

2. Criteria - wise Inputs

CRITERION I : CURRICULAR ASPECTS

1.1 Curriculum Design and Development

- 1.1.1 How is the institutional vision and mission reflected in the academic programmes of the university?
- 1.1.2 Does the university follow a systematic process in the design and development of the curriculum? If yes, give details of the process (need assessment, feedback, etc.).
- 1.1.3 How are the following aspects ensured through curriculum design and development?
- Employability
 - Innovation
 - Research
- 1.1.4 To what extent does the university use the guidelines of the regulatory bodies for developing and/or restructuring the curricula? Has the university been instrumental in leading any curricular reform which has created a national impact?
- 1.1.5 Does the university interact with industry, research bodies and the civil society in the curriculum revision process? If so, how has the university benefitted through interactions with the stakeholders?
- 1.1.6 Give details of how the university facilitates the introduction of new programmes of studies in its affiliated colleges.
- 1.1.7 Does the university encourage its colleges to provide additional skill-oriented programmes relevant to regional needs? Cite instances (not applicable for unitary universities).

1.2 Academic Flexibility

- 1.2.1 Furnish the inventory for the following:
- Programmes taught on campus
- Overseas programmes offered on campus
 - Programmes available for colleges to choose from
- 1.2.2 Give details on the following provisions with reference to academic flexibility
- a. Core / Elective options
 - b. Enrichment courses
 - c. Courses offered in modular form
 - d. Credit accumulation and transfer facility
 - e. Lateral and vertical mobility within and across programmes, courses and disciplines
- 1.2.3 Does the university have an explicit policy and strategy for attracting international students?
- 1.2.4 Have any courses been developed targeting international students? If so, how successful have they been? If 'no', explain the impediments.
- 1.2.5 Does the university facilitate dual degree and twinning programmes? If yes, give details.
- 1.2.6 Does the university offer self-financing programmes? If yes, list them and indicate if policies regarding admission, fee structure, teacher qualification and salary are at par with the aided programmes?
- 1.2.7 Does the university provide the flexibility of bringing together the conventional face-to-face mode and the distance mode of

education and allow students to choose and combine the courses they are interested in? If 'yes,' give operational details.

- 1.2.8 Has the university adopted the Choice Based Credit System (CBCS)? If yes, for how many programmes? What efforts have been made by the university to encourage the introduction of CBCS in its affiliated colleges?
- 1.2.9 What percentage of programmes offered by the university follow:
- Annual system
 - Semester system
 - Trimester system
- 1.2.10 How does the university promote inter- disciplinary programmes? Name a few programmes and comment on their outcome.

1.3 Curriculum Enrichment

- 1.3.1 How often is the curriculum of the university reviewed and upgraded for making it socially relevant and/or job oriented / knowledge intensive and meeting the emerging needs of students and other stakeholders?
- 1.3.2 During the last four years, how many new programmes at UG and PG levels were introduced? Give details.
- Inter-disciplinary
 - programmes in emerging areas
- 1.3.3 What are the strategies adopted for the revision of the existing programmes? What percentage of courses underwent a syllabus revision?
- 1.3.4 What are the value-added courses offered by the university and how does the university ensure that all students have access to them?

- 1.3.5** Has the university introduced any higher order skill development programmes in consonance with the national requirements as outlined by the National Skills Development Corporation and other agencies?

1.4 Feedback System

- 1.4.1 Does the university have a formal mechanism to obtain feedback from students regarding the curriculum and how is it made use of?
- 1.4.2 Does the university elicit feedback on the curriculum from national and international faculty? If yes, specify a few methods such as conducting webinars, workshops, online discussions, etc. and its impact.
- 1.4.3 Specify the mechanism through which affiliated institutions give feedback on curriculum enrichment and the extent to which it is made use of.
- 1.4.4 What are the quality sustenance and quality enhancement measures undertaken by the university in ensuring the effective development of the curricula?

Any other information regarding Curricular Aspects which the university would like to include.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

- 2.1.1 How does the university ensure publicity and transparency in the admission process?
- 2.1.2 Explain in detail the process of admission put in place by the university. List the criteria for admission: (e.g.: (i) merit, (ii) merit

Manual for Self-study Universities

- 2.1.7 Has the university conducted any analysis of demand ratio for the various programmes of the university departments and affiliated colleges? If so, highlight the significant trends explaining the reasons for increase / decrease.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG			
PG			
Integrated Masters			
M.Phil.			
Ph.D.			
Integrated Ph.D.			
Certificate			
Diploma			
PG Diploma			
Any other (please specify)			

- 2.1.8 Were any programmes discontinued/staggered by the university in the last four years? If yes, please specify the reasons.

2.2 Catering to Student Diversity

- 2.2.1 Does the university organize orientation / induction programme for freshers? If yes, give details such as the duration, issues covered, experts involved and mechanism for using the feedback in subsequent years.
- 2.2.2 Does the university have a mechanism through which the “differential requirements of the student population” are analysed

after admission and before the commencement of classes? If so, how are the key issues identified and addressed?

- 2.2.3 Does the university offer bridge / remedial / add-on courses? If yes, how are they structured into the time table? Give details of the courses offered, department-wise/faculty-wise?
- 2.2.4 Has the university conducted any study on the academic growth of students from disadvantaged sections of society, economically disadvantaged, physically handicapped, slow learners, etc.? If yes, what are the main findings?
- 2.2.5 How does the university identify and respond to the learning needs of advanced learners?

2.3 Teaching-Learning Process

- 2.3.1 How does the university plan and organise the teaching, learning and evaluation schedules (academic calendar, teaching plan, evaluation blue print, etc.)?
- 2.3.2 Does the university provide course outlines and course schedules prior to the commencement of the academic session? If yes, how is the effectiveness of the process ensured?
- 2.3.3 Does the university face any challenges in completing the curriculum within the stipulated time frame and calendar? If yes, elaborate on the challenges encountered and the institutional measures to overcome these.
- 2.3.4 How is learning made student-centric? Give a list of participatory learning activities adopted by the faculty that contributes to holistic development and improved student learning, besides facilitating life-long learning and knowledge management.
- 2.3.5 What is the university's policy on inviting experts / people of eminence to deliver lectures and/or organize seminars for students?

- 2.3.6 Does the university formally encourage blended learning by using e-learning resources?
- 2.3.7 What are the technologies and facilities such as virtual laboratories, e-learning, open educational resources and mobile education used by the faculty for effective teaching?
- 2.3.8 Is there any designated group among the faculty to monitor the trends and issues regarding developments in Open Source Community and integrate its benefits in the university's educational processes?
- 2.3.9 What steps has the university taken to orient traditional classrooms into 24x7 learning places?
- 2.3.10 Is there a provision for the services of counsellors / mentors/ advisors for each class or group of students for academic, personal and psycho-social guidance? If yes, give details of the process and the number of students who have benefitted.
- 2.3.11 Were any innovative teaching approaches/methods/practices adopted/put to use by the faculty during the last four years? If yes, did they improve learning? What were the methods used to evaluate the impact of such practices? What are the efforts made by the institution in giving the faculty due recognition for innovation in teaching?
- 2.3.12 How does the university create a culture of instilling and nurturing creativity and scientific temper among the learners?
- 2.3.13 Does the university consider student projects mandatory in the learning programme? If yes, for how many programmes have they been (percentage of total) made mandatory?
- Number of projects executed within the university
 - Names of external institutions associated with the university for student project work
 - Role of faculty in facilitating such projects

- 2.3.14 Does the university have a well qualified pool of human resource to meet the requirements of the curriculum? If there is a shortfall, how is it supplemented?
- 2.3.15 How are the faculty enabled to prepare computer-aided teaching/ learning materials? What are the facilities available in the university for such efforts?
- 2.3.16 Does the university have a mechanism for the evaluation of teachers by the students / alumni? If yes, how is the evaluation feedback used to improve the quality of the teaching-learning process?

2.4 Teacher Quality

- 2.4.1 How does the university plan and manage its human resources to meet the changing requirements of the curriculum?
- 2.4.2 Furnish details of the faculty

Highest Qualification	Professors		Associate Professors		Assistant Professors		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							

2.4.3 Does the university encourage diversity in its faculty recruitment? Provide the following details (department / school-wise).

Department / School	% of faculty from the same university	% of faculty from other universities within the State	% of faculty from universities outside the State	% of faculty from other countries

2.4.4 How does the university ensure that qualified faculty are appointed for new programmes / emerging areas of study (Bio-technology, Bio-informatics, Material Science, Nanotechnology, Comparative Media Studies, Diaspora Studies, Forensic Computing, Educational Leadership, etc.)? How many faculty members were appointed to teach new programmes during the last four years?

2.4.5 How many Emeritus / Adjunct Faculty / Visiting Professors are on the rolls of the university?

2.4.6 What policies/systems are in place to academically recharge and rejuvenate teachers (e.g. providing research grants, study leave, nomination to national/international conferences/ seminars, in-service training, organizing national/international conferences etc.)?

2.4.7 How many faculty received awards / recognitions for excellence in teaching at the state, national and international level during the last four years?

2.4.8 How many faculty underwent staff development programmes during the last four years (add any other programme if necessary)?

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

2.4.9 What percentage of the faculty have

- been 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?
- teaching experience in other universities / national institutions and other institutions?
- industrial engagement?
- international experience in teaching?

2.4.10 How often does the university organize academic development programmes (e.g.: curriculum development, teaching-learning methods, examination reforms, content / knowledge management, etc.) for its faculty aimed at enriching the teaching-learning process?

2.4.11 Does the university have a mechanism to encourage

- Mobility of faculty between universities for teaching?
- Faculty exchange programmes with national and international bodies?

If yes, how have these schemes helped in enriching the quality of the faculty?

2.5 Evaluation Process and Reforms

2.5.1 How does the university ensure that all the stakeholders are aware of the evaluation processes that are in place?

2.5.2 What are the important examination reforms initiated by the university and to what extent have they been implemented in the university departments and affiliated colleges? Cite a few examples which have positively impacted the examination management system.

2.5.3 What is the average time taken by the university for declaration of examination results? In case of delay, what measures have been taken to address them? Indicate the mode / media adopted by the university for the publication of examination results (e.g. website, SMS, email, etc.).

2.5.4 How does the university ensure transparency in the evaluation process? What are the rigorous features introduced by the university to ensure confidentiality?

2.5.5 Does the university have an integrated examination platform for the following processes?

- Pre-examination processes – Time table generation, OMR, student list generation, invigilators, squads, attendance sheet, online payment gateway, etc.
- Examination process – Examination material management, logistics, etc.

- Post-examination process – Attendance capture, OMR-based exam result, auto processing, generic result processing, certification, etc.
- 2.5.6 Has the university introduced any reforms in its Ph.D. evaluation process?
- 2.5.7 Has the university created any provision for including the name of the college in the degree certificate?
- 2.5.8 What is the mechanism for redressal of grievances with reference to examinations?
- 2.5.9 What efforts have been made by the university to streamline the operations at the Office of the Controller of Examinations? Mention any significant efforts which have improved the process and functioning of the examination division/section.

2.6. Student Performance and Learning Outcomes

- 2.6.1 Has the university articulated its Graduate Attributes? If so, how does it facilitate and monitor its implementation and outcome?
- 2.6.2 Does the university have clearly stated learning outcomes for its academic programmes? If yes, give details on how the students and staff are made aware of these?
- 2.6.3 How are the university's teaching, learning and assessment strategies structured to facilitate the achievement of the intended learning outcomes?
- 2.6.4 How does the university collect and analyse data on student learning outcomes and use it to overcome the barriers to learning?
- 2.6.5 What are the new technologies deployed by the university in enhancing student learning and evaluation and how does it seek to meet fresh/ future challenges?

Any other information regarding Teaching, Learning and Evaluation which the university would like to include.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

- 3.1.1 Does the university have a Research Committee to monitor and address issues related to research? If yes, what is its composition? Mention a few recommendations which have been implemented and their impact.
- 3.1.2 What is the policy of the university to promote research in its affiliated / constituent colleges?
- 3.1.3 What are the proactive mechanisms adopted by the university to facilitate the smooth implementation of research schemes/ projects?
- advancing funds for sanctioned projects
 - providing seed money
 - simplification of procedures related to sanctions / purchases to be made by the investigators
 - autonomy to the principal investigator/coordinator for utilizing overhead charges
 - timely release of grants
 - timely auditing
 - submission of utilization certificate to the funding authorities
- 3.1.4 How is interdisciplinary research promoted?
- between/among different departments /schools of the university and
 - collaboration with national/international institutes / industries.

- 3.1.5 Give details of workshops/ training programmes/ sensitization programmes conducted by the university to promote a research culture on campus.
- 3.1.6 How does the university facilitate researchers of eminence to visit the campus as adjunct professors? What is the impact of such efforts on the research activities of the university?
- 3.1.7 What percentage of the total budget is earmarked for research? Give details of heads of expenditure, financial allocation and actual utilization.
- 3.1.8 In its budget, does the university earmark funds for promoting research in its affiliated colleges? If yes, provide details.
- 3.1.9 Does the university encourage research by awarding Post Doctoral Fellowships/Research Associate ships? If yes, provide details like number of students registered, funding by the university and other sources.
- 3.1.10 What percentage of faculty have utilized the sabbatical leave for pursuit of higher research in premier institutions within the country and abroad? How does the university monitor the output of these scholars?
- 3.1.11 Provide details of national and international conferences organized by the university highlighting the names of eminent scientists/scholars who participated in these events.

3.2 Resource Mobilization for Research

- 3.2.1 What are the financial provisions made in the university budget for supporting students' research projects?
- 3.2.2 Has the university taken any special efforts to encourage its faculty to file for patents? If so, how many have been registered and accepted?

Manual for Self-study Universities

3.2.3 Provide the following details of ongoing research projects of faculty:

	Year wise	Number	Name of the project	Name of the funding agency	Total grant received
A. University awarded projects					
Minor projects					
Major projects					
B. Other agencies - national and international (specify)					

Minor projects
Major projects

3.2.4 Does the university have any projects sponsored by the industry / corporate houses? If yes, give details such as the name of the project, funding agency and grants received.

3.2.5 How many departments of the university have been recognized for their research activities by national / international agencies (UGC-SAP, CAS; Department with Potential for Excellence; DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and what is the quantum of assistance received? Mention any two significant outcomes or breakthroughs achieved by this recognition.

3.2.6 List details of

- a. research projects completed and grants received during the last four years (funded by National/International agencies).
- b. Inter-institutional collaborative projects and grants received

- i) All India collaboration
- ii) International

3.3 Research Facilities

- 3.3.1 What efforts have been made by the university to improve its infrastructure requirements to facilitate research? What strategies have been evolved to meet the needs of researchers in emerging disciplines?
- 3.3.2 Does the university have an Information Resource Centre to cater to the needs of researchers? If yes, provide details of the facility.
- 3.3.3 Does the university have a University Science Instrumentation Centre (USIC)? If yes, have the facilities been made available to research scholars? What is the funding allotted to USIC?
- 3.3.4 Does the university provide residential facilities (with computer and internet facilities) for research scholars, post-doctoral fellows, research associates, summer fellows of various academies and visiting scientists (national/international)?
- 3.3.5 Does the university have a specialized research centre/ workstation on-campus and off-campus to address the special challenges of research programmes?
- 3.3.6 Does the university have centres of national and international recognition/repute? Give a brief description of how these facilities are made use of by researchers from other laboratories.

3.4 Research Publications and Awards

- 3.4.1 Does the university publish any research journal(s)? If yes, indicate the composition of the editorial board, editorial policies and state whether it/they is/are listed in any international database.
- 3.4.2 Give details of publications by the faculty:
- Number of papers published in peer reviewed journals
(national / international)

- Monographs
 - Chapters in Books
 - Books edited
 - Books with ISBN with details of publishers
 - Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, EBSCO host, etc.)
 - Citation Index – range / average
 - SNIP
 - SJR
 - Impact Factor – range / average
- h-index

3.4.3 Give details of

- faculty serving on the editorial boards of national and international journals
- faculty serving as members of steering committees of international conferences recognized by reputed organizations / societies

3.4.4 Provide details of

- research awards received by the faculty and students
- national and international recognition received by the faculty from reputed professional bodies and agencies

3.4.5 Indicate the average number of successful M.Phil. and Ph.D. scholars guided per faculty during the last four years. Does the university participate in *Shodhganga* by depositing the Ph.D.

theses with INFLIBNET for electronic dissemination through open access?

- 3.4.6 What is the official policy of the university to check malpractices and plagiarism in research? Mention the number of plagiarism cases reported and action taken.
- 3.4.7 Does the university promote interdisciplinary research? If yes, how many interdepartmental / interdisciplinary research projects have been undertaken and mention the number of departments involved in such endeavours?
- 3.4.8 Has the university instituted any research awards? If yes, list the awards.
- 3.4.9 What are the incentives given to the faculty for receiving state, national and international recognition for research contributions?**

3.5 Consultancy

- 3.5.1 What is the official policy of the university for structured consultancy? List a few important consultancies undertaken by the university during the last four years.
- 3.5.2 Does the university have a university-industry cell? If yes, what is its scope and range of activities?
- 3.5.3 What is the mode of publicizing the expertise of the university for consultancy services? Which are the departments from whom consultancy has been sought?
- 3.5.4 How does the university utilize the expertise of its faculty with regard to consultancy services?
- 3.5.5 List the broad areas of consultancy services provided by the university and the revenue generated during the last four years.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

- 3.6.1 How does the university sensitize its faculty and students on its Institutional Social Responsibilities? List the social outreach programmes which have created an impact on students' campus experience during the last four years.
- 3.6.2 How does the university promote university-neighbourhood network and student engagement, contributing to the holistic development of students and sustained community development?
- 3.6.3 How does the university promote the participation of the students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International programmes?
- 3.6.4 Give details of social surveys, research or extension work, if any, undertaken by the university to ensure social justice and empower the underprivileged and the most vulnerable sections of society?
- 3.6.5 Does the university have a mechanism to track the students' involvement in various social movements / activities which promote citizenship roles?
- 3.6.6 Bearing in mind the objectives and expected outcomes of the extension activities organized by the university, how did they complement students' academic learning experience? Specify the values inculcated and skills learnt.
- 3.6.7 How does the university ensure the involvement of the community in its outreach activities and contribute to community development? Give details of the initiatives of the university which have encouraged community participation in its activities.

- 3.6.8 Give details of awards received by the institution for extension activities

and/contributions to social/community development during the last four years.

3.7 Collaboration

- 3.7.1 How has the university's collaboration with other agencies impacted the visibility, identity and diversity of activities on campus? To what extent has the university benefitted academically and financially because of collaborations?
- 3.7.2 Mention specific examples of how these linkages promote Curriculum development
- Internship
 - On-the-job training
 - Faculty exchange and development Research
 - Publication
 - Consultancy Extension
 - Student placement
 - Any other (please specify)
- 3.7.3 Has the university signed any MoUs with institutions of national/international importance/other universities/ industries/corporate houses etc.? If yes, how have they enhanced the research and development activities of the university?
- 3.7.4 Have the university-industry interactions resulted in the establishment / creation of highly specialized laboratories / facilities?

3.7.5 Any other information regarding Research, Consultancy and Extension, which the university would like to include.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

- 4.1.1 How does the university plan and ensure adequate availability of physical infrastructure and ensure its optimal utilization?
- 4.1.2 Does the university have a policy for the creation and enhancement of infrastructure in order to promote a good teaching-learning environment? If yes, mention a few recent initiatives.
- 4.1.3 How does the university create a conducive physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services?
- 4.1.4 Has the university provided all departments with facilities like office room, common room and separate rest rooms for women students and staff?
- 4.1.5 How does the university ensure that the infrastructure facilities are disabled-friendly?
- 4.1.6 How does the university cater to the requirements of residential students? Give details of
- Capacity of the hostels and occupancy (to be given separately for men and women)
 - Recreational facilities in hostel/s like gymnasium, yoga centre, etc.
 - Broadband connectivity / wi-fi facility in hostels.
- 4.1.7 Does the university offer medical facilities for its students and teaching and non-teaching staff living on campus?

4.1.8 What special facilities are available on campus to promote students' interest in sports and cultural events/activities?

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of the committee. What significant initiatives have been taken 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, during examination, during vacation)
- Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)
- Clear and prominent display of floor plan; adequate sign boards; fire alarm; access to differently-abled users and mode of access to collection

4.2.3 Give details of the library holdings:

- a) Print (books, back volumes and theses)
- b) Average number of books added during the last three years
- c) Non Print (Microfiche, AV)
- d) Electronic (e-books, e-journals)
- e) Special collections (e.g. text books, reference books, standards, patents)
- f) Book Banks
- g) Question Banks

4.2.4 What tools does the library deploy to provide access to the 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
- 4.2.5 To what extent is ICT deployed in the library? Give details with regard to
- Library automation
 - Total number of computers for general access
 - Total numbers of printers for general access
 - Internet band width speed 2mbps 10 mbps 1 GB
 - Institutional Repository
 - Content management system for e-learning
 - Participation in resource sharing networks/consortia (like INFLIBNET)
- 4.2.6 Provide details (per month) with regard to
- Average number of walk-ins
 - Average number of books issued/returned
 - Ratio of library books to students enrolled
 - Average number of books added during the last four years
- Average number of login to OPAC
- Average number of login to e-resources
 - Average number of e-resources downloaded/printed

- Number of IT (Information Technology) literacy trainings organized

4.2.7 Give details of specialized services provided by the library with regard to

- Manuscripts
- Reference
- Reprography/Scanning
- Inter-library Loan Service
- Information Deployment and Notification OPACS
- Internet Access

Downloads

- Printouts
- Reading list/ Bibliography compilation In-house/remote access to e-resources
- User Orientation
- Assistance in searching Databases

INFLIBNET/IUC facilities

4.2.8 Provide details of the annual library budget and the amount spent for purchasing new books and journals.

4.2.9 What initiatives has the university taken to make the library a 'happening place' on campus?

4.2.10 What are the strategies used by the library to collect feedback from its users? How is the feedback analysed and used for the improvement of the library services?

- 4.2.11 List the efforts made towards the infrastructural development of the library in the last four years.

4.3 IT Infrastructure

- 4.3.1 Does the university have a comprehensive IT policy with regard to
- IT Service Management
 - Information Security
 - Network Security
 - Risk Management
 - Software Asset Management
 - Open Source Resources
 - Green Computing
- 4.3.2 Give details of the university's computing facilities i.e., hardware and software.
- Number of systems with individual configurations
 - Computer-student ratio
 - Dedicated computing facilities
 - LAN facility
 - Proprietary software
 - Number of nodes/ computers with internet facility
 - Any other (please specify)
- 4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?
- 4.3.4 Give details on access to on-line teaching and learning resources and other knowledge and information database/packages

provided to the staff and students for quality teaching, learning and research.

- 4.3.5 What are the new technologies deployed by the university in enhancing student learning and evaluation during the last four years and how do they meet new / future challenges?
- 4.3.6 What are the IT facilities available to individual teachers for effective teaching and quality research?
- 4.3.7 Give details of ICT-enabled classrooms/learning spaces available within the university? How are they utilized for enhancing the quality of teaching and learning?
- 4.3.8 How are the faculty assisted in preparing computer- aided teaching-learning materials? What are the facilities available in the university for such initiatives?
- 4.3.9 How are the computers and their accessories maintained?
- 4.3.10 Does the university avail of the National Knowledge Network connectivity? If so, what are the services availed of?
- 4.3.11 Does the university avail of web resources such as Wikipedia, dictionary and other education enhancing resources? What are its policies in this regard?
- 4.3.12 Provide details on the provision made in the annual budget for the update, deployment and maintenance of computers in the university.
- 4.3.13 What plans have been envisioned for the gradual transfer of teaching and learning from closed university information network to open environment?

4.4 Maintenance of Campus Facilities

- 4.4.1 Does the university have an estate office / designated officer for overseeing the maintenance of buildings, class-rooms and

Manual for Self-study Universities

laboratories? If yes, mention a few campus specific initiatives undertaken to improve the physical ambience.

4.4.2 How are the infrastructure facilities, services and equipments maintained? Give details.

Any other information regarding Infrastructure and Learning Resources which the university would like to include.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

- 5.1.1 Does the university have a system for student support and mentoring? If yes, what are its structural and functional characteristics?
- 5.1.2 Apart from classroom interaction, what are the provisions available for academic mentoring?
- 5.1.3 Does the university have any personal enhancement and development schemes such as career counselling, soft skill development, career-path-identification, and orientation to well-being for its students? Give details of such schemes.
- 5.1.4 Does the university provide assistance to students for obtaining educational loans from banks and other financial institutions?
- 5.1.5 Does the university publish its updated prospectus and handbook annually? If yes, what are the main issues / activities / information included / provided to students through these documents? Is there a provision for online access?
- 5.1.6 Specify the type and number of university scholarships / freeships given to the students during the last four years. Was financial aid given to them on time? Give details (in a tabular

form) for the following categories: UG/PG/M.Phil/Ph.D./
Diploma/others (please specify).

- 5.1.7 What percentage of students receive financial assistance from state government, central government and other national agencies (Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)?
- 5.1.8 Does the university have an International Student Cell to attract foreign students and cater to their needs?
- 5.1.9 Does the university provide assistance to students for obtaining educational loans from banks and other financial institutions?
- 5.1.10 What types of support services are available for overseas students
- physically challenged / differently-abled students SC/ST, OBC and economically weaker sections
 - students participating in various competitions/conferences in India and abroad
 - health centre, health insurance etc.
 - skill development (spoken English, computer literacy, etc.) performance enhancement for slow learners
 - exposure of students to other institutions of higher learning/ corporates/business houses, etc.
 - publication of student magazines
- 5.1.11 Does the university provide guidance and/or conduct coaching classes for students appearing for Civil Services, Defence Services, NET/SET and any other competitive examinations? If yes, what is the outcome?

- 5.1.12 Mention the policies of the university for enhancing student participation in sports and extracurricular activities through strategies / schemes such as
- additional academic support and academic flexibility in examinations
 - special dietary requirements, sports uniform and materials any other (please specify)
- 5.1.13 Does the university have an institutionalized mechanism for students' placement? What are the services provided to help students identify job opportunities, prepare themselves for interview, and develop entrepreneurship skills?
- 5.1.14 Give the number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus during the last four years).
- 5.1.15 Does the university have a registered Alumni Association? If yes, what are its activities and contributions to the development of the university?
- 5.1.16 Does the university have a student grievance redressal cell? Give details of the nature of grievances reported. How were they redressed?
- 5.1.17 Does the university promote a gender-sensitive environment by (i) conducting gender related programmes (ii) establishing a cell and mechanism to deal with issues related to sexual harassment? Give details.
- 5.1.18 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 in these cases?
- 5.1.19 How does the university elicit the cooperation of all its stakeholders to ensure the overall development of its students?

5.1.20 How does the university ensure the participation of women students in intra- and inter-institutional sports competitions and cultural activities? Provide details of sports and cultural activities where such efforts were made.

5.2 Student Progression

5.2.1 What is the student strength of the university for the current academic year? Analyse the Programme-wise data and provide the trends for the last four years.

Student Progression	%
UG to PG*	
PG to M.Phil.*	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	

- Campus selection
- Other than campus recruitment

5.2.3 What is the programme-wise completion rate during the time span stipulated by the university?

5.2.4 What is the number and percentage of students who appeared/ qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.?

5.2.5 Provide category-wise details regarding the number of Ph.D./ D.Litt./D.Sc. theses submitted/ accepted/ resubmitted/ rejected in the last four years.

5.3 Student Participation and Activities

- 5.3.1 List the range of sports, cultural and extracurricular activities available to students. Furnish the programme calendar and provide details of students' participation.
- 5.3.2 Give details of the achievements of students in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. during the last four years.
- 5.3.3 Does the university conduct special drives / campaigns for students to promote heritage consciousness?
- 5.3.4 How does the university involve and encourage its students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications/ materials brought out by the students during the last four academic sessions.
- 5.3.5 Does the university have a Student Council or any other similar body? Give details on its constitution, activities and funding.
- 5.3.6 Give details of various academic and administrative bodies that have student representatives on them. Also provide details of their activities.

5.3.7 Any other information regarding Student Support and Progression which the university would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

- 6.1.1 State the vision and the mission of the university.
- 6.1.2 Does the mission statement define the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution's tradition and value orientations, its vision for the future, etc.?
- 6.1.3 How is the leadership involved
- in ensuring the organization's management system development, implementation and continuous improvement?
 - in interacting with its stakeholders?
 - in reinforcing a culture of excellence?
 - in identifying organizational needs and striving to fulfill them?
- 6.1.4 Were any of the top leadership positions of the university vacant for more than a year? If so, state the reasons.
- 6.1.5 Does the university ensure that all positions in its various statutory bodies are filled and meetings conducted regularly?
- 6.1.6 Does the university promote a culture of participative management? If yes, indicate the levels of participative management.
- 6.1.7 Give details of the academic and administrative leadership provided by the university to its affiliated colleges and the support and encouragement given to them to become autonomous.
- 6.1.8 Have any provisions been incorporated / introduced in the University Act and Statutes to provide for conferment of degrees by autonomous colleges?
- 6.1.9 How does the university groom leadership at various levels? Give details.
- 6.1.11 Has the university evolved a knowledge management strategy? If yes, give details. How are the following values reflected the functioning of the university?

- Contributing to national development
- Fostering global competencies among students
- Inculcating a sound value system among students Promoting use of technology
- Quest for excellence

6.2 Strategy Development and Deployment

6.2.1 Does the university have a perspective plan for development? If yes, what aspects are considered in the development of policies and strategies?

- Vision and mission
- Teaching and learning
- Research and development Community engagement
- Human resource planning and development Industry interaction
- Internationalisation

- 6.2.2 Describe the university's internal organizational structure and decision making processes and their effectiveness.
- 6.2.3 Does the university have a formal policy to ensure quality?
How is it designed, driven, deployed and reviewed?
- 6.2.4 Does the university encourage its academic departments to function independently and autonomously and how does it ensure accountability?

- 6.2.5 During the last four years, have there been any instances of court cases filed by and against the institute? What were the critical issues and verdicts of the courts on these issues?
- 6.2.6 How does the university 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?
- 6.2.7 Does the university have a mechanism for analyzing student feedback on institutional performance? If yes, what was the institutional response?
- 6.2.8 Does the university conduct performance audit of the various departments?
- 6.2.9 What mechanisms have been evolved by the university to identify the developmental needs of its affiliated institutions?
- 6.2.10 Does the university have a vibrant College Development Council (CDC) / Board of College and University Development (BCUD)? If yes, detail its structure, functions and achievements.

6.3 Faculty Empowerment Strategies

- 6.3.1 What efforts have been made to enhance the professional development of teaching and non-teaching staff?
- 6.3.2 What is the outcome of the review of various appraisal methods used by the university? List the important decisions.
- 6.3.3 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have benefitted from these schemes in the last four years? Give details.
- 6.3.4 What are the measures taken by the University for attracting and retaining eminent faculty?

- 6.3.5 Has the university conducted a gender audit during the last four years? If yes, mention a few salient findings.
- 6.3.6 Does the university conduct any gender sensitization programmes for its faculty?
- 6.3.7 What is the impact of the University's Academic Staff College Programmes in enhancing the competencies of the university faculty?

6.4 Financial Management and Resource Mobilization

- 6.4.1 What is the institutional mechanism available to monitor the effective and efficient use of financial resources?
- 6.4.2 Does the university have a mechanism for internal and external audit? Give details.
- 6.4.3 Are the institution's accounts audited regularly? Have there been any major audit objections, if so, how were they addressed?
- 6.4.4 Provide the audited income and expenditure statement of academic and administrative activities of the last four years.
- 6.4.5 Narrate the efforts taken by the university for resource mobilization.
- 6.4.6 Is there any provision for the university to create a corpus fund? If yes, give details.

6.5 Internal Quality Assurance System

- 6.5.1 Does the university conduct an academic audit of its departments? If yes, give details.
- 6.5.2 Based on the recommendations of the academic audit, what specific measures have been taken by the university to improve teaching, learning and evaluation?

- 6.5.3 Is there a central body within the university to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?
- 6.5.4 How has IQAC contributed to institutionalizing quality assurance strategies and processes?
- 6.5.5 How many decisions of the IQAC have been placed before the statutory authorities of the university for implementation?
- 6.5.6 Does the IQAC have external members on its committees? If so, mention any significant contribution made by such members.
- 6.5.7 Has the IQAC conducted any study on the incremental academic growth of students from disadvantaged sections of society?
- 6.5.8 What policies are in place for the periodic review of administrative and academic departments, subject areas, research centres, etc.?

Any other information regarding Governance, Leadership and Management which the university would like to include.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the university conduct a Green Audit of its campus?

7.1.2 What are the initiatives taken by the university 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
- any other (please specify)

7.2 Innovations

- 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the university.

7.3 Best Practices

- 7.3.1 Give details of any two best practices which have contributed to better academic and administrative functioning of the university.

Format for Presentation of Best Practices

1. Title of the Practice

This title should capture the keywords that describe the practice.

2. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. Notes

Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

Any other information regarding Innovations and Best Practices which the university would like to include.

