S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution B (to Improve)	Grade by Academic Advisors (AA*) after verification (M(Good))/ n/Suggestions by Academic Advisors (AA*)	Recommendation n/Suggestions by Academic Advisors (AA*)
B			**Academic Flexibility & Curriculaum Enrichment**			
5	Institution's contribution to enrichment of curriculum	1 Department wise Reports on cross cutting issues related to professional ethos, gender, human values, environment and sustainability into the curriculum. 2 Course wise reports from Departments indicating justification for revising/ enriching the curriculum	Grade A. If all Departments produce all the reports. Grade B. If 50% of the departments produce all the reports. Grade C. if below 50% Departments produce the reports	B	B	To improve grred
6	Implementation of Online Courses (MOOCs etc)	Departmental evidences of online courses with proofs (Reports and Certificates)	Grade A. If all Departments conduct the courses. Grade B. If 50% and above Departments Conduct the courses. Grade C. If below 50% Departments conduct the course	C	c	To improve
7	Coverage of Syllabus (Average Percentage)	Department wise reports about coverage of syllabus	Grade A. If 90% and above syllabus is covered by the departments. Grade B. If 65% - 90% syllabus is covered by the departments. Grade C. if less than 40% - 65% and above syllabus is covered by the departments	A	A	greed
8	No. of New UG & PG Programmes introduced during the last two years	List of New UG & PG Programmes along with affiliation certificates	Grade A. If 2 or more programmes are introduced. Grade B. If only one programme is introduced. Grade C. if no programme is introduced	C	c	To Improve

S.No	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA) after verification (Allowed)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA)
C			**Feedback on curriculum**			
9	Collection, Consolidation, Analysis and Action taken	1. Collection and Consolidation of feedback from students, faculty, alumni, and parents. 2. Analysis 1 Action Taken Reports (BoS Minutes to be compared and verified in the case of Autonomous Colleges)	Grade A. if all the two are done Grade B. if 1 (Collection and Consolidation of feedback) & 2 (Analysis) are done Grade C. if 1 (Collection and Consolidation of feedback) is done	A	A	good
	Overall Grade			A	A	good
			II-TEACHING, LEARNING & EVALUATION			
			Student Enrolment and Profile			
A						
1	Average enrolment percentage for the last 3 years (Total no. of students admitted / Sanctioned Seats x 100)	Admission register from the office consolidated Report from the Principal	Grade A. if two year reports are produced Grade B. if two year reports are produced Grade C. if only one year reports are produced	A	A	good
2	Demand Ratio (Group wise) (No.of applications received / Sanctioned Seats) (Overall ratio)	Year wise report of the Principal	Grade A. if two year reports are produced Grade B. if two year reports are produced Grade C. if only one year reports are produced	A	A	good
3	Percentage of seats filled for various reserved categories for the last 2 years (SC/ST/OBC/DIVYANGAN etc) (Seats earmarked / Seats filled)	Year wise, Category wise report of the Principal	Grade A. if all the reports are maintained Grade B. if improperly maintained Grade C. if not maintained	A	A	good
4	Socio-economic status of students enrolled for the last two years	Group wise and Year wise report prepared by the office and verified by the Principal	Grade A. if all the reports are maintained Grade B. if improperly maintained Grade C. if not maintained	A	A	good
B			**Catering to Student Diversity**			
5	Institutional mechanism for assessing the learning levels of the students	Consolidated statement about mechanism and list of Department wise Slow and Advanced Learners validated by IQAC and verified by Principal (200-500 words)	Grade A. if all two are presented Grade B. if any two are presented Grade C. if any one is presented	A	A	good
6	Details of special programmes organized by the departments for advanced learners and slow learners	Departmental Reports with proofs validated by IQAC and verified by Principal	Grade A. if 75% of the Departments submit reports Grade B. if 50% Departments submit reports Grade C. if <50% Departments submit reports	A	A	good

3

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to Improve))	Recommendation/Suggestions by Academic Advisors (AA*)
7	Student : full time teacher ratio for the last 2 years	Consolidated Report validated by IQAC and verified by Principal	Grade A, if all two are presented Grade B, if any two are presented Grade C, if any one is presented	A	A	good
C	Total no. of students enrolled in the institution/ Total no. of full time teachers					
			Teaching Learning Process			
8	Details of student centric methods adopted	Department wise Reports on Experiential learning, Participative Learning, Problem Solving methods with model examples validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	to improve good
9	Details of teachers using ICT enabled tools for effective teaching learning process	Lecturerwise and Department wise proofs validated by IQAC and verified by Principal	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	To improve good
10	Value based Activities such as SIP (Student Induction Programme) / Value Education/Gender Sensitization/Managing Peer pressure conducted	Reports by Committees concerned	Grade A, if all activities conducted Grade B, if any 3 activities conducted Grade C, if any 2 activities conducted	A	A	good
11	Conduct of Bridge course and Remedial Classes taken for slow learners (Subject Wise/Semester)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	good
12	Ratio of Final year students undertaking field trip or project or internships (No.of students attending field trip or project/ Total No. of Final year students)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	good
13	Teaching Diaries & Teaching/Semester Plans in Prescribed Formats	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	A	A	good

S.No	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA') after verification (A[Good]/ B [Satisfactory]/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA')
14	Use of ICT in teaching, learning and evaluation (Clickers, Kahoot, Web Quest etc.) Lesson plans should reflect ICT based planning in teaching	Department wise ICT usage reports	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	C	B	To improve good
15	Usage of Virtual classes (Minimum 2 classes per subject per month)	Department wise Virtual Class reports Log books related to the Virtual Class rooms	Grade A, if 75% of the Departments submit reports Grade B, if 50% Departments submit reports Grade C, if <50% Departments submit reports	B	B	To improve good
16	No of lessons presented (4 Quadrants) in LMS portal/ Presentation tube by Faculty	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	C	C	needs to improve good
17	No of Teachers completed courses on MOOCS platform/ARPIT MIT Coursera etc.	Course completion certificates by Departments	Grade A, if 75% of the Teachers submit Certificates Grade B, if 50% of the Teachers submit Certificates Grade C, if <50% of the Teachers submit Certificates	C	C	improve good
18	Co-Curricular Activities (Academic) (Student Seminars/Quizzes /debates/elocution, essay writing/ Projects/Peer Learning/ Group Learning/ Youth Parliament etc.)	Reports by Departments validated by IQAC	Grade A, if 75% of the Departments submit reports Grade B, if 50% of the Departments submit reports Grade C, if <50% of the Departments submit reports	A	A	good
19	Academic Cultural & Sports events organized (International/ National/ State/ District/ Inter Collegiate/ College Level	Reports by Departments and Committees validated by IQAC	Grade A, if International and National events are organized (at least 5) Grade B, if State level events are organized (at least 5) Grade C, if District and College level events are organized (at least 5)	A	A	good

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification [A(Good)/ B (Satisfactory)/C (to improve)]	Recommendatio n/Suggestions by Academic Advisors (AA*)
D			**Teacher Profile Quality**			
20	The number of classes (per week) engaged by the Principal	Lesson Plans and Teaching Diary by Principals	Grade A. if both are maintained Grade B. if only one is maintained Grade C. if only classes are engaged	A	A	
21	Staff Attendance	Staff Attendance Registers &TLP Records (Current Year)	Grade A. if 75% attendance through out the year Grade B. if 60% attendance through out the year Grade C. if <60% attendance through out the year	A	A	
22	Perce ntage of full time teachers against sanctioned posts in the last two years (Regular + Contract + Guest)	Consolidated Report from the Principal	Grade A. if 100% ful' time teachers Grade B. if 50% full time teachers Grade C. if <50% full time teachers	A	A	
23	Full time teachers with PhD	Consolidated Report from the Principal	Grade A. if 75% teachers with PhD Grade B. if 60% teachers with PhD Grade C. if <60% teachers with PhD	B	B	
24	National/ International/ Regional Seminars/conferences/workshops organised in the last two years	Reports by Departments validated by IQAC	Grade A. if International and National events are organized (at least 5 per year) Grade B. if State level events are organized (at least 5per year) Grade C. if District and College level events are organized (at least 5per year)	C	C	To improve Speed
25	Seminars/conferences/workshops attended in the last two years (Overall Staff Attended)	Reports by Departments validated by IQAC	Grade A. if International and National events are attended (at least 5 per year) Grade B. if State level events are attended (at least 5per year) Grade C. if District and College level events are attended (at least 5per year)	A	A	

6

S.No	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AAY) after verification {A(Good)/B (Satisfactory)/C (to improve)}	Recommendation/Suggestions by Academic Advisors (AAY)
E			Evaluation Process and Reforms			
26	Mechanism of transparent and accurate internal assessment	1 Announcement of date (Circular) 2 Announcement of syllabus for exam (Department Meeting minutes and Circular) 3 Blue print of the test as per Bloom's Taxonomy 4 Conduct of exam without malpractices (Circular showing the internal squad) 5 Correction and distribution of scripts within the prescribed time 6 Feedback and guidance to the students on One on One basis (Report by Teacher)	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	
27	Record of Continuous Internal Assessment (CIA) - Conduct of Internal Examinations-Internal assessment	Department wise reports regarding 1 Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2 Departmental Internal Marks Register for CIA verified by the Principal	Grade A, if all Departments produce all the reports Grade B, if 75% of the Departments produce all the reports Grade C, if below 75% Departments produce the reports	A	A	
28	Teacher wise result analysis (Last Two years)	Teacher/College wise reports	Grade A, if 100% Students pass percentage is achieved Grade B if 75% Students pass percentage is achieved Grade C, if <75% Students pass percentage is achieved	A	A	
29	Student mentoring report (Year wise)	Teacher wise periodical Mentoring Reports	Grade A, if 100% Teachers maintain all records Grade B, if 75% Teachers maintain all records Grade C, if <75% Teachers maintain all records	A	A	

7

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution B (to improve))	Grade by Academic Advisors (AA*) after verification (A(Good)/C (Satisfactory)/C	Recommendation/Suggestions by Academic Advisors (AA*)
F			Student Performance and Learning Outcomes			
30	Announcement of Programme Outcomes and Course Outcomes by the Departments	1 Department wise displays and announcements in the classrooms, in the institution and on the website 2 Registers showing POs, PSOs and COs alongwith the notification of announcement and the signatures of students	Grade A, if 100% Departments maintain all records Grade B, if 75% Departments maintain all records Grade C, if <75% Departments maintain all records	A	A	
31	Evaluation of attainment of Programme Outcomes and Course Outcomes	Programme wise Report on the comparative analysis of Results, Students' progression to Higher Education and Employability	Grade A, if all Programmes are evaluated Grade B, if 75% Programmes are evaluated Grade C if <75% Programmes are evaluated	A	A	
G			Student Satisfaction Survey			
32	Record of Feed back and analysis on Teachers by Students	Feedback Collection, Consolidation, Analysis and Action taken on a. Curriculum b Facilities c Teachers	Grade A, if all the two are done Grade B, if any two are done Grade C, if only one is done	A	A	
33	Percentage of Students participated in Student Satisfaction Survey conducted at the end of each Academic Year (Programme wise) (Previous Academic Year)	Reports by IQAC	Grade A, if 80% of students participated Grade B, if 50% of students participated Grade C, if < 50% of students participated	A	A	
	Overall Grade					
			III-RESEARCH, INNOVATIONS AND EXTENSION			
A			Promotion of Research and Facilities			
1	College has a Recognized Research Centre for Innovation and Research Promotion Council	Sanctioned Letter Report by Research Committee Coordinator, verified by the Principal	Grade A, if Research Centre is functioning Grade B, if Research Centre is established Grade C, if there is no Research Centre	C	C	improve ment
2	Research Guides in the College	Report by Research Committee Coordinator, verified by the Principal	Grade A, if > 50% are Research Guides Grade B, if > 30% are Research Guides Grade C, if < 30% are Research Guides	C	C	improve ment
3	Research Scholars working for Ph.D	Report by Research Committee Coordinator, verified by the Principal	Grade A, if Active Research work is going on Grade B, if Research work is pending Grade C, if there is no Research work	A	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to Improve))	Recommendation/Suggestions by Academic Advisors (AA*)
4	Major/Minor/Other Research Projects Completed /Ongoing (During the last two years)	Report by Research Committee Coordinator, verified by the Principal	Grade A. if MRP submitted Grade B. if MRPs pending, Grade C, if there is no Research Project	C	C	improve good
B			**Resource Mobilization for Research Purpose**			
5	Grants received from Govt & Non Govt Agencies for Research projects / endowments in the last two years Financial Assistance extended by the institution to the faculty members for participating/ presenting research papers in national/ international seminars/ workshops e't to foster research culture	Report by Research Committee Coordinator, verified by the Principal	Grade A. if > 3 Lkh Grade B, if <3lkh Grade C, if there is no funding	C	C	improve good
6		Report by Research Committee Coordinator, verified by the Principal	Grade A. if completely extended Grade B, if partially extended Grade C, if there is no funding	C	C	improve good
7	The Institution has an ecosystem for innovation/Start ups including incubation centre and other initiatives for transfer of knowledge (Local innovations /Entrepreneurship Hub)	Report by Research Committee Coordinator, verified by the Principal	Grade A if Centre for innovation, incubation and Entrepreneurship facility is established and facilitated atleast one start up; Grade B if only innovation facility is established Grade C if no such centre is established till now	C	C	improve good
C			**Research Publication and Awards**			
8	Papers Presented for the last two years (International/ National/ State level conferences and seminars)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A. if each Department publishes one paper each Grade B. if 50% of Departments publish one paper each Grade C. if < 50% of Departments publish one paper each	B	B	improve good
9	Books Published for the last two years (Single Author/Co Author)	Department wise Report by Research Committee Coordinator validated by the IQAC and verified by the Principal	Grade A. if each Department publishes one book Grade B. if 50% of Departments publish one book each Grade C. if < 50% of Departments publish one book each	C	C	improve good

S.N o. Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendatio n/Suggestions by Academic Advisors (AA)
10. No. of Papers published per teacher in the Department (SCOPUS, Web of Science, IC) for the last 2 years	Department wise Report by Research Committee each Grade E, and verified by the Principal	Grade A: if each Department publishes one paper Grade B: if 50% of Departments publish one paper each Grade C: if < 50% of Departments publish one paper each	B	B	To improve good
11. Books and Publications (Ref.)	Department wise Report by Research Committee Grade E, and verified Grade E: if a is up to 1 by the Principal	Grade A: if more than b under 18 1 Grade E: if a is up to 1	B	E.	To improve good
12. No. of Books and Chapters in edited volumes/Book and papers published in national and international conferences last (SBN)	Department wise Report by Research Committee Chapter and verified by the Principal	Grade A: if each Department publishes one book Grade E: if 50% of Departments publish one book each / Chapter Grade C: if < 50% of Departments publish one book	C	C	To improve good
13. Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A: if more than 3 Awards are bagged Grade B: if 3 Awards are bagged Grade C: if one Award is bagged	C	c	To improve good
D.		Extension Activities			
14. Level Govt. recognized extension activities carried out through NSS, Govt recognized Urban	Report on Activities validated by IQAC and verified by Principal	Grade A: if > 10 activities are conducted Grade B: if 2 activities are conducted Grade C: if 1 activities are conducted	A	A	To improve
15. Number of extension programmes conducted in collaboration with Industry/NGO/Govt/ Local bodies etc.	Report on Activities validated by IQAC and verified by Principal	Grade A: if more than 3 activities are conducted Grade B: if 2 activities are conducted Grade C: if 1 activities are conducted	A	A	
16. Awards and recognitions received for extension activities from the Government/ recognized bodies for the	Report on activities validated by IQAC and verified by Principal	Grade A: if more than 3 Awards are bagged Grade B: if 1 Award is bagged Grade C: if an Award is bagged under (bagged)	B	E.	To improve good

S.No	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
10	No of Papers published per teacher in the UGC notified journals (SCOPUS, Web of Science ICI) for the last 2 years	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A. if each Department publishes one paper each; Grade B. If 50% of Departments publish one paper each; Grade C if < 50% of Departments publish one paper each	B	B	To improve good
11	No of Indexed Publications (h&i)	Department wise Report by Research Committee Coordinator validated by the IQAC and verified by the Principal	Grade A if more than h-index is 2. Grade B if it is upto1. C if it is zero.	B	B.	To improve good
12	No of Books and Chapters in edited volumes/Books and papers published in National and International conferences (with ISBN)	Department wise Report by Research Committee Coordinator, validated by the IQAC and verified by the Principal	Grade A. if each Department publishes one book/ Chapter; Grade B. If 50% of Departments publish one book each/ Chapter; Grade C. if < 50% of Departments publish one book each/ Chapter	C	C	To improve good
13	Awards and Achievements for Research during the last two years	Report validated by IQAC and verified by Principal	Grade A. if more than 3 Awards are bagged; Grade B. if 2 Awards are bagged; Grade C. if one Award is bagged (Considering all two years)	C	c	To improve good
D	Extension Activities					
14	Extension Activities carried out through Govt/ Govt recognized bodies	Report on Activities validated by IQAC and verified by Principal	Grade A. if > 10 activities are conducted; Grade B. if > 7 activities are conducted; Grade C. if < 7 activities are conducted	A	A	
15	Number of extension programmes conducted in collaboration with RRC/NSS/NCC/Red Cross/YRC/Swachh Bharath/WFC etc.	Report on Activities validated by IQAC and verified by Principal	Grade A. if > 10 activities are conducted; Grade B. if > 7 activities are conducted; Grade C. if < 7 activities are conducted	A	A	
16	No of Awards and Recognitions received for Extension activities from Government/ recognised bodies for the last 2 years	Report on Activities validated by IQAC and verified by Principal	Grade A. if more than 3 Awards are bagged; Grade B. if 2 Awards are bagged; Grade C. if one Award is bagged (Considering all two years)	B	B	To improve good

S.No	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
17	Average percentage of students and their details participating in extension activities with Government / Non-Government Organisations above mentioned (Programme wise for the last 2 years)	Detailed Report on Activities validated by IQAC and verified by Principal (Government&Non Government seperately)	Grade A, if more than 3 Awards are bagged / Grade B, if 2 Awards are bagged / Grade C, if one Award is bagged (Considering all two years)	A	A	
F			**Consultancy and Collaboration**			
18	Areas of Consultancy offered and Amount generated (during the last 2 years)	1. Department wise Report on Activities validated by IQAC and verified by Principal / 2 Audited Statements	Grade A, if more than 25,000/- generated through consultancy / Grade B, if more than 10,000/- generated through consultancy / Grade C, if less than 10,000/ generated through consultancy	C	C	To improve good
19	Details of collaborations/linkages for			C	C	To improve good
A	Faculty Exchange		Grade A, if more than 2 Faculty members exchanged / Grade B, if 1 Faculty member exchanged / Grade C, if no Faculty member exchanged	C	C	To improve good
B	Student Exchange	1 Department wise Report on Activities validated by IQAC and verified by Principal / 2 Properly signed MOUs	Grade A, if more than 2 Students exchanged / Grade B, if 1 Student exchanged / Grade C, if no Student exchanged	C	C	To improve good
C	Internship		Grade A, if more than 10 Students attended / Grade B, if 10 Students attended / Grade C, if 5 Students attended	A	A	
D	Field trips		Grade A, if all Departments conducted / Grade B, if 50% Departments conducted / Grade C, if below 50% Departments conducted	C	C	To improve good
E	OJTs		Grade A, if more than 10 Students attended / Grade B, if 10 Students attended / Grade C, if 5 Students attended	C	C	To improve good

S.No. Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification [A(Good)/ B (Satisfactory)/C (to improve)]	Recommendation/Suggestions by Academic Advisors (AA*)
20 Details of MOUs with national and International Institutions, Universities, Industries, Corporate houses etc	1 Properly signed MOUs; 2 Department wise Report on follow up Activities validated by IQAC and verified by Principal	Grade A if all Departments have functional MOUs; Grade B if 50% Departments have functional MOUs; Grade C if below 50% Departments have functional MOUs	C		
21 Whether the institution conducted workshop/seminars on Intellectual Property Rights (IPR) Industry Academia/Innovative Practices	Report validated by IQAC and verified by Principal	Grade A if 2 workshops/seminars are conducted; Grade B if 1 workshop/seminar is conducted; Grade C if no workshop/seminar is conducted	B		
Overall Grade			B		
IV - INFRASTRUCTURE & LEARNING RESOURCES (Not covered under format - 1)					
A Details of Library as a Learning Resource					
1 Details of Library Automation; a Name of the ILMS software; b Status of automation; c Year and Version	Librarian's Report validated by IQAC and verified by Principal	Grade A if 100% automation is done; Grade B if partially done; Grade C if not automated	C		
2 Details of; i e-journals; ii e-sodhsandhu; iii Sodhganga; iv e-books	Librarian's Report on subscription and usage of e-resources validated by IQAC and verified by Principal	Grade A if All the Teachers and Students make use of the e-resources; Grade B if 50% of Teachers and Students make use of the e-resources; Grade C if below 50% Teachers and Students make use of the e-resources	C		
3 Daily usage of Library by teachers and students (percentage)	Librarian's Report on regular footfall and e-footfall validated by IQAC and verified by Principal	Grade A if more than 60% Teachers and Students make use of Library; Grade B if 50% of Teachers and Students make use of Library; Grade C if less than 50% Teachers and Students make use of Library	A		

12

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good))/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
B			**IT Infrastructure**			
4	Details of procedures for maintaining and utilizing physical and academic support facilities (Classrooms, Computers Labs, Library and Sports Complex)	1 Infrastructure procurement and maintenance policy approved by the Principal 2 Report showing the expenditure towards repairs, maintenance and upgradation	Grade A, if Policy and Report are maintained Grade B, if only Policy or Report is maintained Grade C, if nothing is available	A	A	
5	Expenditure incurred for the last two years on a) New Infrastructure Facility b) maintenance of facilities (Classrooms, Equipment, sports, Auditorium & seminar halls etc)	1 Finance Committee Meeting Minutes 2 Report validated by IQAC and verified by Principal	Grade A, if Minutes and Report are maintained Grade B, if only Minutes or Report is maintained Grade C, if nothing is available	C	C	The Report good
	Overall Grade			A	A	
		V-STUDENT SUPPORT AND PROGRESSION (Not covered under format - I)				
A			**Student Support**			
1	Percentage of Students benefited by scholarships & free ships for the last two years	Office Report validated by IQAC and verified by Principal	Grade A, if benefit offered by all the 6 bodies Grade B, if benefit offered by any 3 bodies Grade C, if benefit offered by 3 bodies	A	A	To improve as to get
	a) Government			A	A	However pol
	b) Institution			C	C	The Report
	c) Non Governmental bodies			C	C	report to good
	d) Industries			C	C	report to
	e) Individuals					
	f) Philanthropists					
2	Capacity building and skill enhancement initiatives taken up by the Institution during the last 2 years	Report by JKC and Physical Education Department validated by IQAC and verified by Principal	Grade A, if All the 4 areas are covered Grade B, if any 3 areas are covered. Grade C, if any 2 areas are covered	A	A	
	a) Soft Skills			A	A	
	b) Language and Communication Skills			A	A	
	c) Life Skills (Yoga Physical Fitness/ Health and Hygiene)			A	A	
	d) ICT/Computer Skills			A	A	

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
3	Average Percentage of students benefited by guidance for competitive examinations and career counseling by the Institution during last 2 years (only final year students)	1.Records by the JKC and Departments 2 Proof of employment	Grade A. if more than 50% of students placed Grade B, if 30% of students placed Grade C. if less than 30% of students placed	C		
4	Student grievances Redressal mechanism. No. of grievances received & Redressed during last 2 years	1. Student grievances Redressal Policy 2. Report by GRC incharge validated by IQAC and verified by Principal	Grade A. if all grievances are redressed as per the policy Grade B, if 50% of grievances are redressed as per the policy Grade C. if less than 50% of grievances are redressed as per the policy	C		
5	Percentage of students participated and presented papers/ posters in the state level/national levels academic/research plaforms out side the parent institution.	1 Department wise reports validated by IQAC and verified by Principal	Grade A. if 50% of students participate Grade B, if 30% of Students participate Grade C, if less than 30% of Students participate	C		
6	The Institution has a transparent mechanism for timely redressal of A.Sexual harassment B Ragging	1 Anti ragging Policy and Policy to prevent Sexual harrassment 2 Committee(s) Report(s) about grievance redressal 3.Proofs and Meeting Minutes	Grade A, if All the 3 aspects are covered Grade B, if 30% aspects are covered, Grade C. if only policies exist	A		
7	Record of Women Empowerment Cell (WEC)	1 WEC Meeting Minutes 2 Committee Report on activities 3. Report on Gender sensitisation and related activities	Grade A, if All the 3 are covered Grade B, if any 2 are covered, Grade C, if only WEC exists	A-		

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good))/C (Satisfactory))/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
B			**Student Progression**			
8	Students Progression to Higher Education	1 Department wise Reports with proof of Admission 2 Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	A	B	To improve good
9	Students Progression to Employment	1 Department wise Reports with proof of Joining 2 Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	C	C	To improve good
10	Students Progression to Entrepreneurship	1 Department wise Reports with proofs 2 Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	C	C	To improve good
11	Percentage of students qualifying NET/SLT/GATE/GMAT/CAT/TOFEL/Civil Services/State Govt Examinations (Qualified students/Total No of students x 100)	1 Department wise Reports with proofs 2 Consolidated Report validated by IQAC & verified by Principal	Grade A, if reports and proofs are available Grade B, if only reports are available Grade C, if no record is maintained	C	C	To improve good
12	Feed back from Employees on Online Web Job Portal, APSSDC (AP State Skill Development Corporation), SSC (Skill Sector Council)	Feed back consolidated Report from JKC	Grade A, if any 3 companies/ Employers offer feed back Grade B, if any 2 companies/ Employers offer feed back Grade C, if only 1 company/ Employer offer feed back	C	C	To improve good
C			**Student Participation and Activities**			
13	No of awards/medals for outstanding performance in sports/cultural activities (State/National/International/University levels only)	Consolidated Reports by the Committees validated by IQAC & verified by Principal	Grade A, if International and National Level Grade B, if University and State level Grade C, if below State level			
	a) University Level			A	A	A
	b) State Level			A+	A	A

S.No. Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA') after verification (A(Good)/B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA')
c) National Level					
d) International Level					
14 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	1 Committees List 2 Student Council Report	Grade A, if active student council exists along with reports Grade B, if there is only active student council Grade C, if nothing exists	C	C	To improve good
15 Number of sports and cultural activities / competitions organized in the Institution for the last 2 years	Committee reports validated by IQAC and verified by Principal	Grade A, if 5 events/ competitions organized at national level Grade B, if 5 events/ competitions organized at State level Grade C, if events at district level	A	A	to a
16 Percentage of Student participation in sports and cultural events / competitions for the last 2 years (Programme wise) No of students participated/Total No of students x 100	Committee reports validated by IQAC and verified by Principal	Grade A, if 50% of students participate Grade B, if 30 % of Students participate Grade C, if less than 30% of Students participate	A	A	
D		**Alumni Engagement**			
17 Is there registered Alumni Association for the institution? If yes, year of registration and number	Registration certificate to be verified	Grade A, if Alumni Association is registered and active Grade B, if Association is registered Grade C, if Association is not registered	A	A	
18 Alumni contribution for the last 2 years	Alumni Register to be verified along with audited statements of amount (in cash/ Kind) donated	Grade A, if 2 Lakhs and above Grade B, if 1 lakh above Grade C, if below one lakh	A	A	
19 Number of Alumni Association Chapters / meetings held during the last 2 years	1 Meeting minutes 2 Consolidated reports	Grade A, if 4 and above Grade B, if 2 and above Grade C, if one and below	A-	A	
Overall Grade					
		VI-GOVERNANCE AND LEADERSHIP Institutional Vision and Leadership			
A					
1 Mechanism of achieving the Vision and Mission of the Institution (Describe in 200 words)	Institutional Strategic Plan to achieve Vision and Mission with stage wise proofs	Grade A, if strategic plan is in action Grade B, if the mechanism is in planning stage Grade C, if mechanism is available	✗	A	

S.No	Item	Records to be verified	Bench Marks	Self assessment by the institution	Grade by Academic Advisors (AA*) after verification (A/Good)/ B (Consistent)/ C (Complied)	Recommendations/Suggestions by Academic Advisors (AA*)
2	Explain the Institutional Vision like decentralisation and participative management to show case effective leadership	1 List of Committees showing decentralisation 2 Meeting Minutes and Action Plans by all committees	a. ask A if both are maintained b. ask B if only one is maintained c. ask C if only committees are constituted	A	A	
3	Staff Council Register (Minutes of meetings)	Meeting Minutes and Resolutions of Staff Council	a. ask A if Staff council meets regularly and implements resolutions through meetings b. ask B if Staff council resolutions properly recorded	A	A	
4	Implementation of OHP	Grade report	a. ask A if the Institution achieves Grade A throughout the year b. ask B if the Institution achieves Grade A occasionally c. ask C if the Institution achieves less than Grade A	A	A	
5	Number of RTI issues addressed	RTI file with applications responses and registers	a. ask A if all the applications are disposed within the stipulated time b. ask B if the applications are not disposed within the stipulated time	A	A	
6	Organisational structure of the institution	Organogram showing hierarchy and linkages	a. ask A if organogram with hierarchy and linkages prepared b. ask B if the Institution achieves it c. ask C if the organogram with linkages is not prepared	A	A	
7 B	Implementation of e_governance in a) Administration b) Finance and Accounts c) Student Admissions and support d) Examinations	Software and records to be verified Consolidated report to Principal	**Institutional governance** a. ask A if any 4 components exist b. ask B if any 3 components exist c. ask C if nothing exist	✓✓✓✓✓	✓✓✓✓	
C	Details of items extended support to attend conference / workshop and membership in professional bodies for the last 2 years	Consolidated report by various committees validated by IQAC and verified by Principal	**Faculty Empowerment Strategies** a. ask A if more than 75% of staff are funded b. ask B if more than 50% of staff are funded c. ask C if less than 50% of staff are funded	C	C	___

S.No / Item	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification [A(Good)/ B (Satisfactory)]/C (to improve)	Recommendation/Suggestions by Academic Advisors (AA*)
8	Details of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last two years	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 5 programmes are organized Grade B, if more than 1 programmes are organized Grade C, if less than 3 programmes are organized	A-	A	
9	Details of teachers undergoing online / offline faculty development programmes during the last two years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course/ Short Term Course etc.	Consolidated report by research committee validated by IQAC and Verified by Principal	Grade A, if more than 75% staff attend Grade B, if more than 50% staff attend Grade C, if less than 50% staff attend	A	✓	
10	Details of performance appraisal system designed by institution for Teaching and non teaching staff	ASAR reports	Grade A, if more than 75% teachers are accredited at "Good" grade Grade B, if more than 50 % teachers are accredited at "Good" grade Grade C, if less than 50% teachers are accredited at "Good" grade	A	A	
11						
D	Financial Management and Resource Mobilization					
12	Institutional mechanism for internal and external financial audits	1 Internal Audit Committee constitution Circular 2 Financial Audit Reports	Grade A, if both are maintained Grade B, if only external audit is conducted Grade C, if no audit record is maintained	A	A	
13	Funds / Grants received from nongovernment bodies, individuals, philanthropists (other than research)	Consolidated Report verified by Principal	Grade A, if more than Rs. 3 lakhs received Grade B, if more than Rs. 1 lakh received Grade C, if less than Rs. 1 lakh received	A	A	

S.No	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification (A(Good)/ B (Satisfactory)/C (to improve))	Recommendation/Suggestions by Academic Advisors (AA*)
E			**Internal Quality Assurance System**			
	Significant Contribution of IQAC for quality					
	a Strategies and Plan of Action	1 IQAC Activity register				
	b Review mechanisms of Teaching learning process methodologies and learning outcomes by IQAC	2 Action Plan				
		3 Minutes of Meeting				
		4 ATR				
14	c Details of AQARs prepared and submitted	5 Proof of submission of AQAR to NAAC last two years	Grade A, if all the records are maintained Grade B, if the first four records are maintained Grade C,if any 3 records or below are maintained	A	✓	
	d Number of IQAC meetings held during the current year	6 Hard copies of AQARs submitted				
	• Average number of quality initiatives by IQAC for promoting quality culture per year					
15	Participation in NIRF	1 Record of submission	Grade A, if ranked	A	✓	
		2 Proof of Rank, if any	Grade B, if participated Grade C, if not participated			
A	**Overall Grade**			A	✓	
			VII INSTITUTIONAL VALUES AND BEST PRACTICES Activities that teach values of the Institution			
A	Details of Activities by the Institution for			A	✓	
1	A) Promotion of gender equality and sensitization a)Safety and security b)Counselling c)Common Rooms for women students d)Details about sensitisation activities	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 4 reports are present Grade B, if any 3 are present Grade C, if any 2 or below			

19

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S.No	Item	Records to be verified	Bench Marks	Self assessment by the Institution (Autonomous)	Grade by Academic Advisors (AA*) after verification (AI cond)/ (Autonomous)	Recommendations/Suggestions by Academic Advisors (AA*)
1)	Environmental consciousness and sustainability a) Solar energy b) Sensor based energy conservation c) Use of LED bulbs, power efficient equipment	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A if all 3 reports are present Grade B if any 2 are present Grade C, if any one is present	B	B	10 reports good
2)	Waste Management a) Solid waste management b) Liquid waste management c) E-Waste management d) E-waste management	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A if all 4 reports are present Grade B if any 3 are present Grade C, if any one 2 on below	B	D	10 reports good
3)	Water Conservation a) Rain water harvesting b) Bore well / Open well recharge	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A if all 2 reports are present Grade B if any one is present Grade C, if nothing to present	C	C	10 reports good
4)	Green campus initiatives a) Restricted entry of automobiles b) Ban on campus/Ban on the use of Plastics) c) Paperless office d) Green landscaping garden e) Green audit	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A if all 5 reports are present Grade B if any 3 are present Grade C, if any 3 on below	B	B	10 reports good
5)	Divyangjan friendly barrier free environment a) Ramp/ b) Reading c) Scribes for examination d) Provision of lift /Wheel chairs e) Alternative arrangements for ...	Approved Policy & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A if all 5 reports are present Grade B if any 3 are present Grade C, if any 3 on below	A	A	

S.N o.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA') after verification (A(Good)/ B (Satisfactory)/ C (to improve))	Recommendation s/Suggestions by the academic Advisors (AA')
B	Cross cutting issues and value initiatives		Initiatives for inculcating values			
1	a) Tolerance and harmony against several observations	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 5 reports are present Grade B, if any 4 are present Grade C, if any 3 or below	A	A	
	a) Cultural					
	b) Regional					
	c) Language					
	d) Constitutional					
	e) Social issues					
	b) Human values and professional ethics	Syllabus copy, College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	
	c) Code of conduct for students and teachers	Approved Policy & Report on implementation with details validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	
	d) Celebration of National and International commemorative days and festivals	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	
	Sensitization of students and employees of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizenship	College Activity Register & Report focusing on details and activities validated by IQAC and verified by Principal	Grade A, if all 3 reports are present Grade B, if any 2 are present Grade C, if any one is present	A	A	
C	Best Practices	Record of two best/innovative practices by the institution	Grade A, if all 2 reports are present Grade B, if any one is present	B	B	
1.	a) Institutional Best Practice Report in the NAAC prescribed format	i) Departmental Best Practices Report in the NAAC prescribed format a) Institutional Best Practice Report in the NAAC prescribed format	Grade A, if all 2 reports are present Grade B, if any one is present Grade C, if nothing is present			To improve

S.No.	Item	Records to be verified	Bench Marks	Self assessment by the Institution	Grade by Academic Advisors (AA*) after verification [A(Good)]/ B (Satisfactory)/C (to improve)]	Recommendation/Suggestions by Academic Advisors (AA*)
D			Institutional Distinctiveness			
	Explain how distinct is your institution in academic and administrative practices 200 words	Evidence with clear cut examples Document in	Grade A if Academic and Administrative practices are produced Grade B if only one is produced Grade C if no document is available	A	A	
	Overall Grade			A	A	
	College Grade -					

Name & Signature of the Principal :

Name & Signature of the Vice-Principal :

Name & Signatures of the Academic Advisors

1. Dr. ck woloys Lihn—(cit uDAyA LAISHAT)
2. Co.flouk C (K.ASAY kumaR)
3.

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