DEVI AHILYA VISHWAVIDYALAYA, INDORE

DAVV/IQAC /NAAC/Cycle3/2013 Date:- October 15, 2013

**Appendix A-1**

Instructions for Criterion-wise required corresponding records and tables

Criterion I: Curriculum Aspects

1.1 Curriculum Design and Development

1.1.a.1 List of curriculum committee members (academic year wise)

1.1.a.2.Minutes of Curriculum revision committee meetings for each year or semester

1.1.a.3. List of each year modifications, additions, changes in references of textbooks, e-books and web resources

* 1. b. Write up how curriculum of academic program reflect the vision and mission

1. 1.c. Write up of Employability, innovation & research aspect of each course.

1.1.d Records of Facilitating School/Institute Courses in affiliated colleges.

1.2 Academic Flexibility

1.2.a Table of choices in each academic programme of the Deptt.

1.2.b. Circular for extension of course duration for slow learners

1.2.c List of Elective courses and their credits in each academic programme.

1.2.d List of Options offered in the course in each academic programme

1.2.e Records and Table of enrichment courses for advanced learners

 Table of enrichment courses, duration, number of students participated and added value from the course offered to the existing students. [Proofs must be available]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EnrichmentCourse Name | Month | Year | Duration  | No. of Students | Objectives and value added from the course |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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1.2.f Records and List of Modular courses

 1.2.g List , & associated records of Foreign students studied and studying in deptt. With Course name, year, durations.

1.2.h Details of choice based credits introduced

1.2.i. List , & associated records of Interdisciplinary program

 Table of Interdisciplinary courses, duration, and number of students participated, added value from the course offered to the existing students.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| InterdisciplinaryCourse Name | Month | Year | Duration  | No. of Students | Objectives and added value from the course and write up of outcome of each course |
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1.3 Curriculum Enrichment

1.3.1 List of Members of Curriculum Committee

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1.3.2 List of Members of Board of Studies

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1.3.3 Table and associated records of curriculum Revisions [Proofs must be available]

|  |  |  |
| --- | --- | --- |
| Course Name | Month/YearWhen revised | Needs, factors and Feedbacks Considered for the Revision |
|  |  |  |
|  |  |  |
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1. 3.4. a Table and associated records of Value added courses, duration, number of students participated, added value from the course offered to the existing students.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Course Value Added  | Month | Year | Duration  | No. of Students | Objectives |
|  |  |  |  |  |  |
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1.3.4b List of students opting courses of soft skills, Language skills, language spoken skills ( Language laboratory), Personality development and Any other [Four Years]

2013-14

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Month/Year | No. of Students Opted  | Brief Details  |
| Soft Skills |  |  |  |
| Language Skills |  |  |  |
| Language Spoken Skills |  |  |  |
| Personality Development |  |  |  |
| Computer MSOffice, Internet |  |  |  |
| PPTs Making |  |  |  |
| Research Methodology |  |  |  |
| SPSS |  |  |  |
| Mathematics |  |  |  |
| Any other |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

2012-13

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Month/Year | No. of Students Opted | Details in Brief  |
| Soft Skills |  |  |  |
| Language Skills |  |  |  |
| Language Spoken Skills |  |  |  |
| Personality Development |  |  |  |
| Computer Word and Excell |  |  |  |
| Design of PPTs  |  |  |  |
| Research Methodology |  |  |  |
| SPSS |  |  |  |
| Mathematical Skills |  |  |  |
| Any other |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1.3.4.c List of students opting courses of soft skills, Language skills, language spoken skills ( Language laboratory), Personality development and Any other [Four Years]

2011-12

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Month/Year | No. of Students Opted  | Details in Brief  |
| Soft Skills |  |  |  |
| Language Skills |  |  |  |
| Language Spoken Skills |  |  |  |
| Personality Development |  |  |  |
| Computer |  |  |  |
| PPTs  |  |  |  |
| Research Methodology |  |  |  |
| SPSS |  |  |  |
| Mathematics |  |  |  |
| Any other |  |  |  |
|  |  |  |  |
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|  |  |  |  |

1.3.4.d List of students opting higher order skill development courses and Any other [Four Years]

2013-14

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Higher Order Skill | Month/Year | No. of Students Opted  | Details in Brief  |
| Research Methodology |  |  |  |
| SPSS |  |  |  |
| Mathematics |  |  |  |
| Any other |  |  |  |
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1.4 Curriculum Feedback System

Details of Academic Peers, Students and Stack Holders Feedbacks on curriculum in 4 years 2009-13

1.4.a.1 Detailed records of inputs from academic experts,

1.4.a.2 Detailed records of inputs External research bodies,

1.4.a.3 Detailed records of inputs from students

1.4.a.4, Detailed records of inputs from alumni

1.4.a.5 Detailed records of inputs from industry

1.4.a.6 Detailed records of national level tests and competitive examinations/regulatory body guidelines.

1.4.a.7 Detailed records of inputs from parents

1.4.a.8 Detailed records of inputs from any other body national/international.

2013-14

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Sem./ Month/Year | No. of Feedbacks on curriculum  | Details in Brief  |
| Viva Board Examiners  |  |  |  |
| Students |  |  |  |
| Alumni  |  |  |  |
| Academic Experts  |  |  |  |
| National / InternationalResearch bodies |  |  |  |
| Industry |  |  |  |
| Parents  |  |  |  |
|  |  |  |  |
|  |  |  |  |

2012-13

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Sem./ Month/Year | No. of Feedbacks on curriculum  | Details in Brief  |
| Viva Board Examiners  |  |  |  |
| Students |  |  |  |
| Alumni  |  |  |  |
| Academic Experts  |  |  |  |
| National / InternationalResearch bodies |  |  |  |
| Industry |  |  |  |
| Parents  |  |  |  |
|  |  |  |  |

2011-12

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Sem./Month/Year | No. of Feedbacks on curriculum  | Details in Brief  |
| Viva Board Examiners  |  |  |  |
| Students |  |  |  |
| Alumni  |  |  |  |
| Academic Experts  |  |  |  |
| National / InternationalResearch bodies |  |  |  |
| Industry |  |  |  |
| Parents  |  |  |  |
| Affiliated College Faculty |  |  |  |

Curriculum Development Workshop, if, any, …………… hold

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Dates/Month/Year | Title  | No. of participants  | Outcome  |
| 2013-14 |  |  |  |  |
| 2012-13 |  |  |  |  |
| 2011-12 |  |  |  |  |

Quality measures to improve Curriculum –

* Mapping of Curriculum with International Institutions
* Mapping of Curriculum with Advanced study Institutions
* Mapping of Curriculum with National level Tests
* Mapping of Curriculum with Industry Needs

DEVI AHILYA VISHWAVIDYALAYA, INDORE

DAVV/IQAC /NAAC/Cycle3/2013 Date:- October 15, 2013

**Appendix A-2**

Criteria II Teaching Learning Process and Evaluation

2.1 Student Enrollment and Profile

 2.1.a. Advertisement, Admission Process, Eligibility, Fee, 2013-14 details.

2.1.b. Details of selection Process followed.

2.1.c. Minutes of admission counseling committee recommendations

2.1.d. Minutes of Deptt. Or Admission committee analyse the results, intake

 quality, intake/demand ratio change and suggestions for improvement

 admission quality.

2.1.e Graphs or ------ for four years

2.1.f Year wise Four years Category wise analysis for each course including students of Ph.D. Course work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category  | 2009-11 | 2010-12 | 2011-13 | 2012-14  | Admissions in 2013-14 |
| SC-M |  |  |  |  |  |
| SC-F |  |  |  |  |  |
| ST-M |  |  |  |  |  |
| ST-F |  |  |  |  |  |
| OBC-M |  |  |  |  |  |
| OBC-F |  |  |  |  |  |
| General-M |  |  |  |  |  |
| General-F |  |  |  |  |  |
| Phys.Handi./J &K-M |  |  |  |  |  |
| Phys.Hamdi./J &K-M |  |  |  |  |  |
| NRI/Foreign - M |  |  |  |  |  |
| NRI/Foreign - F |  |  |  |  |  |
| Total |  |  |  |  |  |
| Total |  |  |  |  |  |

2.1.g Qualifying Examination Locations wise analysis for each course including for Ph.D. Course work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Name  | Admitted No. for the course  | AdmissionAcademic Year | % of students admitted Qualifying Exam within same University | % of students admitted Qualifying exam within state University out side this University | % of students admitted Qualifying exam out side the state |
|  |  | 2013-14 |  |  |  |
|  |  | 2012-13 |  |  |  |
|  |  | 2011-12 |  |  |  |

2.1.h. Merit wise analysis for each course including Ph.D. course

|  |  |  |  |
| --- | --- | --- | --- |
| Course Name | Admission Year | Number 1st division in qualifying examination | 2nd division in qualifying  |
|  | 2013-14 |  |  |
|  | 2012-13 |  |  |
|  | 2011-12 |  |  |
|  | 2010-11 |  |  |

2.1.i.. Four year demand ratios analyses for each course including M.Tech./M.Phil./Ph.D. & justification for increase/decrease/no change.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Name | Year | Demand Ratio Applic-ations:Admitted  | INC/DEC/NC in 4 years | justification for increase/decrease/no change in 4 years |
|  | 2013-14 |  |  |  |
|  | 2012-13 |  |
|  | 2011-12 |  |
|  | 2010-11 |  |

2.2 Catering to Student Diversity

 2.2. a. Table of Deptt. Induction Programme dated and duration topics cowered

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Name | Year | School/Institute Induc-tion Dates and duration on each date | Univ.Induc-tion Date and duration  | Issues Covered  |
|  | 2013-14 |  |  |  |
|  | 2012-13 |  |  |  |

 b. Table of orientation, dated, duration topics covered. Records must be available

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Name | Year | School/Institute Induc-tion Dates and duration on each date | Univ.Induc-tion Date and duration  | Issues Covered  |
|  | 2013-14 |  |  |  |
|  | 2012-13 |  |  |  |

 c. Details of analysis of differential requirements 2013 and if available, analysis then previous years also

**Differential Requirement students**

|  |  |  |  |
| --- | --- | --- | --- |
| Weaker Area  | Course | Number of students  | Action taken/ |
| English written  |  |  |  |
| Personality & Soft skills  |  |  |  |
| Spoken English  |  |  |  |
| Mathematics or Statistical  |  |  |  |
| Logical Abilities  |  |  |  |
| Computer Skills  |  |  |  |
| Psychological |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Strength  | Course  | No. of Students  | Further Action taken/ recommended  |
| Subject Knowledge  |  |  |  |
| Motivation of Seminars/Debates  |  |  |  |
| Motivation for Innovative Projects  |  |  |  |
| Laboratory  |  |  |  |
| Cultural Activities |  |  |  |
| Indoor game Activity |  |  |  |
| Organizational/Leadership skills |  |  |  |

List of Mentors for Academic Help to Students:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Acad-emic YearSem-ester | ProgrammeName  | Mentor Name  | No. of Students Associated | Hours /Week  | Durations in number of hours/Semester |
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d. Remedial classes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Acad-emic YearSem-ester | Paper & Course Name  | Reason for Recommendation  | No. of Students recommended  | Name of Faculty taking remedial classes  | Hours /Weeks  | Durations |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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e. Add-on-Courses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sem.Year  | Course Name  | No. of students  | Duration  | Faculty involved  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

f. List & Tables for No. of disadvantage section students/ Physical handicapped/

 helped and how ?

|  |  |  |  |
| --- | --- | --- | --- |
| Sem./Year  | Course  | Number of disadvantage section students/ Physical handicapped | Actions Taken and How helped  |
|  |  |  |  |
|  |  |  |  |

2.3 Teaching Learning Process

2.3.1 List of Members of Teaching learning Process monitoring committee (**TLPM)/**Class Coordinators

2.3 1.(i) Attendance register cum teacher diary with details of number lectured held in the register in 2013-14 July- Dec. semester % of course completed by each faculty on 30.09.13, 31.10.13, 30.11.13

Number lectured held in the register

|  |  |  |  |
| --- | --- | --- | --- |
| Course Name  | % completed till 30.9.13 | % completed till 31.10.13 | % of Course completed till 30.11.13 |
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| --- | --- | --- | --- | --- | --- |
| Course Name  | Attendance RegisterCum Teacher Diary MaintainedYes or no | Course plan Maintained Yes or no | LaboratoryAttendanceRegister cum DiaryYes/No |  Laboratory Records of StudentsMaintained Yes/No  | Verification ofHOD/ClassCoordinator/Lab. Incharge |
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2.3 1.(ii) Number and records of Student Project Details 2012-13

2.3.1.(iii) Students laboratory work Full Detailed Records 2012-13 and 2013-14

2.3 1.((iv). No. and detailed records of Guest lecture /Academic Expert lectures

2013-14

2012-13

2011-12

2010-11

Record means speaker, name, designation, address, organisation, topic and duration of lectures, highlights, number of participants, feedback, one or two photographs

2.3.2 Policy decision/Deptt. Committee decision for inviting experts

2.3.3 E-books recommended in the course plans

2.3.4 Web resources recommended in course plans

2.3.5 Number of Video lecture projected 2013-17

2.3.6 Virtual class room used No. of Students/ Faculty

Participated

2.3.7 Group- emails IDs of each course

2.3.8 No. of class room with internet or wi-fi and LCD

2.3.9 PPTs of Each Course/Paper Yes or No. & Number of Faculty using PPTs method

2.3.10 No. of Students & Major Project Tittles and Place of Execution of Project in separately maintained files

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2012-13 | Sem-ester  | Course Name | No. of Students | Number Of Major Projects  | Duration |
| Within School/Institute  |  |  |  |  |  |
| National Institutions |  |  |  |  |  |
| Industry |  |  |  |  |  |
| Within School/Institute  |  |  |  |  |  |
| National Institutions |  |  |  |  |  |
| Industry |  |  |  |  |  |
|  |  |  |  |  |  |
| 2.3.11  |  |  |  |  |  |

No. of Students & Minor Project Tittles and Place of Execution of Project in separately maintained files

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AcademicYear 2012-13 | Course Name | No. of Students | Number Of Minor Projects  | Duration |
| Within School/Institute Odd Semester  |  |  |  |  |
| National InstitutionsOdd Semester |  |  |  |  |
| IndustryOdd Semester |  |  |  |  |
| Within School/Institute Even Semester  |  |  |  |  |
| National Institutionseven Semester |  |  |  |  |
| IndustryEven Semester |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2.3.12 (i)

Complete records of the (1) Feedbacks for the Teaching-Learning Processes,

2.3.12 (ii)

Complete records of Feedbacks for the Teaching-Learning Processes Analysis,

2.3.12 (iii)

Complete records of Feedbacks for the Teaching-Learning Processes Recommended actions

2.3.12 (iv)

Complete records of Feedbacks for the Teaching-Learning Processes outcome of previous year action recommended:

:

2.3.12 (v) Available as proof Yes or No, if Yes then how many students

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Batch | Sem-ester | CoursePaper orLaboratory Name | No. of students partici-pated | (1) | (2) | (3) | (4) |
|  |  |  |  |  |  |  |  |
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2.4 Teacher Quality

2.4.1 Faculty Details and Bio data file

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Qualifications | ExperienceTeaching | ExperienceResearch | ExperienceNational/InternationalInstitutions | ExperienceIndustry |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Average per faculty |  |  |  |  |

2.4.2 Number of Ph.D.s as Faculty

2.4.3 Number of M.Phil/M.Tech./MCA as faculty

2.4. 5 Number of M.Sc./B.E. as faculty

Number of Students: ………………

Faculty: Student Ratio

2.4.6 Separate list of Visiting Faculty 2013-14 and file of biodata

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Visiting FacultyName | Qualifications | ExperienceTeaching | ExperienceResearch | ExperienceNational/InternationalInstitutions | ExperienceIndustry |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Average per visiting faculty |  |  |  |  |

2.4.7. Number of Ph.D.s as Visiting Faculty

2.4.8 Number of M.Phil/M.Tech./MCA as Visiting faculty

2.4.9 Number of M.Sc./B.E. as Visiting faculty

2.4.10 Visiting faculty : number of students ratio

2.4.11 List and Tables for Faculty Recharge details

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Recharge | Name (s) of Faculty | Duration of Each  | Benefits/Outcome |
| ASC Refresher 2009-13 |  |  |  |
| ASC Orientation 2009-13 |  |  |  |
| ASC Other course2009-13 |  |  |  |
| Sponsored for Seminar/Conference/International conference 2009-13 |  |  |  |
| Research Grants/Seed Money given 2009-13 |  |  |  |
| Fellowships in National Institutions 2009-13 |  |  |  |
| Study Leave 2009-13 |  |  |  |
| Foreign InstitutionAcademic Studies Visit |  |  |  |

2.4.12 Invitations copy for resource person seminars. Classes from outside University

|  |  |  |  |
| --- | --- | --- | --- |
| Invitations | Name of Faculty | Duration of Each  | Benefits/Outcome |
| ASC Resource Person 2009-13 |  |  |  |
| National Seminar Resource Person 2009-13 |  |  |  |
| National Conf. Keynote speaker 2009-13 |  |  |  |
| International Seminar Resource Person 2009-13 |  |  |  |
| International National Conf. Keynote speaker 2009-13 |  |  |  |
| National Level Curriculum Committee  |  |  |  |
| National Level Research Body  |  |  |  |
| Expert National Level Accreditation Body  |  |  |  |
| Paper Reviewer in National Journals |  |  |  |
| Paper Reviewer in International Journals |  |  |  |

2.5 Evaluation Process and Reforms

2.5.1 List of Members of Committee for Evaluation/Examination Process Monitoring

2.5.2.1 All Tests/Examination Records Jul-Dec 2013-14 Semester

1. Duly Marked & copies should be Available as proof Yes or No?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course/ PaperName | Test 1 Date(s)  | Test 2 Date(s) | Test 3 Date(s) | AssignmentsYes or No  | Quizzes Dates | Student Seminars Date(s) |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 |  |  |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 |  |  |

2.5.2.2 (i) Records of All Tests/Examination 2012-13 Jan – Jun. 2013.

2.5.2.2 (ii) Duly Marked & copies should be Available as proof Yes or No?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Name | Test 1 Date(s)  | Test 2 Date(s) | Test 3 Date(s) | AssignmentsYes or No  | Quiz Dates | Student Seminars Date |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 |  |  |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 |  |  |

2.5.2.2 (iii) All Tests/Examination Records 2012-13 Jul-Dec Semester.

(iv) Duly Marked & copies should be Available as proof Yes or No?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Name | Test 1 Date(s)  | Test 2 Date(s) | Test 3 Date(s) | AssignmentsYes or No  | Quizzes Dates | Student Seminars Date |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 |  |  |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 |  |  |

2.5.2.2. (v) All Tests/Examination Records 2011-12 Jan – Jun. 2013.

2.5.2.2. (vi) Duly Marked & copies should be Available as proof Yes or No?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Name | Test 1 Date(s)  | Test 2 Date(s) | Test 3 Date(s) | AssignmentsYes or No  | Quiz Dates | Student Seminars Date |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 |  |  |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 |  |  |

2.5.2.3 Proof of Results declaration on Time by 30.06.2013.

2.5.2.4 Proof of Results declaration on Time for 1st Tests in 2013-14

2.5.2.5 Proof of Results declaration on Time for 2nd Tests in 2013-14

2.5.2.6 Proof of Results declaration on Time for 3rd Tests in 2013-14

2.5.3

|  |  |  |
| --- | --- | --- |
| Grievance Committee Members List  | List of Grievances & related to Examination  | Action Taken on each one |
|  |  |  |

2.6 Student Performances and Learning Outcomes

2.6.1 List of Members of Committee for Student Performance Monitoring

.

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2.6.2 List of Members of Committee for Learning Outcomes

2.6.3.a. Pass out students Attributes

|  |  |  |  |
| --- | --- | --- | --- |
| Course Name  | ListAttributes of Pass out Students  | Monitoring Process  | Out come  |
|  | Academic  | Social ethics, Values, Environment  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2.6.3.b

|  |  |  |  |
| --- | --- | --- | --- |
| Course Paper  | Learning Objectives  | Learning outcome Assessment Procedure  | Learning out come achieved  |
|  |  |  |  |

 2.6.4. Academic Programme Name:…………………………….

* Mapping with Learning Outcome
1. Fundamental concepts
2. Practical knowledge
3. Advanced Learning
4. New skills
5. .
6. .

Are the outcomes a or b or c or d or e or f fulfilled known to staff and students of each Paper/Course /Laboratory? Write yes or no

For Batch 2011-13 Semester 1

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Sem. 1 or 2 or 3 or 4  | Paper/Course /LaboratoryName  | a | b | c | d | e | f | P = Class Pass% |
| 2011-13 | 1 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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|  | 4 |  |  |  |  |  |  |  |  |
| Outcome% |  |  |  |  |  |  |  |

Outcome % = Sum of (a \* P)/N(a) for column ‘a’ when N(a) rows have a = Yes

Outcome % = Sum of (b \* P)/N(b) for column ‘a’ when N(b) rows have b = Yes

Similar formula for learning objectives c, d, e, or f

* Program outcome: Number of Students for

P Higher studies,

Q Employment in Industry

 R Employment in Industry/Govt./Other

S Passing National Competitions,

T Entrepreneur

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Program Name  | Batch | P = Number of Students for p | Q = Number of Students for q | R = Number of Students for r | S = Number of Students for s | T = Number of Students for t |
| M.Sc. |  |  |  |  |  |  |
| M.Tech.  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Program Name  | Batch | P, Q, R, S, T Program outcome Monitoring  | Which Program outcomes Achieved  | Are the outcomes p, q, r, made aware to students? If yes by what means |
| M.Sc. |  |  |  |  |
| M.Tech.  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Academic Programme Name:……..

Are the outcomes a or b or c or d or e or f and outcome % made aware and known to staff and students? Write yes or no?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Batch | Sem.  | Academic Programme name  | a | b | c | d | e | F |
| 2011-13 | 1 |  |  |  |  |  |  |  |
| 2011-13 | 2 |  |  |  |  |  |  |  |
| 2011-13 | 3 |  |  |  |  |  |  |  |
| 2011-13 | 4 |  |  |  |  |  |  |  |
| Outcome % |  |  |  |  |  |  |

2.6.5 Wall Magazine Functional Yes or No

2.6.6 Website e-Magazine Functional Yes of No

2.6.7 Printed Magazine Yes or No

2.6.8 Full Details and Records of Technology used including PPTs for

1. Tests,
2. Assignments
3. Tutorials
4. Quizzes
5. Web resources
6. Printed Books
7. Video Lectures
8. PPTs
9. Virtual class Rooms
10. Virtual Laboratory
11. Mobile

|  |  |  |  |
| --- | --- | --- | --- |
| Course Program Name  | Technologies Used for Teaching | Number of Teachers using Technology |  |
| M.Sc. | 1.Tests,2.Assignments3.Tutorials4.Quizzes 5.Web resources 6.Printed Books7.Video Lectures 8.PPTs 9.Virtual class Rooms 10.Virtual Laboratory 11.Mobile | 1234567891011 |  |
| M.Tech.  | 1.Tests,2.Assignments3.Tutorials4.Quizzes 5.Web resources 6.Printed Books7.Video Lectures 8.PPTs 9.Virtual class Rooms 10.Virtual Laboratory 11.Mobile | 1234567891011 |  |

DEVI AHILYA VISHWAVIDYALAYA, INDORE

DAVV/IQAC /NAAC/Cycle3/2013 Date:- November 15, 2013

**Appendix A-3**

Instructions for Criterion-wise required corresponding records and tables

Criteria III Research, Consultancy and Extension

3.1 Promotion of Research

3.1.a. Latest Ordinance 18 and 21 Copies/University Ph.D. /M. Phil. Cell Circulars

3.1.b. Notification and List of Department Research Committee Members

3.1.c. Register for Minutes of Department Research Committee Meetings Yes or No

3.1.d Register Index Page.

|  |  |  |
| --- | --- | --- |
| Date of Meeting | Purpose | Page Number |
|  | Admissions for Ph.D.1. 2. 3. |  |
|  |  |
|  |  |
|  | Monitor Progress of Research 1. 2. 3. |  |
|  |  |
|  |  |
|  | Issues Related to Research 1. 2. 3. |  |
|  |  |
|  |  |
|  | Research Planning,  |  |
|  | Maintenance of Standards |  |
|  | , Observance of Code and Ethics for Research  |  |
|  | Guidelines for Research students |  |

3.1.e Notification and List of M.Tech. Courses/ M. Phil Courses

3.1.f List of Committee Members

3.1.g For Registration of M.Tech. / M. Phil. Admissions

|  |  |
| --- | --- |
| Date of Meeting | Purpose |
|  |  |
|  |  |
|  |  |
|  |  |

3.1.h For Projects, Project reports and Guidelines

|  |  |
| --- | --- |
| Date of Meeting | Purpose |
|  |  |
|  |  |
|  |  |
|  |  |

3.1.i Decisions of Research Degree Committee Meetings

3.1.j For Registration of Ph. D. topics (4 years)

|  |  |  |
| --- | --- | --- |
| Date of Meeting | Name of Students Registered  | Topics of Registered |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3.1.k RDC For Registration of New Supervisors/Co-supervisors

|  |  |  |
| --- | --- | --- |
| Date of Meeting | Name, Designation and address of New Supervisor Registered | Name, designation and address of New co-Supervisor Registered |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3.1.l Details of Funds Advanced for research

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name | P.I. Name | Source ofFunding | Date | Amount Advanced |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

3.1.m Details of Activities held in four years for research promotion

|  |  |  |
| --- | --- | --- |
| Date | Name of Activity | Objective and research promotion results |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3.1.n Details of Activities held in four years for Fostering Excellence in Research

|  |  |  |
| --- | --- | --- |
| Date | Name of Activity | Objective and research achieved |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3.1.o Details of Total Budgetary amount available for Research

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Period | Source Name  | Amount for Equip-menta | Amount for Conting-encyb | Amount for Fellow-shipsc | Amountfor Traveld | Total of a, b, c and d and Percentage of Total Budget |
| 2013-14 |  |  |  |  |  |  |
| 2012-13 |  |  |  |  |  |  |
| 2011-12 |  |  |  |  |  |  |
| 2010-11 |  |  |  |  |  |  |

3.1.k Details of Efforts related to Encouraging Patents and Intellectual Property Rights

3.2 Resources Mobilizations for Research

Availability of the Records for the Research Proposals, Sanction Letters, Utilization Certificates, Statement of Expenditure as per submission made by the department in the SSR for NAAC from the School/Institute Yes or No

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Period | Research Proposals | Sanction Letters | Statement of Expenditure | Utilization Certificates | Additional Grants Sanctioned in the year | Grants spent in the year |
| 2013-14 |  |  |  |  |  |  |
| 2012-13 |  |  |  |  |  |  |
| 2011-12 |  |  |  |  |  |  |
| 2010-11 |  |  |  |  |  |  |

3.3 Research facilities

3.3.1 Availability of Records of the Infrastructure of Research Laboratories, and facilities

|  |  |
| --- | --- |
| Facility Location | List  |
| School/Institute Research Laboratory  |  |
| ICT and Computer Facilities |  |
| School/Institute Research Library Printed books |  |
| Central Library Printed books |  |
| Journals |  |
| E-Journals  |  |
| E-books |  |
| Web-resources |  |
| Databases |  |
|  |  |
|  |  |
|  |  |

3.3.2 Availability of Equipment at School/Institute and Equipment at Associated Nearby Institutes and National Institutions

|  |  |
| --- | --- |
| Facility Location | Equipment List  |
| School/Institute |  |
| University other School/Institute |  |
| IUC UGC-DAE-CSIR |  |
| RRCAT |  |
| IIM |  |
| IIT |  |
| NRCS (DSR) |  |
| Collaborating Institute(s) |  |
|  |  |
|  |  |
|  |  |
|  |  |

3.4 Research Publications and Awards

3.4.1 *List and Copies of Ph.D./M.Tech./M.E./M.Phil. Theses, publications in Printed or CD Forms and list of awards for each faculty at least for last four academic years must be available.*

3.4.b Yes or No: Availability of the Records for the Research Publications, Impact Factors or H-Index and Citations Range Min. and Max. and Average of Faculty of the School/Institute as per submission made by the School/Institute in the SSR for NAAC from the School/Institute

3.4.c Period 2009-13 Four Years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Faculty Name | Number of Research PublicationsNational | Number of Research PublicationsIntern-ational | Yearly Min. and Max. and Average Citations Per paper | Yearly Min. and Max. and Average Impact Factor Per paper | Yearly Min. and Max. and Average H-index Per paper |
|  |  |  |  |  |  |
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2009-13

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number of Faculty Active in ResearchWith at least 1 publication per year | School/Institute Number of Research PublicationsPeer ReviewedNational 2009-13 | School/InstituteNumber of Research PublicationsPeer ReviewedInternational 2009-13 | Yearly totalCitations | Yearly total Impact Factors  | Yearly total H-index  |
|  |  |  |  |  |  |
| Average per faculty |  |  |  |  |  |
|  |  |  |  |  |  |

3.4.d Availability of records of the theses, as per submission made by the School/Institute in the SSR for NAAC from the School/Institute Yes or No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty  | Ph.D. Theses Submitted 2009-13 | Theses awarded 2009-13 | Theses Published 2009-13 | Theses Submitted after revision 2009-13 |
| Total |  |  |  |  |
| Per Faculty Per Year |  |  |  |  |

3.4.e Total number of registered Students for Ph.D. and still continuing research = ……. (on 31.12.2013)

3.4.f All Faculty Active in Research with at least 1 publication per year or five year experience = …………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of Faculty  | Total M.Tech./M.E. Theses Guided 2009-13 | Total M.Phil. Theses awarded 2009-13 | Per Faculty M.Tech./M.E. Theses Guided 2009-13  | Per Faculty M.Phil. Theses awarded 2009-13 |
|  |  |  |  |  |
|  |  |  |  |  |

3.4.g Books

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number of Faculty  | Edited Books Published 2009-13 | Books Published Nationally reputed publisher2009-13 | Books Published Internat-ionally reputed publisher2009-13 | Monographs Published 2009-13 | Total Chapters in Books |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

3.4.h Awards Yes or No: Availability of the Records for the Research Awards as per submission made by the School/Institute in the SSR for NAAC from the School/Institute

3.4.e Fellowships and Memberships of the Research Bodies: Yes or No: Availability of the Records for the fellowships and memberships as per submission made by the School/Institute in the SSR for NAAC from the School/Institute

3.4.f Fellowships for higher studies and research: Yes or No: Availability of the Records for the f Fellowships for higher studies and research: as per submission made by the School/Institute in the SSR for NAAC from the School/Institute

3.4.g Serving in Editorial Boards for research Journals: Yes or No: Availability of the Records for the Editorial Boards for research Journals:as per submission made by the School/Institute in the SSR for NAAC from the School/Institute

3.4.h Serving in Reviewer of Research papers: Yes or No: Availability of the Records for the Reviewer of Research papers:as per submission made by the School/Institute in the SSR for NAAC from the School/Institute

3.4.i National or State or International Recognition: Yes or No: Availability of the Records for the National or State or International Recognition:as per submission made by the School/Institute in the SSR for NAAC from the School/Institute

3.4.j Interdisciplinary Research

Detailed List must be available

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subjects Listof Inter-disciple-inary Research  | Number of Ph.D.s doingInter -School/Institute Research  | Collaborating School/Institutes | Number of Ph.D.s doingInter-University/Institutional Research  | Collaborating Universities/Institutions  | Number of Ph.D.s doingForeign Universities |
|  |  |  |  |  |  |

3.5 Consultancy

3.5.a List and details of Consultancy undertaken

3.5.b List and Details of Revenue generated for the University

3.5.c. Expertise publicized on

.Website: Yes or No

E-Mails: Yes or No

Printed Circulation: Yes or No

3.6 Extension Activities and Institutional Social Responsibilities

3.6.1 List of all extension activities last four years with detailed records/photographs as per mention in the SSR of the School/Institute and NAAC Report of the University

3.6.2 List of all NSS, NCC and similar activities (such as Engineers without borders) during last four years with detailed records/photographs as per mention in the SSR of the School/Institute and NAAC Report of the University

3.7 Collaborations

3.7.1 National

List of all collaborations active during last four years with details as per mention in the SSR f the School/Institute and NAAC Report of the University

3.7.2 International

List of all collaborations active during last four years with details as per mention in the SSR f the School/Institute and NAAC Report of the University

3.7.3 MOUs

List of all collaborations active during last four years with details as per mention in the SSR f the School/Institute and NAAC Report of the University

**Appendix A-4**

Instructions for Criterion-wise required corresponding records and tables

Criteria IV Infrastructure and Learning Resources

4.1. Physical Facilities

4.1.1.Assets Registers/Stock Registers Must be Available

4.1.2 Clear and prominent display of Vision, missions,

4.1.3 Display of gold medalists,

4.1.4 Display of Courses,

4.1.5 Display of List of HODs,

4.1.6 Display of Achievers in GATE/NET/Competitions/Top

4.1.7 Display List of 10 Alumni

4.1.8. Display Energy Saving Instructions at number of places

 4.1.9 Display of Emergency Phone Numbers,

4.1.10 Office Timings,

4.1.11 Laboratory Timings

4.1.12 Library Timings

|  |  |
| --- | --- |
| Infrastructure Name | Numbers and Details |
| Total Floor Space in Building | 1/2/3 Floorsand ………………. sq. m. |
| Year of Construction | …… |
| Physical Ambience | Excellent/Very Good/Good/ |
| Furnished  | Conventional/ICT Friendly |
| HOD Room |  |
| Office Room(s) |  |
| Faculty Rooms |  |
| Total Class Rooms |  |
| Class rooms with ICT Facility |  |
| School/Institute Library  | ….. Sq. m.  |
| Computer Laboratory | ….. sq. m. |
| Laboratories | ……sq. m. |
| Seminar room | …… |
| Research/Project Laboratories | ……sq. m. |
| Drinking water with Aqua guard | 1/2/3 |
| Pantry |  |
| Wash-rooms |  |
| Faculty hand-washs  |  |
| Indoor Game Arrangement |  |
| Girls Common Room |  |
| First Aid Box |  |
| Fire Fighting Equipment |  |
| Inner Garden |  |
| External Garden |  |

4.2 Library

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.2.a Details of the School/Institute library1. Total area of the library (in Sq. Mts.)
2. *Total seating capacity:*
3. *Working hours (on working days,*
4. *on holidays,*
5. *before examination,*
6. *during examination,*
7. *during vacation):*
8. *Layout of the library (individual reading carrels or tables,*
9. *lounge area for browsing and relaxed reading,*
10. *IT zone for accessing e-resources*
11. *Clear and prominent display of floor plan*
12. *Adequate sign boards*
13. *Fire alarm*
14. *Access to differently-abled users and*
15. *Mode of access to collection*

 1. School/Institute library holdings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Date  | Number of Volumes  | Number of Titles | Number of Books in Book Bank Issued for a Semester | Printed Journals and Magazines Per month | CDs |
| 30.09.2013.  | . |  |  |  |  |
| 30.09.2012 |  |  |  |  |  |
| 30.09.2011.  |  |  |  |  |  |
| 30.09.2010 |  |  |  |  |  |
| Average number of Books added during the last three years |  |
|  Total numbers of books added during the last four years |  |

(xvi)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  | Number of downloaded articles  | e-books | e-journals | Audio Video  |
| 30.09.2013.  | . |  |  |  |
| 30.09.2012 |  |  |  |  |
| 30.09.2011.  |  |  |  |  |
| 30.09.2010 |  |  |  |  |
| Average number of added during the last three years |  |  |  |  |

 4.2.2 Special collections (e.g. text books, reference books, standards, patents)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  | Number of Competitive Exam. Preparation Books  | Number of Books for Imbibing Moral Building/Values/Social Respons-ibilities/ Learning from Eminent Personalities | Reference Books |  |
| 30.09.2013.  | . |  |  |  |

4.2.3 Details with regard to

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  | Ration of Total Books/Students  | Number of Users | Number of Project Reports | Number of Theses  |
| 30.09.2013.  | . |  |  |  |

 4.2.4

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | UGC Plan or other Grants for Books/Journals | Annual School/Institute library budget  | Amount spent for purchasing new books and journals | Amount spent for purchasing new magazines and journals |
| .2013-14.  | . |  |  |  |
| 2012-13 |  |  |  |  |

  4.3 IT Infrastructure4.3.a School/Institute budget for the update, deployment and maintenance of computers Four Years 30.09.2009 To 30.09.2013

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | UGC Plan or other Grants  | Four Years Total of Annual School/Institute budget  | Four Years Average Amount spent  | AverageAmount spent Per yearfor purchasing  | Number Added |
| New Computers/Printers/UPSes/Wi-F access Points/ | . |  |  |  |  |
| Software |  |  |  |  |  |
| Simulation Software |  |  |  |  |  |
| LCD Projectors/ |  |  |  |  |  |
| Virtual Class Room Equipment/Virtual Labs. Software |  |  |  |  |  |

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4.4 Maintenance

 Maintenance Registers/Log-Books Must be Available

 Four Years 30.09.2009 To 30.09.2013

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | UGC Plan or other Grants  | Four Years Total of Annual School/Institute budget for Maintenance | Four Years Average Amount spent  | AverageAmount spent Per yearfor purchasing  | Number Added |
| Computers/Printers/UPSes/Wi-F access Points/ | . |  |  |  |  |
| Software |  |  |  |  |  |
| LCD Projectors/ |  |  |  |  |  |
| Laboratory Equipment |  |  |  |  |  |
| Research Equipment |  |  |  |  |  |
| Electrical Supply Infrastructure |  |  |  |  |  |
| Building Infrastructure |  |  |  |  |  |
| Maintenance of Physical Amenities Infrastructure (Water Coolers, Wash Rooms, Lightings) |  |  |  |  |  |
| Garden Maintenance  |  |  |  |  |  |

**Appendix A-5**

Instructions for Criterion-wise required corresponding records and tables

Criteria V Student Mentoring and Support

5.1. Physical Facilities

5.1.a Student Mentoring

List of Mentors for Academic Mentoring for topic difficulties, guide for student seminars, difficulties in laboratory work, project and dissertation work for understanding the realistic issues related to technical, social and economical aspects of real design, construction, implementation and operational systems:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Acad-emic YearSem-ester | ProgrammeName  | Mentor Name  | No. of Students Associated | Hours /Weeks  | Durations in number of hours/Semester |
|  |  |  |  |  |  |
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5.1.b List of Mentors for Extension Activities, Social, Indore Games, Sports, Culture and Career Counseling:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Acad-emic YearSem-ester | Type of Mentoring  | Mentor Name  | No. of Students Associated | Hours /Weeks  | Durations in number of hours/Semester |
|  |  |  |  |  |  |
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5.1.c Educational Loans Details as Given in SSR by respective School/Institute

5.1.d Scholarship Details as Given in SSR by respective School/Institute

5.1.e Support for Physical Handicapped Details as Given in SSR by respective School/Institute

5.1.f Support for Weaker Sections Details as Given in SSR by respective School/Institute

5.1.g Support for Participation in Competitions and National Tests Details as Given in SSR by respective School/Institution

5.1.h Placement Details and Activities Details as Given in SSR by respective School/Institution

5.1.i Alumni Details and Activities Details as Given in SSR by respective School/Institution

5.1.1 to 5.1.18 data must be verified and must be completed if not Given in SSR by respective School/Institution

5.2 Student Progression

Analysis of progression and trends for the last four years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | 2012-13 | 2011-12 | 2010-11 | 2009-10 |
|  | Student Progression UG to PG |  |  |  |  |
|  | Student Progression PG to M.Phil |  |  |  |  |
|  | Student Progression PG to M.Tech./ Ph.D.  |  |  |  |  |
|  | Student Progression Ph.D. to Post-Doctoral  |  |  |  |  |
|  | Student Progression Employed • Campus selection   |  |  |  |  |
|  | Student Progression Employed • Other than campus recruitment  |  |  |  |  |
|  | Records of Number 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 |  |  |  |  |
|  | Records of 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 |  |  |  |  |
| Summary ofAnalysis of progression and trends for the last four years

|  |  |
| --- | --- |
| Number of students selected during campus interviews by different employers = The number of companies who visited the campus during the last four years =  |  |

 |  |  |  |
|  |  |  |

5.2.1 to 5.2.5 data must be verified and must be completed if not Given in SSR by respective School/Institution

5.3 Student Participation and Activities

5.3.1 to 5.3.3 data must be verified and must be completed if not Given in SSR by respective School/Institution

Wall Magzine: Maintained Yes/No

**Appendix A-6**

Instructions for Criterion-wise required corresponding records and tables

Criteria VI Governance, Leader ship and Management

6.1 Institutional Vision and Leadership

6.1. a Define School/Institute VISION in line with University VISION

“Emerge as a premier higher learning institution by creating, advancing and disseminating knowledge with collective wisdom, through value imbued holistic education for peaceful, sustainable and humane society”

6.1. b Define School/Institute MISSION in line with University MISSION

**“**Educating and empowering the learners to realize their potential through righteous blending of knowledge, skills, and values for serving the society”

6.1.c How is the leadership involved

(i) in ensuring the organization’s management system development, implementation and continuous improvement?

Dates of Heads of the School/Institute (HOD) meetings chaired by Vice Chancellor …………………

6.1.d List of Departmental Committee Meetings

Minutes and regularity must be maintained for Committee Meetings

|  |  |  |
| --- | --- | --- |
| Year | Dates of Meeting  | Are minutes regularly sent to VC? |
| 2013-14 |  |  |
| 2012-13 |  |  |
| 2011-12 |  |  |
| 2010-11 |  |  |
|  |  |  |

List of Departmental Committee Meetings

Minutes and regularity must be maintained for other Committee Meetings

|  |  |
| --- | --- |
| Year | Dates of Meeting  |
| 2013-14 |  |
| 2012-13 |  |
| 2011-12 |  |
| 2010-11 |  |
|  |  |

(iii)in reinforcing a culture of excellence?

6.1.e List and Records of Seminar organised by the School/Institute to quality enhancement topics.

…………………………

……………………….

……………………….,

* List and records of Cultural, sports and alumni activities in the Schools/Institutes and Student feedback analysis and action thereon are also indicative of participative management system.

6.1.f List of School/Institute Cultural Activities Committee Meetings

6.1.g Minutes of Regular School/Institute Committee Meetings Must be available

|  |  |
| --- | --- |
| Year | Dates of Cultural Activities  |
| 2013-14 |  |
| 2012-13 |  |
| 2011-12 |  |
| 2010-11 |  |
|  |  |

6.1.h

|  |  |
| --- | --- |
| Year | Dates of Sports Activities  |
| 2013-14 |  |
| 2012-13 |  |
| 2011-12 |  |
| 2010-11 |  |

6.1.i

|  |  |
| --- | --- |
| Year | Dates of Alumni Activities  |
| 2013-14 |  |
| 2012-13 |  |
| 2011-12 |  |
| 2010-11 |  |

6.1.j

List of Course Coordinator/Program In-Charge responsible for the teaching-learning and evaluation processes.

6.1.k

List of committees for Time Table, Course Plans, Teaching Learning Committee, Learning Outcome Monitoring Committee, Remedial Classes, Advanced Learners enrichment Courses, Projects, Curriculum, Examination, Evaluation and declaration of course semester results.

6.1.k

List of Mentors for a group of 10 to 25 Students

6.1.l List of In-charges of Student Grievences, Anti Ragging and Women Grievances and harassment committees

6.1.m List of School/Institute Alumni cells,

 6.1.m List of School/Institute Research cells,

6.1.n Coordinators for School/Institute Seminars, Expert Lecture series, Cultural programmes and sports activities.

6.1.o Coordinators of Institutes NSS units

6.1.p Coordinator of Student and Alumni School/Institute Association

6.1.q Coordinators of Student’s Hobby and Technical Clubs

6.1.r Inculcating a sound value system among students

What are the efforts made by the School/Institute other than the followings?

Efforts made by University in the year 2012 and 2013 are as follows:

Bharat Ratna Dr. A P J Abdul Kalam delivered a motivational talk in the Campus on June 12th, 2013, which is also hosted on website for students,

Lecture Series on Mahamana Pandit Madan Mohan Malviya and Swami Vivekananda,

Motivational talk by Shri Shri Ravi Shankar on March 6th, 2012,

Organisation of Blood donation camps, Eye donation Camps and NSS camps,

Students of University organised Cleanliness and Green Campus drives,

Students of University organised the collection and distribution of cloths, unused toys, stationary items etc. for poor boys and girls.

What are the efforts made by the School/Institute Promotion of use of Technology

* 1. Strategy Development and Deployment

6.2.a

Community Engagements other than the followings:

University Faculty and students organize socially relevant outreach activities on number of issues such as energy and environment conservation, female feticide, green earth awareness, health and sanitation, gender sensitization, de-addiction and rural upliftment etc.

6.2.b Cleanliness cum plantation drive in Nalanda Campus was undertaken by University Officers along with NSS volunteers in March 2013. A Cleanliness drive in Takshila Campus was also undertaken by students and Faculty in March 2013.

6.2.c Blood donation and Eye donation camps are regular activity in the University.

6.2.d Department of Continuing Education and Lifelong Learning organizes several training and skill development programs, for community in general and senior citizens in particular, which can be practically useful in various walk of life.

6,2,e 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.f School/ Institutes have Departmental Committee or Grievances Redressal Committee (GRC)

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6.2.g Student feedback on institutional performance Analysis Procedure

6.2.h Record of Self Appraisal Performa (SAPs) and UGC prescribed Performa Based Assessment (PBAS) Performa for assessment performance indicator (API).

2012-13 Table for of analyses of PBAS-API

2011-12 Table for of analyses of PBAS-API

2010-11 Table for of analyses of PBAS-API

Records of *Outcomes of analyses* of PBAS-API and SAP

#### 6.3 Faculty Empowerment Strategies

1. Record of fforts have been made to enhance the professional development of teaching and non-teaching staff?

##### 6.3.2 Professional Development of Teaching Staff

6.3.3 Faculty professional skills development

6.3.4 Conference s

##### 6.3.5 Professional Development of Non-Teaching Staff

6.3.6 Measures taken by School/Institute for attracting and retaining eminent faculty

6.3.7 Gender audit during the last four years? If yes, mention a few salient findings.

##### Gender Audit of Course Preferences

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Course Name  | M/F Ratio | Nature of Course Science/Bio/Engg./Management/Arts/Social Science/Sports |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |

Salient Findings on the basis of Student Strength

M/F Ratio - .

School/Institute gender sensitization programmes for its faculty

Impact of the University’s Academic Staff College Programmes in enhancing the competencies of the faculty

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#### 6.4 Financial Management and Resource Mobilization

1. Provide the audited income and expenditure statement of academic and administrative activities of the last four years.

Main high lights of audited income-expenditure are as follows:

2012-13

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Head | Income Rs. | Head of Expenses | Expenses Rs. |
| 1. | Salaries |  |  |  |
| 2 | Contingency |  |  |  |
| 3. | Books |  |  |  |
| 4. | Maintenance |  |  |  |
| 5 |  |  |  |  |
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2011-12

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Head | Income Rs. | Head of Expenses | Expenses Rs. |
| 1. | Salaries |  |  |  |
| 2 | Contingency |  |  |  |
| 3. | Books |  |  |  |
| 4. | Maintenance |  |  |  |
| 5 |  |  |  |  |
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2010-11

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Head | Income Rs. | Head of Expenses | Expenses Rs. |
| 1. | Salaries |  |  |  |
| 2 | Contingency |  |  |  |
| 3. | Books |  |  |  |
| 4. | Maintenance |  |  |  |
| 5 |  |  |  |  |
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2009-10

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Head | Income Rs. | Head of Expenses | Expenses Rs. |
| 1. | Salaries |  |  |  |
| 2 | Contingency |  |  |  |
| 3. | Books |  |  |  |
| 4. | Maintenance |  |  |  |
| 5 |  |  |  |  |
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#### 6.5 Internal Quality Assurance System Records

6.5.a List of School/Institute IQAC members

6.5.b Reports of academic audits of School/Institute

6.5.c Report of External experts conducted academic performance benchmarking in June 2009 for 2008-09.

6.5.d Report of School/Institute and University IQACs Academic Audits for 2009-10, 2010-11, 2011-12 and 2012-13.

6.5.e Based on the recommendations of the academic audit, what specific measures have been taken by the School/Institute to improve teaching, learning and evaluation

6.5.f Record of performance audit of the School/Institute

* External experts for 2008-2009 in June 2009
* School/Institute and University level IQACs conducted academic performance audits during 2009-13.

6.5.g Incremental academic growth of students from disadvantaged sections of society

6.5.h Record of School/Institute

AQAR 2012-13

AQAR 2011-12

AQAR 2010-11

AQAR 2009-10

School/Institute Efforts to realize the

* concepts of Autonomy with Accountability,
* Value-based Governance,
* ICT enabled administration,
* Participative Management & Collective wisdom and
* Green University policy.

School/Institute efforts to develop a culture of

* ‘Learning together and working together’
* result oriented work culture.

**Appendix A-7**

Instructions for Criterion-wise required corresponding records and tables

Criteria VII Innovations and Best Practices

#### 7.1 Environment Consciousness

7.1.a School/Institute Efforts for environment consciousness and saving energy

7.1.b. School/Institute Energy Audit Report

7.1.c School/Institute Green Audit Report

7.1.d School/Institute gardens and Plantations Report

7.1.e. School/Institute initiatives to make the campus eco-friendly

7.1.f Energy Conservation Efforts of the School/Institute

#### 7.2 Innovations

Details of innovations introduced during the last four years which have created a positive impact on the functioning

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#### 7.3 Best Practices

Details of School/Institute best practices which have contributed to better academic and administrative functioning