Format for Self-study

(University Central Governance Structure)

NIEPA DC
D09484

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INTRODUCTION

NAAC's process of assessment and accreditation aims at taking the institutions of higher education to a better quality perception through an effective and sound combination of self-appraisal (through self-study) and unbiased, informed and transparent external review by Peers. The most important stages in the assessment and accreditation process are:

- preparation of a self-study report by the institution,
- validation of the above by the peer team visit, and
- final decision of **NAAC** based on the report of the team.

Self-Study

An institution that really understands itself - its strengths and weaknesses, its potentials and its limitations - is likely to be much more successful in carrying out its educational mission than one without such self-awareness. Thus self-study becomes the most pertinent part of the assessment process.

To analyse the functioning of the institution in totality, **NAAC** has identified ten parameters that touch every facet of working of an institution. They are:

- Institutional goals and objectives
- Curriculum design and review
- Teaching, learning and evaluation
- Research and publications
- Consultancy and extension activities
- Organisation and management
- Infrastructure facilities
- Support services
- Student feedback and counselling and
- Generation and management of financial resources

On combining the data on all the ten parameters, the picture in totality of the functioning of the institution would emerge. This is the self-study report and it is the backbone of the assessment and accreditation process. External review by the Peers comes into operation at this stage. Based on the recommendations of the peer team, **NAAC** will take a final decision on the process of accreditation,.

Unit for self-study

Indian higher education system is a complex network of different kinds of institutions. For a given university there is a central governance structure which takes all the academic, administrative and financial policy decisions. It directly controls the university post graduate departments/centres. Affiliated and constituent colleges are dependent on the university system in respect of adherence to the academic and other related (appointment of teachers, conduct of examinations etc.) policies. Autonomous colleges have freedom for curriculum change in a given structure, in the process of teaching and conduct of examinations. Teaching at the post graduate level is done in the college system too. In

view of these interlinkages and interdependence among the various entities in the university system, NAAC has identified the following as "unit" for self-study:

- University Central Governance Structure (UCGS)
- University Post Graduate Department (UPGD)/University Post Graduate Centre (UPGC)
- Post Graduate Teaching Centre in a College (PGTCC)
- Affiliated/Constituent College
- Autonomous College

NAAC has prepared self-study manuals for each of the above mentioned units which clearly explain the procedure for data collection and organisation to prepare the self-study report. The manuals present the healthy practices of the institutions in terms of criterion statements. They clearly indicate that the functioning of the institution is being looked into from the point of view of the seven beneficiaries namely students, faculty, staff, parents, employers, funding agencies and society.

Unit of Assessment

The success of the entire assessment and accreditation process depends upon how well we define a "Unit" of assessment. **NAAC** has defined the following combinations as "Unit of Assessment".

- **University:** University Central Governance Structure (UCGS) along with University Post Graduate Departments (UPGD) and University Post Graduate Centres (UPGC) would be treated as a single "Unit of Assessment". Two independent self-studies would be carried out, one for UCGS and one for UPGD/UPGC, and the peer team would take both these documents into cognisance during their visit to the institution.

- **Affiliated and Constituent Colleges:** The review on the *functioning* of each of the colleges would be treated as a separate task to be carried out by the peer team. Hence an affiliated or a constituent college becomes a separate "Unit of Assessment". The peer team would also look at the self-study report of UCGS to further understand the linkages between UCGS and the colleges.

- **Autonomous Colleges:** Each college would be treated as a separate "Unit of Assessment". The peer team would look at both the self-study reports namely that of UCGS and the College

- **Post Graduate Teaching Centres in Colleges:** Each centre would be treated as an independent "Unit of Assessment" and the peer team has of course to look at both the self-study reports of UCGS and PGTCC.

The above mentioned procedure for self-study has been evolved through many deliberations with reputed experts. The format for self-study given by **NAAC** is only suggestive. If an institution could evolve a better way of writing the self-study report, it is welcome to do so.

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Guidelines

This format has been structured to help the institutions record the information on the functioning of the institution in two parts. Part-I requires only 'general data' about the institutional profile. Part-II is with reference to the practices of the institution under the ten parameters. Under each parameter, the healthy practices have been identified which are given below in terms of criterion statements.

I. Institutional Goals and Objectives
- *The goals and objectives of the institution are clearly stated, periodically reviewed, and communicated systematically to all its constituencies.*
- *The goals and objectives of the institution reflect contemporary educational needs and are relevant to regional, national and international demands.*

II. Curriculum Design and Review
- *The programmes of teaching and learning are consistent with the goals and objectives of the institution.*
- *The process of programme approval is well organised.*
- *Feedback from academic peers and employers is used in the initiation, review and redesign of programmes.*

III. Teaching, Learning and Evaluation
- *The programmes of teaching and learning take account of individual differences among learners and offer academic flexibility.*
- *The teaching-learning process is well organised and participative.*
- *The programmes of teaching and learning make optimum use of educational media and materials to enhance learning.*
- *The evaluation procedures in the educational programmes are rigorous and fair.*
- *The regularity and the confidentiality of examinations are maintained.*
- *The institution has an efficient mechanism to recruit qualified and adequate faculty.*
- *The institution has an open and participative mechanism for evaluation of teaching, research and work satisfaction of the faculty.*
- *The faculty have opportunity for continued academic progress and professional advancement.*

IV. Research and Publications
- *The institution promotes research culture among faculty and students.*
- *The institution has a vigorous and well scrutinised publication programme and actively encourages faculty and students to publish in academic forum.*

V. Consultancy and Extension Activities
- *The institution promotes faculty participation in consultancy work.*
- *The institution is responsive to community needs and conducts relevant extension and awareness programmes.*

VI. Organisation and Management
- *The organisation of the institution is such that powers and responsibilities are clearly assigned to designated bodies and individuals to facilitate tasks related to every aspect of the institution's goals and every segment of its constituencies.*
- *The institution's offices and departments are governed on the principles of participation and transparency.*
- *Academic and administrative planning in the institution move hand in hand.*
- *The institution has a realistic academic calendar which is generally followed meticulously.*

- *The institution has a realistic and transparent admission policy which is adhered to.*
- *The organisation has an adequate and fair mechanism for creation and appointment of administrative staff and for their continued professional advancement.*
- *Management techniques and technologies, to the extent possible, are used by the institution for efficient running of every administrative and academic decision making.*

VII. Infrastructure Facilities

- *The institution has adequate physical facilities to run the educational programmes and administrative functions efficiently.*
- *The growth of the infrastructure keeps pace with the academic growth of the institution.*
- *The institution has effective mechanisms for optimal use of infrastructure.*

VIII. Support Services

- *The institution has sufficient and well run support services to ensure the physical and intellectual health of all its constituencies.*
- *The institution has adequate library and computer facilities with easy access to all its constituencies.*
- *The institution practises relevant welfare schemes for all its constituencies.*
- *There are fair and expeditious grievances redressal mechanisms at all levels of the institution's functioning.*

IX. Student Feedback and Counselling

- *The institution has an effective mechanism to use student feedback for the quality enhancement.*
- *The institution's prospectus gives clear guidance to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.*
- *Financial aid to students is fairly distributed.*
- *The institution offers competent academic counselling and placement services to its students.*

X. Generation and Management of Financial Resources

- *The institution has imaginative and effective resource mobilisation and management strategies.*
- *The finances of the institution are judiciously allocated and effectively utilised to make its programmes and functioning cost-effective.*
- *The budgeting and auditing procedures are regular and standardised.*

Part-II of the self-study format elicits information on these criterion statements from the point of view of the beneficiaries of the system of education. For ease of presenting the data, the format has been designed to use code numbers for name of the departments, title of the project, publication of the university etc. Since the department code has to be used at various places of this format the steering committee is advised to generate the code numbers for all the departments in advance and maintain uniformity throughout the format. The list of code numbers has to be appended.

The list of relevant documents that are to be enclosed with the self-study document is also given in the format, parameter-wise. It is quite possible that a number of documents listed here may be part of one institutional document. An index of each institutional document will help to locate the information needed. These documents will be useful for the visiting peer team also. The guidelines and formats given by NAAC are only suggestive and the institution is free to make suitable modifications.

Institutional profile

1. Name of the university

2. Address

3. State

4. Telephone No. (Office)

   Vice-chancellor

   Registrar

   Fax No.

   E-mail.

5. Residence Telephone No.

   Vice-chancellor

   Registrar

6. Whether

   Central university ☐

   State university ☐

   Deemed university ☐

   Institute of national importance ☐

   Any other

7. Whether the university is

Unitary [O]

Affiliating [O]

Anyother [ ]

8. Give the actual number of colleges

Affiliated [ ]

Constituent [ ]

Autonomous [ ]

UPGD/UPGC [ ]

9. Date of establishment

i. Original (prior to establishment as a university) [ ] [ ] [ ]

ii. As a university [ ] [ ] [ ]

10. Date of UGC recognition as a university

i. 2f· [ ] [ ] [ ]

ii. 12B [ ] [ ] [ ]

iii. Notification (deemed university) [ ] [ ] [ ]

iv. Any other [ ]

Date [ ] [ ] [ ]

11. Area of the campus in acres ☐☐☐

12. How old is the campus? ☐☐☐ Years

13. How old is the oldest building? ☐☐☐ Years

14. How old is the newest building? ☐☐☐ Years

15.a. Does the university have a satellite campus within the jurisdiction ? Yes ☐ No ☐

15.b. Location of the university

Urban ☐

Semi-rural ☐

Rural ☐

Any other ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

16. Give details about the number of faculty categories.

	SC		ST		MBC		OBC		FC		TOTAL	
	F	M	M	F	M	F	M	F	M	F	M	F
Last but one year												
Last year												
current year												

17. Give details about the number of staff categories.

	SC		ST		MBC		OBC		FC		TOTAL	
	F	M	M	F	M	F	M	F	M	F	M	F
Last but one year												
Last year												
current year												

18. Number of students in both university and colleges (**general**).

		UG			PG		
		Last but one year	Last year	Current year	Last but one year	Last year	Current year
Admitted	M						
	F						
	Total						
Dropped	M						
	F						
	Total						
Appeared for final exam	M						
	F						
	Total						
Passed the final year exam	M						
	F						
	Total						

19. Number of students in both university and colleges (SC).

		UG			PG		
		Last but one year	Last year	Current year	Last but one year	Last year	Current year
Admitted	M						
	F						
	Total						
Dropped	M						
	F						
	Total						
Appeared for final exam	M						
	F						
	Total						
Passed the final year exam	M						
	F						
	Total						

20. Number of students in both university and colleges (**ST**).

		UG			PG		
		Last but one year	Last year	Current year	Last but one year	Last year	Current year
Admitted	M						
	F						
	Total						
Dropped	M						
	F						
	Total						
Appeared for final exam	M						
	F						
	Total						
Passed the final year exam	M						
	F						
	Total						

21. Number of students in both university and colleges (**OBC**).

		UG			PG		
		Last but one year	Last year	Current year	Last but one year	Last year	Current year
Admitted	M						
	F						
	Total						
Dropped	M						
	F						
	Total						
Appeared for final exam	M						
	F						
	Total						
Passed the final year exam	M						
	F						
	Total						

22. Number of foreign students in both university and colleges.

		UG			PG		
		Last but one year	Last year	Current year	Last but one year	Last year	Current year
Admitted	M						
	F						
	Total						
Dropped	M						
	F						
	Total						
Appeared for final exam	M						
	F						
	Total						
Passed the final year exam	M						
	F						
	Total						

23. Number of NRI students in both university and colleges.

		UG			PG		
		Last but one year	Last year	Current year	Last but one year	Last year	Current year
Admitted	M						
	F						
	Total						
Dropped	M						
	F						
	Total						
Appeared for final exam	M						
	F						
	Total						
Passed the final year exam	M						
	F						
	Total						

Parameter I: Goals and objectives

1. a. Goals and objectives of the institution (not exceeding 150 words)

1. b. List 10 meaningful key phrases of the goals and objectives in the order of priority.

i

ii

iii

iv

v

vi

vii

viii

ix

x

2. The goals and objectives of the institution are stated in the following:

i. Act	ii. University handbook	iii. Academic calendar
iv. Information Brochure	v. Prospectus of programmes	vi. Annual report
vii. Institution's magazines	viii. Institution's journals	ix. Newsletter
x. Pamphlets on institutional profile		

xi. Any other

3. a. Have the goals and objectives been reviewed, revised or given a more comprehensive meaning in relation to the changing scenario since the time of inception of the institution ?

Yes No

If YES how many times?

3.b. Indicate whether the process of change was initiated by the following:

i. Court or Senate ii. Syndicate or EC iii. Academic council

iv. Any other

3.c. For any one specific case of change explain how the process was done, with meaningful key phrases.

4.a. For any three significant changes give the nature and the causes for the modifications:

Year and nature of modification	Code no. of the Cause *
1	
2	
3	

*** Code no. of the cause:**

1. **For bringing uniformity**
2. **Recommendation of various committees**
3. **Policy on education**
4. **Changing economic trends of the region**
5. **National demands**
6. **To enhance or reduce participation of stakeholders**
7. **To enhance or reduce interference of socio-political forces**

Anyother

8a
8b
8c

4.b. How did the university respond to each of these changes with reference to implementation of these changes in a time bound manner and timely communication to all its constituencies of the changes? Give evidence

5. **Indicate the relevance of the goals and objectives of the institution with two specific examples (which have not been mentioned earlier) for five of its major considerations.**

Major considerations	Translation into teaching, research and extension activities
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

6. **Specific examples for translation of socio-economic needs of the region into programmes**

Socio-economic needs	Translation into teaching, research and extension activities
1	
2	

7. **Specific examples for translation of regional, national & international educational needs & other demands into programmes:**

Regional/National & International demands	Translation into teaching, research and extension activities
Regional 1 2	
National 1 2	
International 1 2	

8.a. Is there a formal mechanism to forecast the changing trends of the region? Yes ☐ No ☐

If Yes, give details of the mechanism in 10 meaningful keyphrases.

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

7 .....

8 .....

9 .....

10 .....

8.b. Give two specific examples for its impact on initiation of programmes

Regional trends	Translation into teaching, research and extension activities
1.	
2.	

Parameter II: Curriculum Design and Review

1.a. Does the guidelines on programme proposal indicate clearly the need to check compatibility between academic programmes and goals and objectives of the institution?

Yes [O] No [O]

1.b. For any new programme proposal is there a need for a formal statement certifying, how the programme serves the goals and objectives of the institution?

Yes [O] No [O]

1.c. To substantiate the compatibility, for each major consideration of the goals and objectives give two specific examples that have not been cited earlier

Major consideration of the Goals and objectives	Academic programmes

2. The changes in the programmes are communicated through the following:

i. University handbook	O	**ii. Academic calendar**	O	**iii. Prospectus of programmes**	O
iv. Annual report	O	**v. Institution's magazines**	O	**vi. Institution's journals**	O
vii. Newsletter	O	**viii. Pamphlets on institutional profile**	O		

xii. Any other ☐☐☐

4. What is the built-in mechanism to check whether the process of programme approval is followed ?
(Give five to six meaningful key phrases that would reflect the built-in mechanism)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

5.a. Is there a mechanism to seek views from academic peers and employers on the programmes? Yes ☐ No ☐
If Yes, how is the feedback collected?

i. Questionnaire/ Opinionnaire ☐ **ii. Interview/ face -to-face interaction** ☐ **iii. Discussions, (Individual/Group)** ☐

iv. Any other

5.b. Is there periodic interaction with academic peers and employers on the programmes? Yes ☐ No ☐
If yes, it is organised by:

UCGS ☐ **Departments** ☐ **Colleges** ☐

5.c. Feedback gathered is communicated to academic-decision making bodies through the following:

i. Reports ☐ **ii. Letters** ☐ **iii. Meetings / discussions** ☐ **iv. Special publications** ☐

v. Any other

5.d. Give two examples for having used the feedback from various bodies to frame programmes

Department/Subject/ programmes	Feedback in key phrases	Title of the courses Introduced/Redesigned

5.e. Time scale for feedback analysis and implementation in any two specific cases

Initiation of feedback gathering	Completion of Feedback gathering	Completion of Analysis	Communication of Results	Implementation of Feedback

Parameter III : Teaching, Learning and Evaluation

a.Teaching-Learning

1. **Does the university have a mandatory to judge the student knowledge and aptitude for a particular programme?**

Yes ☒ No ☒

If Yes how is it done?

Interview ☒ Written test ☒ Marks in qualifying exam ☒

Any other ☐

Give details about the institutional policies and practices in two definite cases on judging students knowledge and aptitude for a particular programme

Institutional policies	Practices
1	
2	

2. **Does the University have a mandatory to provide bridge / remedial courses to the educationally disadvantaged students?**

Yes ☒ No ☒

If Yes give details about the institutional policies and practices in two definite cases on providing bridge or remedial courses to the educationally disadvantaged students

Institutional policies	Practices
1	
2	

3. **Does the institution have provision for interdisciplinary registration?** Yes ☐ No ☐

If Yes indicate how the institutional policy and practice encourage interdisciplinary registration. Give two specific examples.

Institutional policies	Practices

4. **Is there provision for instruction for private / external candidates?** Yes ☐ No ☐

If Yes indicate how the institution provides for the facilitates to run those programmes in terms of the following:

i. Faculty

.....

.....

.....

ii. Resource material

.....

.....

.....

iii. Administrative support

.....

.....

.....

iv. Finance

.....

.....

.....

v. Infrastructure

.....

.....

.....

5. What is the institutional policy and practice to organise and monitor the teaching- learning activities?

Institutional policies	Practices

6. What methods does the institution employ to facilitate the teaching- learning process besides conventional class room method?

7. **In what ways docs the institution encourage the use of technology in teaching methodology?**

8. **Give details regarding teachers' participation in the production of multimedia material.**

Name of the faculty	Dept. code	Nature of participation	Outcome

9.a. Is there a centralised media centre? Yes ☐ No ☐

If Yes what are its working hours? **From** _____ **To** _____

Indicate the management and staff pattern of the media centre in a flow chart.

10. Give the list of various educational media and materials available in the media center

Sl. No.	Type of material	Code	Description of the material	Application

11.Does the centre maintain a record for utilisation of various materials? Yes ☐ No ☐

If Yes, give the following details pertaining to last year,

Material code	Number of users			Hours of use		
	Faculty	Students	Staff	Faculty	Students	Staff

12.a. What is the institutional policy and practice to train the technical staff to match advances in technology and equipment?

Institutional policies	Practices

12.b. Give details about the training programme

Name	Area of training	Duration	Year

b. Evaluation

1. Indicate the institution's policy on its evaluation methodology.

2. Is the institutional policy regarding the evaluation methodology made clear to the students at the start of the programme? Yes ☐ No ☐

3. Is it communicated to the students through the following?

i. University handbook	☐	**ii. Academic calendar**	☐
iii. Information Brochure	☐	**iv. Prospectus of programmes**	☐
v. Annual report	☐	**vi. Pamphlets on institutional profile**	☐

vii. Any other

4. **Which body ensures that the evaluation methods test the knowledge and skills that specific programmes are designed to impart?**

5. **What is its composition and functions?**

Composition	Functions

6.a. **For how long is the present policy on evaluation methodology in practice?** ☐☐☐

6.b. **During the last decade, how many times has the evaluation methodology changed?** ☐☐☐

For the changes introduced, give the following details:

Sl. No.	Year	Modification introduced	Reason	Impact

7. **Have there been representations or recommendations made to the University asking for changes in the evaluation methodology?** Yes [O] No [O]

If Yes, in any two specific cases, indicate how the university responded.

8. **Indicate the institution's policy for the constitution of the board of question paper setters, in five meaningful keyphrases.**

UG level:

1 .....

2 .....

3 .....

4 .....

5 .....

PG level:

1 .....

2 .....

3 .....

4 .....

5 .....

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9. Indicate the criteria for selection and appointment of members and chairman of board of question paper setters in 5 meaningful keyphrases.

UG level:

1 .....

2 .....

3 .....

4 .....

5 .....

PG level:

1 .....

2 .....

3 .....

4 .....

5 .....

10. Explain the guidelines given to the question paper setters. (in 5 meaningful keyphrases.)

1 .....

2 .....

3 .....

4 .....

5 .....

11. Indicate the institution's policy for the constitution of the board of examiners, in five meaningful keyphrases.

UG level:

1 .....

2 .....

3 .....

4 .....

5 .....

PG level:

1 .....

2 .....

3 .....

4 .....

5 .....

12. Indicate the criteria for selection and appointment of members and chairman of board of examiners in 5 meaningful keyphrases.

UG

1 .....

2 .....

3 .....

4 .....

5 .....

PG level:

1 .....

2 .....

3 .....

4 .....

5 .....

13. For the last year, give data on the following:

i) Number of exams conducted by the university

UG exams ☐☐☐ **PG exams in colleges** ☐☐☐ **PG exams in university departments** ☐☐☐

ii) Number of boards of question paper setters

UG exams ☐☐☐ **PG exams in colleges** ☐☐☐ **PG exams in university departments** ☐☐☐

iii) Number of faculty involved in question paper setting

UG exams ☐☐☐ **PG exams in colleges** ☐☐☐ **PG exams in university departments** ☐☐☐

iv) Number of students appeared for the exams.

UG exams ☐☐☐☐☐☐ **PG exams in colleges** ☐☐☐☐☐ **PG exams in university departments** ☐☐☐☐

v) Number of faculty involved in the invigilation of the exams

UG exams ☐☐☐☐ **PG exams in colleges** ☐☐☐ **PG exams in university departments** ☐☐☐

vi) Number of examiners involved in the evaluation

UG exams ☐☐☐☐ **PG exams in colleges** ☐☐☐ **PG exams in university departments** ☐☐☐

14. What are the guidelines given to the invigilators? (in 6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

15. What are the guidelines given to the examiners? (in 6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

16. Give details about the cheeks and balances to monitor evaluation, in 6 meaningful keyphrases

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

17. State the policy and guidelines to conduct the practical examination in 6 meaningful keyphrases

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

18. What are the checks and balances to monitor that the guidelines for practical exam are followed? (6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

19. What are the guidelines for moderation of exam results?

1 .....

2 .....

3 .....

4 .....

5 .....

20. Give few examples from the last year data, to show that the guidelines are followed in the moderation of

Name of the exam	Moderation given	Reason

21. **Provide the following information on the last year exam.(Only in cases where the delay in announcement of result is more than a month)**

Name of the exam and level (UG/PCTCC/UPGD)	Theory/ lab/ field (T,L,F)	Seheduled date of announcement of results	Actual date of announcement of result	Reasons for delay

22. During the last year exams, how many cases of negligence of paper setters came to the notice of the university?

UG exams ☐☐☐☐

PG exams in colleges ☐☐☐☐

PG exams in university departments ☐☐☐☐

23. Indicate the corrective actions taken.

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

24. Indicate three most recurring negligence of paper setters.

1 .....

2 .....

3 .....

25. State the number of leakage of question papers, in the last year.

UG exams ☐☐☐☐

PG exams in colleges ☐☐☐☐

PG exams in university departments ☐☐☐☐

26. For any two cases state the corrective measures taken.

Nature of the case	Corrective action
1.	
2.	

27. State the number of malpractices identified at the examinations of the last year.

UG exams ☐☐☐☐

PG exams in colleges ☐☐☐☐

PG exams in university departments ☐☐☐☐

28. Indicate the penalties for malpractice.

Debar from exams ☐ Financial penalty ☐

Any other ☐

Any other ☐

Any other ☐

29. During the last 3 years how many erring examiners were penalised?

Year	Levels		
	UG	PGTCC	UPGD
Last but one year			
Last year			
Current year			

30. What where the penalties given to erring examiners?

Debar from examinership O Financial penalty O

Any other

Any other

Any other

31. State the policy and procedure for re-evaluation.(in 6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

32. Give details on the re-evaluation cases of the last year.

Level	Number of students applied for re-evaluation	Number of students lost marks	Number of students gained marks	Number of students with marks unchanged
UG				
PGTCC				
UPGD				

33. State the number of cases where the difference between the first and re-evaluation exceeded the university accepted norm.

UG

PGTCC

UPGD

34. State in meaningful keyphrases how the regularity and confidentiality of examinations are maintained at the following stages.

Paper setting	
Invigilation	
Evaluation	
Announcing result	

35. Is the examination management process computerised? Yes ☐ No ☐

If Yes, at what levels?

Pree-exam prepration ☐ processing application forms ☐ Preparing Hall tickets ☐

Preparation of statement of results ☐ Preparation of marks sheets ☐

Anyother _____

36. Has the university introduced reforms in the examination process for simplification / enhancement of the process in the following aspects?

If Yes, indicate the change in meaningful keyphrases

Paper setting ☐ _____

Invigilation ☐ _____

Evaluation ☐ _____

Announcing result ☐ _____

Re-evaluation ☐ _____

c. Faculty

1. State the institutional policy on recruitment of faculty for existing positions, in 6 meaningful keyphrases

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

2. Does the institution have policy guidelines for creation of positions? Yes ☐ No ☐

If Yes, highlight the policy and mechanism of recruitment in 6 meaningful keyphrases

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

3. **During last three years how many positions have been filled up by inviting the right people?** ☐☐☐☐

Give the detail.

Year	Cadre	Nature of position	
		Existing	Created
Last but one year	College		
	PGTCC		
	UPGD: Lecturer		
	Reader		
	Professor		
Last year	College		
	PGTCC		
	UPGD: Lecturer		
	Reader		
	Professor		
Current year	College		
	PGTCC		
	UPGD: Lecturer		
	Reader		
	Professor		

4. Give the following data for a few specific cases.

Type of position		If C	If V	Date of				
Created	Vacancy	name of the plan	when it appeared	Advertisement	Appointment of selection committee	Selection committee meeting	Despatch of appointment letters to candidates	Reporting of the candidate for duty
C	V							

5. **How many decessions of the selection committee have not been approved by the executive council / syndicate, during the last 3 years?**

Last but one year ☐☐☐

Last year ☐☐☐

Current year ☐☐☐

6. **Indicate the number of recruitments to faculty positions during the last 3 years.**

Year	Level & cadre	From		From	
		Same institution	Other institution	Same state	Other state
Last but one year	College				
	PGTCC				
	UPGD: Lecturer				
	Reader				
	Professor				
Last year	College				
	PGTCC				
	UPGD: Lecturer				
	Reader				
	Professor				
Current year	College				
	PGTCC				
	UPGD: Lecturer				
	Reader				
	Professor				

7. During last three years how many of UPGD faculty have left the university? ☐☐☐☐

Give the detail.

Year	Cadre	Rason in keyphrases
Last but one year	College	
	PGTCC	
	UPGD: Lecturer	
	Reader	
	Professor	
Last year	College	
	PGTCC	
	UPGD: Lecturer	
	Reader	
	Professor	
Current year	College	
	PGTCC	
	UPGD: Lecturer	
	Reader	
	Professor	

8. Give information regarding the nature of posts(last 3 years).

Nature of posts	Cadre	Current number	Number of positions that have remained temporary / adhoc for more than 2 years
Temporary	College		
	PGTCC		
	UPGD: Lecturer		
	Reader		
	Professor		
Adhoc	College		
	PGTCC		
	UPGD: Lecturer		
	Reader		
	Professor		

9. indicate data on faculty who have attended seminars/conferences/workshops.

Year	Faculty cadre	Number	Level of participation		Level of the seminar	
			Resource person	Participant	National N	International I
Last but one year	College					
	PGTCC					
	UPGD: Lecturer					
	Reader					
	Professor					
Last year	College					
	PGTCC					
	UPGD: Lecturer					
	Reader					
	Professor					
Current year	College					
	PGTCC					
	UPGD: Lecturer					
	Reader					
	Professor					

10. Is there a formal mechanism to collect the self appraisal of the faculty on teaching, research and work satisfaction? Yes ☐ No ☐

If Yes, give details in 5 meaningful keyphrases

Other than the self appraisal what are the other mechanisms the university has to evaluate the teaching, research and work satisfaction of the facluty?

11.a. What is the institutional policy on faculty development programmes? (6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

11.b. How does the institution encourage the faculty to participate in the development programmes? (6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

12.a. List the faculty development programmes of the university.

Faculty development programme	**Code number**
_____	_____
_____	_____
_____	_____
_____	_____

12. Indicate the faculty development programmes and the number of faculty benifited out of it during the last three years

Year	Faculty development programmes (code)	No. of faculties benefited				
		College	PGTC	UPGD		
				L	R	P
Last but one year						
Last year						
Current year						

Code : L- Lecturer, R- Reader, P- Professor

13. Indicate the number of faculty who have availed study leave / sabbatical leave, their duration in months and their purpose.

Year	Faculty	Study leave/ sabbatical leave	Duration in months	Purpose
Last but one year	College			
	PGTCC			
	UPGD: Lecturer			
	Reader			
	Professor			
Last year	College			
	PGTCC			
	UPGD: Lecturer			
	Reader			
	Professor			
Current year	College			
	PGTCC			
	UPGD: Lecturer			
	Reader			
	Professor			

14.a. Does the institution reward successful teaching innovations at different levels?

(i). Promotional incentive [O] (ii). Financial support for external activities [O]

(iii). Internal honouring machanism [O] (iv). Any other [ ]

14.b. During the last 3 years how many faculty have been rewarded under each catogory mentioned above?

Year	Category of reward	No. of faculties rewarded				
		College	PGTC	UPGD		
				L	R	P
Last but one year	i ii iii iv					
Last year	i ii iii iv					
Current year	i ii iii iv					

Code : L- Lecturer, R- Reader, P- Professor

15. What is the institutional policy for national and international linkage? (6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

Parameter IV : Research and Publications

a. Research

1. Indicate the institution's policy towards research in ten meaningful key phrases.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

2.a. How does the institution promote and sustain research culture among faculty and students?

i. Providing infrastructure free of cost [O]	ii. Providing infrastructure by charging overhead [O]	iii. Partial financial assistance [O]
iv. Less work load for teachers [O]	v. Less work load for research scholars [O]	vi. Onduty leave [O]
vii. Provision for seed money for research [O]	viii. Provision for research workshop [O]	ix. Provision for peer group interaction at periodic intervals [O]

x. Any others

2.b. For every facilitating aspect of the university given above give two examples.

Sl.No.	Facilitating aspect	examples

3. a. List of on going projects funded by external agencies

Principal investigator	Project code	Dept. code	Funding agency	Amount (Rs.)	Duration in years	Date of		
						Sanction of the project	Receipt of funds	Release of money

3. b.

project code	Area of research	Collaboration N- National I- Intl.	If inter disciplinary depts.(Code) that co-ordinate	Expected outcome & Targeted level of Benefit	Level R- Regional N- National I- Intl.

4.a. Indicate the awards or recognition for research work received by faculty during the last three years

Name of the faculty	Department code	Award/recognition	Area of work

4.b. Indicate the awards or recognition for research work received by students during the last three years

Name of the Student	Department code	Award/recognition	Area of work

b. Publication

1. What is the institution's policy on its publication programme and how is it implemented? Explain in 6 meaningful phrases

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

2. a. What are the regular publications of the institution?

	Publication code	Periodicity: Weekly	Monthly	Quarterly	Biannual	Annual
Magazines	☐☐	○	○	○	○	○
Journals	☐☐	○	○	○	○	○
Reports	☐☐	○	○	○	○	○
Pamphlets	☐☐	○	○	○	○	○
Bulletins	☐☐	○	○	○	○	○
Catalogues	☐☐	○	○	○	○	○
Manuals	☐☐	○	○	○	○	○
Books	☐☐	○	○	○	○	○
Monographs	☐☐	○	○	○	○	○
Others	☐☐	○	○	○	○	○
Others	☐☐	○	○	○	○	○

2.b. Does the University have publication exchange programme with others institutions?

Yes ○ No ○

If Yes, with how many institutions? ☐☐

2.c. **Are the publications of the institution subsidised?** Yes ☐ No ☐

Give the following details for the current year

Publication code	% of subsidy			Price per unit		
	Faculty	Students	Others	Faculty	Students	Others

2.d. **List the publications of the institution during the last three years.**

Last but one year

Publication code	Issue no. if applicable	No. of Copies		Total cost (Rs.)	Source of funding I- Internal, G-External Govt. P-External private
		Printed	Distributed		

2.d. List the publications of the institution

Last year

Publication code	Issue no. if applicable	No. of Copies		Total cost (Rs.)	Source of funding I- Internal, G-External Govt. P-External private
		Printed	Distributed		

2.d. List the publications of the institution

Current year

Publication code	Issue no. if applicable	No. of Copies		Total cost (Rs.)	Source of funding I- Internal, G-External Govt. P-External private
		Printed	Distributed		

3.a. Indicate the level of participation of various stake holders, in the publication programme in ten meaningful key phrases.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

3.b. For any one publication of the institution give the details of the editorial board

4. Are the contributions to the institution's journal refereed? Yes ☐ No ☐

If Yes who are the referees of the latest issue of the journal?

Name of the person and designation	Institution and area of specialisation

5. How does the institution encourage faculty and research students to publish in academic forum?

i. Weightage in promotion/ carrier advancement of faculty ☐

ii. Due recognition in the institutional reports ☐

iii. Awards / recognition for good publications ☐

iv. Publication grants ☐

v. Any others

6.a. Indicate the criteria for sanctioning publication grant, in ten meaningful key phrases.
Give evidence for following the criteria in the current academic year.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Evidence

6.b. **Is there any committee for processing the publication grant ?** Yes [O] No [O]

If Yes for one specific case give the following details.

Name and designation	Institution and area of specialisation

6.c. **Indicate the details of the publication grants given by the university.**

Name of the grantee	designation code	Amount (Rs.)	Outcome

Designation Code: Professor -1, Reader -2, Lecturer - 3, Student - 4, Staff - 5

Parameter V: Consultancy and Extension Activities

a. consultancy

1. State the institution's policy on consultancy services in 10 meaningful key phrases.

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

7 .....

8 .....

9 .....

10 .....

2. State the facilitating aspects of the institutional practice that encourage faculty for consultancy work. (5 meaningful key phrases)

1 .....

2 .....

3 .....

4 .....

5 .....

3. List the broad areas of consultancy services taken by faculty during the last three years

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

7 .....

8 .....

9 .....

10 .....

4. For each of the three most important aspects mentioned above, give two specific examples

I. Broad Area: .....

E.g. 1. .....

E.g. 2. .....

II. Broad Area: .....

E.g. 1. .....

E.g. 2. .....

III. Broad Area: .....

E.g. 1. .....

E.g. 2. .....

5. State the impact of the institution's consultancy services on its image and credibility, in 5 keyphrases.

Impact on image:

1 .....

2 .....

3 .....

4 .....

5 .....

Impact on credibility:

1 .....

2 .....

3 .....

4 .....

5 .....

Anyother: .....

1 .....

2 .....

3 .....

4 .....

5 .....

6. a. Indicate the finance generated through consultancy services by faculty through individual consultancy work.

Sl. No.	Name of the faculty & Dept. code	Last but one year		Last year		Current year		Total	
		Outlay of the Project	Finance generated	Outlay of the Project	Finance generated	Outlay of the Project	Finance generated	Outlay of the Projects	Finance generated

6. b. **Indicate the finance generated through consultancy services by students through individual consultancy work.**

Sl. No.	Name of the student & Dept. code	Last but one year		Last year		Current year		Total	
		Outlay of the Project	Finance generated	Outlay of the Project	Finance generated	Outlay of the Project	Finance generated	Outlay of the Projects	Finance generated

6. c. **Indicate the finance generated through consultancy services through institutional consultancy work.**

Sl. No.	Department(s) involved (in code number)	Last but one year		Last year		Current year		Total	
		Outlay of the Project	Finance generated	Outlay of the Project	Finance generated	Outlay of the Project	Finance generated	Outlay of the Projects	Finance generated

7.a. Indicate the awards/ recognition received by faculty.

Sl. No.	Name of the faculty & Dept. code	Nature of consultancy	Beneficiaries	Award/Recognition	Year

7.b. **Indicate the awards/ recognition received by students.**

Sl. No.	Name of the student	Dept. code	Nature of consultancy	Beneficiaries	Award/Recognition	Year

7.c. **Indicate the awards/ recognition received by institution.**

Sl. No.	Department(s) involved (in code number)	Nature of consultancy	Beneficiaries	Award/Recognition	Year

b. Extension activities

8. State the policy of the institution on extension activities, in 10 keyphrases

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

7 .....

8 .....

9 .....

10 .....

9. Does the institution have an advisory committee for the extension activities? Yes ☐ No ☐

If Yes, give details of its composition.

Name of the member	Designation and area of specialisation

10. **Does the institute have a person who takes charge of all the extension activities?** Yes ☐ No ☐

If Yes, indicate his name, designation, qualification, powers and functions.

Name, Designation & Qualification	Powers	Functions

Indicate the nature of his/her post.

Permanent ☐

Temporary ☐

Voluntary ☐

Rotation ☐

Anyother ☐

11. **Is there an office to assist him in the organisation of the extension activities?** Yes ☐ No ☐

If Yes, give details of the staff pattern and management of the office in a flow chart.

12. How does the institution assess community needs? (in 5 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

13. How does the institution sensitise the faculty towards community needs? (in 5 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

14. Does the institution interact with the following to plan the extension activities?

Institution	**Interaction**		**If yes give an example for its outcome. Example**
Schools	Yes ☐	No ☐	.....
Polytechnics	Yes ☐	No ☐	.....
Universities	Yes ☐	No ☐	.....
Autonomous institutions	Yes ☐	No ☐	.....
Community	Yes ☐	No ☐	.....
Industry	Yes ☐	No ☐	.....
Government organisation	Yes ☐	No ☐	.....
Non-Govt. organisation	Yes ☐	No ☐	.....
Media	Yes ☐	No ☐	.....
Critics	Yes ☐	No ☐	.....

15. How does the institution make provision for resources to conduct extension and awareness programmes? indicate in 5 keyphrases

Finance:

1 .....

2 .....

3 .....

4 .....

5 .....

Human resource:

1 .....

2 .....

3 .....

4 .....

5 .....

Infrastructure:

1 .....

2 .....

3 .....

4 .....

5 .....

16. Indicate the broad areas of the various extension activities of the institution.

i. Community development ☐ ii.Social work like laying of roads ☐

iii. Health & hygiene awareness ☐ iv. Medical camp ☐

v. Adult education & literacy ☐ vi Blood donation camp ☐

vii Any other

viii Any other

ix. Any other

17. Indicate the extension activities of the university for the last three years

a. Last but one year:

Name of the extension activity	Code No.	Nature of the activity	Organiser	Target group	Number of participants(volunteers)			
					Students	Faculties	Staff	External members

b. Last year:

Name of the extension activity	Code No.	Nature of the activity	Organiser	Target group	Number of participants(volunteers)			
					Students	Faculties	Staff	External members

c. Current year:

Name of the extension activity	Code No.	Nature of the activity	Organiser	Target group	Number of participants(volunteers)			
					Students	Faculties	Staff	External members

18. The students are recognised for extension & awareness programmes by:

Cash award ○

Merit certificate ○

Compensation in the attendance ○

Any other

19. The faculty are recognised for extension & awareness programmes by:

Cash award ○ Less work load ○

Certificate ○

Promotion ○

Increase in salary ○

Any other

20. The administrative staff are recognised for the extension and awareness activities by the institution & other public through:

Cash award ○ Less work load ○

Merit certificate ○

Promotion ○

Increase in salary ○

Any other

Parameter VI. Organisation and Management

A. General

1. Give the flow chart of the organisational structure of the institution with reference to the important statutory bodies.

1.b. Give the flow chart of the organisational structure of the institution with reference to the important functionaries.

2.a. Have the powers and functions been decentralised? Yes ☐ No ☐

If yes, at what level?

Assistant Registrar	☐	Section officer	☐
Dean	☐	Section Supndt.	☐
Deputy Registrar	☐	Any other	

2.b. Do all important functionaries have powers for decision-making? Yes ☐ No ☐

If yes, at what level?

Assistant Registrar	☐	Section officer	☐
Dean	☐	Section Supndt.	☐
Deputy Registrar	☐	Any other	

Give two examples.

2.c. Give the decentralised structure of the functions and powers of the important functionaries in a flowchart format.

3. What is the mechanism to ascertain the appropriate use of powers and functions of functionaries? (10 meaningful key phrases)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

4.a. How many times the emergency powers of the Vice-Chancellor have been utilised in the last three years.?

b. For only two specific cases of using the emergency power, State the reasons. (academic decisions only

5. How many decisions of the executive council have led to controversies/challenges/ representations?

6. Has there been a committee appointed to improve its organisation and management during th last three years?

Yes ☐ No ☐

If yes, for any two specific committees give the following details.

Composition	Function	Specific purpose

Are the faculty and administrative staff, members of those committees? Yes ☐ No ☐

If yes, how many?

Faculty ☐☐

Staff ☐☐

7. How many cases of violations have been detected during the last three years and at what level?

8.a. Other than statutory levels on what aspects (like (a) quality enhancement and (b) improving the image of the university) do the faculty associations and staff unions influence the institutional functioning?

i. Faculty association

ii. Staff union

b. Other than statutory levels, on what aspects of decision making of the university do the students, faculty and staff participate

i. Students

ii. Faculty

iii. Staff

10. Indicate on an average the transfer of administrative staff in the institution.

Year	Same position	On promotion
2 - 4		
4 - 6		
6 - 8		
8 - 10		
No transfer		
Any other		

11. Within the available framework of workforce how efficiently is the work distribution of administrative staff done?

12.a. What is the policy on comprehensive academic and aadministrative planning? Give in five meaningful key phrases.

1.

2.

3.

4.

5.

12.b. Is there a planning board? Yes ☐ No ☐

If yes, Is it a statutory body? Yes ☐ No ☐

If yes what is the composition and functions of the planning board?

Composition	Functions

How many are from

Academic ☐☐ Administrative ☐☐ External members ☐☐
(educationists, subject experts, industrialists, etc.)

If no, does the Vice-Chancellor appoint some adhoc committee for academic and administrative planning? Yes ☐ No ☐

If yes, how is it done? (five meaningful key phrases)

13. a. Enclose two planning proposals and their implementation report.

13. b. During the last three years indicate how many proposals were initiated and implemented?

	Initiated	Implemented
Short term planning proposals		
Long term planning proposals		

14. How does the institution maintain the confidential reports and work efficiency charts?

B. Academic

15. Is there a formal committee for
(i) making (ii) reviewing (iii) redesigning and (iv) modifying the academic callendar)

Yes ☐ No ☐

If yes, what is the composition and functions of the committee?

Composition	Function

16. Indicate the date of publication of the academic calendar of the current year.

DD ☐☐ MM ☐☐ YY ☐☐☐☐

17. Does the policy and criteria for admission of students take cognisance of the following

Qualifying examinations QE ☐

Entrance examinations EE ☐

Interview II ☐

18. How are the policies and criteria for admission students made clear for prospective students? Explain in five meaningful key phrases.

1.
2.
3.
4.
5.

19. State the admission policy of the institution with regard to foreign students in five meaningful key phrases.

	Policy
UG	
UPGD/UPGC	
PGTCC	

20. State the support services given to foreign students

Special accommodation	☐	Foreign students office	☐
Induction courses	☐	Welfare programmes	☐
Socio-cultural activities	☐	Any other are programmes	

c. Administration

21. State the institutional policy on recruitment of administrative staff for existing positions, in 6 meaningful keyphrases.

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

22. Does the institution have policy guidelines for creation of positions? Yes ☐ No ☐

If Yes, highlight the policy and mechanism of recruitment in 6 meaningful

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

23. During last three years how many positions have been filled up by inviting the right people?

☐☐☐☐

Give the detail.

Year	Cadre	Nature of position	
		Existing	Created
Last but one year	Section staff		
	Section officer		
	Assistant registrar		
	Deputy registrar		
	Registrar		
	Any other		
Last year	Section staff		
	Section officer		
	Assistant registrar		
	Deputy registrar		
	Registrar		
	Any other		
Current year	Section staff		
	Section officer		
	Assistant registrar		
	Deputy registrar		
	Registrar		
	Any other		

24. Give the following data for a few specific cases.

Type of position		If C	If V	Date of				
Created	Vacancy	name of the plan	when it appeared	Advertisement	Appointment of selection committee	Selection committee meeting	Despatch of appointment letters to candidates	Reporting of the candidate for duty
C	V							

25. How many decisions of the selection committee have not been approved by the executive council / syndicate?

Last but one year ☐☐☐

Last year ☐☐☐

Current year ☐☐☐

26. Indicate the number of recruitments of administrative staff during the last 3 years.

Year	Cadre	From		From	
		Same institution	Other institution	Same state	Other state
Last but one year	Section staff				
	Section officer				
	Assistant registrar				
	Deputy registrar				
	Registrar				
	Any other				
Last year	Section staff				
	Section officer				
	Assistant registrar				
	Deputy registrar				
	Registrar				
	Any other				
Current year	Section staff				
	Section officer				
	Assistant registrar				
	Deputy registrar				
	Registrar				
	Any other				

27. During last three years how many of administrative staff have left the university? ☐☐☐☐ Give the detail.

Year	Cadre	Reason in keyphrases
Last but one year	Section staff	
	Section officer	
	Assistant registrar	
	Deputy registrar	
	Registrar	
	Any other	
Last year	Section staff	
	Section officer	
	Assistant registrar	
	Deputy registrar	
	Registrar	
	Any other	
Current year	Section staff	
	Section officer	
	Assistant registrar	
	Deputy registrar	
	Registrar	
	Any other	

28. Give information regarding the nature of posts(last 3 years).

Nature of posts	Cadre	Current number	Number of positions that have remained temporary / adhoc for more than 2 years
Temporary	Section staff		
	Section officer		
	Assistant registrar		
	Deputy registrar		
	Registrar		
	Any other		
Adhoc	Section staff		
	Section officer		
	Assistant registrar		
	Deputy registrar		
	Registrar		
	Any other		

29. indicate data on administrative staff who have attended training programmes.

Year	Cadre	Number	Level of participation		Level of training	
			Resource person	Participant	National N	International I
last but one year	Section staff					
	Section officer					
	Assistant registrar					
	Deputy registrar					
	Registrar					
	Any other					
Last year	Section staff					
	Section officer					
	Assistant registrar					
	Deputy registrar					
	Registrar					
	Any other					
Current year	Section staff					
	Section officer					
	Assistant registrar					
	Deputy registrar					
	Registrar					
	Any other					

30. Is there a formal mechanism to collect the self appraisal of the staff on their work satisfaction? Yes O No O

If Yes, give details in 5 meaningful keyphrases

Other than the self appraisal what are the other mechanisms the university has to evaluate the work satisfaction of the staff?

31.a. What is the institutional policy on staff development programmes? (6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

31.b. How does the institution encourage the staff to participate in the development programmes? (6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

32.a. List the staff development programmes of the university.

Staff development programme	Code number

32.b. Indicate the staff development programmes and the number of staff benefited out of it during the last three years

Year	Staff development programmes (code)	No. of staff benefited					
		SS	SO	AR	DR	R	O
Last but one year							
Last year							
Current year							

Code : SS - Section staff, SO - Section officer, AR - Assistant registrar, DR - Deputy registrar, R - Registrar, O - Others

33. Indicate the number of staff who have availed study leave, their duration in months and their purpose.

Year	Staff cadre	Study leave	Duration in months	Purpose
Last but one year	Section staff			
	Section officer			
	Assistant registrar			
	Deputy registrar			
	Registrar			
	Any other			
Last year	Section staff			
	Section officer			
	Assistant registrar			
	Deputy registrar			
	Registrar			
	Any other			
Current year	Section staff			
	Section officer			
	Assistant registrar			
	Deputy registrar			
	Registrar			
	Any other			

34.a. Does the institution reward excellence in administration at different levels?

(i). Promotional incentive [O] (ii). Financial support for external activities [O]

(iii). Internal honouring mechanism [O] (iv). Any other [ ]

34.b. During the last 3 years how many staff have been rewarded under each category mentioned above?

Year	Category of reward	No. of staff rewarded					
		SS	SO	AR	DR	R	O
Last but one year	i ii iii iv						
Last year	i ii iii iv						
Current year	i ii iii iv						

Code : SS - Section staff, SO - Section officer, AR - Assistant registrar, DR - Deputy registrar, R - Registrar, O - Others

35. What is the institutional policy for national and international linkage of the administrative staff? (6 meaningful keyphrases)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

Parameter VII: infrastructure facilities

1.(a.) Enclose the site plan for the campus of the institution indicating the existing buildings and the projected structure in coming 10 years.

1.(b) Indicate the following in the site plan (sqft/acres)

Area of	Number of units
Open spaces	
Play-ground	
Academic buildings	
Administration buildings	
Gardens	
Botanical gardens	
Total campus	

2. Give the following details

Space utilisation	Number of units currently available.
Administrative offices	.....
Central library	.....
Central class room facility	.....
Housing for faculty	.....
Housing for staff	.....
Boys hostel	.....
Girls hostel	.....
Sports complex	.....
Guest house	.....
Canteen	.....
Faculty club	.....
Health clinic	.....
Workshop	.....
Seminar hall/ auditorium	.....

3. Is there a committee to ascertain needs of the institution and proportionate facilities?

Yes ☐ No ☐

If Yes, what is the composition of its members and its functions of that mechanism

Composition	Functions

Is there an incharge or a co-ordinator for that committee? Yes ☐ No ☐

4. Has the committee recommended for organising the infrastructure in a more effective and innovative way? Yes ☐ No ☐

If Yes, Give 2 examples.

5. Has the committee recommended for increase in demands making provisions for more facilities to meet the increase in demands? Yes ☐ No ☐

If Yes, Give 2 examples.

6. what methods does the institution have to ensure maintenance optimum use of its infrastructure? Explain in 6 meaningful keyphrases

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

7. Does the oldest or damaged building needed recently? Yes [O] No [O]

If Yes, how quickly was it done?

8. Other than conventional courses does the university run the following courses.

(i) Additional certificate courses [O]

(ii) Additional diploma courses [O]

9. Does the university generate financial resources from those additional courses?

Yes ☐ No ☐

If Yes, give specific examples for the last 2 years.

10. Is there any policy for optimum use of the academic facilities of the institution?

Yes ☐ No ☐

If Yes does the policy encourage for using the academic facilities.

(i) In collaboration with other agencies. ☐

(ii) For initiating its own ☐

(iii) By external agencies ☐

11. For each of the infrastructure facilities state the mechanism for responding to complaints and maintenance (in 5 meaningful keyphrases).

Civil facilities.

1 _____

2 _____

3 _____

4 _____

5 _____

Electrical facilities

1 _____

2 _____

3 _____

4 _____

5 _____

Drainage

1 _____

2 _____

3 _____

4 _____

5 _____

Water supply

1 _____

2 _____

3 _____

4 _____

5 _____

Sanitation & cleanliness

1 _____

2 _____

3 _____

4 _____

5 _____

Furniture

1 _____

2 _____

3 _____

4 _____

5 _____

Transport

1 _____

2 _____

3 _____

4 _____

5 _____

Communication

1 _____

2 _____

3 _____

4 _____

5 _____

Security

1 _____

2 _____

3 _____

4 _____

5 _____

Any other

1 _____

2 _____

3 _____

4 _____

5 _____

12. State two examples to verify the maintenance service of every infrastructure facility.

13. How does the university encourage the formation of lawns and gardens and maintain an eco-friendly surroundings?

14. Does the university have an estate office? Yes ☐ No ☐

14.b. Give the organisational structure of the staff of estate office in a flow-chart format?

Organisational structure:
Functioning of staff:

15. How does the university maintain the sanitation and cleanliness of the campus efficiently?

Parameter VIII. Support services

A. Library

1. State the institutional policy on Library in five meaningful key phrases.

1.
2.
3.
4.
5.

2. Is there an advisory committee for Library? Yes ☐ No ☐

If yes, indicate the composition of its members and functions.

Composition

1.
2.
3.
4.
5.
6.

Functions

1.
2
3.
4.
5.

3. Give the flowchart of the management and staff pattern of the Library.

4. Indicate information about the departmentwise libraries and their holdings of books, periodicals, journals, etc.

S.No.	Deptt. code	Deptt. Library Y/N	Text books	Other books	Periodicals	Journals	Magazines

5. Is the library interconnected with other libraries for information? Yes ☐ No ☐

If yes, at what levels?

City	☐	State	☐
Regional	☐	National	☐
District	☐	International	☐

6. Does the computerisation of the library include the following?

Lending of books	☐	Purchase of books	☐
Lending of audio visual material	☐	Book bank	☐
Stock verification	☐		

Is the information pertaining to the departmental libraries on computers?

Yes ☐ No ☐

If yes, are all the information connected through

Local area network ☐ Wide area net work ☐

Does the library subscribe through Internet or WWW? Yes ☐ No ☐

If yes, give the following details:

	Regional	National	International	Money spent per year for access
Journals	☐	☐	☐	☐☐☐
Periodicals	☐	☐	☐	☐☐☐
Others	☐	☐	☐	☐☐☐

7. State the mechanism in five meaningful key phrases that facilitate access of library facilities

1.
2.
3.
4.
5.

8. Indicate the library timings.

Users	General Section		Reference Section
	Lending time	General time	
UG students			
PG students			
Research scholars			
Faculty			
Staff			

9. How is the utility of the library monitored? Support the information by appropriate evidence

1.
2.
3.
4.
5.

10. Give the monthwise break-up of acquisition of books in the central library (last year).

S.No.	Month	Amount in Rs.		
		Text books	Other books	Journals
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				
11.				
12.				

11. Give the number of books, journals, periodicals that have been added in the central library during the last three years and their cost.

	Last but one year		Last year		Current year	
	Number	Total cost (Rs. '000)	Number	Total cost (Rs. '000)	Number	Total cost (Rs. '000)
Books Journals (current) Periodicals (current) Magazines Periodicals Any others Total						

12. a. Indicate the information about the use of the various facilities in the library during the last year.

Facility	Students		Faculty		Staff	
	No. of users	No of hours of use	No. of users	No of hours of use	No. of users	No of hours of use
Cassettes (audio/video)						
Computer						
Micro film/ micro card						
Fax						
E-mail						
Any others						

b. Are students, faculty and staff charged for using the above facilities ? Yes ☐ No ☐

If yes, give details.

Users	Facility	Criteria for charge	Fund generated last but one year	last year
Students	Cassettes (audio/video)			
	Computer			
	Micro film/ micro card			
	Fax			
	E-mail			
	Any others			

Users	Facility	Criteria for charge	Fund generated last but one year	last year
Faculty	Cassettes (audio/video)			
	Computer			
	Micro film/ micro card			
	Fax			
	E-mail			
	Any others			

Users	Facility	Criteria for charge	Fund generated last but one year	last year
Staff	Cassettes (audio/video)			
	Computer			
	Micro film/ micro card			
	Fax			
	E-mail			
	Any others			

13. Is there a Book bank facility in the central library? Yes ☐ No ☐

If yes, how many students are benefited from it?

	UG	PG
Last but one year	☐	☐
Last year	☐	☐
Current	☐	☐

14. At a time how many students can be accommodated

a. In the reading hall

b. How many cubicles are there for

Research scholars

Faculty

c. Indicate the criteria for utility and allocation of cubicles in six meaningful key phrases.

1.
2.
3.
4.
5.
6.

15. Are the following procedures simplified?

a. Physical verification Yes ○ No ○

b. Writing off books Yes ○ No ○

c. Replacement of books Yes ○ No ○

d. ordering of books/journals/periodicals Yes ○ No ○

Explain in five meaning key phrases.

1.
2.
3.
4.
5.

16. Is there inter-library borrowing? Yes ○ No ○

B. Computer Centre

1. Is there a central computer facility in the university? Yes ☐ No ☐

If yes, how many computers does the central facility hold? Give the configuration and other hardware details.

2. State the institutional policy on computer centre in five meaningful key phrases.

1.

2.

3.

4.

5.

3. Is there an advisory committee for computer centre? Yes ☐ No ☐

If yes, indicate the composition of its members and functions.

Composition

1.
2.
3.
4.
5.

Functions

1.
2.
3.
4.
5.

4. Give the flowchart of the management and staff pattern of the computer centre

5. What are the various facilities available in the computer centre?

6. What are the criteria to avail the facilities of the computer centre?

1.
2.
3.
4.
5.

7. What is the mechanism to ensure easy access of computers to students, faculty and staff? Indicate in six meaningful key phrases.

1.
2.
3.
4.
5.
6.

8. How many departments hold computers of their own? Give the configuration and hardware details.

S.No	Deptt. Code	No. of terminals	Configuration

9. What is the output of the centre in developing computer aided learing packages in various subjects during the last three years?

S.No	Subject	No. of CAL packages developed and year	Code No.	Target group	Faculty and students involved in developing CAL faculty of the centre/ students/other faculty

Code No. of CAL	Faculty of the centre	Other faculty	Students

10. Indicate the rate of utilisation of the computer facility during the last year?

No. of users			Hours of use		
Faculty of the centre	Other faculty	Students	Faculty of the centre	Other faculty	Students

11. State the policy of the institution on procurement of accessories in six meaningful key phrases?

1. .....
2. .....
3. .....
4. .....
5. .....
6. .....

12. Is there a purhase committee? Yes ☐ No ☐

If yes, give the composition of its membership and its functions.

Composition	Functions

14. When was the updating of computer facilities done last time?

What was it?

15. Are students, faculty and staff charged for using the facilities of the computer centre?

Yes ☐ No ☐

If yes, give the following details:

	Criteria for charge	Fund generated Last but one year	Fund generated Last year
For students			
For faculty			
For staff			

15. During the last two years how much money has been spent on the computer centre?

Last but one year

Last year

C. Health Services

1. State the institutional policy on health services in five meaningful key phrases.

1.
2.
3.
4.
5.

2. Is there an advisory committee for health services? Yes ☐ No ☐

If yes, indicate the composition of its members and functions.

Composition

1.
2.
3.
4.
5.
6.

Functions

1.
2
3.
4.
5.

3. Give the flowchart of the management and staff pattern of the health centre.

4. What are the various health services available in the university?

5. What are the infrastructure facilities including equipment available in the health centre?

6. What are the criteria to avail these faciliteis?

1.
2.
3.
4.
5.

7. Is the service of outside experts available? Yes ☐ No ☐

If yes, what is the procedure to avail their services?

1.
2.
3.
4.
5.

8. Is there any compulsory medical insurance for the following?

students ☐ faculty ☐ staff ☐

9. Does the university maintain a health record for students, staff and faculty?

Students ☐

Faculty ☐

Staff ☐

If yes,does it include information about

blood group ☐ Drug Allergies ☐ Any other ☐

10. Are any efforts made on the part of the institution to offer general programmes on

Health and Hygiene ☐
Community relationship ☐
Social awareness ☐
Any other ☐

11. Does the university have compulsory general medical check up for all the students, faculty and staff? Yes ☐ No ☐

If yes, how many times is it done in a year? ☐

12. How many students, faculty and staff have availed of the medical facilities of the institution?

Year	Staff	Faculty	Students	Others
Current year				
Last year				
Last but one year				

13. Is the heath service fully self supporting? Yes ☐ No ☐

If no, Is it partially/fully subsidised?

Partially subsidised ☐
Fully subsidised ☐

If partially subsidized, what is the percentage of subsidy? ☐☐

For partial/full subsidy what is the source of funding?

14. How much money has been put into the health service facility during the last two years?

	Total expenses	Subsidy
Last but one year	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐
Last year	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐

D. Sports and Physical Education

1. State the institutional policy on sports and physical education in five meaningful key phrases.

1.
2.
3.
4.
5.

2. Is there an advisory committee for spots and physical education? Yes ☐ No ☐

If yes, indicate the composition of its members and functions.

Composition

1.
2.
3.
4.
5.
6.

Functions

1.
2.
3.
4.
5.

3. Give the flowchart of the management and staff pattern of the sports and physical education?

4. What are the various sports and physical education facilities available in the centre?

5. What are the infrastructure facilities including equipment available in the sports and physical education centre?

6. What are the criteria to avail the facilities of the sports and physical education centre?

1.
2.
3.
4.
5.

7. Clearly state the participation of students during the last year at the state, regional, national and international level and their performance

S.No.	Dept. code of the student	Name of the sport	Award/recognition

8. Are there coaches to train students in the respective sports? Yes ☐ No ☐

If yes, what is the impact of the coaching on the students performace? Explain in five meaningful key phrases.

1.
2.
3.
4.
5.

9. Indicate how the institution encourages student participation in sports, in five meaningful key phrases

1.
2.
3.
4.
5.

10. Are the following financial aids given to students talented in sports?

If yes, what is the criteria to avail the aid?

Freeship	☐	.....
Loan	☐	.....
Concession in tution fee	☐	.....
Any other	☐	.....

11. What are the incentives to encourage faculty participation in sports?

Cash award O
Certificate O
Promotion O
Increase in salary O
Less work load O
Any other

12. Is the sports and physical education fully self supporting? Yes O No O

If no, Is it partially/fully subsidised?

Partially subsidised O
Fully subsidised O

If partially subsidized, what is the percentage of subsidy?

For partial/full subsidy what is the source of funding?

13. How much money has been put into the sports and physical education facility during the last two years?

	Total expenses	Subsidy
Last but one year		
Last year		

E. Workshop and centre for instrumentation

1. State the institutional policy on workshop and centre for instrumentation in five meaningful key phrases.

1.
2.
3.
4.
5.

2. Is there an advisory committee for workshop and centre for instrumentation? Yes ○ No ○

If yes, indicate the composition of its members and functions.

Composition

1.
2.
3.
4.
5.
6.

Functions

1.
2.
3.
4.
5.

3. Give the flowchart of the management and staff pattern of the workshop and centre for instrumentation?

4. What are the facilities available in the workshop and centre for instrumentation?

5. What are the infrastructure facilities including equipment available in the workshop and instrumentation centre?

6. What are the criteria to avail the facilities of the workshop and centre for instrumentation?

1.
2.
3.
4.
5.

7. Are the following units functioning in the workshop and centre for instrumentation?

A/C repair unit	☐	Electronic repair unit	☐
Optical repair unit	☐	Carpentary unit	☐
Electrical repair unit	☐	Plumbing	☐
Any others	☐		

8. How many man hours has each unit been put into serivce last year?

A/C repair unit		Electronic repair unit	
Optical repair unit		Carpentary unit	
Electrical repair unit		Plumbing	
Any others			

9. Is the centre fully self supporting? Yes O No O

If no, Is it partially/fully subsidised?

Partially subsidised O

Fully subsidised O

If partially subsidized, what is the percentage of subsidy? | | |

For partial/full subsidy what is the source of funding?

10. How much money has been put into this centre facility during the last two years?

	Total expenses	Subsidy
Last but one year		
Last year		

15. Are students, faculty and staff charged for using the facilities of the centre?

Yes O No O

If yes, give the following details:

	Criteria for charge	Fund generated Last but one year	Fund generated Last year
For students			
For faculty			
For staff			

F. Press

1. State the institutional policy on press in five meaningful key phrases.

1.
2.
3.
4.
5.

2. Is there an advisory committee for the press? Yes ☐ No ☐

If yes, indicate the composition of its members and functions.

Composition

1.
2.
3.
4.
5.
6.

Functions

1.
2.
3.
4.
5.

3. Give the flowchart of the management and staff pattern of the press?

4. What are the various printing facilities available in the press?

5. What are the infrastructure facilities including equipment available in the press?

6. What are the criteria to avail the facilities of the press?

1.
2.
3.
4.
5.

7. Is the press fully self supporting? Yes ☐ No ☐

If no, Is it partially/fully subsidised?

Partially subsidised ☐

Fully subsidised ☐

If partially subsidized, what is the percentage of subsidy? ☐☐

For partial/full subsidy what is the source of funding?

8. If fully self supporting, does it make it profit? Yes ☐ No ☐

If yes, what was the last year's profit? ☐☐☐☐☐☐☐

G. Welfare programmes

1. Is there an advisory committee for welfare programmes? Yes ☐ No ☐

If yes, indicate the composition of its members and functions.

Composition

1.
2.
3.
4.
5.

Functions

1.
2.
3.
4.
5.

2. Give the flowchart of the management and staff pattern of the welfare programmes.

3. What are the various welfare programmes of the university?

4. What are the criteria to avail the facilities of the welfare programmes?

1.
2.
3.
4.
5.

5. Is there a welfare fund is the university? Yes ☐ No ☐

If yes, how is it operated? (six meaningful key phrases)

1.
2.
3.
4.
5.
6.

6. Give details about the corpus fund raised during the last three years?

Last year	
Current year	
Last but one year	

How was it used for various schemes?

1.
2.
3.
4.
5.
6.

7. Indicate the recreational facilities available in the university.

Recreational facilities	Access to		
	Students	Faculty and family	Staff and family

8. What are the terms and conditions of the various loans to faculty and staff?

Housing loan

Vehicle loan

Loan to buy computer or other equipment

Any other

9. Indicate the details of faculty who availed the housing loan during the last three years.

S.No.	Deptt. code	No. of faculty			Total amount
		L	R	P	

(L - Lecturer, R - Reader, P - Professor)

10. Indicate the details of faculty who availed the vehicle loan during the last three years.

S.No.	Deptt. code	No. of faculty			Total amount
		L	R	P	

(L - Lecturer, R - Reader, P - Professor)

Parameter IX: Student Feedback and Counselling

1. a. Does the university have a mandatory to collect feedback from students?

Yes [O] No [O]

1. b. Does the university make it mandatory to analyse the feedback of the students?

Yes [O] No [O]

If yes, what does the analysis of the last year indicate? (Give in five meaningful key phrases)

1.
2.
3.
4.
5.

2. Give two specific examples where the student feedback has been used to initiate quality enhancement activities.

a. Curriculum Design and Review

1.
2.

b. Teaching

1.
2.

3. How does the University ensure timely publication and distribution of prospectus? Indicate in six meaningful key phrases.

1. .....
2. .....
3. .....
4. .....
5. .....
6. .....

4. When was the prospectus made available to students during the last three years?

	Month	Year
a. Last but one year		
b. Last year		
c. Current year		

5.a. Is the prospectus updated every year? Yes ☐ No ☐

b. Is there a committee or a formal structure responsible for the prospectus?

Yes ☐ No ☐

c. If yes, give the composition of its membership.

6. Are the following details given in the prospectus?

a. Admission procedures	Yes ☐	No ☐
b. Prorgramme completion requirements	Yes ☐	No ☐
c. Refund policies	Yes ☐	No ☐
d. Financial aid	Yes ☐	No ☐
a. Any others		

7.a. Does the university maintain a record of grievances on wrong or inadequate information given in prospectus? Yes ☐ No ☐

b. What are the aspects that emerged due to the analysis of grievances received during the last three years?

1. .....
2. .....
3. .....
4. .....
5. .....

c. Indicate how the university has responded to three of those major aspects of grievances during the last year?

Aspect of Grievance	Response of the university

8. What is the institution's policy on financial aid to students? Give in six meaningful key phrases.)

1.
2.
3.
4.
5.
6.

9. Is the information on financial aid and schedule mentioned in the University Handbook? Yes ☐ No ☐

If no, how are these information disseminated to students?

10. What kinds of financial aid are available to students?

a. Central government schemes

b. State government schemes

c. Instituted by the university

d. Any others

11. Is there any committee to deal with financial aid to students?

Yes ☒ No ☒

If yes, give details.

Composition	Schedule of meetings

12. Indicate the number of students who got financial aid during the last three years.

a. Last but one year

Scheme	UG Students	PG Students	Research scholars
Central			
State			
Institution			
Others			

a. Last year

Scheme	UG Students	PG Students	Research scholars
Central			
State			
Institution			
Others			

c. Current year

Scheme	UG Students	PG Students	Research scholars
Central			
State			
Institution			
Others			

13. State in logical order, the steps involved in financial aid to students, in five meaningful key phrases.

1. .....
2. .....
3. .....
4. .....
5. .....

14. Does the University has

(i) an employment bureau, and — Yes ☐ No ☐

(ii) placement officer — Yes ☐ No ☐

offering counselling to students?

15. What is the composition and functions of the Employment Bureau?

Composition	Function

16. To what extent do faculty participate in academic and personal counselling? Give five meaningful key phrases.

1.
2.
3.
4.
5.

17. Do staff of the bureau and faculty undergo training to provide counselling to students on academic and career slelction?

a. Staff of the Bureau Yes ☐ No ☐

b. Faculty Yes ☐ No ☐

18.a.During the current year, how many staff of the bureau and faculty have undergone such training?

a. Staff ☐☐ b. Faculty ☐☐

b. Give details for any two such programmes.

Nature of training	Duration	Organised by whom

19.a. Does the employment bureau get feedback from employers and institutions?

Yes ☐ No ☐

b. If yes, on what areas is the feedback collected?

c. Is the feedback analysed? Yes ☐ No ☐

d. If yes, what does the analysis of the last year's feedback indicate?

e. Has the feedback been used in counselling? Yes ☐ No ☐

f. If yes, give two specific examples.

20. Do agencies/industries/institutions recruit institutional graduates through the placement office? Yes ○ No ○

If yes, how? Give in five meaningful key phrases.

1.
2.
3.
4.
5.

21. How may students got employment through placement service?

	UG students	PG students	Research scholars
Current year			
Last year			
Last but one year			

22. Does the institution maintain a record of student entry to further higher education and employment? Yes ○ No ○

If yes, indicate how the mechanism operates, in six meaningful key phrases.

1.
2.
3.
4.
5.
6.

23.a. Does the university has an Alumni Association? Yes ☐ No ☐

b. If yes, indicate the institution's policy on Alumni Association in six meaningful key phrases.

1.
2.
3.
4.
5.
6.

c. Indicate the activities of the Aumni Association in meaningful phrases.

1.
2.
3.
4.
5.
6.

Parameter IX: Student Feedback and Counselling

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Yes [O] No [O]

1. b. Does the university make it mandatory to analyse the feedback of the students?

Yes [O] No [O]

If yes, what does the analysis of the last year indicate? (Give in five meaningful key phrases)

1.
2.
3.
4.
5.

2. Give two specific examples where the student feedback has been used to initiate quality enhancement activities.

a. Curriculum Design and Review

1.
2.

b. Teaching

1.
2.

3. How does the University ensure timely publication and distribution of prospectus? Indicate in six meaningful key phrases.

1.
2.
3.
4.
5.
6.

4. When was the prospectus made available to students during the last three years?

	Month	Year
a. Last but one year		
b. Last year		
c. Current year		

5.a. Is the prospectus updated every year? Yes ☐ No ☐

b. Is there a committee or a formal structure responsible for the prospectus?

Yes ☐ No ☐

c. If yes, give the composition of its membership.

6. Are the following details given in the prospectus?

a. Admission procedures Yes ○ No ○

b. Prorgramme completion requirements Yes ○ No ○

c. Refund policies Yes ○ No ○

d. Financial aid Yes ○ No ○

a. Any others

7.a. Does the university maintain a record of grievances on wrong or inadequate information given in prospectus? Yes ○ No ○

b. What are the aspects that emerged due to the analysis of grievances received during the last three years?

1.

2.

3.

4.

5.

c. Indicate how the university has responded to three of those major aspects of grievances during the last year?

Aspect of Grievance	Response of the university

8. What is the institution's policy on financial aid to students? Give in six meaningful key phrases.)

1.
2.
3.
4.
5.
6.

9. Is the information on financial aid and schedule mentioned in the University Handbook? Yes ☐ No ☐

If no, how are these information disseminated to students?

10. What kinds of financial aid are available to students?

a. Central government schemes

b. State government schemes

c. Instituted by the university

d. Any others

11. Is there any committee to deal with financial aid to students?

Yes ☒ No ☒

If yes, give details.

Composition	Schedule of meetings

12. Indicate the number of students who got financial aid during the last three years.

a. Last but one year

Scheme	UG Students	PG Students	Research scholars
Central			
State			
Institution			
Others			

a. Last year

Scheme	UG Students	PG Students	Research scholars
Central			
State			
Institution			
Others			

c. Current year

Scheme	UG Students	PG Students	Research scholars
Central			
State			
Institution			
Others			

13. State in logical order, the steps involved in financial aid to students, in five meaningful key phrases.

1. .....

2. .....

3. .....

4. .....

5. .....

14. Does the University has

(i) an employment bureau, and — Yes ☐ No ☐

(ii) placement officer — Yes ☐ No ☐

offering counselling to students?

15. What is the composition and functions of the Employment Bureau?

Composition	Function

16. To what extent do faculty participate in academic and personal counselling? Give five meaningful key phrases.

1. .....
2. .....
3. .....
4. .....
5. .....

17. Do staff of the bureau and faculty undergo training to provide counselling to students on academic and career slelction?

a. Staff of the Bureau Yes ○ No ○

b. Faculty Yes ○ No ○

18.a.During the current year, how many staff of the bureau and faculty have undergone such training?

a. Staff ☐☐ b. Faculty ☐☐

b. Give details for any two such programmes.

Nature of training	Duration	Organised by whom

19.a. Does the employment bureau get feedback from employers and institutions?

Yes ☐ No ☐

b. If yes, on what areas is the feedback collected?

c. Is the feedback analysed? Yes ☐ No ☐

d. If yes, what does the analysis of the last year's feedback indicate?

e. Has the feedback been used in counselling? Yes ☐ No ☐

f. If yes, give two specific examples.

20. Do agencies/industries/institutions recruit institutional graduates through the placement office? Yes ☐ No ☐

If yes, how? Give in five meaningful key phrases.

1.
2.
3.
4.
5.

21. How may students got employment through placement service?

	UG students	PG students	Research scholars
Current year			
Last year			
Last but one year			

22. Does the institution maintain a record of student entry to further higher education and employment? Yes ☐ No ☐

If yes, indicate how the mechanism operates, in six meaningful key phrases.

1.
2.
3.
4.
5.
6.

17. Is there an internal audit mechanism?

Yes [O] No [O]

18. a. How many queries have been raised by the external auditors in the last year's report?

[O][O][O]

b. What is the total amount involved in the queries?

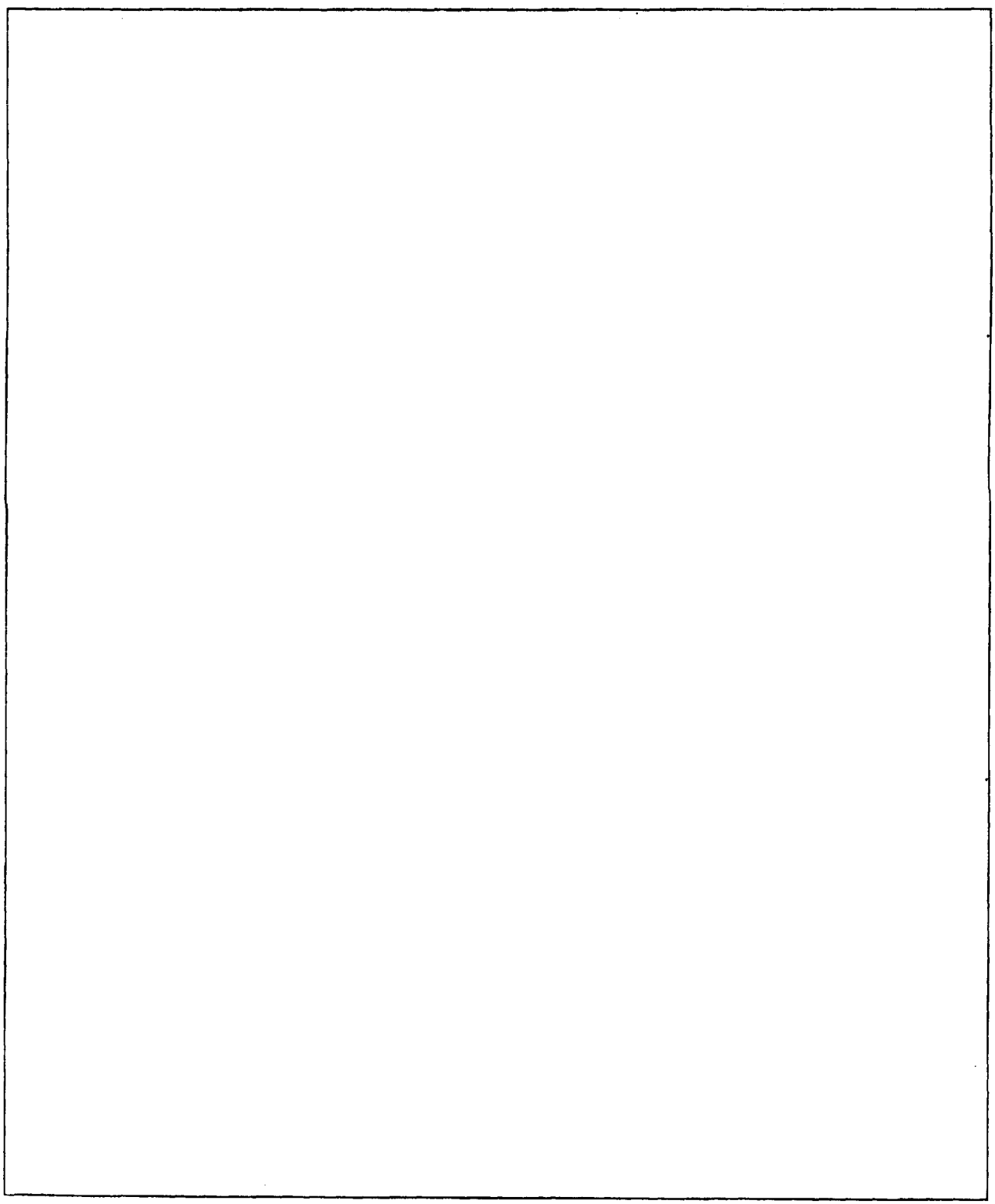
Rs.[O][O][O][O][O][O][O] only

c. Who is responsible for answering the queries?

d. What is the time gap allowed for answering the queries?

Parameter X: Generation and Management of Financial Resources

1.a. Indicate the sources of income and quantum of the last year in a pie diagram.



b. Indicate the heads of expenditure and quantum in a pie diagram.

2.a. State the university policy for resource mobilisation (other than government grants) in six meaningful key phrases.

1.

2.

3.

4.

5.

6.

b. Give two specific examples for the university's policy being translated into action, pertaining to the last two years.

3. Indicate the Institution's policy for effective utilisation of resources in five meaningful key phrases.

1. .....

2. .....

3. .....

4. .....

5. .....

4. How much resource has the university generated in last two years through the following sources?

Source of funding	Number	Quantum
a. Donations		
b. Fund raising drives		
c. Alumni association activities		
d. Consultancy		
e. Self-financing courses		

5. Have there been changes in the tution fee and other fees during the last three years?

Yes ☐ No ☐

If yes, give details of increase in percentage.

Fees	Last but one year	Last year	Current year
Tuition fees			
Other fees			

6. What are the methods adopted by the university to economise its resource management? Indicate in five meaningful key phrases.

1.
2.
3.
4.
5.

7. State the polices on purchases in six meaningful keyphrases.

1.
2.
3.
4.
5.
6.

8. Give the flowchart for clearance of bill with the time slot for various stages.

9. Give the flowchart for writing off stocks, assets and scraps with time slot for various steps.

10. How much funding has lapsed during the last two years? What are the reasons?

Year	Funding that lapsed	Reason
Last but one year		
Last year		

11.State the university's policy for financial management in five meaningful key phrases.

1.
2.
3.
4.
5.

12. What are the checks and balances to ensure implementation of the policy? (five meaningful key phrases.)

1.
2.
3.
4.
5.

13. Give a flow chart clearly indicating the delegation of financial authority.

14. Give the flow chart for purchasing of capital items and materials with time slot for various steps.

15. Give the revenue and expenditure in totality for the last three years in lakhs of rupees.

Current year				Last year				Last but one year			
Revenue		Expenditure		Revenue		Expenditure		Revenue		Expenditure	
Recurring	Non-recurring	Plan	Non-plan	Recurring	Non-recurring	Plan	Non-plan	Recurring	Non-recurring	Plan	Non-plan

16. Give the revenue and expenditure for students account for the last three years

Current year				Last year				Last but one year			
Revenue		Expenditure		Revenue		Expenditure		Revenue		Expenditure	
Recurring	Non-recurring	Plan	Non-plan	Recurring	Non-recurring	Plan	Non-plan	Recurring	Non-recurring	Plan	Non-plan

17. Is there an internal audit mechanism?

Yes [O] No [O]

18. a. How many queries have been raised by the external auditors in the last year's report?

[O][O][O]

b. What is the total amount involved in the queries?

Rs.[O][O][O][O][O][O][O] only

c. Who is responsible for answering the queries?

d. What is the time gap allowed for answering the queries?

List of documents to be enclosed

Parameter I: Institutional Goals and Objectives

- *The act and statutes*
- *University Handbook*
- *Documents related to the review of the goals and objectives of the institution and strategy for translating it to the programmes offered.*

Parameter II: Curriculum Design and Review

- *Policy guidelines on terms of reference, composition, powers and functions of board of studies, faculty and academic council (or similar bodies dealing with curriculum design and review)*
- *Policy guidelines for initiation and implementation of new programmes*
- *Relevant minutes of the meetings of the authorities mentioned above on initiating, reviewing and organising programmes, based on the feedback from the academic peers and employers.*

Parameter III: Teaching, Learning and Evaluation

- *List of programmes, duration and awards conferred (certificate, diploma, degree, etc.)*
- *Policy guidelines and information on*
  - *bridge/remedial programmes for educationally disadvantaged learners*
  - *inter-disciplinary registration*
  - *instruction for external candidates*
  - *organising and monitoring the teaching-learning activities*
  - *educational media and materials.*
  - *training of technical staff*
- *Implementation report on the above mentioned aspects for the last two years.*
- *Institutional policy on evaluation methodology.*
- *Policy guidelines on the appointment of paper setters and examiners.*
- *Guidelines on moderation of examination results*
- *Guidelines on re-evaluation*
- *Examination results (arranged in suitable tabular form: the number of students getting first class, second class, third class or A or B or C etc. grades; percentage of failures category-wise, male, female, SC or ST or general) and its graphical representation*
- *Eligibility criteria for the recruitment of the members of the faculty*
- *Selection procedure (relevant statutes and ordinances) and service conditions (terms of agreement)*
- *Policy guidelines on academic linkages, at national and or international level, with industry and or institutions of higher education*

- *Policy guidelines on the faculty development programmes*
- *Rules and guidelines for study leave, sabbatical leave and extra-ordinary leave (relevant ordinances) for the members of the faculty*

Parameter IV: Research and Publications

- *Policy guidelines on research*
- *Policy guidelines for national and international collaboration, which may also involve inter-disciplinary research*
- *Policy guidelines on funding research from internal resources*
- *Policy guidelines on the institution's publication programme.*

Parameter V: Consultancy and Extension Activities

- *Policy guidelines on consultancy services*
- *Policy guidelines on extension activities.*
- *Evidence of active participation and utility of the institution (students, faculty and staff) in community development*

Parameter VI: Organisation and Management

- *Act of the institution*
- *Ordinances and statutes*
- *Procedures to amend ordinances and statutes*
- *List of members of various authorities, their powers and functions*
- *Policy guidelines for constituting various committees*
- *Code of conduct and ethics for the members of the institution*
- *University Handbook*
- *Academic calendar*
- *Relevant parts of the minutes of meetings of various authorities (for example court, executive and academic council or similar authorities) held during the last three years reflecting on the transparency of governance and participation of various constituencies in the institutional development*
- *Manual on administration, finance and planning*
- *Documents on utilisation of modern technologies in governance*

Parameter VII: Infrastructure facilities

- *Master plan of the institution showing the location of the various physical facilities (as of today and the future expansions likely to be started)*
- *Policy guidelines for the infrastructure regarding the following:*
  - *Management*
  - *Staff pattern and distribution of duties*
  - *Criteria for availing the facilities*

* *Maintenance*

- *Maintenance records of the physical facilities*
- *Utilisation records of the physical facilities*

Parameter VIII: Support Services

- *Policy guidelines on various support services namely library, computer centre, workshop and centre of instrumentation, sports and physical education, health services, press, welfare programmes, grievance redressal mechanism.*
- *Inventory of physical facilities of various support services*
- *Records of maintenance of various support services*
- *Records of utilisation of various support services*
- *Memorandum of agreement with other institutions with regard to various support services.*

Parameter IX: Student Feedback and Counselling

- *Records of student feedback*
- *University Handbook*
- *Policy guidelines on financial aid to students*
- *Counselling records (academic, financial and personal)*
- *Placement services record*
- *Directory of employed graduates*

Parameter X: Generation and Management of Financial Resources

- *Policy guidelines for resource generation*
- *Policy guidelines on financial management*
- *Guidelines on purchases and expenditures*
- *Copies of the audited balance sheets of the last three years and the institutional response on the audit reports*

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