li>● Name of the Teacher/Author</li> <li>● Title of the paper</li> <li>● Title of the Book/Proceedings of the Conference</li> <li>● Name of the publisher</li> <li>● National / International</li> <li>● ISBN</li> <li>● Month and Year of publication</li> <li>● Pages (from - to)</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

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

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

<b>Year</b>	
<b>Number</b>	

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

<b>Year</b>	
<b>Number</b>	

Data Requirements for during the year: (As per annexure 3.4.3)

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

**File Description**

- Bibliometrics of the publications during the year
- Any additional information (**Page No. ....**)

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



<p>3.4.6</p>	<p><b><i>Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the Institute</i></b>                  3.4.6.1: h-index of Scopus during the year                  h-index of Web of Science during the year</p> <table border="1" data-bbox="318 321 607 415"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirements for during the year: (As per annexure 3.4.3)</p> <ul style="list-style-type: none"> <li>● Title of the paper</li> <li>● Name of the author</li> <li>● Title of the journal</li> <li>● Year of publication</li> <li>● H index</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul> <p>* The Data obtained from INFLIBNET will be used for the purpose.</p>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<p>3.4.7</p>	<p><b><i>Number of research papers per teacher in National/International Conferences of repute during the year:</i></b></p> <table border="1" data-bbox="318 1083 607 1171"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.4.7)</p> <ul style="list-style-type: none"> <li>● Title of the paper</li> <li>● Name of the author(s)</li> <li>● Department of the author(s)</li> <li>● Name of the Conference</li> <li>● Month and Year of publication</li> <li>● ISSN</li> <li>● Page numbers (from - to)</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

Metric No.	Key Indicators - 3.5 Consultancy				
3.5.1	<p><b>Revenue generated from consultancy and corporate training during the year (INR in lakhs):</b></p> <table border="1" data-bbox="321 331 607 457"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>(INR in Lakhs)</td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.5.1)</p> <ul style="list-style-type: none"> <li>• Names of the consultants / corporate trainers</li> <li>• Name of the consultancy project / corporate training</li> <li>• Consulting/Sponsoring agency with contact details</li> <li>• Revenue generated (amount in lakhs of rupees)</li> <li>• Total revenue generated in lakhs of rupees</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>• Audited statements of accounts indicating the revenue generated through consultancy and corporate training (Page No. ....)</li> <li>• Any additional information (Page No. ....)</li> </ul>	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					
3.5.2	<p><b>Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year:</b></p> <table border="1" data-bbox="321 1129 782 1213"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>(INR in Lakhs)</td> <td></td> </tr> </table> <p>Information Requirement:</p> <ul style="list-style-type: none"> <li>• Facility developed and amount spent</li> <li>• Training programmes for teachers for undertaking consultancy</li> <li>• Training programme for clerical/project staff for supporting activities related to consultancy</li> <li>• Total expenditure on training teachers and staff for consultancy</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>• Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy (Page No. ....)</li> <li>• List of training programmes, teachers and staff trained for undertaking consultancy</li> <li>• List of facilities and staff available for undertaking consultancy</li> <li>• Any additional information (Page No. ....)</li> </ul>	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					

Metric No.	Key Indicators - 3.6 Extension Activities				
3.6.1	<p><i>Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year:</i></p> <p>Describe the impact of extension activities in sensitising students to social issues for their holistic development within a maximum of 200 words.</p>				
3.6.2	<p><i>Number of awards and recognition received by the Department, its teachers and students for extension activities from Government / Government-recognised bodies during the year:</i></p> <table border="1" data-bbox="321 579 607 667"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.6.2)</p> <ul style="list-style-type: none"> <li>● Name of the activity</li> <li>● Name of the award/ recognition</li> <li>● Name of the awarding agency</li> <li>● Recipient(s) of the award</li> <li>● Year of the award</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● e-copy of the award letters (<b>Page No. ....</b>)</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	Year		Number	
Year					
Number					
3.6.3	<p><i>Number of extension and outreach programmes conducted by the department through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs):</i></p> <table border="1" data-bbox="321 1335 607 1423"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.6.3)</p> <ul style="list-style-type: none"> <li>● Name and number of extension and outreach programmes</li> <li>● Name of the collaborating agency: Non-Government, industry, community with contact details</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Reports of the events organized (<b>Page No. ....</b>)</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	Year		Number	
Year					
Number					

<b>3.6.4</b>	<p><i>Number of students participating in extension activities listed in 3.6.3 during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="padding: 2px;"><b>Year</b></td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;"><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.6.4)</p> <ul style="list-style-type: none"> <li>● Name of the activity</li> <li>● Name of the scheme</li> <li>● Year and Duration</li> <li>● Number of students who participated in these activities</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Reports of the events (<b>Page No. ....</b>)</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

<b>Metric No.</b>	<b>Key Indicator - 3.7 Collaboration</b>				
<b>3.7.1</b>	<p><i>Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="padding: 2px;"><b>Year</b></td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;"><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 3.7.1)</p> <ul style="list-style-type: none"> <li>● Title of the collaborative activity</li> <li>● Name of the collaborating agency with contact details</li> <li>● Source of financial support</li> <li>● Nature of the activity</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Copies of documents highlighting collaboration (<b>Page No. ....</b>)</li> <li>● Any additional information (<b>Page No. ....</b>)</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

3.7.2

**Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered):**

<b>Year</b>	
<b>Number</b>	

Data Requirement: (As per Annexure 3.7.2)

- Organizations with which MoU have been signed
- Name of the institution/ industry/ corporate house
- Year of signing MoU
- Duration
- List of the activities under each MoU
- Number of students/teachers who participated in various activities

**Supporting documents:**

- e-copies of the MoUs with institution/ industry/ corporate house **(Page No. ....)**
- Any additional information **(Page No. ....)**

**Criterion IV – Infrastructure and Learning Resources**

Metric No.	Key Indicator - 4.1 Physical Facilities				
4.1.1	<p><i>The department has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.</i></p> <p>Describe the adequacy of facilities for teaching-learning as per the minimum requirement specified by statutory bodies (within a maximum of 200 words).</p>				
4.1.3	<p><i>Number of classrooms and seminar halls with ICT-enabled facilities:</i></p> <table border="1" data-bbox="318 573 605 659"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>Number</td> <td></td> </tr> </table> <p><b>Data Requirement:</b> (As per Annexure 4.1.3)</p> <ul style="list-style-type: none"> <li>● Number of classrooms with LCDs _____</li> <li>● Number of classrooms with Wi-Fi/LAN facilities _____</li> <li>● Number of smart classrooms and interactive boards _____</li> <li>● Number of classrooms with LMS facilities _____</li> <li>● Number of seminar halls with ICT facilities _____</li> </ul>	Year		Number	
Year					
Number					
4.1.4	<p><i>Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs):</i></p> <table border="1" data-bbox="318 1079 781 1165"> <tr> <td>Year</td> <td></td> </tr> <tr> <td>(INR in Lakhs)</td> <td></td> </tr> </table> <p><b>Data Requirement:</b> (As per Annexure 4.1.4)</p> <ul style="list-style-type: none"> <li>● Expenditure for infrastructure augmentation</li> <li>● Budget allocated for infrastructure augmentation</li> <li>● Year of allocation</li> <li>● Total expenditure excluding salary</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Copy of audited utilization statements (Page No. ....)</li> <li>● Any additional information (Page No. ....)</li> </ul>	Year		(INR in Lakhs)	
Year					
(INR in Lakhs)					

<b>4.1.5</b>	<p><b>(a) Number of adequate and well equipped laboratories, and technical manpower</b></p> <p><b>Data Requirement:</b> (As per Annexure 4.1.5)</p> <ul style="list-style-type: none"> <li>● Details of laboratories</li> <li>● Number of students per setup</li> <li>● Name of the Important equipment's</li> <li>● Weekly utilization status</li> <li>● Technical Manpower support</li> </ul> <p><b>(b) Does department have a separate project laboratory for UG/PG students (Yes/No)? .....</b></p>
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Metric No.	Key Indicator – 4.3 IT Infrastructure								
<b>4.3.2</b>	<p><b><i>Student - Computer ratio</i></b>                      Number of Students: Number of Computers</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number of Students</b></td> <td></td> </tr> <tr> <td><b>Number of Computers</b></td> <td></td> </tr> <tr> <td><b>Ratio</b></td> <td></td> </tr> </table>	<b>Year</b>		<b>Number of Students</b>		<b>Number of Computers</b>		<b>Ratio</b>	
<b>Year</b>									
<b>Number of Students</b>									
<b>Number of Computers</b>									
<b>Ratio</b>									

Metric No.	Key Indicator - 4.4 Maintenance of Department Infrastructure				
<b>4.4.1</b>	<p><b><i>Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs):</i></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Year</b></td> <td></td> </tr> <tr> <td><b>(INR in Lakhs)</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 4.4.1)</p> <ul style="list-style-type: none"> <li>● Non-salary expenditure incurred</li> <li>● Expenditure incurred on maintenance of department infrastructure</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Audited statements of accounts <b>(Page No. ....)</b></li> <li>● Provide any additional information <b>(Page No. ....)</b></li> </ul>	<b>Year</b>		<b>(INR in Lakhs)</b>	
<b>Year</b>					
<b>(INR in Lakhs)</b>					

### Criterion V - Student Support and Progression

Metric No.	Key Indicator - 5.1 Student Support				
5.1.1	<p><i>Number of students benefited by scholarships and freeships provided by the Government during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 5.1.1)</p> <ul style="list-style-type: none"> <li>● Name of the scheme</li> <li>● Number of beneficiaries</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Any additional information <b>(Page No. ....)</b></li> </ul>	Year		Number	
Year					
Number					
5.1.2	<p><i>Number of students benefited by scholarships and freeships provided by the institution and non-government agencies during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 5.1.2)</p> <ul style="list-style-type: none"> <li>● Name of the scheme with contact information</li> <li>● Number of beneficiaries</li> </ul>	Year		Number	
Year					
Number					



<p><b>5.1.3</b></p>	<p><b><i>The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities:</i></b></p> <ol style="list-style-type: none"> <li>1. Soft Skills</li> <li>2. Language and Communication Skills</li> <li>3. Life Skills (Yoga, Physical fitness, Health and Hygiene)</li> <li>4. Awareness of Trends in Technology</li> </ol> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>A. All of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol> <p>Data Requirements (As per Annexure 5.1.3):</p> <ul style="list-style-type: none"> <li>● Name of the Capacity Development and Skill Enhancement programme</li> <li>● Year of implementation</li> <li>● Number of students enrolled</li> <li>● Name of the agencies involved with contact details</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Details of capability development and schemes (Page No. ....)</li> <li>● Any additional information (Page No. ....)</li> </ul>				
<p><b>5.1.4</b></p>	<p><b><i>Number of students benefited from guidance/coaching for competitive examinations and career counselling offered by the institution during the year:</i></b></p> <table border="1" data-bbox="318 1167 607 1255"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 5.1.4)</p> <ul style="list-style-type: none"> <li>● Name of the scheme/programme</li> <li>● Number of students who passed in competitive exam(s)</li> <li>● Number of students placed</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<p><b>Metric No.</b></p>	<p align="center"><b>Key Indicator - 5.2 Student Progression</b></p>				
<p><b>5.2.1</b></p>	<p><b><i>Number of outgoing students who got placement during the year:</i></b></p> <table border="1" data-bbox="318 1640 607 1728"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 5.2.1)</p> <ul style="list-style-type: none"> <li>● Number of students placed</li> <li>● Name of the employer with contact details</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

	<p>Supporting documents:</p> <ul style="list-style-type: none"> <li>• Self-attested list of students placed (<b>Page No. ....</b>)</li> <li>• Any additional information (<b>Page No. ....</b>)</li> </ul>								
5.2.2	<p><b><i>Number of outgoing students progressing to higher education:</i></b></p> <table border="1" data-bbox="318 453 607 541"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 5.2.2)  Number of students progressing from  UG to PG:  PG to MPhil:  PG to PhD:  MPhil to PhD:  PhD to Postdoctoral Studies:</p> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>• Copy of supporting data for students/alumni (<b>Page No. ....</b>)</li> <li>• Any additional information (<b>Page No. ....</b>)</li> </ul>	<b>Year</b>		<b>Number</b>					
<b>Year</b>									
<b>Number</b>									
5.2.3	<p><b><i>Number of students qualifying in state/ national/ international level examinations during the year</i></b></p> <p>5.2.3.1: Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/GATE/GMAT/CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year:</p> <table border="1" data-bbox="318 1335 607 1423"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>5.2.3.2: Number of students who appeared in state/ national/ international examinations (e.g.: IIT-JAM/ NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) during the year:</p> <table border="1" data-bbox="318 1587 607 1675"> <tr> <td><b>Year</b></td> <td></td> </tr> <tr> <td><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 5.2.3)  Number of students who cleared</p> <ul style="list-style-type: none"> <li>• IIT-JAM</li> <li>• NET</li> <li>• SET</li> </ul>	<b>Year</b>		<b>Number</b>		<b>Year</b>		<b>Number</b>	
<b>Year</b>									
<b>Number</b>									
<b>Year</b>									
<b>Number</b>									

	<ul style="list-style-type: none"> <li>● JRF</li> <li>● GATE</li> <li>● GMAT</li> <li>● CAT</li> <li>● GRE</li> <li>● TOEFL</li> <li>● Civil Services</li> <li>● State Government examinations</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Supporting data for students/alumni (Page No. ....)</li> <li>● Any additional information (Page No. ....)</li> </ul>				
<b>Metric No.</b>	<b>Key Indicator - 5.3 Student Participation and Activities</b>				
<b>5.3.1</b>	<p><i>Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="padding: 2px;">Year</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Number</td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 5.3.1)</p> <ul style="list-style-type: none"> <li>● Name of the event</li> <li>● Inter-university / State / National/ International</li> <li>● Name of the award/ medal</li> </ul> <p><b>Supporting documents :</b></p> <ul style="list-style-type: none"> <li>● Copies of award letters and certificates (Page No. ....)</li> <li>● Any additional information (Page No. ....)</li> </ul>	Year		Number	
Year					
Number					
<b>5.3.2</b>	<p><i>Presence of an active Student Council/ Students Club and representation of students in academic and administrative bodies/committees of the department:</i></p> <p>Describe the Student Council's/Club activities and students' role in academic and administrative bodies/committees (within a maximum of 200 words)</p>				
<b>5.3.3</b>	<p><i>Publication of department newsletters, technical magazines, etc.</i></p> <p>(The Department shall list the publications mentioned earlier along with the names of the editors, publishers, etc.)</p>				
<b>5.3.4</b>	<p><i>Participation in inter-institute events by students of the program of study</i></p> <p>The Department shall provide a table indicating those publications, which received awards in the events/conferences organized by other institutes.</p>				

<b>Criterion VI – Governance, Leadership and Management</b>					
<b>Metric No.</b>	<b>Key Indicator - 6.3 Faculty Empowerment Strategies</b>				
<b>6.3.2</b>	<p><i>Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;"><b>Year</b></td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;"><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 6.3.2)</p> <ul style="list-style-type: none"> <li>● Name of the teacher</li> <li>● Name of conference/ workshop attended for which financial support was provided</li> <li>● Name of the professional body for which membership fee was provided</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>6.3.3</b>	<p><i>Number of professional development / administrative training programmes organized by the department for its teaching and non-teaching staff during the year:</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;"><b>Year</b></td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;"><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 6.3.3)</p> <ul style="list-style-type: none"> <li>● Title of the professional development programme organised for teaching staff</li> <li>● Title of the administrative training programme organised for non-teaching staff</li> <li>● Dates (from - to)</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>● Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centers). <b>(Page No. ....)</b></li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					
<b>6.3.4</b>	<p><i>Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year:</i> <i>(Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)</i></p> <table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;"><b>Year</b></td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;"><b>Number</b></td> <td></td> </tr> </table> <p>Data Requirement: (As per Annexure 6.3.4)</p> <ul style="list-style-type: none"> <li>● Number of teachers attended</li> <li>● Title of the programme</li> <li>● Duration (from - to)</li> </ul>	<b>Year</b>		<b>Number</b>	
<b>Year</b>					
<b>Number</b>					

Metric No.	Key Indicator – 6.4 Financial Management and Resource Mobilization				
6.4.2	<p><i>Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs:</i></p> <table border="1" data-bbox="321 415 605 499"> <tr> <td data-bbox="321 415 451 457">Year</td> <td data-bbox="451 415 605 457"></td> </tr> <tr> <td data-bbox="321 457 451 499">Number</td> <td data-bbox="451 457 605 499"></td> </tr> </table> <p>Data Requirement: (As per Annexure 6.4.2)</p> <ul style="list-style-type: none"> <li>• Name of the non-government funding agencies/ individuals/ philanthropists</li> <li>• Funds/ Grants received</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>• Annual statements of accounts (Page No. ....)</li> <li>• Any additional information (Page No. ....)</li> </ul>	Year		Number	
Year					
Number					
Metric No.	Key Indicator - 6.5 Internal Quality Assurance System				
6.5.1	<p><i>Department Program Assurance and Quality Improvement Committee (DPAQIC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality:</i></p> <p>Describe two practices that have been institutionalized as a result of DPAQIC initiatives (within a maximum of 200 words).</p>				
6.5.2	<p><i>The department reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its DPAQIC as per norms:</i></p> <p>Describe any two examples of departmental reviews and implementation of teaching-learning reforms facilitated by the DPAQIC (within a maximum of 200 words each).</p>				
6.5.3	<p><i>Quality assurance initiatives of the department include:</i></p> <ol style="list-style-type: none"> <li>1. Regular meeting of the DPAQIC</li> <li>2. Feedback collected, analysed and used for improvement of the department</li> <li>3. Collaborative quality initiatives with other institution(s)/organization(s)</li> </ol> <p><b>Options:</b></p> <p>1 <input type="checkbox"/>    2 <input type="checkbox"/>    3 <input type="checkbox"/></p> <p><b>Supporting documents:</b> (As per Annexure 6.5.3)</p> <ul style="list-style-type: none"> <li>• Annual/Six-monthly reports of the DPAQIC (Page No. ....)</li> <li>• Copies of accreditations and certification (Page No. ....)</li> <li>• Any additional information (Page No. ....)</li> </ul>				

**Plan of action for the next semester (in 100 words)**

Name \_\_\_\_\_

Name \_\_\_\_\_

*Signature of the Chairperson, DPAQIC*

\_\_\_\_\_\*\*\*\_\_\_\_\_

**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 Institution
SAP	-	Special Assistance Programme
SF	-	Self-Financing
SLET	-	State Level Eligibility Test
SET	-	State Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

**Glossary:** All the terms provided in the glossary and used in the AAAR shall be read in conjunction with the respective manuals.

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