

# Standard Operating Procedure for Data Validation and Verification

## (Sanskrit Institutions/HEIs - Dual Mode)

### A: General Guidelines for HEIs:

- ☐ The NAAC HEI Portal supports only 5MB data for each metric. If the attachments exceed 5MB, the HEI should host the supporting documents on the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification response.
- ☐ Data/supporting documents should not be provided on Google Drive, Microsoft one drive, Amazon Cloud or any third- party websites. Any such uploads will not be considered for the data validation and verification process.
- ☐ While providing the links of the HEI's website where the supporting documents are hosted, the institution should provide the link in the HEI's clarification box. While providing the links in the running text, to enable the hyperlink, press "Enter Key", then paste the link, and again press, "Enter Key". Provide the relevant supporting documents as per the SOP during the SSR submission to facilitate speedy DVV clarification process.
- ☐ It is mandatory to fill the templates in the specific formats provided by NAAC. The HEI is not supposed to alter the template format in which the data is sought. The documents uploaded should be clearly readable for the claims made.
- ☐ It is mandatory to respond to all clarifications raised by the DVV for the items in the extended profile and metrics, within the stipulated time.
- ☐ Whenever the data is voluminous, the DVV Partner will seek for details from selected sample documents for validation. Before submitting the clarification responses to the DVV, the institution should report to NAAC.
- ☐ HEI should ascertain that all documents sought by the DVV Partner are uploaded before submitting the clarification responses.
- ☐ Once the data is uploaded and the links are submitted to the NAAC, changes/ additions are not permissible and such changes in the documents (if any) will be tracked and viewed seriously, which may lead to actions against the HEI. While providing links, the institution should ensure that links are operational.
- ☐ The institution should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links do not work during the DVV validation/clarification stage, the decision of NAAC will be final.
- ☐ Content of the supporting documents in regional languages should be translated to

English and should be duly signed by the Head of the Institution. The translated copy should be uploaded along with the original regional language document.

- ☐ All supporting documents submitted along with the SSR and additional documents submitted during the DVV clarification process should be duly endorsed by the competent authority.
- ☐ Note: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letterhead in the documents for proof of evidence shall not be acceptable.

## B: Guidelines for specific operations:

**Geo-tagging:** Kindly follow the following

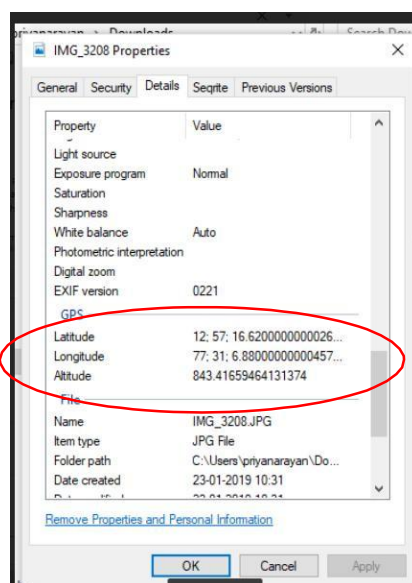
steps to obtain a Geo-tagged photo: (1)

While setting your digital camera, set the location on.

(2) If you are taking photos using a smart phone, then set the location on.

(3) Take pictures only after setting the „location on“ mode.

(4) Download the pictures on to a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see a picture as shown below, the value entries for latitude and longitude will determine the location where the photo is taken.



- ☐ It is possible that both, the Extended Profile and some Quantitative Metrics (QnM) seek responses that require similar data/documents. In such cases, it is adequate to present data/documents in the Extended Profile. That is, if the data/documents sought are given in response to the Extended Profile they need not be repeated under those specific Quantitative Metrics (QnM) of the SSR.
- ☐ Whenever both Extended Profile and some Quantitative Metrics (QnM) seek similar responses, make sure that data/documents are provided for those Quantitative Metrics (QnM) which match with the corresponding data/documents given in the Extended Profile.
- ☐ Any other clarifications may be sought from the NAAC, by the HEIs
- ☐ Programme: A range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree / PG Degree / PG Diploma. All possible formal Degree Programmes are defined/identified by the UGC. Examples: BA (Shastri), M.A (Acharya), B.Ed (Shiksha-Shastri), M.Ed (Shiksha-Acharya) etc.,
- Course: A course is a paper/subject with specified number of credits/hours in a formal program. A practical related course having separate credits and examined separately is to be considered as a course.
- ☐ Gender Equity: Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations, and opportunities.

## 9. Standard Operating Procedure for Data Validation and Verification Sanskrit Institutions/HEIs–Dual Mode

### Extended Profile of the Sanskrit Institutions/HEIs – Dual Mode (Extend Profile)

#### STANDARD OPERATING PROCEDURE (SOP)

Metric	Metric Details	Documents Required for	Specific Instructions to HEIs	Not to be Included /Considered
1.1	Total Expenditure excluding salary, year-wise during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> <li>☐ Audited Statement of Income and Expenditure duly certified by the Finance officer and Chartered Accountant in case of Private University / Deemed to be University to be provided highlighting the salary component.</li> <li>☐ Also provide a statement showing the total expenditure excluding the salary component for each of the years as certified by the Finance Officer.</li> </ul>		<ul style="list-style-type: none"> <li>☐ Claims made without audited Income Expenditure statements not to be considered</li> </ul>
2.1	Number of students year- wise during the last five years	<ul style="list-style-type: none"> <li>☐ Provide appropriate document duly certified by the competent authorities</li> <li>☐ List of students year- wise.</li> <li>☐ List showing the number of students on roll in each of the programs for the latest completed academic year.</li> </ul>	<ul style="list-style-type: none"> <li>☐ Include the total number of students on rolls across all the programs (consider 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> years etc., of each program) for all the assessment years.</li> <li>☐ Consider only the students on rolls during the odd semesters if the program is offered under the semester scheme.</li> </ul>	<ul style="list-style-type: none"> <li>☐ If a program is offered under the semester scheme, do not add the number of students of both odd and even semesters, because what is required is that of one batch.</li> </ul>

2.2	Number of outgoing/ final year students year- wise during the last five years	<p>Provide authenticated document showing the number of outgoing/final year students in all programs in the final year of study in each year</p> <p>Provide the data separately for each program year-wise</p>	<p>Include all students eligible for registration for the final examinations.</p> <p>During the DVV process, the HEI may be asked to provide the list of final year students of specific programs as identified by the DVV partner.</p>	
3.1	Number of full time teachers year-wise during the last five years	<p>Provide the list of all full time teachers indicating the name of the department during the last five years year-wise, and as authenticated by the Registrar(Academic)</p>	<p>A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year</p>	<p>A teacher employed only for a part of a year is not to be considered</p> <p>Inclusion of part-time / Ad- hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teachers</p>
3.2	Number of full time teachers during the last five years (Without repeat count): _____	<p>Provide the list of all full time teachers (without repeat count) indicating the name of the department during the last five years, and as authenticated by the Registrar (Academic)</p>	<p>A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year</p>	<p>A teacher employed only for a part of a year is not to be considered</p> <p>Inclusion of part-time / Ad- hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teachers</p>

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**(Sanskrit Institutions/HEIs)-Dual Mode**

Sl. No.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	1.1.2 Percentage of programmes where syllabus revision was carried out during the last five years	<ul style="list-style-type: none"> <li>□ List of programs where syllabus revision has been carried out during the last five years signed by the Registrar.</li> <li>□ Approved Minutes of relevant Academic Council/BOS meetings highlighting the specific agenda item regarding the metric from the competent authority, year wise</li> </ul>	<ul style="list-style-type: none"> <li>□ Change of scheme is considered as “change of syllabus”. Minor change in content of a course / introduction of electives or renaming the course cannot be considered as “change of syllabus”</li> <li>□ If the number of courses in which content is changed in a given programme to the extent of 20 % or more of the total number of courses of the program then it should be considered as “change in syllabus”</li> <li>□ If the syllabus is changed more than once in a program during the assessment period then it should be counted as one change.</li> <li>□ If a course in the programme is revised three times during last five years, it should be counted only once. Eg. If Acharya (MA) in Sahitya is revised three times during last five years it should be counted once.</li> </ul>	<ul style="list-style-type: none"> <li>□ Renaming/ minor changes in the course content cannot be considered</li> </ul>

2.	1.1.3 Percentage of courses having focus on indepth-shastric learning/ creative writing/ employability/ entrepreneurship/ skill development/ Interdisciplinary/ 64 Kalas/ Indigenous Knowledge base with modern application during the last five years	<input type="checkbox"/> Syllabus copy of the courses highlighting the focus on employability / entrepreneurship/ skill development Interdisciplinary/ 64 Kalas/ Indigenous Knowledge along with their course outcomes <input type="checkbox"/> Provide mapping of the courses to employability / entrepreneurship	<input type="checkbox"/> Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAMME <input type="checkbox"/> Eg. Acharya (MA) in Vyakarana has some number of <b>paper/ courses</b> completing which the candidates attain the degree (C-1 Mahabhashyam, C-2 – Siddantakaumudi etc.,)	<input type="checkbox"/> The courses which are not directly leading to employability /entrepreneurship / skill development cannot be considered
3.	1.1.5 Electronic media and other digital components in the curriculum offered by DDE- Percentage of the Courses on offer by DDE that have incorporated electronic/digital media and other digital components in their curriculum delivery during the last five years	<input type="checkbox"/> Syllabus copies/Programme Guides of programmes incorporating electronic media and other digital components in their curriculum. <ul style="list-style-type: none"> <li>Minutes of the Boards of Studies/ School Boards/ Academic Council meetings for approvals of these Programmes.</li> <li>List of Programmes incorporating electronic media and other digital components offered year wise over the last five years.</li> </ul>	<input type="checkbox"/> In case of Data being large, the DVV may seek for documents of random selected Programmes/ courses during DVV clarification	<input type="checkbox"/> <input type="checkbox"/>

4.	1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented (Latest Completed academic year)	<p>☐ List of programmes in which CBCS/Elective course system implemented in the last completed academic year certified by the Registrar.</p> <p>☐ Minutes of relevant Academic Council/BOS meetings highlighting the relevant documents to this metric.</p> <p>☐ University letter stating implementation of CBCS by the institution</p> <p>☐ Structure of the programme clearly indicating courses, credits/Electives as approved by the competent board.</p> <p>☐ Provide year-wise list of ALL programmes that have been operational during the last five years.</p> <p>☐ Brochure/Prospectus mentioning program offered during last five years.</p> <p>☐ List of Programs (year wise) should be specified on the letter head of</p>	<p>Either CBCS or ECS elective or both can be considered</p> <ul style="list-style-type: none"> <li>• If CBCS, course structure along with credit details to be given.</li> <li>• If elective, list of electives offered for the program to be given</li> <li>• If both are adopted, CBCS details alone is sufficient.</li> <li>• M. Phil. / Ph.D. programs should be entered as one program each irrespective of number of departments/ centers offering it.</li> </ul> <p>☐ Refer to the Glossary of the manual to understand the terminologies: COURSE, PROGRAM</p> <p>☐ Program list as approved by Registrar (Acad) / Competent Authority to be provided.</p> <p>☐ Programs to be considered are UG, PG, PG diploma, Post Masters like DM, MCh etc</p>	<p>☐ Short term programs which do not lead to a degree are not to be included</p> <p>☐ Courses under each program not to be included here.</p> <p>☐ Diploma programs other than PG Diplomas not to be included</p>
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		HEI with signature of Head of the Institution.		
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5.	1.3.2 Number of value-added courses imparting transferable and life skills offered during the last five years	<ul style="list-style-type: none"> <li>□ List of value added courses which are optional and offered outside the curriculum of the programs signed by appropriate authority.</li> <li>□ Brochure and Course content or syllabus along with course outcome of Value added courses offered.</li> </ul>	<ul style="list-style-type: none"> <li>□ Courses of varying durations (at least 30 contact hours), that are optional, and offered outside the curriculum that adds value to the holistic development of the students</li> <li>□ Names of the value added courses with 30 or more contact hours</li> <li>□ No. of times offered during the same year (Eg. Yoga, Therapy, Temple Culture, Temple Management, Web Technology, Archakatva – Paurohitya, Vastu, Jyotisha etc.</li> </ul>	<ul style="list-style-type: none"> <li>□ Avoid online courses opted by student not offered by the institution</li> <li>□ Value added courses that are not offered by the institutions will not be considered</li> </ul>
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6.	1.3.3 Percentage of students enrolled in the courses under 1.3.2	<ul style="list-style-type: none"> <li>List of enrolled students in such courses year wise</li> </ul>	<ul style="list-style-type: none"> <li>The DVV partner may ask for certificates of randomly selected students enrolled in such courses and attendance sheets of selected courses.</li> <li>Certificates given to the few selected students enrolled in such courses will be listed out by DVV and asked for during DVV process with specific student list. (Eg. Yoga, Therapy, Temple Culture Certificates with no contact hours to be mentioned)</li> </ul>	
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7.	1.3.4 Percentage of students undertaking field projects/ internship/ training programme/ summer assignment etc. (Latest completed academic year data)	<p>□ List of students undertaking the field projects /research projects/ internship program-wise in the last completed academic year along with the details of title, place of work etc.</p> <p>□ Internship/research projects completion certificate from the organization where internship was completed along with the duration. (Internship Completion Certificates like Yoga, Shiksha Shastri Internship, Temple Culture, Temple Management, Web Technology etc. )</p> <p>□ Report of the field visit / sample photographs of the field visit / permission letter from the competent authority will be</p>	<p>□ Only latest completed Academic Year data to be considered.</p> <p>□ One student involved in multiple field works and/or research projects and/or internship should be counted as one.</p> <p>□ Internship/research project completion certificate given to the students by the host organization will be asked during DVV process with specific student list.</p> <p>□ In case of field visit, mentioning objectives and outcomes of field visit along with field visit report.</p>	□ Mere list of students cannot be considered without relevant supporting documents
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8.	<p>1.4.1 Structured feedback received from</p> <ol style="list-style-type: none"> <li>1) Students</li> <li>2) Teachers</li> <li>3) Employers</li> <li>4) Alumni</li> </ol> <p>for design and review of syllabus Semester wise /year-wise Options:</p> <ol style="list-style-type: none"> <li>A. Any 4 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>	<ul style="list-style-type: none"> <li>□ Sample Filled in feedback forms from the stakeholders to be provided.</li> <li>□ The feedback claimed for last five years need to be upload in Institution website, link may be provided.</li> </ul>	<ul style="list-style-type: none"> <li>□ The feedback concerned with curriculum development only can be considered</li> <li>□ Only filled-in feedback report will be considered</li> <li>□ In case of selecting Option A, B, C or D, provide three filled forms from each category</li> </ul>	<ul style="list-style-type: none"> <li>□ Feedback not related to design and review of syllabus will not be considered</li> </ul>
9.	<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <ol style="list-style-type: none"> <li>A. Feedback collected, analysed, action taken and available on website</li> <li>B. Feedback collected, analysed and action taken</li> <li>C. Feedback collected and analysed</li> <li>D. Feedback collected</li> <li>E. Feedback not collected</li> </ol>	<ul style="list-style-type: none"> <li>□ Stakeholder feedback analysis report signed by the competent authority to be provided.</li> <li>□ Department wise Action taken Report on feedback signed by respective Chairman BOS and the Registrar.</li> <li>□ Stakeholder feedback report.</li> <li>□ Action taken report of the Institution on feedback report given as Minutes by the Governing Council,</li> </ul>	<ul style="list-style-type: none"> <li>□ (For Ex: In case of option B, only those links which leads directly to the concerned web page hosting Action taken report will be considered)</li> <li>□ Feedback reports should be hosted only in the institutional website.</li> <li>□ Feedback obtained from different stakeholders in Sanskrit version shall be provided.</li> <li>□ Provide links which directly lead to reports on the items listed in the chosen option</li> </ul>	<ul style="list-style-type: none"> <li>□ Feedback not related to design and review of syllabus will not be considered</li> </ul>

10	2.1.1 Average variation in enrolment of learners in the DDE during the last five years	<input type="checkbox"/> Number of learners enrolled for each Programmes at DDE, year wise for last five years authenticated by the Registrar of the University and Director of DDE.	<input type="checkbox"/> The enrolment data of learners at DDE to be authenticated by the Registrar and Director of DDE.	
11.	2.1.2 Demand Ratio	<input type="checkbox"/> List containing the number of applications received for each of the programs as authenticated by competent authority. <ul style="list-style-type: none"> <li>• Document relating to sanction of intake as approved by</li> </ul>	<input type="checkbox"/> During the DVV process, verification of the data for any selected program may be sought. <input type="checkbox"/> Documents relating to sanction of intake from concerned regulatory body if applicable	

12.	2.1.3 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, EWS etc.) as per applicable reservation policy during the last five years	<ul style="list-style-type: none"> <li>□ Copy of letter issued by state govt. or Central Government Indicating the reserved categories (<b>SC, ST, OBC, Divyangjan, EWS etc.</b>) to be considered as per the state rule (Translated copy in English to be provided as applicable)</li> <li>□ Final admission list indicating the category as published by the HEI and signed by competent authority.</li> <li>□ Admission extract submitted to the state OBC, SC, ST, Divyangjan and EWS cell every year.</li> <li>□ Initial reservation of</li> </ul>	<ul style="list-style-type: none"> <li>□ Include only those reserved categories as specified by State/Central Government orders for admission.</li> <li>□ Only those seats filled against the quota should be counted here.</li> </ul>	<ul style="list-style-type: none"> <li>□ Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.</li> </ul>
13.	2.3.3 Ratio of students mentored for academic and other related issues (Data to be provided only for the latest completed academic year)	<ul style="list-style-type: none"> <li>□ Copy of circular pertaining the details of mentor and their allotted mentees</li> <li>□ Approved Mentor list as announced by the HEI</li> <li>□ In addition, issues raised and resolved in the mentor system have to be attached mentor-wise</li> </ul>	<ul style="list-style-type: none"> <li>□ Only full-time teachers can be considered as mentors.</li> <li>□ In case of large data, the DVV will seek the relevant documents for specific list of mentors/mentees during DVV clarification.</li> </ul>	<ul style="list-style-type: none"> <li>□ Mere list of names of mentors and mentees will not suffice for this metric.</li> </ul>

14.	2.3.4 Availability of digitized SLMs for the learners - Percentage of programs offered by DDE having access to online SLMs	<input type="checkbox"/> Link to Digital repository of SLMs in the DDE <input type="checkbox"/> LMS/e-content app / e-SLMs/ e- Modules etc <input type="checkbox"/> Minutes of meeting specifying the digitized SLMs for the learners of courses from the Competent authority	<input type="checkbox"/> Link to digital repository <input type="checkbox"/> DVV will verify the links provided randomly	<input type="checkbox"/> Will not be considered if the link is not provided for the courses.
15.	2.4.2 Percentage of full time teachers with Ph.D/ D.Lit. during the last five years	<input type="checkbox"/> List of faculties having Ph.D./ D’Lit along with particulars of degree awarding university, subject and the year of award	<input type="checkbox"/> Provide list of full-time teachers with Ph.D/ D’Lit year- wise irrespective of the year of award. <input type="checkbox"/> Ph.D/ D’Lit certificates of selected faculty will be asked during DVV clarification stage.	<input checked="" type="checkbox"/> Honorary Doctorate Degrees are not to be included/considered
16.	2.4.3 Average teaching experience of full time teachers in the same institution (Data to be provided only for the latest completed academic year, in number of years)	<input type="checkbox"/> List of faculties along with particulars of the date of Appointment in the HEI and years of his previous experience.	<input type="checkbox"/> Experience certificate/ appointment order of selected faculty will be asked during DVV clarification stage if the data is large.	<input type="checkbox"/> Work experience of the teacher in other institutions not to be considered in this metric



17.	2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government recognised bodies during the last five years	<ul style="list-style-type: none"> <li>□ e-Copies of award letters (scanned or soft copy) for achievements</li> </ul>	<ul style="list-style-type: none"> <li>□ Only State, National and International level awards, recognition, fellowships from Government /Govt. recognised bodies should be considered.</li> <li>□ The date of award should fall within the assessment period</li> <li>□ One Full-time teacher to be counted once during the assessment period irrespective of number of awards or recognition</li> </ul>	<ul style="list-style-type: none"> <li>□ Award that are local in nature cannot be considered. (For Ex: Avoid awards from urban local bodies/ Panchayat etc.)</li> <li>□ Intra and inter university / institution awards to be avoided</li> <li>□ Participation / presentation certificates – during paper presentation etc need to be avoided.</li> <li>□ Awards given by the individuals are not be considered.</li> </ul>
18.	2.4.5 Full-time teachers and other academics in positions – Percentage of the sanctioned posts occupied by full-time teachers and other academics in DDE respectively during the last five years	<ul style="list-style-type: none"> <li>□ Details of full time teachers and other academics As per Data Template.</li> <li>□ List of the faculty members authenticated by the Registrar of the University</li> <li>□ Position sanction letters/ notification issued by competent authority (Governing Council / Board of Management)</li> </ul>	<ul style="list-style-type: none"> <li>□ The appointment letter of selected faculty will be sought during clarification stage by DVV, if the data is large</li> </ul>	

19.	2.5.1 Average number of days from the date of last semester-end/ year-end examination till the declaration of results during the last five years	<ul style="list-style-type: none"> <li>□ Reports from Controller of Examination (COE) mentioning the name of the program, end date of the examination and date of announcement of the results along with the number of days elapsed, for all the programs for each year of the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>□ Documentary evidence of academic sessions / academic year planner signed by competent authority</li> <li>□ In case of semester system, take the average of days of two semesters in a year.</li> </ul>	
20.	2.5.2 Percentage of students who made complaints/grievances about evaluation against total number appeared in the examinations during the last five years	<ul style="list-style-type: none"> <li>□ Minutes of the grievance cell / relevant body.</li> <li>□ List the number of students who have applied for revaluation / re-totalling program wise and the total certified Controller of Examinations year- wise for the assessment period.</li> <li>□ Provide authenticated documents showing the number of students who have appeared for the University Examinations of each year</li> </ul>	<ul style="list-style-type: none"> <li>□ One student to be counted only once in a year irrespective of the number of papers /courses for which he/she has applied.</li> <li>□ If the program is under the semester scheme, consider students appearing for the even semester examinations for all the programs (consider 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> years etc., of each program) for all the five years.</li> </ul>	<ul style="list-style-type: none"> <li>□ Provide authenticated documents showing the number of students who have appeared for the University Examinations of each year</li> </ul>

21.	<p>2.5.4 Status of automation of Examination division along with approved Examination Manual</p> <p>A. 100% automation of entire division &amp; implementation of Examination Management System (EMS)</p> <p>B. Only student registration, Hall ticket issue &amp; Result Processing</p> <p>C. Only student registration and result processing</p> <p>D. Only result processing</p> <p>E. Only manual methodology</p>	<p>☐ The report on automation of examination division including screenshots of various modules of the software.</p> <p>☐ Copies of the purchase order and bills/AMC of the software.</p> <p>☐ If the EMS relevant contract and copies of bills of payment to be provided.</p>	<p>☐ The screenshot should reflect the HEI name and the name of the module.</p> <p>☐ Bills/AMC should be in the name of the HEI.</p> <p>☐ Evidence of automation through software screen shots, any other documents Annual reports of examination including the present status of automation</p>	<p>☐ Bills/AMC/Software etc in the name of the Trust/Society not to be considered.</p>
22.	<p>2.6.3 Pass percentage of students (<i>Data for the latest completed academic year</i>)</p>	<p>☐ Annual report of COE highlighting pass percentage of students</p> <p>☐ Certified report from Controller Examination indicating pass percentage of students of the final year (final semester) eligible for the degree programme-wise / year wise</p>	<p>☐ Only final year (latest completed academic year) student data will be considered.</p>	<p>☐ Results pertaining to students other than the final year are not to be submitted.</p>

23.	3.1.2 The institution provides seed money for in-depth Shastric training/inter-disciplinary training to its teachers for research during the last five years (average of five years; INR in Lakhs)	<ul style="list-style-type: none"> <li>□ List of faculty who have been awarded seed money for research along with the title of the project, duration and amount year-wise.</li> <li>□ Sanction letters of award of seed money to the teachers is mandatory.</li> <li>□ Audited Income-Expenditure statement highlighting the relevant expenditure signed by the Finance Officer indicating seed money provided</li> </ul>	<ul style="list-style-type: none"> <li>□ In case of large data, the DVV will ask for valid document for specific list of teachers</li> <li>□ Only formal research project seed money will be considered</li> </ul>	<ul style="list-style-type: none"> <li>□ Grants for other than research projects need to be avoided</li> <li>□ Sponsorship to conferences / seminars etc. to be avoided.</li> <li>□ Grants received from outside agencies for research not to be included</li> </ul>
24.	3.1.3 Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years	<ul style="list-style-type: none"> <li>□ E-copies of the fellowship letters of the teachers.</li> <li>□ List of teachers who have received the fellowship along with the nature of fellowship by the respective agency etc.</li> </ul>	<ul style="list-style-type: none"> <li>□ Documents for all fellowship are compulsory</li> </ul>	<ul style="list-style-type: none"> <li>□ Fellowship without any financial support are not to be included (E.g: Best Teacher Award, Certificate of Appreciation).</li> </ul>

25.	3.1.4 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the Institution during the last five years	<p>□ List of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows along with the details of the funding agency to be provided.</p> <p>□ e-copies letters is mandatory</p>		<p>□ Research fellowships to the teachers/ students/ research assistants etc given by the HEI not to be considered</p>
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26.	<p>3.1.5 Institution has the following facilities</p> <ol style="list-style-type: none"> <li>1. Central Instrumentation Centre/ Language Laboratory</li> <li>ComputerLab/ICT Lab</li> <li>2. Museum</li> <li>3. Studios/ Recording Studio for Audio-Video/e-P.G.Pathashala Facilities</li> <li>4. Research/ Statistical Databases</li> <li>5. Manuscript Resource Centre (MRC)</li> <li>6. Manuscript Conservation Centre (MCC)</li> <li>7. Yoga Training Centre</li> <li>8. Yoga Therapy Centre with modern equipments</li> <li>9. Observatory/ Yajhashala</li> <li>10. Psychology Laboratory</li> <li>11. Any other facility to support research</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. Any four or more the above</li> <li>B. Any three of the above</li> <li>C. Any two of the above</li> <li>D. Any one of the above</li> <li>E. None of the above</li> </ol>	<p>☐ Videos and geotagged photographs of each of the facilities available in the HEI.</p> <p>☐ Details of the structures of each of the facilities available in the HEI.</p> <p>☐ Copy of subscription letter for database is essential for Option 4 (Research/Statistical Databases).</p>		<p>☐ Mere claimin g of facility without sufficient supporting documents will not be considered.</p>
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27.	3.1.6 Percentage of departments with UGC-SAP, CAS, funding from DST/ ICSSR/ ICPR, Shastra-chudamani Scheme, Ashtadashi Scheme and other similar recognitions by government agency (Data for the latest completed academic year)	<ul style="list-style-type: none"> <li>□ e-copies of recognition of departments /grant award letters from central / state government agencies and other recognitions by national and international agencies .</li> </ul>	<ul style="list-style-type: none"> <li>□ This is a current year metrics. Hence the running grant should be valid for latest completed academic year.</li> <li>• This metric refers to the recognition of the departments and not individuals.</li> </ul>	<ul style="list-style-type: none"> <li>□ Grants given by their own trust / sister institutions not to be included.</li> <li>□ Projects sanctioned to individual researchers / teachers etc not to be included.</li> </ul>
28.	3.2.1 Grants for research projects sponsored by non-government sources such as industry, corporate houses, other allied organizations, national/international bodies, endowments, chairs in the institution during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> <li>□ List of grants for research projects received during the last five years along with the nature of award, the awarding agency and the amount.</li> <li>□ E-copies of the letters of award for research projects sponsored by non-Government sources</li> </ul>	<ul style="list-style-type: none"> <li>□ Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from non-government organisations. The duration of the grant period should align with the assessment period.</li> </ul>	<ul style="list-style-type: none"> <li>□ Grants given by their own trust/ sister institutions not to be included.</li> <li>□ Grants in the form of Equipments / software / skill development centres will not be considered</li> </ul>

29.	3.2.2 Grants for research projects sponsored by the government sources like UGC, Central Sanskrit University (Formerly Rashtriya Sanskrit Sansthan), IGNC, NMM, Sanskrit Academies, ICPR, DST, ICHR etc. during the last Five years (INR in Lakhs)	<ul style="list-style-type: none"> <li>List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc.</li> <li>E-copies of the grant award letters for research projects sponsored by government agencies</li> </ul>	<ul style="list-style-type: none"> <li>Sanction letter of grants by the funding agency is mandatory to support the claim.</li> <li>The duration of the grant period should align with the assessment period.</li> </ul>	Grants in the form of Equipments/ software/ Skill development centres will not be considered
30.	3.2.3 Number of research projects per teacher funded by government and non-government agencies during the last five years	<ul style="list-style-type: none"> <li>Details of research projects and funding details as per the data template</li> <li>Copy of the letter indicating sanction of research project and The name of the faculty funded by</li> </ul>	<ul style="list-style-type: none"> <li>This metric is about the number of projects, hence the number of projects in 3.2.1 and 3.2.2 put together should match with 3.2.3</li> </ul>	Non-government agency does not include own institution / trust / sister institutions
31.	3.3.2 Number of awards/ recognitions received for research/ innovations won by the institution/ teachers/ research scholars/ students during the last five years	<ul style="list-style-type: none"> <li>e-copies of award letters issued by the awarding agency.</li> </ul>	<ul style="list-style-type: none"> <li>Awards for research/innovation received by the institution/ teachers/research scholars/students to be considered here.</li> <li>The claims without certificate or award letter will not be considered</li> </ul>	<ul style="list-style-type: none"> <li>Participation / presentation certificates in workshops / conferences etc not to be included.</li> <li>Awards claimed in 2.4.4 not to be claimed here.</li> <li>Patents not to be included</li> </ul>



32.	3.3.3 Workshops/ seminars conducted on innovative practices at DDE	<input type="checkbox"/> List of workshops/ seminars conducted year wise over the last five years certified by the Head of concerned Department <input type="checkbox"/> Report of the event/ link to the material developed	<input type="checkbox"/> Only activities mentioned in the criteria or related ones <input type="checkbox"/> DVV may seek for certificates/ list of participants at random.	<input type="checkbox"/> Workshops/ seminars other than mentioned on DDE on ODL practices will not be considered.
33.	3.4.1 The institution ensures implementation of its stated Code of Ethics for research	<input type="checkbox"/> Web link of the approved code of Ethics <input type="checkbox"/> Code of ethics appropriate board of the university <ul style="list-style-type: none"> <li>• Constitution of research advisory committee and its proceedings as approved by the appropriate body.</li> <li>• Bills of purchase of licensed plagiarism check software in the name of the HEI.</li> </ul>	<input type="checkbox"/> Provide web link on the institutional website which should lead to the landing page where Code of Ethics for research is hosted. <input type="checkbox"/> Report of research content checked through licensed plagiarism check software.	<input type="checkbox"/> If the link leads only to the home page, the claim will not be considered.

34.	<p>3.4.2 The institution provides incentives to teachers who receive state, national and international recognitions/awards</p> <ol style="list-style-type: none"> <li>1. Commendation and monetary incentive at a Institution function</li> <li>2. Commendation and medal at a Institution function</li> <li>3. Certificate of honor</li> <li>4. Announcement in the Newsletter / website</li> </ol> <p>Options:  A. All of the above  B. Any 3 of the above  C. Any 2 of the above  D. Any 1 of the above  E. None of the above</p>	<ul style="list-style-type: none"> <li>List of beneficiaries among faculty along with nature of incentives received by each.</li> <li>Policy document detailing scheme of incentives as approved by the appropriate body.</li> <li>e-copies of the letters of incentives granted by the university to the beneficiary.</li> </ul>	<ul style="list-style-type: none"> <li>Ranges from Study leave to monetary and promotional benefits</li> <li>If the data is large, details of incentives given to selected faculty will be asked during DVV clarification process</li> </ul>	
35.	<p>3.4.4 Number of Ph.Ds awarded per teacher during the last five years</p>	<ul style="list-style-type: none"> <li>Ph.D Award letters to students.</li> <li>Letter from the university indicating name of the Ph.D student with title of the doctoral study and the name of the Guide.</li> <li>Co-guides are also considered</li> <li>Ph.Ds awarded by other university/ institutions are also considered</li> </ul>	<ul style="list-style-type: none"> <li>Ph.Ds awarded (not ongoing) under every eligible research guide working as faculty in the institution should be considered, during the assessment period.</li> <li>If the data is large, details of guide ship letter/award details for selected faculty will be asked during DVV clarification process</li> </ul>	

36.	3.4.5 Number of research papers per teacher in the Journals notified on UGC website/ recognised peer reviewed journals/ reputed journals published by Sanskrit/ General Universities/ Departments/ Research Institutes and notified journals by the Central Sanskrit University (Formerly Rashtriya Sanskrit Sansthan) in its website and in the Conference Proceedings	<ul style="list-style-type: none"> <li>☐ The HEI should provide the link landing to the paper/article.</li> <li>☐ The HEI should provide the link to the journal website.</li> <li>☐ The HEI should provide screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year and authors name if the links and DOI number are not available.</li> <li>•The HEI should indicate in the data template against each paper about the</li> </ul>	<ul style="list-style-type: none"> <li>☐ Publication of the authors with Institution affiliation will be considered for assessment years only.</li> </ul>	<ul style="list-style-type: none"> <li>☐ Incomplete entries will not be considered</li> <li>☐ If details given are not complete with the UGC link, the respective publication will not be considered</li> </ul>
37.	3.4.6 Number of books /Monographs edited in Sanskrit and Other Languages (excluding awarded works) per teacher during the last five years.	<ul style="list-style-type: none"> <li>☐ e-copy of the Cover page, content page and first page of the selected publication.</li> <li>☐ Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication</li> </ul>	<ul style="list-style-type: none"> <li>☐ Books with ISBN number only will be considered</li> <li>☐ The details of selected publications will be sought during the DVV clarification process, if the data is large</li> </ul>	<ul style="list-style-type: none"> <li>☐ Publication claimed under 3.4.5 not to be included in this metric.</li> </ul>

38.	3.4.7 Number of original creative writings (books) in Sanskrit/ Sanskrit shastras etc. (excluding awarded works) per teacher during the last five years.	<ul style="list-style-type: none"> <li>□ e-copy of the Cover page, content page and first page of the selected publication.</li> <li>□ Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication</li> </ul>	<ul style="list-style-type: none"> <li>□ Books with ISBN number only will be considered</li> <li>□ The details of selected publications will be sought during the DVV clarification process, if the data is large</li> </ul>	□ Publication claimed elsewhere not to be included in this metric.
39.	3.4.8 Number of chapters in edited volumes/ other creative short pieces etc., (excluding awarded works) per teacher during the last five years.	<ul style="list-style-type: none"> <li>□ e-copy of the Cover page, content page and first page of the selected publication.</li> <li>□ Web-link of research papers by title, author, Department/ School/ Division/ Centre/ Unit/ Cell, name and year of publication</li> </ul>	<ul style="list-style-type: none"> <li>□ The details of selected publications will be sought during the DVV clarification process, if the data is large</li> </ul>	□ Publication claimed elsewhere not to be included in this metric.
40.	3.5.2 Revenue generated from consultancy during the last five years (INR in Lakhs)	<ul style="list-style-type: none"> <li>□ Audited statements of accounts indicating the revenue generated through consultancy.</li> <li>□ CA certified copy attested by head of the institute</li> <li>□ Letter from the beneficiary of consultancy along with details of the</li> </ul>	<ul style="list-style-type: none"> <li>□ Amount generated through consultancy work alone has to be considered here.</li> </ul>	<ul style="list-style-type: none"> <li>□ Research projects where the consultant is the Principal investigator cannot be considered here</li> <li>□ Grants received for research projects not to be included.</li> <li>□ Consultancy fee from any sister institution /</li> </ul>

		consultancy fee.		<p>same trust not to be considered.</p> <p>☐ The revenue generated by Sharing the physical resources / by testing are not to be considered.</p> <p>☐ Revenue generated by training the students should not be included</p>
41.	3.6.2 Number of awards and recognition received for extension activities from Government/ recognised bodies during the last five years	<p>☐ e-copies of award letters issued by the awarding agency.</p> <p>☐ Any other relevant supporting document.</p>	☐ Awards received only to the extension activities carried out are to be included.	<p>☐ Awards claimed elsewhere will not be considered here.</p> <p>☐ Award that are local in nature not to be considered. For Ex: Avoid awards from urban local bodies/ Panchayat etc.</p> <p>☐ Awards to the individuals should not be considered here.</p>

42.	3.6.3 Number of extension and outreach Programmes conducted by the institution including those through NSS/ NCC/ Government and Government recognized bodies during the last five years	<ul style="list-style-type: none"> <li>Photographs or any supporting document of relevance should have proper captions and dates.</li> <li>Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and</li> </ul>	<ul style="list-style-type: none"> <li>Can be supplemented with Newspaper reports of events.</li> </ul>	<ul style="list-style-type: none"> <li>Events conducted for the benefit of their own students not to be included.</li> </ul>
43.	3.6.4 Percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and Programmes such as Spoken Sanskrit Camps/Shibiras/Yoga camps etc. during the last five years.	<ul style="list-style-type: none"> <li>Detailed program report for each extension and outreach programme should be made available, with specific mention of number of students participated and collaborating agency.</li> <li>Spoken Sanskrit camps, shibiras, yoga camp Photographs or any supporting document of relevance should have proper captions and dates</li> </ul>	<ul style="list-style-type: none"> <li>During the DVV clarification process, HEI may be asked for student attendance documents / certificates for selected extension activities.</li> </ul>	

44.	3.7.2 Number of functional MoUs with institutions of national, international importance, other Universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)	<ul style="list-style-type: none"> <li>List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties</li> <li>E-copy of the MOUs indicating objectives of the MoU signed by both the parties.</li> </ul>	<ul style="list-style-type: none"> <li>The MoU should be functional during the assessment period.</li> <li>If the MoU is for three years, it shall be counted only once.</li> <li>At least one activity should have been conducted under an MOU to qualify as a functional MOU with institutions.</li> </ul>	<ul style="list-style-type: none"> <li>MoUs with the sister institutions under the same Trust not to be included.</li> <li>Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/internship cannot be the proof for having collaboration with the external agency.</li> </ul>
45.	4.1.4 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS (Learning Management System), etc. excluding DDE (Latest completed academic year data)	<ul style="list-style-type: none"> <li>Geotagged photographs of class rooms /seminar halls with ICT enabled facilities</li> </ul>	<ul style="list-style-type: none"> <li>Number of classrooms and/or seminar halls with ICT enabled facilities to be considered here.</li> </ul>	<ul style="list-style-type: none"> <li>Labs and workshops not to be considered.</li> </ul>

46.	4.1.5 Percentage of expenditure, excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)	<p>□ Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by the Finance Officer and Chartered Accountant in University / Deemed to be University</p> <ul style="list-style-type: none"> <li>• Highlight the relevant items in the audited income and expenditure statement.case of Private.</li> </ul>	□ Focus of this metric is on infrastructure augmentation only.	□ Avoid recurring expenditure on laboratory, on maintenance of infrastructure and acquisition of books and journals under this metric.
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47.	<p>4.2.3 Does the Institution/ Library have the following:</p> <ol style="list-style-type: none"> <li>1. Back Volumes of rare Sanskrit Journals/Indological Journals/ Journals related to Sanskrit Studies like Indian Historical Quarterly (IHQ)/ Annals of Bhandarkar Oriental Research Institute (ABORI)/ Brahavidya/Sarasvati-sushama etc</li> <li>2. Sanskrit magazines and Sanskrit Periodicals</li> <li>3. e-journals</li> <li>4. e-books</li> <li>5. e-dictionaries of Sanskrit</li> <li>6. Sanskrit Databases</li> <li>7. Bharatavani Portal</li> <li>8. CDs/DVDs/ other e-materials for the study of Vedas</li> <li>9. Electronic Display Board</li> <li>10. Internet/ Wifi Facility</li> <li>11. Search Facility</li> <li>12. Reprographic facility</li> </ol> <p>Choose one of the options</p> <p>A. Any 4 or more of the above</p> <p>B. Any 3 of the above</p>	<ul style="list-style-type: none"> <li>☐ E-copy of the letter of subscription /member ship in the name of HEL.</li> <li>☐ Screenshots of the facilities claimed with the name of HEL.</li> <li>☐ Specific details in respect of e-resources selected.</li> </ul>	<ul style="list-style-type: none"> <li>☐ Ensure that the letter of subscription contains complete details</li> <li>☐ Provide a link in the institutional website for the selected option for verification by DVV.</li> </ul>	<ul style="list-style-type: none"> <li>☐ Soft copy of printed books cannot be accepted as e-books.</li> </ul>
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48.	4.2.4 Average annual expenditure for purchase of books/e-books and journals during the last five years (INR in Lakhs)	<p>☐ Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Finance Officer and Chartered Accountant in case of Private University / Deemed to be University</p> <ul style="list-style-type: none"> <li>• Audited Income/ Expenditure Statement highlighting the expenditure for purchase of books and journal library resources.</li> <li>• Proceedings of Library Committee meetings for allocation and utilization of funds.</li> </ul>		
49.	4.2.5 Percentage per day usage of library by teachers and students (Latest completed academic year data)	<p>☐ Certified E-copy of the ledger for footfalls for any 5 working days.</p> <p>☐ Certified screenshots of the data for the same 5 working days for online access.</p>	☐ During the DVV clarification process, library log-book entries and data for online access for randomly selected five days will be sought.	

50.	<p>4.2.6 e-content is developed by teachers :</p> <ol style="list-style-type: none"> <li>1. For e-PG-Pathashala</li> <li>2. For CEC (Under Graduate)</li> <li>3. For SWAYAM</li> <li>4. For other MOOCs platform</li> <li>5. Any other Government initiative</li> <li>6. For institutional LMS</li> <li>7. e-books Uploaded on Website, Youtube channels etc.</li> </ol> <p>Options:  A. Any 5 or all of the above  B. Any 4 of the above  C. Any 3 of the above  D. Any 1 or 2 of the above  E. None of the above</p>	<ul style="list-style-type: none"> <li>☐ Give links or upload document of e-content developed showing authorship.</li> <li>☐ Supporting documents from the hosting agency for The e-content developed by the teachers need to be given</li> <li>•For institution LMS a summary of the e-content developed and the links to the e-content should be provided</li> </ul>	<ul style="list-style-type: none"> <li>☐ Only the content developed by teachers of the institution needs to be considered</li> </ul>	<ul style="list-style-type: none"> <li>☐ Informal e-content will not be accepted</li> <li>☐ Open Source e-content should not be included.</li> </ul>
51.	<p>4.3.2 Student - Computer ratio (Latest completed academic year data)</p>	<ul style="list-style-type: none"> <li>☐ Number of Computers available for student use only will be considered.</li> <li>☐ Bills for the purchase of computers.</li> <li>☐ Highlight the purchase of computers in the stock registers.</li> </ul>		<ul style="list-style-type: none"> <li>☐ The computers for office and faculty use will not be considered</li> </ul>

52.	<p>4.3.3 Available bandwidth of internet connection in the Institution</p> <p>Options:</p> <p>A. <math>\geq 1</math> GBPS</p> <p>B. 500 MBPS – 1 GBPS</p> <p>C. 250 MBPS – 500 MBPS</p> <p>D. 50 MBPS - 250 MBPS</p> <p>E. <math>&lt; 50</math> MBPS</p>	<p>□ Bills for any one month of the last completed academic year indicating internet connection plan, speed and bandwidth.</p> <p>□ E-copy of the document/ agreement with the service provider.</p>		<p>□ Snap shot of speed test for wifi/internet facility will not be considered.</p>
53.	<p>4.3.4 ICT enabled facilities at DDE: Percentage of the rooms and seminar halls of the DDE with ICT enabled facilities</p>	<p>□ Geo-tagged photograph of class rooms /seminar hall with ICT-enabled facilities at DDE</p>	<p>□ Number of classrooms and/or seminar halls with ICT-enabled facilities at DDE to be considered here.</p>	<p>□ Labs and workshops with ICT facility at DDE will not be considered.</p>

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54.	4.4.1 Percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	<p>☐ Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by the Finance Officer.</p> <p>☐ Consolidated list of expenditure under this head for five years as endorsed by the Finance Officer and Chartered Accountant in case of Private University / Deemed to be University.</p>	☐ Focus of this metric is only on the maintenance of physical and academic support facilities.	☐ Mere statement of last five years data on the metric without audited statement will not be considered.
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55.	5.1.1 Percentage of students benefited by scholarships/ freeships provided by the Government and non-government bodies/ industries/ individuals/ philanthropists/UGC/ Central Sanskrit University (Formerly Rashtriya Sanskrit Sansthan) during the last five years	<ul style="list-style-type: none"> <li>□ Upload policy document of HEI for award of scholarship and freeship</li> <li>□ Year wise list of students benefitted along with the name of the contributing agency / scheme.</li> <li>□ Consolidated document of scholarships freeships and number of each year</li> <li>□ Upload sanction letter of scholarship / freeships for each of the schemes. <ul style="list-style-type: none"> <li>• Audited income and expenditure statement of the HEI highlighting the relevant head.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ Consider scholarships and freeships sanctioned by the institution and Government and Non-Government agencies.</li> <li>□ For large data, the DVV will seek documents for randomly selected students in specific schemes, during the DVV clarification</li> </ul>	
56.	5.1.2 Percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years	<ul style="list-style-type: none"> <li>□ Upload policy document of the HEI for award of scholarship s and freeships.</li> <li>✚ Year wise list of students benefitted.</li> <li>□ Copies of award of freeships, scholarships.</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider scholarships and freeships sanctioned by the institution and Non – Govt agencies .</li> <li>□ Audited Statement showing the expenditure on scholarships / freeships etc.</li> <li>□ For large data, the DVV will ask documents for specific no of students in specific schemes during DVV clarification</li> </ul>	

57.	<p>5.1.3 Number of capability enhancement and Development schemes</p> <ol style="list-style-type: none"> <li>1. Guidance for competitive examinations</li> <li>2. Career counselling</li> <li>3. Soft skill development</li> <li>4. Remedial coaching</li> <li>5. Language lab</li> <li>6. Bridge courses</li> <li>7. Yoga and Meditation</li> <li>8. Personal Counselling</li> <li>9. Training for deciphering ancient manuscripts</li> <li>10. Training on composing Sanskrit Creative poetry and Dramaturgy</li> <li>11. Shastra Vakyaartha Training</li> <li>12. Proof Reading for Devanagari Texts</li> <li>13. Spoken Sanskrit Classes</li> <li>14. Foreign Language Study and Training</li> <li>15. Training on Vedic Recitation with correct Intonation</li> <li>16. Training on Karma-Kanda</li> <li>17. Fine Arts, Performing Arts and Theatre</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. 10 or more of the above</li> <li>B. Any 9 of the above</li> <li>C. Any 8 of the above</li> <li>D. Any 7 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>□ Web-link to particular programs/schemes mentioned in the metric</li> <li>□ Copy of circular /brochure /report of the event Photographs with date and caption for each scheme or event</li> <li>□ List of programs conducted and the number of students enrolled for each of the events.</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider all the students who have enrolled for the schemes.</li> <li>□ DVV can seek the documents regarding the attendance and certificates for the selected list of programs/ students enrolled in the specified programs.</li> </ul>	<ul style="list-style-type: none"> <li>□ Mere circulars and student list will not be accepted.</li> </ul>
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58.	5.1.4 Percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years	<ul style="list-style-type: none"> <li>□ Copy of circular/brochure of such programmes along with the details of the resource persons.</li> <li>□ Year-wise list of students attending each of these schemes signed by competent authority <ul style="list-style-type: none"> <li>• Report of the programme and photograph with date and caption.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ “Students benefited” refers to students enrolled / attending the said programmes</li> <li>□ DVV can seek the documents regarding the attendance and certificates for the selected list of students enrolled.</li> </ul>	
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59.	<p>5.1.5 The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> <li>1. Implementation of guidelines of statutory/regulatory bodies</li> <li>2. Organisation-wide awareness and undertakings on policies with zero tolerance</li> <li>3. Mechanisms for submission of online/offline students' grievances</li> <li>4. Timely redressal of the grievances through appropriate committees</li> </ol> <p>Options:  A. All of the above  B. Any 3 of the above  C. Any 2 of the above  D. Any1 of the above  E. None of the above</p>	<ul style="list-style-type: none"> <li>☐ Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee.</li> <li>☐ Circular/web-link/ committee report justifying the objective of the metric</li> <li>☐ Proof of constitution of Internal Complaints / Grievances Committee formation /Sexual Harassment / Anti Ragging Committee as per UGC regulation.</li> </ul>	<ul style="list-style-type: none"> <li>☐ • Minutes of the meetings / Report of the grievance from the concerned committee is essential.</li> <li>☐ The mechanism of addressal should be available as document and should be hosted in the HEI's Website. The link of the same shall be provided to validate the same.</li> </ul>	
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60.	5.1.8 Addressing learners' grievances – The Institution has a transparent mechanism for timely redressal of learner grievances. Percentage of grievances received at HQ and redressed during the last five years	<input type="checkbox"/> Web- link on Grievance Redressal Mechanism for learners. <input type="checkbox"/> Supporting documents for redressal of learners grievances approved by the Competent Authority	<input type="checkbox"/> Report of incident management of grievances from the concerned cell is essential. <input type="checkbox"/> The Grievance Redressal Mechanism should be available as document and preferably hosted in the HEI's website. The link of the same shall be provided to validate the same by DVV.	<input type="checkbox"/> <input type="checkbox"/>
61.	5.2.1 Percentage of placement of outgoing students during the last five years	<input type="checkbox"/> List of students placed along with placement details such as name of the company, compensation, etc year wise.	<input type="checkbox"/> The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered. <input type="checkbox"/> If the data is large, DVV partner will ask for the appointment orders of the selected students	<input type="checkbox"/> If same student has multiple offers it has to be counted only once.
62.	5.2.2 Percentage of student progression to higher education (Latest completed academic year data)	<input type="checkbox"/> Upload supporting data for students who have joined for higher education in prescribed format.	<input type="checkbox"/> Proof like admission letters or identity cards for selected students progressing to higher education will be asked by DVV partner.	<input type="checkbox"/>

63.	5.2.3 Percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/ SLET/ TOEFL/ Civil Services/ State government examinations)	<ul style="list-style-type: none"> <li>□ List of students year-wise under each head</li> <li>□ Qualifying Certificates of the students taking the examination year wise under each category</li> </ul>		<ul style="list-style-type: none"> <li>□ In absence of certificate, the claim will not be considered.</li> <li>□ Exams conducted for recruitment to jobs by State/Central Government other than the exams specified in the metric will not be considered.</li> </ul>
64.	5.2.5 Percentage of learners passed term end examination (data for latest completed academic year)	<ul style="list-style-type: none"> <li>□ Web-link of examination schedule</li> <li>□ List of learners (only newly enrolled) who have passed in the term end examination certified by the Controller of Examination</li> </ul>	<ul style="list-style-type: none"> <li>□ Consolidated list of learners registered (newly enrolled) passed in the term end examinations duly authenticated by the Controller of Examinations or equivalent official.</li> <li>□ DVV will cross check and validate with the documents</li> </ul>	□ □

65.	5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at Inter-university, State/ national/ international level (award for a team event should be counted as one) during the last five years	<ul style="list-style-type: none"> <li>□ e-copies of award letters and certificates.</li> </ul>	<ul style="list-style-type: none"> <li>□ Participation in Republic Day Parade by NCC candidates may be considered.</li> <li>□ Only inter university/ state/ national/ international achievement will be considered.</li> <li>□ Award for team event will be counted as one.</li> </ul>	<ul style="list-style-type: none"> <li>□ Participation/ appreciation certificates at the regional/local /institutional levels should be avoided. Awards from intra or inter Institutions/ departments will not be considered.</li> </ul>
66.	5.3.3 Average number of sports and cultural activities / competitions organised at the institution level per year	<ul style="list-style-type: none"> <li>□ Report of the events/along with photographs appropriately dated and captioned year-wise.</li> <li>□ Copy of circular/brochure indicating such kind of activities <ul style="list-style-type: none"> <li>• List of students participated in different events year-wise.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ All activities conducted under an event will be counted as one event.</li> <li>□ Only the events organised by the institution need to be considered <ul style="list-style-type: none"> <li>• For large data DVV will seek participation Certificates of specified students.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ Events cannot be split into activities</li> </ul>
67.	5.4.2 Alumni contribution during the last five years (Amount in Rupees) Options: A. ≥ 1.00 Lakhs B. Rs. 75,000/- to 1.00 Lakhs C. Rs. 50,000/- to Rs. 75,000/- D. Rs. 25,000/- to Rs. 50,000/- E. Less than Rs. 25,000/- Opt one	<ul style="list-style-type: none"> <li>□ Annual audited statements of accounts highlighting Alumni contribution duly certified by Chartered Accountant.</li> <li>□ List of alumnus/alumni with the amount contributed year-wise.</li> </ul>		<ul style="list-style-type: none"> <li>□ Mere list indicating the contribution will not be considered.</li> <li>• Alumni contribution in kind may be considered if it is entered into the stock ledger of the college and/or in the audited statement.</li> </ul>

68.	<p>6.2.3 Implementation of e-governance in areas of operation</p> <ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Finance and Accounts</li> <li>3. Student Admission and Support</li> <li>4. Examination</li> </ol> <p>Options:</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>☐ Institutional expenditure statements for the budget heads of e-governance implementation</p> <p>☐ ERP Document</p> <p>☐ Screen shots of user interfaces of each module reflecting the name of the HEI.</p> <p>☐ Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate</p>	<p>☐ Bills for the expenditure on Implementation of e-governance in the areas of operation.</p>	
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69.	6.3.2 Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years	<ul style="list-style-type: none"> <li>□ Policy document on providing financial support to teachers</li> <li>□ e-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.</li> <li>□ Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies.</li> </ul>	<ul style="list-style-type: none"> <li>□ If the data is large documents related to specific teachers will be asked during DVV clarification</li> <li>• Receipt of Institution in favour of teacher with amount given should be considered.</li> </ul>	<ul style="list-style-type: none"> <li>□ Without proof of payment on financial support for faculty development, mere name-list of the faculty will not be considered.</li> <li>□ Mere cash vouchers for payment will not be considered</li> </ul>
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70.	6.3.3 Average number of professional development / administrative training Programmes organized by the Institution for teaching and non teaching staff during the last five years	<ul style="list-style-type: none"> <li>□ List of professional development / administrative training programs organized by the institution</li> <li>□ Brochures and Reports year-wise</li> <li>□ List of participants in each programme</li> <li>□ Photographs with date and caption.</li> <li>□ Annual reports highlighting the programmes conducted by the university.</li> </ul>	<ul style="list-style-type: none"> <li>□ DVV partner may ask for participation certificates of selected participants in selected programs.</li> </ul>	<ul style="list-style-type: none"> <li>□ Seminars / invited talks cannot be included in this metric.</li> </ul>
71.	6.3.4 Percentage of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the last five years	<ul style="list-style-type: none"> <li>□ Refresher course/ Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.</li> <li>□ E-copy of the certificates of the program attended by teachers.</li> <li>□ List of participants for each programme during the last five years.</li> <li>□ Annual reports highlighting the programmes undertaken by the teachers</li> </ul>	<ul style="list-style-type: none"> <li>□ One teacher attending more than one professional development Program in a year to be counted as one only.□</li> <li>□ If the data is large documents related to specific teachers will be sought during the DVV clarification.□</li> </ul>	<ul style="list-style-type: none"> <li>□ Attending seminars / invited talks are not to be considered.</li> <li>□ Programs of duration less than those stipulated by UGC/AICTE or one week will not be considered.</li> </ul>

72.	6.4.2 Funds / Grants received from government bodies during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V ) (INR in Lakhs)	<p>☐ Annual audited statements of accounts highlighting the grants received.</p> <p>Copy of the sanction letters received from government bodies for development and maintenance of infrastructure</p>		<p>☐ Avoid duplication</p> <p>☐ Contribution in kind in the form of equipment / software etc cannot be counted.</p> <p>☐ Grants received under Criterion III and V not to be repeated here.</p> <p>☐ Grants received from government other than Development &amp; maintenance of infrastructure cannot be considered.</p>
73.	6.4.3 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V ) (INR in Lakhs)	<p>☐ Annual audited statements of accounts highlighting the grants received.</p> <p>☐ Copy of the sanction letters received from non- government bodies, individuals, philanthropists for development and maintenance of infrastructure</p>		<p>☐ Avoid duplication</p> <p>☐ Funds from own institutions/own trust and sister institutions are not to be considered</p> <p>☐ Contribution in the form of equipment / software etc not to be counted.</p> <p>☐ Grants received under Criterion III and V not to be repeated here.</p> <p>☐ Grants received from government for other than Development &amp; maintenance of infrastructure cannot be considered.</p>



74.	<p>6.5.2 Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC);</li> <li>2. Timely submission of Annual Quality Assurance Report (AQAR) to NAAC;</li> <li>3. Academic Administrative Audit (AAA) and initiation of follow up action</li> <li>4. Participation in NIRF</li> <li>5. UGC Recognition for any other Academic Excellence or any other quality audit recognized by state, national agencies.</li> </ol> <p>Options:  A. Any 4 or all of the above  B. Any 3 of the above  C. Any 2 of the above  D. Any 1 of the above  E. None of the above</p>	<p>☐ Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal) as applicable and valid for the assessment period.</p> <p>☐ List of Conferences/ Seminars/ Workshops on quality conducted along with brochures and geo-tagged photos with caption and date.</p> <p>☐ List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.</p>	<p>• For large data, DVV will seek proof of list of attendance, participation certificates etc for the randomly selected activities.</p>	<p>• Collaborative quality initiatives with sister organizations under the same management not to be considered.</p>
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75.	<p>7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> <li>1. Solar energy</li> <li>2. Biogas plant</li> <li>3. Wheeling to the Grid</li> <li>4. Sensor-based energy conservation</li> <li>5. Use of LED bulbs/ power efficient equipment</li> </ol> <p>Options:</p> <p>A. 4 or All of the above B. 3 of the above C. 2 of the above D. 1 of the above D. E. None of the above</p>	<ul style="list-style-type: none"> <li>□ Geo-tagged photographs of the facilities.</li> <li>□ Bills for the purchase of equipments for the facilities created under this metric.</li> <li>□ Any other relevant evidences for the selected options.</li> <li>□ Permission document for connecting to the grid from the Government/ Electricity authority.</li> </ul>		<ul style="list-style-type: none"> <li>□ Having diesel generator set as backup cannot be considered in this metric.</li> </ul>
76.	<p>7.1.4 Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> <li>1. Rain water harvesting</li> <li>2. Borewell /Open well recharge</li> <li>3. Construction of tanks and bunds</li> <li>4. Waste water recycling</li> <li>5. Maintenance of water bodies and distribution system</li> </ol>	<ul style="list-style-type: none"> <li>□ Geo-tagged photographs of the facilities.</li> <li>□ Bills for the purchase of equipments for the facilities created under this metric.</li> <li>□ Any other relevant evidences for the selected options.</li> <li>□ Green audit reports on water conservation by recognised bodies</li> </ul>		

77.	<p>7.1.5 Green campus initiatives include</p> <p>7.1.5.1. The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. Landscaping with trees and plants</li> </ol> <p>Options:</p> <p>A. Any 4 or All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Policy document on the green campus.</li> <li><input type="checkbox"/> Geo-tagged photographs/videos of the facilities.</li> <li><input type="checkbox"/> Circulars for the implementation of the initiatives and any other supporting document.</li> </ul>		
78.	<p>7.1.6 Quality audits on environment and energy are regularly undertaken by the institution (5)</p> <p>7.1.6.1. The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> <li>1. Green audit</li> <li>2. Energy audit</li> <li>3. Environment audit</li> <li>4. Clean and green campus recognitions/awards</li> <li>5. Beyond the campus environmental promotional activities</li> </ol> <p>Options:</p> <p>A. Any 4 or all of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Policy document on environment and energy usage</li> <li><input type="checkbox"/> Certificate from the auditing agency. Certificates of the awards received from recognized agency (if any).</li> <li><input type="checkbox"/> Report on environmental promotional activities conducted beyond the campus with geo-tagged photographs with caption and date.</li> <li><input type="checkbox"/> Any other supporting document for the claims made.</li> <li><input type="checkbox"/> Green audit report of all the years from recognised bodies</li> </ul>		

79.	<p>7.1.7 The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> <li>1. Built environment with ramps/lifts for easy access to classrooms.</li> <li>2. Disabled-friendly washrooms</li> <li>3. Signage including tactile path, lights, display boards and signposts</li> <li>4. Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible website, screen-reading software, mechanized equipment</li> <li>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading Options: A. Any 4 or all of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>□ Policy document and information brochure.</li> <li>□ Link to Geo-tagged photos and videos with date and caption.</li> <li>□ Bills and invoice/purchase order/AMC in support of facilities.</li> <li>□ A rest room should include specific requirements of Divyangjan for their use of the Toilet (rest room) and other facilities.</li> <li>□ Brief report on facilities provided for enquiry and information.</li> <li>□ Bills for the software procured for providing the assistance.</li> </ul>		
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80.	<p>7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> <li>1. The Code of Conduct is displayed on the website</li> <li>2. There is a committee to monitor adherence to the Code of Conduct</li> <li>3. 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</li> <li>4. Annual awareness programmes on Code of Conduct are organized</li> </ol> <p>Options:  A. All of the above  B. 3 of the above  C. 2 of the above  D. 1 of the above  E. None of the above</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Policy document on code of ethics.</li> <li><input type="checkbox"/> Constitution and proceedings of the monitoring committee.</li> <li><input type="checkbox"/> Circulars and geo-tagged photographs with date and caption of the activities organized under this metric for teachers, students, administrators and other staff.</li> <li><input type="checkbox"/> Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority.</li> <li><input type="checkbox"/> Handbooks, manuals and brochures on human values and professional ethics</li> <li><input type="checkbox"/> Report on the student attributes facilitated by the Institution</li> <li><input type="checkbox"/> Web-Link to the relevant documents on the HEI website.</li> </ul>		
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\*\*\*\*Note: Private University need to submit signed document of both Chartered Accountant and Finance Officer\*\*\*\*

Note: The List of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.