

NAAC Methodology of Assessment & Accreditation

(Effective from 1st April 2007)



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072. INDIA

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A part of this document was prepared by **Dr. Mariamma A. Varghese** and **Dr. Katre Shakuntala** and this revised version has been prepared by NAAC Staff with the help of Prof. K.P.S. Unny.

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CONTENTS

1. INTRODUCTION	1
2. THE NAAC METHODOLOGY OF ASSESSMENT AND ACCREDITATION ..	1
2.1 Criteria, Key Aspects, Assessment Indicators and Weightages	2
2.1.1 Criteria, Key Aspects and Assessment Indicators.....	2
2.1.2 Weightages.....	3
2.2 The Grading System.....	6
2.3 Advantages of the CGPA System.....	6
2.4 The Assessment Outcome	7
2.4.1 Peer Team Report	7
2.4.2 Institutional Grading	7
2.5 Period of Validity of Accreditation	8
3. ELIGIBILITY OF HIGHER EDUCATIONAL INSTITUTIONS (HEIs) TO BE ACCREDITED	8
4. THE PROCESS OF INSTITUTIONAL ASSESSMENT AND ACCREDITATION	11
4.1 Letter of Intent (LoI)	14
4.2 Institutional Eligibility for Quality Assessment (IEQA)	14
4.2.1 Benefits of Obtaining IEQA Status	14
4.2.2 IEQA Instrument	14
4.2.3 Procedure for seeking IEQA Status	15
4.2.4 Follow up of Obtaining / not Obtaining IEQA Status	15
4.3 Preparation and Submission of SSR/RAR	16
4.4 Peer Team Visit	16

4.5 Mechanism for Appeals	16
4.5.1 Grievance Redressal Committee	16
4.5.2 Re-assessment	17
4.6 Re-accreditation	17

ANNEXURES

<i>Annexure: 1 Format of Letter of Intention (LOI) for Affiliated/ Constituent Colleges</i>	20
<i>Annexure: 2 Format of Letter of Intention (LOI) for Autonomous Colleges.....</i>	24
<i>Annexure: 3 Format of Letter of Intention (LOI) for Universities</i>	28
<i>Annexure: 4 Format of the application for “Institutional Eligibility for Quality Assessment” (IEQA)</i>	32
<i>Annexure: 5 Format of the application for “Institutional Eligibility for Quality Assessment” (IEQA) for Teacher Education/Physical Education Colleges</i>	43

1. INTRODUCTION

The National Assessment and Accreditation Council (NAAC), as an autonomous institution of the University Grants Commission (UGC), has been entrusted with the responsibility of Assessment and Accreditation (A&A) of Higher Educational Institutions (HEIs) in India.

To improve the quality of its A&A process, the NAAC has been engaged, in redesigning its on-going methodology of Assessment and Accreditation, based on its own field experience, its shared knowledge with other International Quality Assurance Agencies and the quality imperatives in the changing context of world-wide higher education scenario. After several consultative meetings with academia and educational experts, feedback responses from various stakeholders and due approval by the competent Authorities of the NAAC, it has prepared the present NAAC Methodology of Assessment and Accreditation of HEIs. The present Methodology has come into effect from 1st April 2007.

2. THE NAAC METHODOLOGY OF ASSESSMENT AND ACCREDITATION

The NAAC *Methodology of Assessment and Accreditation* has been designed in order to overcome some of the limitations of its earlier methodology, and to enhance its rigour, reliability and validity. It has taken into consideration the wide variations in quality levels of different types of HEIs, viz., Universities, Autonomous Colleges, Colleges with Potential for Excellence (CPE) and Affiliated/Constituent Colleges. Besides envisaging significant reduction in inter-team variations, the present assessment instrument is fine-tuned for greater objectivity and designed to be user-friendly and is, therefore, expected to enable the NAAC to conduct the assessment of large numbers of institutions effectively and in a short time.

2.1 Criteria, Key Aspects, Assessment Indicators and Weightages

2.1.1 Criteria, Key Aspects and Assessment Indicators

Since the accreditation framework of the NAAC is expected to assess the institution's contributions towards the five core values identified by NAAC, viz. Contributing to National Development, Fostering Global Competencies among Students, Inculcating a Value System among Students, Promoting Use of Technology and Quest for Excellence, the NAAC has integrated these into the seven criteria used for Assessment and Accreditation, which are:

1. Curricular Aspects
2. Teaching-Learning and Evaluation
3. Research, Consultancy and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance and Leadership
7. Innovative Practices

Note: The present Methodology has some differences from its earlier version followed in the past. The modifications are in the nomenclature of the 6th and 7th Criteria.

Each of these seven criteria is further divided into certain number of 'Key Aspects'.

The seven Criteria and key aspects identified under them have been designed to bring rigour in the assessment of the institution. Each key aspect of a criterion has a number of Assessment Indicators, which may be used as guidelines/ probes by the Peer Team members to capture the micro-level quality parameters of the institution and to work out the Key Aspect-wise Grade Points (KA-GPs) and Criterion-wise Grade Point Averages (CR-GPAs) in order to arrive at an enhanced adjudication of the quality status of the institution. Details can be seen also on the NAAC website: www.naac.gov.in.

2.1.2 Weightages

The NAAC has categorized the Higher Educational Institutions into three major types (University, Autonomous College, and Affiliated/Constituent College) and assigned different weightages to these criteria and the key aspects comprising them based on the functioning and organizational focus of the three types of HEIs.

The criterion-wise differential weightages for the three types of HEIs are detailed in the Table 1 given below:

Table 1

No	Criterion	University	Autonomous College	Affiliated/ Constituent College
I	Curricular Aspects	150 (15%)	100 (10%)	50 (5%)
II	Teaching-Learning and Evaluation	250 (25%)	350 (35%)	450 (45%)
III	Research, Consultancy and Extension	200 (20%)	150 (15%)	100 (10%)
IV	Infrastructure and Learning Resources	100 (10%)	100 (10%)	100 (10%)
V	Student Support and Progression	100 (10%)	100 (10%)	100 (10%)
VI	Governance and Leadership	150 (15%)	150 (15%)	150 (15%)
VII	Innovative practices	50 (5%)	50 (5%)	50 (5%)
	Total Score	1000	1000	1000

The Key Aspects and the Key Aspect-wise differential Weightages under each Criterion are as specified in the following Table:

Table 2

Criteria	Key Aspects	Univer- sity	Autonomous College	Affiliated College
		Weightages		
1. Curricular Aspects	1. 1 Curricular design and development	90	50	10
	1. 2 Academic flexibility	30	20	15
	1. 3 Feedback on curriculum	10	10	10
	1. 4 Curriculum update	10	10	05
	1. 5 Best Practices in Curricular Aspects	10	10	10
	Total	150	100	50
2. Teaching-Learning and Evaluation	2. 1 Admission Process and student profile	20	30	30
	2. 2 Catering to diverse needs	20	35	45
	2. 3 Teaching-Learning process	90	170	270
	2. 4 Teacher Quality	60	65	65
	2. 5 Evaluation process and Reforms	50	40	30
	2. 6 Best Practices in Teaching, Learning and Evaluation	10	10	10
	Total	250	350	450
3. Research, Consultancy and Extension	3. 1 Promotion of Research	40	30	15
	3. 2 Research and publication output	90	50	25
	3. 3 Consultancy	20	10	05
	3. 4 Extension activities	30	40	40
	3. 5 Collaborations	10	10	05
	3. 6 Best Practices in Research, Consultancy & Extension	10	10	10
	Total	200	150	100

4. Infrastructure and Learning Resources	4. 1 Physical facilities for learning	20	20	20
	4. 2 Maintenance of infrastructure	10	10	10
	4. 3 Library as a learning resource	35	35	35
	4. 4 ICT as Learning Resources	15	15	15
	4. 5 Other facilities	10	10	10
	4. 6 Best Practices in the development of Infrastructure and Learning Resources	10	10	10
	Total	100	100	100
5. Student Support and Progression	5. 1 Student progression	30	30	30
	5. 2 Student support	30	30	30
	5. 3 Student activities	30	30	30
	5. 4 Best Practices in Student Support and Progression	10	10	10
	Total	100	100	100
6. Governance and Leadership	6. 1 Institutional vision and leadership	15	15	15
	6. 2 Organizational arrangements	20	20	20
	6. 3 Strategy development and deployment	30	30	30
	6. 4 Human Resource Management	40	40	40
	6. 5 Financial management and resource mobilization	35	35	35
	6. 6 Best Practices in Governance and Leadership	10	10	10
	Total	150	150	150
7. Innovative Practicesv	7. 1 Internal Quality Assurance System	20	20	20
	7. 2 Inclusive practices	15	15	15
	7. 3 Stakeholder relationships	15	15	15
	Total	50	50	50
TOTAL SCORE		1000	1000	1000

2.2 The Grading System

In this Methodology, the institutions are graded for each Key Aspect under four categories, viz. A, B, C and D, denoting *Very good*, *Good*, *Satisfactory* and *Unsatisfactory* levels respectively. The summated score for all the Key Aspects under a Criterion is then calculated with the appropriate weightage applied to it and the GPA is worked out for the Criterion. The Cumulative GPA (CGPA), which gives the final Assessment Outcome, is then calculated from the seven GPAs pertaining to the seven Criteria, after applying the prescribed weightage to each Criterion.

Note: This Grading System is on a 4-point scale and is thus different from the earlier Grading Pattern on a 9-point scale.

2.3 Advantages of the CGPA System

- Letter grades converted to Numerical Grade Points (overall score in Cumulative Grade Point Average);
- Qualitative measurements converted to grade points
- Wider scope for normalizing the scores
- Extreme biases (if any) could be minimized
- A one point difference between two letter grades, with 50 or 100 points assigned between two successive letter grades results in appreciable fine-tuning of the process.
- Relative evaluation would be more exact, due to a reduction in variations and standard deviations
- Inter-Peer Team variations are substantially reduce
- With less scope for adjustment at any stage and therefore Judgment of the Peer Team would be more accurate.

Details of how the institutional CGPA is computed can be seen in the publication '*The New Grading System*'.

2.4 The Assessment Outcome

There are two outcomes of Assessment and Accreditation:

2.4.1 Peer Team Report

The qualitative part of the outcome is called Peer Team Report (PTR) which is an objective report prepared by the Team highlighting its evaluative judgements, mostly using precise keywords instead of long sentences. The PTR is thus an authentic document regarding the quality profile of the institution, comprising the criterion-wise quality assessment, resulting in the final CGPA. The PTR can be relied upon by the stakeholders and the public in general to get authentic information about the institution concerned, and also serve as a guide for making preferential selection among institutions by the students. It may be also used for wider dissemination of institution-specific policies and practices which may be worthy of emulation. The PTR also enables institutions to plan and implement necessary intervention strategies for total quality management and work towards achieving excellence in the educational services rendered by it.

2.4.2 Institutional Grading

The quantitative part of the outcome comprises the criterion-wise quality assessment, resulting in the final Cumulative Grade Point Average (CGPA), a letter grade and a performance descriptor. The CGPA, letter grade and the performance descriptor constitute the certification by the NAAC on the institutional accreditation.

Thus, at the end of A&A process, each applicant institution will be awarded a *Letter Grade* to represent its quality level along with its *Performance Descriptor* and *Accreditation Status*, based on the CGPA earned by it through the assessment process, as per the following Table 3:

Table 3

Cumulative Grade Point Average (Range)	Letter Grade	Performance Descriptor	Interpretation of Descriptor
3.01 - 4.00	A	Very Good (Accredited)	High level of academic accomplishment as expected of an institution
2.01 - 3.00	B	Good (Accredited)	Level of academic accomplishment above the minimum level expected of an institution
1.51 - 2.00	C	Satisfactory (Accredited)	Minimum level of academic accomplishment expected of an institution
< 1.50	D	Unsatisfactory (Not Accredited)	Level of academic accomplishment below the minimum level expected of an institution.

Institutions which secure a CGPA less than or equal to 1.50 will be intimated and notified by the NAAC as “assessed and found not qualified for accreditation”.

2.5 Period of validity of Accreditation

The accreditation status is valid for five years from the date of approval by the Executive Committee of the NAAC.

3. ELIGIBILITY OF HIGHER EDUCATIONAL INSTITUTIONS (HEIs) TO BE ACCREDITED

Due to the diversity and plurality of the Indian higher education system, the HEIs in the country are regulated not only by the University Grants Commission (UGC), but some of them come under the provisions of other Statutory Regulatory bodies like MCI, DCI, AICTE, PCI, NCTE, etc. Taking this into account the eligibility of HEIs to apply for NAAC A&A is formulated as follows:

- 1) The following types of HEIs are eligible to apply for the process of A&A of NAAC, if they have a record of offering degree programmes and at

least two batches of students having graduated from them and fulfill the other conditions or are covered by the other provisions, if any, mentioned below:

a) **Universities** (Central/State, including Private)

Provided that in case of professional universities, their record of at least two batches of students having graduated from them shall be in their core discipline(s).

Provided further that the duly established campuses abroad, if any, of the universities shall be treated as part of the universities for the A&A process.

Provided further that the Departments of Teacher Education/ Physical Education of the universities, if any, may opt for A&A separately also. In case they opt for A&A process separately from that of the university, such departments shall have a standing of at least three years and have to go for the A&A process individually.

b) **Institutions of National Importance**

Provided that in case of professional Institutions of National Importance, their record of at least two batches of students having graduated from them shall be in their core discipline(s).

Provided further that the duly established campuses abroad, if any, of the Institutions of National Importance shall be treated as part of the Institutions of National Importance for the A&A process.

Provided further that the Departments of Teacher Education/ Physical Education of the Institutions of National Importance, if any, may opt for A&A separately also. In case they opt for A&A process separately from that of the Institutions of National Importance, such departments shall have a standing of at least three years and have to go for the A&A process individually.

c) **Colleges** (i.e., colleges/institutions affiliated to, or constituent of, or recognized by universities, including autonomous colleges)

Provided Teacher Education / Physical Education colleges shall have a standing of atleast three years.

Provided further that the Departments of Teacher Education/ Physical Education of the colleges, if any, may opt for A&A separately also. In case they opt for A&A process separately from that of the colleges, such departments shall have a standing of at least three years and have to go for the A&A process individually.

However, colleges/institutions offering programmes recognized by Statutory Professional Regulatory Councils concerned as equivalent to a degree programme of a university shall also be eligible for A&A even if such colleges/institutions are not affiliated to a university.

- 2) **Deemed to be Universities** declared under Section 3 of the UGC Act are eligible for the A&A process of NAAC, regardless of the number of years of establishment. A deemed university needs to opt for A&A of all its duly approved constituent units together. However, if the deemed university has any unit which is not approved, the deemed university itself shall not be eligible for A&A.

Provided that the Departments of Teacher Education / Physical Education of the deemed universities, if any, may opt for A&A separately also:

- if such departments are coming for A&A either along with the deemed university or after the deemed university has already been accredited; and
- if such departments shall have a standing of atleast three years and have a record of atleast two batches of students having graduated from them;

In case they opt for A&A process separately from that of the deemed university, such departments have to go for the A&A process individually.

- 3) Any other HEIs at the discretionary of NAAC.

Note: The NAAC accreditation does not cover distance education units of HEIs.

4. THE PROCESS OF INSTITUTIONAL ASSESSMENT AND ACCREDITATION

The process of institutional A&A involves a number of steps as detailed below.

Step 1	On-line submission of the “Letter of Intent” (LoI) by the Higher Educational Institution (HEI) desirous of getting accredited by NAAC, in the prescribed format
Step 2	In-house scrutiny of the LoI by NAAC to ascertain eligibility
Step 3	Letter to the HEI coming for A&A for the first time (see Note 2 appended to these steps) to submit the prescribed format for getting the “Institutional Eligibility for Quality Assessment” (IEQA) status and others (see Note 3 appended to these steps) to submit the Self-Study Report (SSR) / Re-Accreditation Report (RAR) and proceed from Step 7 onwards
Step 4	Submission of IEQA and other necessary documents
Step 5	In-house scrutiny of IEQA format
Step 6	Placing the IEQA format before the IEQA Committee of NAAC for taking decision on conferring the IEQA status
Step 7	Letter to HEI informing it of its IEQA status and asking to submit its SSR (if found eligible)
Step 8	Preparation and submission of the SSR/RAR by the HEIs
Step 9	Submission of 3 slot of datas for peer team visit
Step 10	In-house analysis of the SSR/RAR
Step 11	Briefing the Director of the findings of in-house analysis (only in case of universities)
Step 12	Constituting a Peer Team to visit the HEI
Step 13	Submission of SSR/RAR, the Peer Team Document, etc. to the Team members and

Step 14	<p>On-site visit by the Peer Team, involving –</p> <ul style="list-style-type: none"> ● Pre-visit tentative evaluation based on SSR/RAR and during visit discussions by the Peer Team members ● Interaction with the Head of the Institution ● Visit to departments and common facilities, and interaction with faculty members and other officials, and validation of information provided in the SSR/RAR ● Meetings with stakeholders (parents, alumni, students, teachers, management, representatives from Government/University) ● Verification of documentation/ documents ● Preparation of draft Peer Team Report and sharing it (BUT NOT THE GRADE BEING RECOMMENDED) with the Head of the HEI ● Finalizing the Peer Team Report and the criterion-wise grade point averages and the final Cumulative Grade Point Average (CGPA) being recommended for the HEI ● Exit meeting: Presentation of the Report (BUT NOT THE GRADE BEING RECOMMENDED) to the Head of the HEI duly signed by the Peer Team members as well as the Head of the HEI
Step 15	<p>Submission of the Peer Team Report, the Grade being recommended and the Confidential Grade Sheet and work sheets in the prescribed format to the NAAC along with other relevant documents.</p>
Step 16	<p>Feedback to the Director, NAAC, on the Peer Team Visit and its outcome by</p> <ul style="list-style-type: none"> ● the Head of the HEI ● the Chairperson and members of the Peer Team ● the NAAC Coordinator (including debriefing in case of universities)
Step 17	<p>Consideration of the Peer Team Report, including recommendations regarding the Grade (CGPA), Letter Grade and the Performance Descriptor, and other documents by the Executive Committee of NAAC and taking a decision</p>
Step 18	<p>Hosting of Peer Team Report and the Grade and other details on NAAC Website after duly approved by the Executive Committee.</p>
Step 19	<p>Communicating the decision to the HEI</p>

Step 20	Consideration of appeal from HEI, if any, within the time prescribed and Communicating the final decision in case of an appeal
Step 21	Issuing a Provisional Certificate to the HEI regarding the result of assessment and accreditation, including the CGPA, Letter Grade and the Performance Descriptor
Step 22	Accreditation Award Ceremony
Notes:	<p>1. All HEIs desirous of assessment and accreditation have to submit LoI on-line.</p> <p>2. The following types of HEIs applying for A&A for the first time need to get acceptance of their LoI and earn IEQA status:</p> <ul style="list-style-type: none"> ● Affiliated / Constituent Colleges, except colleges offering only professional courses approved by Statutory Professional Regulatory body concerned. ● Teacher Education / Physical Education Colleges ● Teacher Education / Physical Education Departments of Colleges ● Colleges offering programmes recognized by Statutory Professional Regulatory bodies as well as other general programmes recognized by Universities. <p>3. The following HEIs need not go through the IEQA process and can straight away submit their SSRs on being asked to do it based on acceptance of their LoIs:</p> <ul style="list-style-type: none"> ● all Universities ● all Autonomous Colleges including Department of Education ● all “Colleges with Potential for Excellence” (CPE) status awarded by UGC including Department of Education ● all Professional Institutions (except teacher education/physical education colleges) ● all HEIs applying for Reassessment ● all HEIs applying for Reaccreditation

4.1 Letter of Intent (LoI)

An intending higher educational institution should first submit its Letter of Intent (LoI) online (See Annexures 1, 2, 3 or 4 for the appropriate format) to the NAAC.

4.2 Institutional Eligibility for Quality Assessment (IEQA)

4.2.1 Benefits of Obtaining IEQA Status:

- To decide whether the institution applying for A&A for the first time (See Note 2 above) is eligible for the further steps of the A&A process;
- To get the feedback from the NAAC about specific improvements the institution has to make for reaching the required quality level, in case it does not qualify to obtain the IEQA status;
- To receive assistance and suitable mentoring from the NAAC, in the latter case, for enabling it to qualify for the IEQA status in due course.

4.2.2 IEQA Instrument:

This Instrument consists of a *Format* (See Annexure 4) to be filled and submitted online by the applicant institution giving its organizational profile and providing specific quantitative information about the institution relating to its performance requirements. The analysis of this *Format* will be used for determining its IEQA status or otherwise. Appropriate essential attributes are included in this *Format*, and the responses given therein are subjected to computer analysis based on a set of predetermined scoring guidelines, and the scores obtained by the applicant institution are presented to the appropriate Committee of the NAAC for deciding on its *IEQA* status and consequent eligibility for the subsequent steps, i.e., comprehensive Assessment and Accreditation. Only those institutions which satisfy the minimum requirements of quality as set by the NAAC through the minimum scores obtained at this stage are given the IEQA status for undergoing the subsequent steps for the A&A process, which are

more rigorous. It is expected that an applicant institution getting the IEQA status has to demonstrate basic compliance with the minimum requirements necessary for the teaching-learning processes, to achieve the educational outcome. This means that the institution should have adequate human, financial and physical resources put in place and the potential to attain its goals.

4.2.3 Procedure for seeking IEQA Status:

- ◆ Fill-in and submit the application in the *Format* for seeking IEQA status, on line on getting a letter from the NAAC to do so after analyzing the institution's LoI ;
- ◆ Remit a non-refundable Bank Draft of Rs. 2,000/- (Rupees Two thousand only) as application fee, payable to the NAAC at Bangalore, along with the *Format*;
- ◆ Await declaration/ intimation on the IEQA status or otherwise from the NAAC, which is normally done within two months of receipt of the application;
- ◆ Contact/communicate with the NAAC for any further clarifications.

4.2.4 Follow up of obtaining/not obtaining the IEQA Status:

- ◆ If the institution earns the IEQA status, it can prepare its Self-Study Report (SSR) as per the applicable NAAC A&A Manual and submit it within six months from the date of declaration of the IEQA status and follow the next steps required for A&A.
- ◆ If the institution does not earn the IEQA status, the NAAC intimates the institution about the suggestions for improvement. The institution can also approach the Regional Coordinator at the NAAC seeking guidance for improving its quality parameters. Such an institution shall normally be eligible to seek the IEQA status only after six months from the date of intimation about the improvements needed by submitting new LOI.

4.3 Preparation and Submission of Institutional Self-Study Report (SSR) or Re-Accreditation Report (RAR), as the case may be

The intending Institution (after earning the IEQA status if it is covered under Note 2, or without the IEQA if it is covered under Note 3 above) is required to prepare its institutional SSR or RAR by following the appropriate NAAC A&A Manuals and submit the same to the NAAC. The first part of the SSR/RAR deals with the institutional data, whereas the second part deals with the evaluation report with reference to the probes, under each Criterion-wise Key Aspect. Based on the completeness of the SSR/RAR submitted, the NAAC prepares the Peer Team Document and arranges the Peer Team visit to the institution concerned.

4.4 Peer Team Visit

A properly constituted Peer Team is deputed by the NAAC for on-site visit to the institution, for interacting with all the stakeholders of the institution, for validating the claims made by the institution in its SSR/RAR through the various Peer Team strategies, collecting the documentary evidences and for identifying the institution's strengths, weaknesses, opportunities and challenges.

4.5 Mechanism for Appeals

4.5.1 Grievance Redressal Committee

As one of the good practices being followed by external Quality Assurance Agencies, the NAAC has also prescribed a mechanism for appeals. An institution which has any grievance in the A&A conducted and its result can make a written representation to the Director, NAAC, along with payment of a prescribed non-refundable fee within one month from the date of receipt of the communication from the NAAC about criterion-wise scores. An Appeals Committee constituted for the purpose will consider the appeal and make recommendations to the Executive Committee. The decision of the executive committee shall be binding on the institution.

4.5.2 *Re-assessment*

There is also an option available for the accredited institutions to seek re-assessment of accreditation. Institutions which would like to make an improvement in the accredited status in institutional grade may volunteer for re-assessment after completing at least **one** year of their 5 year accreditation period, but not after the completion of **three** years. The present Methodology of Assessment and Accreditation is also applicable to such cases.

4.6 **Re-accreditation**

After the completion of a five-year period of accreditation, an institution may seek re-accreditation by the NAAC, if it has functional website and Internal Quality Assurance Cell (IQAC). An accredited institution has to record its intent for the next accreditation by the end of the fourth year and initiate institutional preparations during the fifth year, following the appropriate steps of A&A process given above. Re-Accreditation Report (RAR) (instead of SSR in case of first accreditation) should be submitted to the NAAC by the first half of the fifth year, so that the process of assessment visits could be completed by the end of the fifth year. The NAAC will endeavor to complete the re-accreditation process within six months after receiving Re-Accreditation Report.

The re-accreditation takes into account the impact of the first assessment by making a holistic appraisal of all the inputs, processes and outputs of the institution towards achieving the objectives enshrined in the five core values mentioned earlier and assesses how the institution has progressed during the accredited period. In particular, the re-accreditation makes a shift in focus in assessing the developments with reference to three aspects – quality sustenance, quality enhancement and action taken on the earlier assessment report in order to assess its impact.

ANNEXURES



NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission

Annexure 1: LETTER OF INTENT (LoI) : AFFILIATED / CONSTITUENT COLLEGES

1.	This LoI is for	<input checked="" type="radio"/> Assessment <input type="radio"/> Re-Assessment <input type="radio"/> Re-Accreditation
2.	Name of the College	<input type="text"/>
3.	Name of the Head of the College	<input type="text"/> Designation: <input type="text"/>
4.	Contact Details	Address: <input type="text"/> City: <input type="text"/> Pin: <input type="text"/> State/UT: <input type="text"/> Tel: <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/> Website: <input type="text"/>
5.	Date of Establishment	(DD/MM/YYYY) <input type="text"/>
6a.	Date of Recognition by UGC under section 2(f)	(DD/MM/YYYY) <input type="text"/>

6b.	Date of Recognition by UGC under section 12B	(DD/MM/YYYY) <input type="text"/>
6c.	Whether the College is granted the status of "College with Potential for Excellence" by UGC? If yes, date of granting such status:	<input type="radio"/> Yes <input type="radio"/> No. (DD/MM/YYYY) <input type="text"/>
7a.	Name of University : to which the College is Affiliated, or of which the College is constituent	<input type="text"/>
7b.	Type of affiliation	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent
7c.	Date on which the affiliation granted	(DD/MM/YYYY) <input type="text"/>
8.	Whether the College is recognised by any other regulatory authority (please specify)	<input type="text"/>
9.	If the College is not affiliated to a University, does the College offer any Programme recognized by any Statutory Professional Regulatory (SPR) Council as equivalent to a degree programme of a University? If yes, give details: <ul style="list-style-type: none">● Name of the Programmes:● Name of SPR Council recognizing it:● Equivalent University degree:	<input type="text"/> <input type="text"/> <input type="text"/>

10	Nature of Funding	<input type="radio"/> Govt funded <input type="radio"/> Grant -in -aid <input type="radio"/> Self Financing
11a	Faculties	<input type="checkbox"/> Arts <input type="checkbox"/> Commerce <input type="checkbox"/> Science <input type="checkbox"/> Teacher Education <input type="checkbox"/> Physical Education <input type="checkbox"/> Medical Sc. <input type="checkbox"/> Engineering and Tech <input type="checkbox"/> Management <input type="checkbox"/> Distance Edu <input type="checkbox"/> Any other:
11b	<p>Whether the Teacher Education Department is opting for A&A process separately?</p> <p>If yes, number of years the Department has been existing as independent Department:</p>	<input type="radio"/> Yes <input type="radio"/> No
11c	<p>Whether the Physical Education Department is opting for A&A process separately?</p> <p>If yes, number of years the Department has been existing as independent Department:</p>	<input type="radio"/> Yes <input type="radio"/> No
12	Total Number of :	Teaching Staff: <input type="checkbox"/> Non-Teaching Staff: <input type="checkbox"/> Students: <input type="checkbox"/>

13	Number of Programmes offered :	UG: <input type="checkbox"/>	PG: <input type="checkbox"/>
		Cert: <input type="checkbox"/>	Dipl. <input type="checkbox"/>
		PG Dipl. <input type="checkbox"/>	Research: <input type="checkbox"/>
		Others: <input type="checkbox"/>	
14	Number of batches of students graduated from the College:		
15a	Date of first accreditation (applicable for Re-Assessment/ Re-Accreditation only)	(DD/MM/YYYY)	<input type="text"/>
15b	Date of second Accreditation (applicable to third cycle of accreditation only)	(DD/MM/YYYY)	<input type="text"/>
16	Date of establishment of IQAC	(DD/MM/YYYY)	<input type="text"/>



NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission

Annexure 2: LETTER OF INTENT (LoI): AUTONOMOUS COLLEGES

1.	This LoI is for	<input checked="" type="radio"/> Assessment <input type="radio"/> Re-Assessment <input type="radio"/> Re-Accreditation
2.	Name of the College	<input type="text"/>
3.	Name of the Head of the College	<input type="text"/> Designation: <input type="text"/>
4.	Contact Details	Address: <input type="text"/> City: <input type="text"/> Pin: <input type="text"/> State/UT: <input type="text"/> Tel: <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/> Website: <input type="text"/>
5.	Date of Establishment	(DD/MM/YYYY) <input type="text"/>
6a.	Date of Recognition by UGC under section 2(f)	(DD/MM/YYYY) <input type="text"/>

6b.	Date of Recognition by UGC under section 12B	(DD/MM/YYYY) <input type="text"/>
6c.	Date of granting Autonomous status to the College:	(DD/MM/YYYY) <input type="text"/>
6d.	Whether the College is granted the status of “College with Potential for Excellence” by UGC? If yes, date of granting such status:	<input type="radio"/> Yes <input type="radio"/> No. (DD/MM/YYYY) <input type="text"/>
7a.	Name of University : to which the College is Affiliated, or of which the College is constituent	<input type="text"/>
7b.	Type of affiliation	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent
7c.	Date on which the affiliation granted	(DD/MM/YYYY) <input type="text"/>
8.	Whether the College is recognised by any other regulatory authority (please specify)	<input type="text"/>
9.	If the College is not affiliated to a University, does the College offer any Programme recognized by any Statutory Professional Regulatory (SPR) Council as equivalent to a degree programme of a University? If yes, give details: <ul style="list-style-type: none"> ● Name of the Programmes: ● Name of SPR Council recognizing it: ● Equivalent University degree: 	<input type="text"/> <input type="text"/> <input type="text"/>

10.	Nature of Funding	<input type="radio"/> Govt Funded <input type="radio"/> Grant-in-Aid <input type="radio"/> Self Financing
11a.	Faculties	<input type="checkbox"/> Arts <input type="checkbox"/> Commerce <input type="checkbox"/> Science <input type="checkbox"/> Teacher Education <input type="checkbox"/> Physical Education <input type="checkbox"/> Medical Sc. <input type="checkbox"/> Engineering and Tech <input type="checkbox"/> Management <input type="checkbox"/> Distance Edu Any other: <input type="text"/>
11b.	Whether the Teacher Education Department is opting for A&A process separately? If yes, number of years the Department has been existing as independent Department:	<input type="radio"/> Yes <input type="radio"/> No
11c.	Whether the Physical Education Department is opting for A&A process separately? If yes, number of years the Department has been existing as independent Department:	<input type="radio"/> Yes <input type="radio"/> No
12.	Total Number of :	Teaching Staff: <input type="text"/> Students: <input type="text"/> Non-Teaching Staff: <input type="text"/>
13.	Number of Programmes offered :	UG: <input type="checkbox"/> PG: <input type="checkbox"/> Cert: <input type="checkbox"/> Dipl. <input type="checkbox"/> PG Dipl. <input type="checkbox"/> Research: <input type="checkbox"/> Others: <input type="text"/>

14.	Number of batches of students graduated from the College:	<input type="text"/>
15a.	Date of first accreditation (applicable for Re-Assessment/ Re-Accreditation only)	(DD/MM/YYYY) <input type="text"/>
15b.	Date of Second Accreditation (applicable to third cycle of accreditation only)	(DD/MM/YYYY) <input type="text"/>
16.	Date of establishment of IQAC	(DD/MM/YYYY) <input type="text"/>



NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission

Annexure 3 : LETTER OF INTENT: UNIVERSITIES

1.	This LoI is for	<input checked="" type="radio"/> Assessment <input type="radio"/> Re-Assessment <input type="radio"/> Re-Accreditation
2.	Name of the University	<input type="text"/>
3.	Name of the Head of the University	<input type="text"/> Designation: <input type="text"/>
4.	Contact Details	Address: <input type="text"/> City: <input type="text"/> Pin: <input type="text"/> State/UT: <input type="text"/> Tel: <input type="text"/> Fax: <input type="text"/> Email: <input type="text"/> Website: <input type="text"/>
5.	Date of Establishment	(DD/MM/YYYY) <input type="text"/>
6a.	Date of inclusion by UGC under section 2(f)	(DD/MM/YYYY) <input type="text"/>

6b.	Date of Recognition by UGC under section 12B	(DD/MM/YYYY) <input type="text"/>
6c.	Whether the University has been conferred the status of "University with potential for Excellence" by the UGC? if yes, the date of confirmation of the status:	<input type="radio"/> Yes <input type="radio"/> No. (DD/MM/YYYY)
6d.	Recognised under any other (please specify)	<input type="text"/>
7.	Nature of Institution	<input type="radio"/> Central University <input type="radio"/> State University <input type="radio"/> Institution of National Importance <input type="radio"/> Private University <input type="radio"/> Deemed to be University established under section 3 Any other: <input type="text"/>
8a	Whether the University is Professional University/ Institution of National Importance?	<input type="radio"/> Yes <input type="radio"/> No.
8b	If yes, what is/are the core disciplines?	<input type="text"/>
8c	How many batches of students have graduated in their core disciplines?	<input type="text"/>
9	Whether the University/ Institution of National Importance has duly established campus(es) abroad?	<input type="radio"/> Yes <input type="radio"/> No.

10	Faculties	<input type="checkbox"/> Arts <input type="checkbox"/> Commerce <input type="checkbox"/> Science <input type="checkbox"/> Education* <input type="checkbox"/> Medical Sc. <input type="checkbox"/> Engineering and Tech <input type="checkbox"/> Management <input type="checkbox"/> Distance Edu Any other: <input type="text"/>
11a *	Has the University/ Institution of National Importance has Departments of Teacher Education/Physical Education?	<input type="radio"/> Yes <input type="radio"/> No.
11 b	If yes, are such departments opting for A & A separately?	<input type="radio"/> Yes <input type="radio"/> No.
11 c	If yes, how many year's standing to these departments have?	<input type="text"/>
12 a	If the University is a Deemed to be University, is it opting for accreditation of all its duly approved constituent together?	<input type="radio"/> Yes <input type="radio"/> No.
12 b	Does the Deemed to be University have any unit which is not approved yet ?	<input type="radio"/> Yes <input type="radio"/> No.
12 c	Does the Deemed to be University has Teacher Education / Physical Education Departments ?	<input type="radio"/> Yes <input type="radio"/> No.
12 d	Do the Department of Teacher Education / Physical Education applying for A&A separately from the University?	<input type="radio"/> Yes <input type="radio"/> No.

12 e	How many years of standing these department have ?	<input type="text"/>
12 f	How many batch of students have graduated from such departments ?	<input type="text"/>
13	Total Number of (Numbers only)	Teaching Staff: <input type="text"/> Students: <input type="text"/> Non-Teaching Staff: <input type="text"/>
14	Programmes offered (Numbers only)	UG: <input type="checkbox"/> PG: <input type="checkbox"/> Research: <input type="checkbox"/> Others: <input type="text"/>
15.	Date of accreditation (applicable for Re-Assessment/ Re-Accreditation only)	(DD/MM/YYYY) <input type="text"/>
16.	Date of establishment of IQAC	(DD/MM/YYYY) <input type="text"/>

Designation

Tel. Number with STD code

Mobile

Fax. Number

Email- Id

Website address

1.4 Location of the College

Urban Semi-Urban Rural Tribal Hilly area

1.5 Year of establishment

1.6 Does the college function from

	Area of the campus in acres	Total built up area in sq. m.
Its own campus		
Rented buildings		

1.7 Name of the Universities To which the College is affiliated, or of which the College is a Constituent:

Nature of relationship with the University:

Affiliated Constituent

If Affiliated, **Status of Affiliation:** Permanent Temporary

1.12 Has the College received recognition under UGC Act

2f 2f & 12 B Not under 2f & 12B

1.13 Number of programmes offered by the college

UG (excluding self-financing ones)

PG (excluding self-financing ones)

UG & PG (Integrated Programmes)

M. Phil./ Ph.D.

Self finance degree courses

Other value added courses
(Certificate, UG-Diploma, PG-Diploma)

Total

1.14 Number of faculties {specify}
(E.g. Arts, Comm. & Science etc.)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1.15 Number of departments

1.16 Is the College opting for A&A of Teacher Education Department/Physical Education Department separately?

Yes No

1.17a Total number of students (excluding those in self-financing programmes)

	UG		PG		M. Phil./ Ph.D.		Value added courses (Certificate/ Diploma)	
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>
General								
SC/ST								
OBC								
Total								
GRAND TOTAL								

	UG		PG		M. Phil./ Ph.D.		Value added courses (Certificate/ Diploma)	
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>
General								
SC/ST								
OBC								
Total								
GRAND TOTAL								

1.17b Total Number of Student in self-financing programmes

1.18 Total Number of Students in the College (A+B):

1.19 Number of teaching, technical and administrative staff

	Permanent		Temporary		Total	
	Male	Female	Male	Female	Male	Female
a) Total no. of teachers						
b) Teachers with Ph. D or equivalent as the highest qualification						
c) Teachers with PG or equivalent as the highest qualification						
d) Teachers with other specific eligible qualification (specify)						
e) Technical staff						
f) Administrative staff						
g) Support staff						

1.20 Library holdings

No. of titles of Books

No. of Journals

No. of E-resources

1.21 Unit Cost of Education

(a) Unit cost = total annual expenditure (actuals)
divided by number of students enrolled

(b) Unit cost calculated excluding salary component

1.22 Mention five academic milestones of the College

(College is required to highlight, chronologically or in importance and effectiveness in bullet form, the 5 major achievements of the college or Progress made by the College)

➤

➤

➤

➤

Section 2: Institutional data

1. The College has in place a structured internal quality assurance system for ensuring continuous quality monitoring/ improvement Yes No
2. Library has reading room facilities for students and faculty separately. Yes No
3. The College has a mechanism for seeking regular feedback from students regarding the teaching-learning processes Yes No
4. Basic computer literacy is ensured for all students
5. The College provides financial aid to at least 5% of the general students (excluding the scholarship to SC/ ST students) Yes No
6. The College has a mechanism for counseling students Yes No
7. An annual academic calendar is prepared and implemented by the College Yes No
8. The College has a mechanism for addressing grievances of students Yes No
9. The College has provision for promoting 'in house' research activities Yes No
10. Internet facility is available in the College Yes No
11. Percentage of teachers using audio visual aids including computer-aided teaching

<10%

10-20%

>20%

- | | | |
|--|------------|--------------------------|
| 12. The average number of extension activities organized by the College (Average of last two years) | <2 | <input type="checkbox"/> |
| | 2-5 | <input type="checkbox"/> |
| | >5 | <input type="checkbox"/> |
| 13. Percentage utilization of annual allocated funds (Average of last two years) | <50 % | <input type="checkbox"/> |
| | 50- 75 % | <input type="checkbox"/> |
| | >75 % | <input type="checkbox"/> |
| 14. Maintenance expenditure on infrastructure as percentage of the total annual budget (Average of the last two years) | <2% | <input type="checkbox"/> |
| | 2-4% | <input type="checkbox"/> |
| | >4% | <input type="checkbox"/> |
| 15. Average pass percentage of graduating students (Average of the last two years) | <40% | <input type="checkbox"/> |
| | 40-50% | <input type="checkbox"/> |
| | >50% | <input type="checkbox"/> |
| 16. Computer: students ratio | >1: 60 | <input type="checkbox"/> |
| | 1:30 -1:60 | <input type="checkbox"/> |
| | <1: 30 | <input type="checkbox"/> |

17. Percentage of faculty benefited from the UGC and other staff development programmes (Average of the last two years)
- <5%
- 5-10%
- >10%
18. Percentage of teachers with Ph.D. qualification
- <5%
- 5-20%
- >20%
19. Students: Teacher ratio
- >50:1
- 30:1-50:1
- <30:1
20. Percentage of faculty positions filled against sanctioned posts
- <60%
- 60-80%
- >80%
21. Number of add-on courses conducted by the College
- Nil
- 1-2
- >2

22. Number of awards received by students in sports and cultural activities (Average of last two years)
- Nil
- At State/ University level
- At National/ International level
23. Number of research projects with the faculty (Average of last two years)
- Nil
- 1-2
- >2
24. Number of academic seminars/conferences / workshops that the College has organized. (Average of last two years)
- Nil
- 1-2
- >2
25. Academic linkages/collaborations the College has established (Average of last two years)
- None
- 1-2
- > 2

Certification by the Head of the College

I (Name & Destination), as the Head of the College, certify that the information provided above is true to the best of my knowledge. I also certify that my College has complied with all the norms stipulated from time to time by the UGC/ State Govt. and affiliating University.

I am aware that the Peer team will validate the information provided in this IEQA format during the peer team visit.

A Demand draft for (Comment: check this figure) Rs. 2000/- (Rupees two thousand only) drawn in favor of Director, NAAC, No..... Dated
..... Bank Branch.....,
is sent separately.

Signature of the Head of the College:

Official Seal:

Place:

Date:

Annexure 5:

PROFORMA FOR INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT

**(For Affiliated /Constituent Teacher Education/Physical Education Colleges/
Departments of Education of Composite Colleges: First time Assessment and
Accreditation (A/A) only)**

(All questions should be answered in the appropriate spaces
provided and in capital letters)

Section 1: Profile of the College

1.1 Name of the College:

1.2 Postal address:

City

State

PIN CODE

Website/URL

E-mail

1.3 Date of establishment
(dd/mm/yyyy)

1.4 Location of the College:

Urban

Semi-Urban

Rural

Tribal

Hilly area

1.5 Head of the institution:a) **Name and Designation**

b) **Status of Appointment:**
 Temporary Permanent Additional Charge
c) **Contact Details:**

STD code:

Tel:

Mobile:

Fax:

Email :

1.6 a. The college functions from:

	Area of the campus in acres	Total built up area in sq. m.
Its own campus		
Rented buildings		

b. Does the college has its own separate and independent building for running teacher education courses

 Yes No
1.7 (a) The University to which the College is affiliated?

(b) Status of affiliation:

Permanent

Temporary

1.8 (a) Type of College:

Co-education College

Men's College

Women's College

(b) Time of functioning:

Day College

Evening College

(c) Status of NCTE recognition:

(Enclose latest recognition letter of NCTE)

(d) Is the recognition is conditional Yes No

If yes what are the conditions:

and compliance there of:

1.9 Recognition under UGC Act of 1956:

2(f)

2(f) & 12B

Not under 2(f) & 12B

1.10 Status of the Management:

- Government
- Private Grant in aid
- Private-minority
- Private- unaided
- Constituent College of the University

1.11 (a) Is the Institution registered under

- i) Trust Yes No
- ii) Society's Registration Act Yes No
- iii) Any other Relevant Act of the respective State Govt. Yes No
- iv) Others (Specify)

(b) Name of the Managing Society/Trust/Committee/Board

1.12 Campus Information

- (a) No of classrooms with floor area of more than 500 sq. ft. each Yes No
- (b) No of classrooms with floor area less than 500 sq. ft. each Yes No

- (c) Whether the institution has multipurpose hall of an area more than 2000 Sqft. Yes No
- (d) Library cum reading room Yes No
- (e) Principal's Office Yes No
- (f) Administrative office Yes No
- (g) Store room Yes No
- (h) Open space for lawn, gardening Yes No
- (i) Staff room Yes No
- (j) Parking Yes No
- (k) Visiting room Yes No
- (l) Girls' common room Yes No
- (m) Canteen Yes No
- (n) Separate toilet facility for boys & girls Yes No
- (o) ET/ICT Resource Centre Yes No
- (p) Psychology Resource Centre Yes No
- (q) Art and work experience Resource Centre Yes No
- (r) Health and Physical rooms Yes No

- (s) Library Resources (for Different level of Courses) Yes No
- (t) Safety measures (Fire Extinguishers, etc) Yes No
- (u) Hostel for Boys Yes No
- (v) Hostel for Girls Yes No
- (w) Mess facility Yes No
- (x) Soft drinking water facilities Yes No

1.13 Number of programs offered by the college

	Teacher Education	Physical Education	NCTE Recognized	*Others
UG				
PG				
UG & PG (Integrated Programme)				
M. Phil. / Ph.D.				
Certificate, UG-Diploma PG-Diploma				
GRAND TOTAL				

* Programmes other than those recognized by NCTE and affiliated to a University/ recognized by other state or Central bodies/agencies

1.14 Total number of students in

	UG		PG		M. Phil./ Ph.D.		Value added courses (Certificate/ Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General								
SC/ST								
OBC								
Total								
GRAND TOTAL								

1.15 Pass percentage in University examination (Last two Batches)

	Year of entry: (Batch- I)			Year of entry: (Batch- II)		
	UG	PG	Total	UG	PG	Total
Admitted to the programme						
Appeared for the final year examination						
Passed in the final exam						
Passed in first class						
Ranks, if any						

1.16 Number of teaching, technical and administrative staff

	Permanent		Temporary		Total		Grand Total
	Male	Female	Male	Female	Male	Female	
a) Total number of teachers							
b) Teachers with Ph. D or equivalent degree as the highest qualification							
c) Teachers with PG and M.Ed. or equivalent degree as the highest qualification							
d) Teachers with other specific eligible qualification (specify)							
e) Technical staff							
f) Administrative staff							
g) Support staff							
h) Number of Vacant Teaching positions							

1.17 Library holdings

No. of Books

No. of Titles

No. of Journals

No. of Reference books

No. of E-resources

1.18 Unit Cost of Education

(a) Unit cost = total annual expenditure
budget (actuals) divided by number of
students enrolled

(b) Unit cost calculated excluding salary component

1.19 Mention five academic milestones of the institution during last three years

(Institutions are required to highlight, the achievements, innovations, research and publication activities of the institution and the progress made by the institution in chronological order and bullet point-wise)

➤

➤

➤

➤

➤

Section 2: Institutional data

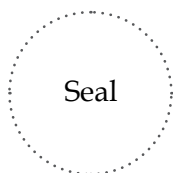
1.	The Institution has in place a functional Internal Quality Assurance Cell (IQAC) for ensuring continuous quality improvement and monitoring the quality of the academic and administrative activities.	Yes		No	
2.	Library with reading room facilities for students and faculty with seating capacity of 25% of the students on rolls.	Yes		No	
3.	Library has at least 1000 titles & 3000 Books.	Yes		No	
4.	Institution provides financial concessions/ assistance to at least 5% of the students excluding the government scholarship being received by SC/ ST students.	Yes		No	
5.	The Institution has a mechanism for counseling and guidance	Yes		No	
6.	The institution has a mechanism for addressing grievances of the students and staff.	Yes		No	
7.	An annual academic calendar is prepared and implemented by the institution.	Yes		No	
8.	ICT skills component is a compulsory constituent/ Programme for all students.	Yes		No	
9.	Access to internet facility is available to staff and students in the Institution.	Yes		No	
10.	A minimum of three hours per week computer access is provided to Individual student in the institution.	Yes		No	
11.	The institution has provision for promoting research.	Yes		No	
12.	Institution has a mechanism for seeking regular feedback from students regarding teaching- learning process	Yes		No	
13.	Students are placed for practice teaching in more than one type of school i.e. Govt./ Private/ Public/ Special/ Boys/ Girls/ Co-education schools	Yes		No	
14.	There is a special provision for developing communication Skills among students	Yes		No	

15.	Number of Extension and outreach activities are organized by the institution every year	< 2	
		2-4	
		>4	
16.	Number of Journals in Education subscribed (Only those related to Education)	1-4	
		5-10	
		>10	
17.	Percentage of teachers using audio-visual aids (ICT) including computer aided teaching.	<10%	
		10-20%	
		>20%	
18.	Percentage of teachers including Principal with Doctoral or equivalent qualification	None	
		<50 %	
		>50 %	
19.	Percentage of Faculty benefited from professional development programmes organized by UGC, NCERT/RIE, SCERT, NCTE and others.	None	
		<50 %	
		>50 %	
20.	Number of practice teaching schools associated with the institution for practice teaching.	5-10	
		11-20	
		> 20	
21.	Percentage of practice teaching schools with which the college has an enduring (continued) arrangement for more than three years.	<50 %	
		50- 80 %	
		> 80%	
22.	Percentage utilization of projected budget. (Average of last two years)	<50	
		50-75	
		>75 %	
23.	Percentage of maintenance expenditure to the total annual budget for infrastructure (Average of the last two years).	< 3	
		3-4%	
		> 4	

24.	Percentage of student teachers assigned to a practicing school (recognized) for ensuring optimum availability of school time.	<11%	
		between 12 -20%	
		>20%	
25.	Number of lessons given by a student- teacher under practice teaching in two school subjects.	< 40 lessons	
		40 lessons	
		> 40 lessons	
26.	Number of teaching skills practiced	< 6	
		6-8	
		>8	
27.	Number of workshops organized on teaching aid preparation ICTs (audio, video, CD's VCD's etc) per school subject.	None	
		1-2	
		> 2	

Certification by the Head of the Institution

I as the Head of the institution certify that the information provided above is true to the best of my knowledge. I also certify that this institution has complied with all the norms stipulated from time to time, by the UGC/NCTE /State Govt., and affiliating University.



**Authorized signature of the
Head of the institution with seal**

Place:

Date:

The Physical Education Institutions need to submit the following additional information to NAAC in addition to the IEQA format.

A. Campus Information:

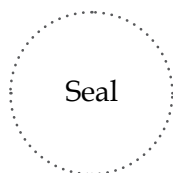
1.	Whether the Institution has minimum 8 acres of land?	Yes		No	
2.	Multipurpose play fields for outdoor sports	Yes		No	
3.	Athletic Track : 400 m. / 200 m in Metro cities	Yes		No	
4.	Gymnasium	Yes		No	
5.	Hall and Equipments for Indoor Games & Sports	Yes		No	

B. Athletics and Games:

	Equipments for:				
6	Human Performance Laboratory	Yes		No	
7	Athletic Care & Rehabilitation Laboratory	Yes		No	
8	Anatomy Laboratory	Yes		No	
9	Physiology Laboratory	Yes		No	
10.	Health Education Laboratory	Yes		No	

Certification by the Head of the Institution

I as the Head of the institution certify that the information provided above is true to the best of my knowledge. I also certify that this institution has complied with all the norms stipulated from time to time, by the UGC/NCTE /State Govt., and Affiliating University.



Authorized signature of the
Head of the institution with seal

Place:

Date:

Notes: