

Profile of the Affiliated /Constituent College

1. Name and address of the college:

Name:		
Address:		
City:	Pin:	State:
Website:		

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal		O: R:			
Vice Principal		O: R:			
Steering Committee Co-ordinator		O: R:			

3. Status of the of Institution :

Affiliated College

Constituent College

Any other (specify)

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

b. By shift

i. Regular

ii. Day

iii. Evening

5. Is it a recognized minority institution?

Yes

No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

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6. Nature of funding:

Government

Grant-in-aid

Self-financing

Any other

7. a. Date of establishment of the college: (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is an constituent college)

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c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)		
ii. 12 (B)		

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE,NCTE,MCI,DCI,PCI,RCI etc.)

Under Section/ clause	Recognition/ Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), to its affiliated colleges ?

Yes ☐

No ☐

If yes, has the college applied for availing the autonomous status?

Yes ☐

No ☐

9. Is the college recognized

a. by UGC as a college with Potential for Excellence?

Yes ☐ No ☐

If yes, date of recognition : (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes ☐ No ☐

If yes, Name of the agency and
 Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	
Campus area in sq. mts.	
Built up area in sq. mts.	

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities
- Sports facilities
 - * play ground
 - * swimming pool
 - * gymnasium
- Hostel
 - * Boys hostel
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - * Girls' hostel
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - * Working women's hostel
 - i. Number of inmates
 - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available and cadre wise)
- Cafeteria
- Health centre –
 First aid, Inpatient, outpatient, emergency care facility, ambulance.....
 Health centre staff –
 Qualified doctor Full time Part-time
 Qualified Nurse Full time Part-time
- Facilities like banking, post office, book shops

- Transport facilities to cater to the needs of students and staff
- Animal house
- Biological waste disposal
- Generator or other facility for managing constant supply and voltage of electricity
- Solid waste management facility
- Waste water management
- Water harvesting

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved Student places	No. of students admitted
	Under-graduate						
	Post-graduate						
	Integrated Programmes PG Ph.D						
	M.Phil						
	Ph. D.						
	Certificate courses						
	UG Diploma						
	PG Diploma						
	Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes ☐ No ☐

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes		No		Number	
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15. List the departments :(respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly also do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science			
Arts			
Commerce			
Any Other not covered above			

16. Number of Programmes offered under (Programme means a degree course like BA, BSc,MA,M.Com...)

- a. annual system
- b. semester system
- c. trimester system

17. Number of Programmes with

- a. choice based credit system
- b. Inter/multidisciplinary approach
- c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐ No ☐

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme
- b. NCTE recognition details (if applicable)
Notification No.:
Date: (dd/mm/yyyy)
Validity:.....
- c. Is the institution opting for assessment and accreditation of Teacher education separately?
Yes ☐ No ☐

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☐

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education separately?

Yes ☐ No ☐

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff	Technical staff	
	Professor		Associate Professor		Assistant Professor			*M	*F
	*M	*F	*M	*F	*M	*F			
Sanctioned by the UGC / University / State Government <i>Recruited</i> <i>Yet to recruit</i>									
Sanctioned by the Management/society or other authorized bodies <i>Recruited</i> <i>Yet to recruit</i>									

*M-Male *F-Female

21. Qualifications of the teaching staff

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG							
Temporary teachers							
Ph.D.							
M.Phil.							

PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty engaged with the College.

23. Furnish the number of the students admitted to the Institute during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC								
ST								
OBC								
General								
Others								

24. Details on students enrolled in the college during the current academic year:

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located					
Students from other states of India					
NRI students					
Foreign students					
Total					

25. Dropout rate in UG and PG (average for the last two batches)

Enrolled in first year, minus those appeared for final exams in the final year from among them = Dropout.
(e.g. enrolled in 2007, 100. Minus those who appeared for final exams in 2010, 85 = dropout 15)

UG

PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

Rs.

(b) excluding the salary component

Rs.

27. Does the college offer distance education programmes (DEP)?

Yes ☐ No ☐

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ☐ No ☐

b) Name of the University whose courses are offered

c) Number of programmes offered

d) Recognized by the Distance Education Council.

Yes ☐ No ☐

28. Provide Teacher-student ratio for each of the programme/course offered

29. Is the college applying for

Accreditation : Cycle 1 ☐ Cycle 2 ☐ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2 ,cycle3 and cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 2: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: (dd/mm/yyyy) Accreditation Outcome/Result.....

* Kindly enclose copy of accreditation certificate(s) and peer team report(s)

31. Number of working days during the last academic year.

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC (dd/mm/yyyy)

34. Details on submission of Annual Quality Assurance Reports (AQAR)

AQAR (i) (dd/mm/yyyy)

AQAR (ii) (dd/mm/yyyy)

AQAR (iii) (dd/mm/yyyy)

AQAR (iv) (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include.

(Do not include explanatory/descriptive information)

C. Criteria-Wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Academic Flexibility

- 1.1.1 State the vision, mission and objectives of the institution, and describe how it is communicated to the students, teachers, staff and other stakeholders.
- 1.1.2 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc. offered by the institution..
- 1.1.3 Does the institution offer programmes that facilitate twinning /dual degree? If yes, give details.
- 1.1.4 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability
 - Range of Core /Elective options
 - Choice based credit system and range of subject options
 - Courses offered in modular form
 - Credit transfer and accumulation facility
 - Lateral and vertical mobility within and across programmes and courses
 - Enrichment courses
- 1.1.5 Does the institution offer self-financed programmes? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification,salary etc.
- 1.1.6 Does the institute provide additional skill oriented programmes, relevant to regional and global employment markets? If yes provide details of such programme and the beneficiaries.
- 1.1.7 Does the university provide the flexibility of combining the conventional face to face and distance mode of education for students to make use of the combination of courses they are interested in? If 'yes' give operational details.

1.2 Curriculum Planning and Implementation

- 1.2.1 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details on the process and substantiate giving specific example.
- 1.2.2 What type of (procedural and practical support) do the teachers receive (from

the University and/or institution) for effectively translating the curriculum and influencing teaching practices?

- 1.2.3 Specify the initiatives and contributions of the institution in effective implementation of the curriculum provided by the affiliating University or other statutory agencies.
- 1.2.4 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?
- 1.2.5 Does the institution develop curriculum for any of the courses offered by them? If yes give details on the process (needs assessment, design, development and planning) and the courses for which the curriculum has been developed.
- 1.2.6 How does the institution analyse that the stated objectives of curriculum achieve reality in implementation?

1.3 Curriculum Enrichment

- 1.3.1 Describe the efforts of the institution in supplementing the curriculum given by the University to ensure that the academic programmes meet the institution's goals and objectives.
- 1.3.2 How is the curriculum modified, enriched and organized to explicitly reflect the experiences of the students and meet the emerging/ changing needs of the employment markets?
- 1.3.3 Enumerate on the integration of cross cutting issues such as gender, climate change, environment education, human rights, ICT etc. into the curriculum ?
- 1.3.4 What are the various value-added courses/enrichment programmes offered for ensuring holistic development of students?
 - moral and ethical values
 - employable and life skills
 - better career paths
 - community orientation
- 1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?
- 1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

1.4 Feedback System

- 1.4.1 What are the contributions of the institution in the design and development of

the curriculum by the University?

- 1.4.2 Does the college have a formal mechanism to obtain feedback on curriculum from students and stakeholders? If yes how is it communicated to the University and made use internally for curriculum enrichment and introducing changes?
- 1.4.3 During the last four years, how many new programmes have been introduced? What was the rationale for introducing these new courses/programmes?

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

- 2.1.1 How does the college ensure publicity and transparency in the admission process?
- 2.1.2 Explain in detail the criteria adopted and process of admission (such as merit, common admission test conducted by state agencies and national agencies combination of merit and entrance test or merit, entrance test and interview, or any other) to the various programmes of the Institution.
- 2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges under the affiliating university.
- 2.1.4 Does the college have a mechanism to review its admission process and student profiles annually? If yes, what is the outcome of such an analysis and how has it contributed to the improvement of the process?
- 2.1.5 Reflecting on the strategies adopted to increase / improve access for students belonging to the following categories enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion
- * SC/ST
 - * OBC
 - * Women
 - * Differently abled
 - * Economically weaker sections
- 2.1.6 Provide the following details for the various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG 1 2 3			
PG 1 2 3			
M.Phil			
Ph.D			
Integrated PG Ph.D			
Value added 1 2 3			
Certificate 1 2 3			
Diploma 1 2			
PG Diploma 1 2 3			
Any other 1 2 3			

2.2 Catering to Diverse Needs

- 2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?
- 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If yes, give details on the process.

- 2.2.3 What are the strategies adopted and implemented by the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled (bridge remedial/add-on/enrichment courses etc.).
- 2.2.4 How does the college sensitize its staff and students on issues of gender, differently-abled students and inclusion?
- 2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?
- 2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

2.3 Teaching-Learning Process

- 2.3.1 How does the institute plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)
- 2.3.2 How does IQAC contribute to improve the teaching –learning process?
- 2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?
- 2.3.4 How does the institution nurture creativity and scientific temper among the students for transforming them to be life-long learners and innovators?
- 2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information communication and Technology (NME-ICT), open educational resources, mobile education, etc.
- 2.3.6 How are the students and faculty exposed to advanced knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?
- 2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?
- 2.3.8 Are there any innovative teaching approaches/methods adopted or used by

the faculty during the last four years? If yes, how have they impacted student learning and what are the efforts of the institution in encouraging faculty in adopting new and innovative approaches?

- 2.3.9 How are library resources used to augment the teaching-learning process?
- 2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If yes elaborate on the challenges encountered and the institutional approaches to overcome these.
- 2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

2.4 Teacher Quality

- 2.4.1 Giving details on the following, elaborate on how the Institution plan and manage (recruitment and retention policies) its human resources(qualified and competent teachers) to meet the changing requirements of the curriculum :

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG							
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

- 2.4.2 How does the institution cope with the growing demands and scarcity of qualified senior faculty to teach new programmes/ modern areas of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and its outcome during the last three years.
- 2.4.3 Providing details on staff development programmes during the last four years elaborate the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	
HRD programmes	
Orientation programmes	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / winter schools, workshops, etc.	

b) Training programmes organized by the institute for the faculty on use of various tools and technology and improving teaching

- ❖ Teaching learning methods/approaches
- ❖ New curriculum
- ❖ Content/knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross cutting issues
- ❖ Audio Visual Aids/multimedia
- ❖ OER's
- ❖ Teaching learning material development, selection and use

c) Percentage of faculty

- * invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies
- * participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies
- * presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

2.4.5 Give the number of faculty who received awards / recognitions for excellence in teaching at the state, national and international level during the last four years and highlight the influence of the institutional environment and culture

on the performance and achievement of the faculty.

- 2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

2.5 Student performance and Learning Outcomes

- 2.5.1 Does the institute have clearly stated learning outcomes? If yes give details on how the students and staff are made aware of these ?
- 2.5.2 How are the institutions teaching, learning and assessment strategies structured to facilitate the achievement of the intended learning outcomes?
- 2.5.3 What are the institutional measures/initiatives to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?
- 2.5.4 How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?
- 2.5.5 How does the institution monitor and ensure the achievement of learning outcomes?

2.6 Evaluation Process and Reforms

- 2.6.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?
- 2.6.2 What are the major evaluation reforms of the university which are adopted by the institution and those initiated by the institution?
- 2.6.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution?
- 2.6.4 Provide details on the formative and summative evaluation approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system?
- 2.6.5 Enumerate on how the institution monitor and communicate the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.
- 2.6.6 Detail on the significant process improvements during the last four years in terms of performance management of students (weightage for behavioral aspects, independent learning, valid, accountable and objective internal assessment process, etc.)?

- 2.6.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating their performance, achievement of learning objectives and planning ? If yes provide details on the process and cite a few examples.
- 2.6.8 What are the mechanism for redressal of grievances with reference to evaluation at the college and by the University?

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

- 3.1.1 Does the institute have recognized research centers of the affiliating University or any other agency/organization? If yes give details on the research centers and the facilities available.
- 3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition, mention a few recommendations which have been implemented and its impact.
- 3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?
- autonomy to the principal investigator
 - timely availability or release of resources
 - adequate infrastructure and human resources
 - time-off, reduced teaching load, special leave etc. to teachers
 - support in terms of technology and information needs
 - facilitate timely auditing and submission of utilization certificate to the funding authorities
 - any other
- 3.1.4 What are the efforts of the institution in developing scientific temper and research aptitude and culture among the students ?
- 3.1.5 Give details on the faculty actively involved in research? (Guiding student research, leading research projects, engaged in individual or collaborative research activity etc.)
- 3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted by the institution for research capacity building and developing research culture among the staff and students.
- 3.1.7 Provide details of prioritised research areas and the expertise available with the institution.
- 3.1.8 Enumerate the efforts of the institute in attracting researchers of eminence to visit the campus and interact with teachers and students?

- 3.1.9 What percentage of faculty have utilized sabbatical leave for research activities? How has the provision contributed to the research quality and culture of the college?
- 3.1.10 Detail on the institutions initiative in transferring/advocating the relative findings of research of the institute and elsewhere to the students and the community(lab to land).

3.2 Research Facilities and Resource Mobilization

- 3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.
- 3.2.2 Is there a provision in the institution to provide seed money to faculty for research? If so, specify the amount disbursed and the percentage of the faculty who has availed the facility in the last four years?
- 3.2.3 What are the financial provisions made available for supporting student research projects?
- 3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.
- 3.2.5 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and modern areas of research?
- 3.2.6 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students.
- 3.2.7 Has the institution received any special grants or finances for developing research facility from the industry or other beneficiary agency? If yes give details on the grants received and facilities developed.
- 3.2.8 Enumerating the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations, provide details of projects completed and grants received during the last four years?
- 3.2.9 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

Research Publications and Output

- 3.3.1 Provide the following details of ongoing research projects:

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant Sanctioned received	Total grant received till date
Minor projects					
Major projects					
Interdisciplinary projects					
Industry sponsored					
students' research projects					
Any other (specify)					

3.3.2 Highlight the major research achievements of the staff and students in terms of

- * Patents obtained and filed(process and product)
- * Original research contributing to product improvement
- * Research studies or surveys benefiting the community or improving the services
- * Research inputs contributing to new initiatives and social development

3.3.3 Does the Institute publish or partner in publication of research journal(s)? If yes, indicate the composition of the editorial board, publication policies and whether it is listed in any international database?

3.3.4 Give details of publications by the faculty and students:

- * Publication per faculty
- * Number of papers published in peer reviewed journals (national / international) by faculty and students
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index
- * Monographs

- * Chapter in Books
- * Editing Books
- * Books with ISBN/ISSN numbers with details of publishers

3.3.5 Provide details (if any) of

- * research awards received by the faculty
- * recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally and
- * incentives given to faculty for receiving state, national and international recognitions for research contributions.

3.4 Linkages/Collaborations

3.4.1 How does the institute collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

3.4.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/corporates etc. and how they have contributed to the development of the institution.

3.4.3 Give details (if any) on the industry-institute-community interactions that contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institute viz. laboratories / library/ new technology /placement services etc.

3.4.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

3.4.5 How many of the linkages/collaborations resulted in formal MoUs and agreements ? Give list of the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy

- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) introduction of new courses
- l) Any other

3.4.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

3.5 Consultancy

- 3.5.1 Give details on the systems and strategies for establishing institute-industry interface?
- 3.5.2 What is the stated policy of the institute to promote consultancy? How is the available expertise advocated and publicized?
- 3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?
- 3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.
- 3.5.5 What is the policy of the institute in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

3.6 Institutional Social Responsibility (ISR) and Extension Activities

- 3.6.1 How does the institute promote institute-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students ?
- 3.6.2 What is the Institutional mechanism to track the students' involvement in various social movements / activities which promote citizenship roles?
- 3.6.3 How does the college elicit the cooperation of stakeholders to ensure overall development of the students considering the curricular and co - curricular activities, research, community orientation, etc. ?
- 3.6.4 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?
- 3.6.5 How does the institute network and collaborate with the Alumni and former

faculty of the Institute.

- 3.6.6 How does the institute plan and organise its extension and outreach programmes? List the major extension and outreach programmes which have created an impact on students' campus experience.
- 3.6.7 How does the institute promote the participation of the students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?
- 3.6.8 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower under-privileged and vulnerable sections of society?
- 3.6.9 Reflecting on objectives and expected outcomes of the extension activities organized by the institution comment on how they complement students' academic learning experience and specify the values and skills inculcated.
- 3.6.10 How does the institution ensure the involvement of the community in its activities and reach out and contribute to the community development? Detail on the initiatives of the institution encouraging community participation in its activities?
- 3.6.11 Give details on the constructive relationships (if any) with other Institutions in the nearby locality and the cooperation, sharing or teaming with in working on various outreach and extension activities.
- 3.6.12 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

- 4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?
- 4.1.2 Detail the facilities available for
 - a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces laboratories, specialized facilities and equipment for teaching, learning and research etc.
 - b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc..

- 4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed, augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution campus and indicate the existing physical infrastructure and the future planned expansions if any).
- 4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?
- 4.1.5 Give details on the residential facility and the various provisions available within them:
- Hostel Facility
 - Recreational facilities , gymnasium, yoga center, etc.
 - Computer facility including access to internet in hostel.
 - Facilities for medical emergencies
 - Library facility in the hostels
 - Recreational facility-common room with audio-visual equipments
 - available residential facility for the staff and occupancy
 - Constant supply of safe drinking water
 - Security
- 4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and beyond?
- 4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, grievance redressal unit, Women’s cell, counseling and career guidance, placement unit, health centre, canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

4.2 Library as a Learning Resource

- 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?
- 4.2.2 Provide details of the following:
- * Total area of the library (in Sq. Mts.)
 - * Total seating capacity
 - * Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

- * Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Library holdings	Year -1		Year - 2		Year - 3		Year - 4	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books								
Reference Books								
Journals/ Periodicals								
e-resources								
Any other (specify)								

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * OPAC
- * Electronic Resource Management package for e-journals
- * Federated searching tools to search articles in multiple databases
- * Library Website
- * In-house/remote access to e-publications
- * Library automation
- * Total number of computers for public access
- * Total numbers of printers for public access
- * Internet band width/ speed □ 2mbps □ 10 mbps □ 1 gb (GB)
- * Institutional Repository
- * Content management system for e-learning
- * Participation in Resource sharing networks/consortia (like Inflibnet)

4.2.5 Provide details

- * Average number of walk-ins
- * Average number of books issued/returned
- * Ratio of library books to students enrolled

- * Average number of books added during last three years
- * Average number of login to opac (OPAC)
- * Average number of login to e-resources
- * Average number of e-resources downloaded/printed
- * Number of information literacy trainings organized

4.2.6 Give details of the specialized services provided by the library

- * Manuscripts
- * Reference
- * Reprography
- * ILL (Inter Library Loan Service)
- * Information deploy and notification (Information Deployment and Notification)
- * Download
- * Printing
- * Reading list/ Bibliography compilation
- * In-house/remote access to e-resources
- * User Orientation and awareness
- * Assistance in searching Databases
- * INFLIBNET/IUC facilities

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

4.3 IT/ICT for Teaching Learning

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration(provide the different configuration and number of systems available for each)
- Computer-student ratio

- Stand alone facility
- LAN facility
- Licensed software
- Number of nodes/ computers with Internet facility
- Any other

- 4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and beyond?
- 4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?
- 4.3.4 Provide details on the provision made in the annual budget for procurement, upgrade, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)?
- 4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?
- 4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution makes student the centre of teaching-learning process and the teacher a facilitator.
- 4.3.7 Does the Institute avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

4.4 Maintenance of Infrastructure and Facilities

- 4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

a.	Building
b.	Furniture
c.	Equipment
d.	Computers

e.	Vehicles
f.	Any other

- 4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?
- 4.3.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?
- 4.3.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment(voltage fluctuations, constant supply of water etc.)?

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

- 5.1.1 Does the institution publish its updated prospectus/handbook annually? If yes, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?
- 5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?
- 5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?
- 5.1.4 What are specific support services/facilities available for
- ✓ Students from SC/ST, OBC and economically weaker sections
 - ✓ Physically challenged / differently abled students
 - ✓ Overseas students
 - ✓ students to participate in various competitions/ National and International
 - ✓ Medical assistance to students: health centre, health insurance etc.,
 - ✓ Organizing coaching classes for competitive exams
 - ✓ Skill development (spoken English, computer literacy, etc.,)
 - ✓ Support for “slow learners”
 - ✓ Exposures of students to other institution of higher learning/ corporates/business house etc.,
 - ✓ Publication of student magazines
- 5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills,

among the students and the impact of the efforts .

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debates and discussions, cultural activities etc.

* additional academic support, flexibility in examinations

* special dietary requirements, sports uniform and materials

* any other

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc. .

5.1.8 What type of counseling services are made available to the students(academic, personal, career, psycho-social etc.)?

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If yes detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

5.1.11 What are institutional provisions for resolving issues pertaining to sexual harassment?

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

5.1.13 Enumerate the welfare schemes made available to students by the institution.

5.1.14 Does the institution have a registered Alumni association? If yes, what are its activities and major contributions for institutional academic and infrastructure development?

5.2 Student Progression

5.2.1 Highlight the trends of student progression for the last four batches.

Student progression	%
---------------------	---

Student progression	%
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	

5.2.2 What is the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Give programme-wise details on how it compares itself with the previous years performance and if available with other colleges under the university.

5.2.3 How does the institutions institution facilitate student progression to higher level of education and/or towards employment?for last four years?

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar .

5.3.2 Provide details for the previous four years on the major achievements of students in co-curricular, extracurricular activities and cultural activities at different levels: University / State / Zonal / National / International, etc.

5.3.3 How does the institute seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

5.3.4 How does the Institute involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic session.

5.3.5 Does the institute have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

- 6.1.1 State the vision and mission of the Institute and enumerate on how the mission statement define the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?
- 6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?
- 6.1.3 What is the involvement of the leadership in ensuring :
- the policy statements and action plans fulfill the stated mission
 - action plans are formulated for all operations and are incorporated into the Institutional strategic plan
 - Interaction with stakeholders
 - The policy and planning are supported by need analysis ,research inputs and stakeholder consultations
 - Reinforce culture of excellence
 - champion organizational change
- 6.1.4 What are the institutions monitoring and evaluation procedures to ensure that policies and plans of the institution are implemented, evaluated and improved from time to time?
- 6.1.5 Give details of the academic leadership provided to the faculty by the top management?
- 6.1.6 How does the institution groom leadership at various levels?
- 6.1.7 How does the institute delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?
- 6.1.8 Does the Institute promote a culture of participative management? If yes, indicate the levels of participative management.

6.2 Strategy Development and Deployment

- 6.2.1 Does the Institute have a formally stated quality policy? How is it developed, driven, deployed and reviewed?
- 6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan .
- 6.2.3 Describe the internal organization structure and decision making processes .
- 6.2.4 Give a broad description of the quality improvement strategies of the institution

for each of the following

- Teaching & Learning
- Research & Development
- Community engagement
- Human resources
- Industry interaction

- 6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?
- 6.2.6 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?
- 6.2.7 List the management council's resolutions of last year and its implementation status.
- 6.2.8 Does the affiliating university have provision for autonomous status to the affiliated institutions? If yes, what are the efforts made by the institution in obtaining autonomy?
- 6.2.9 How does the Institute ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder-relationship?
- 6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? What were the issues and the decisions of the courts on these?
- 6.2.11 Does the Institute have a mechanism for analyzing student feedback on institutional performance and arrive at Student Satisfaction Index or other measure. If yes, give details.

6.3 Faculty Empowerment Strategies

- 6.3.1 What are the efforts made to enhance the professional development of teaching and non teaching staff?
- 6.3.2 What are the institutions faculty empowerment strategies and the institutions plans to train, retrain and motivate the employees for the roles and responsibilities they perform?
- 6.3.3 Provide details on the performance appraisal of the various staff and enumerate, the mechanisms in place to ensure that the information on the multiple activities of the teachers is appropriately captured and considered in the process of appraisal.

- 6.3.4 What is the outcome of the review of the performance appraisal reports by the management and major decisions taken and communicated.
- 6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?
- 6.3.6 What are the measures taken by the Institute for attracting and retaining eminent faculty?

6.4 Financial Management and Resource Mobilization

- 6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?
- 6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections and how many are pending and how many are complied with?
- 6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous three years and the reserve fund/corpus available with Institutions if any.
- 6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

6.5 Internal Quality Assurance Systems

- 6.5.1 Internal quality assurance system
 - a. Has the institute established an Internal Quality Assurance Cell (IQAC)? If yes, what is the institutions policy with regard to quality assurance and how has it contributed to institutionalizing the quality assurance processes?
 - b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were implemented?
 - c. Does the IQAC have external members on its committees? If so, mention any significant contribution made by them.
 - d. How do students and alumni contribute to the effective functioning of the IQAC?

e. How does the IQAC communicate and engage staff from different constituents of the institution

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities ? If yes give details on its operationalisation.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If yes give details enumerating its impact.

6.5.4 Does the institute undertake Academic Audit or other external review of the academic provisions? If yes how are the outcomes used to improve the institutional activities?

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

6.5.8 Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the institution.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

7.1.2 What are the initiatives taken by the Institute to make the campus eco-friendly?

- * Energy conservation
- * Use of renewable energy
- * Water harvesting
- * Check dam construction
- * Efforts for Carbon neutrality
- * Plantation
- * Hazardous waste management
- * e-waste management

7.2 Innovations and Best Practices

Elaborate on the innovations of the institution in achieving its mission, goals and objectives and any two best practices which have contributed to the achievement of the Institutional Objectives and/or to the Quality improvement of the core activities of the Institution.

Profile and Evaluative Report of the Department

1. Name of the department
2. Year of Establishment
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
4. Annual/ semester/choice based/choice base credit system
5. Interdisciplinary courses: the names of the departments/units involved
6. Participation of the department in the courses offered by other departments
7. Courses in collaboration with other universities, industries, foreign institutions, etc.
8. Details of courses discontinued (if any) with reasons
9. Number of Teaching posts

	sanctioned	Filled	No. with
Professors			
Associate Professors			
Asst. Professors			

10. List of senior visiting faculty
11. Percentage of lectures delivered and practical's handled by temporary faculty
12. Student -Teacher Ratio
13. Number of academic support staff (technical) and administrative staff; sanctioned and filled
14. Qualifications of teaching faculty with DSc/ Dlit/ Ph.D/ MPhil/PG.
15. Number of faculty with ongoing projects from a) National b) International funding agencies c) Total grants received
16. Departmental projects funded by DST; UGC, DBT, ICSSR, etc. and total grants received
17. Research facility/Centre with State/ National/International recognition

18. Publications:

- a) Number of papers published
- b) Number listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCOhost, etc.)
- c) Citation Index, Impact Factor ,SNIP, h-index
- e) Books with ISBN/ISSN numbers with details of publishers

19. Areas of consultancy and income generated

20. Faculty as members in

- a) National committees b) International Committees c) Editorial Boards....

21. Student's projects

- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution
- c) Details of facilitating other university students to execute their projects

22. Awards/ Recognitions received by faculty and students

23. List of eminent academicians and scientists/ visitors to the department

24. Seminars/ Conferences/Workshops organized & the source of funding

- a)National
- b)International

25. Student profile course wise:

Name of the Course (refer question no. 4)	Applications received	Selected	Men	Women

26. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad

27. How many students have cleared NET, SLET and GATE?

28. Student progression

Student progression	%
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Competitive Exams (Administrative) <ul style="list-style-type: none"> • State • National level 	

29. Details about Infrastructural facilities

- a) Library
- b) Internet facilities for Staff & Students
- c) Class rooms with ICT facility
- d) Laboratories

30. Whether post graduate students get financial assistance from college, university, government or other agencies

31. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

32. Teaching methods adopted to improve student learning

33. Participation of students and faculty in extension activities

34. Future plans

