# <u>Guidelines</u>

# Academic Audit (2022-23)

**(For Departments offering Engineering, Management and Applied Science Programs)**



## DELHI TECHNOLOGICAL UNIVERSITY

### New Delhi-110042

# 1. Curricular Aspects (150)

## 1.1 Curricular Content (115)

| S.N. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|------|---------------|----------------|---------------------|----------------------|--------------------|
| 1.1.1 | Curricula content to provide understandingof concepts of (with sufficient practical exposure) (5 years data) | | *UG* | *UG* | |
| | Basic curriculum components<br>(a) basicscience, basic engineering, management & humanities, computer skills, professional ethics, environment and human values, (*Basic Science, Humanities + Basic Engineering Skills*)<br>(b) Environment Science, Human Values<br>(c) Programme core<br>(d) Elective Program | 35<br><br><br><br><br><br><br><br><br><br>30<br>10 | Provide total credits for each program<br><br>Provide list of subjects under relevant category with their credits for each program running in the department | Curriculumcopy *UG Engineering* | >15% credit score- 35; <5% - 0 mark;In between marks are linearly graded<br><br>>45% credit score-40; <15% - 0 mark;In between marks are linearly graded |
| | Structure of the curriculum (L+T+P) | 5 | | | If available 5 marks else 0 |
| | Projects/Internships/Selflearning practices | 10 | | | >5% credit score-10; <5% - 0 mark;In between marks are linearly graded |
| 1.1.2 | Do the curricula takecare of slow and fast learners learning simultaneously? | 10 | Do the curricula provide the flexibility for Learning extra credits? Yes/no | Curriculumcopy/ BOS/AC minutes | If yes – 10 marks Else – 0 marks |
| 1.1.3 | Revision/Upgradation of the curriculum to incorporate *appropriatenew knowledge systems* (based on no. of BOSmeeting) | | | | |
| | Percentage of program where minor syllabus *may be done every semester also (\*Target 1 March per year)* revision was carried out | 5 | No. of program where minor syllabus revision was carried | Copy of Revised curriculum/ BOS/AC minutes | If revision is done in at least <20% of total programme credit 172 <5 % 50 % program - 5 marks Else 0 marks |
| | Percentage of program where major syllabus revision was carried out *in the last five years* | 5 | No. of program where major syllabus revision was carried out, total no. of programmes | Copy of Revised curriculum/ BOS/AC minutes | If at least > 50% of total programme credit 172 <5 %<br><br>Else 0 marks |

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|---|---|---|---|---|---|
| 1.1.4 | Average percentage ofcourses having focus on employability/ Entrepreneurship/ skill development/ *human values environment & Sustainability* | 5 | Courses having focus on employability/ Entrepreneurship/ skill development, total no. of courses in all programmes | Copy ofrevised curriculum/ BOS minutes | If at least 1 course - 5 marks Else 0 marks |
| | **Total** | **115** | | | |

## 1.2 Feedback and Corrective Action (35)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|---|---|---|---|---|---|
| 1.2.1 | **Feedback** | | | | |
| (a) | Student Feedback on design and review ofSyllabus | 4 | Were all the stakeholders involved in designing of the curriculum? If yes provide feedbacks details from each category | Feedbacks from respective stakeholders | If feedback from each category received – 4 marks each Else - 0 marks |
| (b) | Faculty Feedback on design and review of Syllabus | 4 | | | |
| ( c) | Employer's feedback on design and review of Syllabus | 4 | | | |
| (d) | Alumni Feedback on design and review of Syllabus | 4 | | | |
| ( e) | Parent's feedback on design and review of Syllabus | 4 | | | |
| 1.2.2 | Student Feedback at the end of semester (Overall impression reported by students) | 5 | No. of courses for which feedback hasbeen collected *Survey (2 Marks)* | Feedback & *Analysis (3 Marks)* | >100% courses are covered- 5 marks Else 0 marks |
| 1.2.3 | *Exit survey at the end of Program (2+3=5) Marks* | 5 | *Feedback review* committee *All departments should have one meeting per year* | *Feedback review committee meeting (2 Marks) Analysis (3 Marks)* | **2+3 - 5 marks Else 0 marks** |
| 1.2.4 | Corrective action taken by department forpoint 1.2.1, 1.2.2 & 1.2.3 | 5 | Mention CorrectiveActions taken if any (yes/no) | Minutes of the meeting | If yes- 5marks Else 0 marks |
| | **Total** | **35** | | | |

# 2. Teaching - Learning Process and Evaluation (200)

## 2.1 Student Enrolment and Profile (30)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|---|---|---|---|---|---|
| a | Average percentage of students from other states | 4 | No. of outside Delhistudents, Total Students | List of Student along with their intermediate examination state and Hometown state as per and their Aadhaar card | >*20%- 4 marks* Else 0 marks |
| b | Average percentage of students from other countries/PIO/NRI/OSI/ *Citizenship* | 4 | No. of other country students, Total Students | List of Other Country Students in each program | At least 1 student - 4 marks Else 0 marks |
| c | Demand ratio UG Program | 8 | Total no. of UG applications, no. of seats | Admission application data | >1 –8 marks <1- 4 marks In between marks are linearly graded |
| d | Percentage of female students on roll | 4 | Provide the percentage of female students in each program | Program wise summary | >*15%- 4 mark* Less than *5% -0 marks* |
| e | Student to *Regular* teacher ratio | 10 | No. of students, no. of teacher | Summary sheet for No. of students, no. of teacher | >25 – 0 marks *<15 – 10 marks* In between marks are linearly graded |
| | **Total** | **30** | | | |

## 2.2 Faculty Profile (40)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|---|---|---|---|---|---|
| a | Average percentage of *Regular* teachers against sanctioned post | 5 | No of. sanctioned Posts, No. of *Regular* Teachers | **Rel**evant data summary sheet | >*80%- 5 mark* <30%- 0 marks In between marksare linearly grade**d** |
| b | Average percentage of regular teachers from other states/ countries against sanctioned post *at the time of joining (Permanent Address)* | 5 | No. of sanctioned Posts, No. of *Regular* Teachers from other states | Relevant data summary sheet | >20%- 5 marks <5%- 0 marks In between marksare linearly grade**d** |
| c | Average percentage of *Regular* teachers with PhD degree | 5 | No. of teachers, No. of *Regular* Teachers with PhD Degree | Relevant data summary sheet | >70%- 5 marks <30%- 0 marks In between marks are linearly graded |

| | | | | | |
|---|---|---|---|---|---|
| d | Teaching Experience per *Regular* teacher in no. of years | 5 | List of *Regular* Teachers with their teaching experience | Relevant data summary sheet | *>15 years- 5 marks*<br><br><5year- 0 marks<br>In between marks are linearly graded |
| e | Percentage of regular teachers who received awards, recognition, fellowship at State/ National/ International Level from Govt./ recognized bodies/ *Regulatory bodies of state/Central Govt.)other than DTU* | 4 | No. of *Regular* teachers who received award | Relevant data summary sheet | >5%- 4 marks<br><1%- 0 marks<br>In between marksare linearly graded |
| f | Percentage of teachers using theICT bodies for effective teaching with LMS/ERP | 4 | No. of teachers using the ICT for effective teaching with LMS/ERP | Relevant data summary sheet | >50%- 4 marks<br>*<25%- 0 marks*<br>In between marksare linearly graded |
| g | E-content developed by Facultyfor e-PG Pathshala / CEC (UG)/ SWAYAM/ MOOCs platform/ NPTEL/ NMEICT/ Moodle/ any other | 4 | No. of teachers who have developed E-content in *current cycle of NAAC* | Relevant data summary sheet | >5%- 4 marks<br><1%- 0 marks<br>In between marksare linearly graded |
| h | Ratio of Students to mentor for academic and stress related issues | 4 | List of students with mentors | Relevant data summary sheet | >25– 0 marks<br><15 – 4 marks<br>In between marksare linearly graded |
| | **Total** | **40** | | | |

## 2.3 Teaching – Learning Process (60)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Docs. | Marking guidelines |
|---|---|---|---|---|---|
| 2.3.1 | **Theory lectures** | | | | |
| | Average % of lectures conducted | 10 | Total lectures, lectures conducted in each course | Relevant data summary sheet | >90%-10 marks <60%- 0 marks In between marks are linearly graded |
| | Percentage of courses for which course file consisting of teaching plan, execution plan etc. available and updated | 10 | Total Courses ,No. of Courses for which course file consisting of teaching plan, execution plan etc. | course file | >90%- 10 marks <60% - 0 marks In between marks are linearly graded |
| 2.3.2 | **Practical** | | | | |
| | Average % of practical conducted compared with that minimum required as per curriculum: | 10 | Total no. of practical conducted, minimum no. of practical required as per curriculum | Relevant data summary sheet | >90%-10 marks <60%- 0 marks In between marks are linearly graded |
| | Availability of laboratory manual | 5 | Lab Manual available | Lab Manual | >90%-5 marks <60%- 0 marks In between marks are linearly graded |
| | Maintenance of laboratory equipment and new addition | 5 | List of equipment not in working condition, list of newly added equipment ( yes/no) | Relevant data summary sheet | If non-working equipment's < 10% - 5 marks Else – 0 |
| 2.3.3 | **Theory attendance of students** | | | | |
| | Average % of lectures attended by students | 5 | Total Theory lectures, lectures attended | Attendance Record/ERP record (Detention List of students for each semester) | >80%-5 marks <75%-0 marks *(As per University norms)* In between marks are linearly graded |
| 2.3.4 | **Practical attendance of students** | | | | |
| | Average % of practical attended by students | 2 | Total Practical lectures, lectures attended | Attendance List/ERP record | >80%-2 marks <60%-0 marks In between marks are linearly grade |
| 2.3.5 | Home assignments and its assessment. | 2 | List of Home assignments and its assessment summary. (yes/no) | Relevant data summary sheet | If at least 80% complied- 2 marks Else – 0 marks |
| 2.3.6 | Efforts taken by Department to improve performance of academically weaker students through remedial classes • *Identification Mechanism - Yes/No* • *Remedial Classes -Yes/No* • *Analysis (Impact) -Yes/No* | 6 | Remedial classes for improvement for weaker students (Yes/no) | Relevant data summary sheet | If yes- 2 marks (For each activities) Else – 0 |

| 2.3.7 | Efforts taken by Department to improve overall performanceof students including Quality Circle/Workshop/Seminars conducted/Expert lectures etc. | 5 | Does the provision for improving performance of students including Quality Circle/Courses conducted/Workshop/Seminars Expert lectures etc. exist? (yes/no) | Relevant data summary sheet | If 6 - 5 marks < 3- 0 In between marks are linearly grade |
|---|---|---|---|---|---|
| | **Total** | **60** | | | |

## 2.4 Examination System (40)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Docs. | Marking guidelines |
|---|---|---|---|---|---|
| 2.4.1 | **Examination Process** | | | | |
| | Transparency in the processes like internal assessment; scrutiny and declaration of result | 10 | Does the Provision of Showing checked answer sheet to students for any query exist? (yes/no) | Relevant data summary sheet | If yes – 10 marks Else 0 |
| | Appropriate weight-age for continuous evaluation and end semester examination. | 10 | Total End Sem marks, marks Awarded for Conti. Evaluation | Marking Scheme ( Componate weight-age for CWS, ETE, MTE, PRE/PRS | If yes- 10 marks, Else 0 |
| 2.4.2 | Quality of MTE/ETE Question Papers | 20 | Question papers audit by the department/ university | Auditors report | If audit done- *<100%- 20marks Less than 50% - 0 Marks In between marks are linearly graded* |
| | **Total** | **40** | | | |

## 2.5 Students Performance and Learning Outcomes (30)

| S. N. | Sub-parameter | Marks Assigned | Self-Assessment Score | Marks Scored | Marking guidelines |
|---|---|---|---|---|---|
| 2.5.1 | **Student Performance in Exam** | | | | |
| | Success rate without backlog in stipulated period (Based on final year result) | 8 | Total students, pass students | Relevant data summary sheet | >70%- 8 marks <50%- 0 marks In between marks are linearly graded |
| | Success rate with backlog in stipulated period | 8 | | | >70%- 8 marks <50%- 0 marks In between marks are linearly graded |
| 2.5.2 | **Learning outcome** | | | | |
| | Program Outcomes, Program specific Outcomes and Course Outcomes for all programs offered by the department are stated and displayed on the prominent places including Website, communicated to students & Stake holders | 8 | List of Program Outcomes, Program specific Outcomes and Course Outcomes for all programs offered, Display information | Relevant proofs | If exist and displayed - 8 marks  If exists not displayed -4 marks  If neither-0 marks |
| | Percentage of Programs for which Attainment of Program Outcomes, Program specific Outcomes and Course Outcomes are calculated. | 6 | Number of courses for which exercise has been done | | >100% -6 marks <10%- 0 marks In between marks are linearly graded |
| | **Total** | **30** | | | |

### 3. Research, Innovation and Extension (250)

| S. N. | Sub-parameter | Marks Assigned | Information Details | Supporting docs | Marking guidelines |
|---|---|---|---|---|---|
| 3.1 | **Promotion of Research& Facilities** | | | | |
| | Average seed money provided to faculty per year for research | 5 | Faculty list with seedmoney received for research | Relevant data summary sheet | >20,000 per year per full time faculty-5 marks; <5, 000- 0 marks. In between marks are linearly graded |
| | No. of teachers awarded international fellowship for advance study/ research | 5 | List of teachers awarded international fellowship for advance study/ research | Relevant data summary sheet | At least 1- 5 marks  Else- 0 marks |
| | No. of JRF/ SRF/ PDF/ RA and other research fellows enrolled in the Department | 5 | List of Students | Letter from Agency | At least 1- 5 marks Else 0 marks |
| | Recognition of department from UGC-SAP, CAS, DST-FIST, DBT, ICSSR or any other similar Govt. agency | 5 | Yes/No | If yes – Supporting doc | If yes-5 marks Else 0 |
| | Total | 20 | | | |
| 3.2 | **Resource Mobilizationfor Research** | | | | |
| | Grants for research received from Non- govt. sources such as Industry, International bodies, endowments, Chairs in the institution | 5 | Departmental/Individual | If yes – Supporting document *(Sanction letter and Grant Utilization Certificate)* | If 1 - 5 Marks Else 0 Marks |
| | Grants for research received from Govt. Sources | 10 | Departmental/Individual | If yes – Supporting document *(Sanction letter and Grant Utilization Certificate)* | If 1 - 10 Marks Else 0 Marks |
| | No. of research projects per teacher (funded from outside University) *Sanctioned Date in the Year* | 5 | List of research projects with PI name | Supporting document (sanction letter) | At least 10% teachers have outside university funded project - 5 marks < 5%- 0 marks In between marks are linearly graded |
| | **Total** | **20** | | | |
| 3.3 | **Innovation Eco system** | | | | |
| | No. of award for innovation won by department/ faculty/ Student /*PSU statuary/ Regulatory Govt. Bodies /Central/ NGO/Industry* | 15 | No. of award for innovation won by department/ faculty/student | Attach supporting awardee letter | At least 01in last 5 years - 15 marks Else 0 marks |
| | No. of Start-ups incubated in DTU/ outside incubators by thedepartment/ faculty/ student | 15 | No. of Start-ups incubated in DTU/ outside incubators bythe department/ faculty/ student | List of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student | At least 01 in current NAAC cycle - 15 marks Else - 0 marks |
| | **Total** | **30** | | | |

| 3.4 | **Research Publication and Awards** | | | | |
|------|------|------|------|------|------|
| | No. of patents published/ granted <br> • *Granted (Awareness)* <br> • *Published* <br> • *Commercialization /Technology Transfer* | 20 <br><br> 8 <br> 4 <br> 8 | No. of patents published/ granted | List of patents published/ granted | **10% Percent of faculty strength - 20 marks** |
| | No. of PhDs awarded per teacher | 20 | No. of *PhDs awarded per eligible supervisor* | List of PhDs awarded per *eligible supervisor* | At least 20% of eligible supervisor *produced at least 01 PhD each – 20 marks* <br> < 10%- 0 marks <br> In between marks are linearly graded |
| | No. of Research papers per teacher in indexed Journals (SCOPUS/SCI/ SCIE/ Web of Science) | 25 | No. of Research papers per supervision in indexed Journals (individual/total) | List of Research papers per supervisor in indexed journals | At least two Research papers per supervisor in indexed Journal- 20 marks <br> <0.5- 0 marks <br> In between marks are linearly graded |
| | No. of Books Chapters in edited Volumes per teacher | 5 | No. of Books Chapters in edited Volumes by teachersin the department | List the edited chapter under faculty name | At least 20 % teachers contributed - 5 marks <br> <10 %- 0 marks <br> In between marks are linearly graded |
| | No. of Books Published per teacher | 10 | No. of Books Published by teachersin the department | List the books with their author | At least 10% teachers contributed – 10 marks <br> <5 %- 0 marks <br> In between marks are linearly graded |
| | No. of Papers published in National/ International Conference Proceedings | 10 | No. of Papers published in National/ International Conference Proceedings | Supporting docs. For published papers | At least one papers per teacher - 10 marks <br> <0.25- 0 marks <br> In between marks are linearly graded |
| | Average h-index of the department as per SCOPUS/ Web of Science | 5 | Average h-index of the department as perSCOPUS/ Web of Science | Data summary sheet | At least 3 per teacher - 5 marks <br> <1- 0 marks <br> In between marks are linearly graded |
| | Average citation index of the department as per SCOPUS/ Web of Science | 5 | Average citationindex of the department | Letter mentioning citation index | At least 10 per teacher - 5 marks <br><br> <1- 0 marks <br> In between marks are linearly |
| | **Total** | **100** | | | |
| 3.5 | **Consultancy** | | | | |
| | Revenue generated from Consultancy/from Corporate Training/ any other source | 20 | | | >1 lakhs- 20 marks <br><br> < 25, 000-0 marks; In between marks are linearly |
| | **Total** | **20** | | | |

| 3.6 | **Extension Activities** | | | | |
|---|---|---|---|---|---|
| | No. of awards and recognition received by *teacher & Students* for extension activities *in the neighborhood communities in terms of impact & Sensitizing students to social issues & Holistic development* from govt./ recognized bodies | 10 | No. of awards/recognition received for extension activities from govt./ recognized bodies (NGO) | Record of such of awards and recognition received | At least 1 award/recognition at department level – 5 marks<br><br>Else -0 marks |
| | Average percentage of teachers/staff participating in extension activities (Swatch Bharat, AIDS awareness, Gender Issues, Unnat Bharat etc.) through Extension and Outreach office/ NSS/ NCC/ Red Cross/ YRC/ **Professional Society/ Student Society/clubs/organization of conferences/ Seminars / conclaves etc. (Not covered in point 2.3.7)** | 15 | No. of extension and outreach programs conducted | List the records of such extension and outreach programs conducted | >100 %- 15 marks<br>< 50% - 0 marks<br>In between marks are linearly |
| | Average percentage of students participating in extension activities (Swatch Bharat, AIDS awareness, Gender Issues, Unnat Bharat etc.) through Extension and Outreach office/ NSS/ NCC/ Red Cross/ YRC. | 15 | No. of students participating with their respective percentage | List Students participating with their respective percentage | >10 % *Student enrolled in department* - 15 marks<br>< 5% - 0 marks<br>In between marks are linearly |
| | **Total** | **40** | | | |
| 3.7 | **Collaboration** | | | | |
| | No. of collaborative activities for Research, faculty exchange, student exchange per year | 5 | No. of collaborative activities for Research, faculty exchange, student exchange per year | List of activities with supporting docs. of such activities | At least 1 activity at department level – 5 marks<br><br>Else 0 marks |
| | No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities | 5 | No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities | Supporting doc. such linkages | Yes – 5 Marks<br>No - 0 Marks |
| | No. of functional MOUs with Institutions of National & International Importance/ Industry/ Corporate House/ Others | 10 | No. of functional MOUs with Institutions of National & International Importance/ Industry/ Corporate House/ Others | Mention such functional MOUs | At least 1- 10 marks<br><br>Else 0 marks |
| | **Total** | **20** | | | |

# 4. Infrastructure and Learning Resources (100)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting docs. | Marking guidelines |
|---|---|---|---|---|---|
| 4.1 | **Physical Facilities** | | | | |
| | No of class rooms/tutorial (with AC/ Without AC) | 10 | No. of AC/Non-AC ClassRooms (L) Total number of classes in the department for all programs ( K) Ratio=L/K | Summary data sheet | Ratio >0.5- 10 marks <0.2- 0 marks In between marks arelinearly graded |
| | No of laboratories/research lab (with AC/ Without AC) | 10 | No. of AC and Non-AC Labs | | If sufficient number asper curriculum-10 marks Else- proportionate marks as per availability |
| | No. of Faculty rooms/cabins | 10 | No. of Faculty Rooms | Relevant data summary sheet | If sufficient number as per faculty requirement-10 marks Else- proportionate marks as per availability |
| | Seminar/committee/conference Room | 10 | AC/Non AC | | If available- 10 MarksIf not-0 marks |
| | Equipment available (Adequate as per curriculum) | 5 | The equipment req. and available equipment in labs  (yes/no) | | If sufficient number as per curriculum-5 marks Else- proportionate marks as per availability |
| | No. of Computing hardware facilities | 5 | Computing hardware facilities | | If one computer lab inthe department -5 marks Else- 0 marks |
| | Class rooms furniture (Adequate quantity and quality) | 5 | Class rooms furniture (Adequate quantity and quality) | | If available as per requirement- 5 marks Else- proportionate marks as per availability |
| | Laboratories furniture (Adequate quantity and quality) | 5 | Labs furniture (Adequate quantity and quality) | | If available as per requirement- 5 marksElse- proportionate marks as per availability |
| | **Total** | **50** | | | |

| 4.2 | **Library as a learning resource** | | | | |
|------|------|------|------|------|------|
| | Departmental library | 10 | Details related to Departmental Library(yes/no) | Report on Departmental *Library room no.* | *Yes – 10 Marks*<br>*No - 0 Marks* |
| | No. of books/journal/e-books/e-resources purchased on department recommendation | 15 | No of books, e-library, e-journals, e-sodh sindhu, e-database, e-books and printed journals related to programme in the central library | Relevant data summary sheet *and proof of purchased* | If adequate as per committee judgment-15 Marks<br><br>Else-proportionate marks as per availability |
| | **Total** | **25** | | | |
| 4.3 | **IT infrastructure** | | | | |
| | Percentage of classrooms and Seminar rooms with ICT enabled facilities such as LMS/ Smart class | 10 | Total Classrooms, No. of class rooms and Seminar rooms with ICT enabled facilities such as LMS/ Smart class | Relevant data summary sheet | **100%- 10 marks**<br><br>**Less than 75% - 0 marks**<br><br>***In between marks are linearly graded*** |
| | Student/ Computer ratio | 10 | **Total students in the department. no. of computers in labs** | | >30- 0 marks<br>< 10- 10 marks<br>In between marks are linearly graded |
| | **Total** | **20** | | | |
| 4.4 | **Expenditure on Physical Infrastructure augmentation** | 05 | Total budget allocated to **Department** budget allocated to Physical Infrastructure Augmentation | Report on budget allocated to Physical Infrastructure Augmentation | If adequate as per committee judgment-5Marks<br><br>Else-proportionate marks as per availability |
| | **Total** | **05** | | | |

# 5. Student Support and Progression (100)

| S. No. | Student support | Marks Assigned | Self-Assessment Score | Supporting docs | Marking guidelines |
|---|---|---|---|---|---|
| 5.1 | **Student support** | | | | |
| | Participation of students in capability enhancement and development schemes<br>*1. Career Counselling And Guidance for competitive examination*<br>*2. Soft skill development Remedial Coaching, Bridge courses*<br>*3. Language & Communication*<br>*4. Life Skills (Yoga and Meditation, Health's & Hygiene)*<br>*5. Personal Counselling Awareness of trends in technology* | 20 | No. of capability enhancement and development schemes | Attach docs for each activities | If 5 activity -20 marks<br>At least one 1 - 5 marks<br><br>In between marks are linearly graded |
| | Mechanism for timely redressal of student grievances including sexual harassment (Yes/ No) | 10 | Mechanism for timely redressal ofstudent grievances including sexual harassment | Mention the details of Mechanism | If departmental committee exists & notice is circulated among the students  10 marks<br>Else- 0 marks |
| | **Total** | **30** | | | |
| 5.2 | **Student progression** | | | | |
| | Average percentage of placement of outgoing students | 20 | Total no. of studentsseating for placement, No. of students placed | List of placed students | >50% batch – 20 marks<br><10% batch- 0 marks<br>In between marks are linearly graded |
| | Percentage of student's progression to higher education | 10 | Total Students, No. of student's progression to highereducation | List of student's progressions to higher education | >5% batch- 10 marks<br><1% - 0 marks<br>In between marks are linearly graded |
| | Average percentage of students qualifying in State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOFEL/ Civil Services examination etc.) | 10 | Total Students, No. of students qualifyingin State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/T OEFL/ Civil Services examination etc.) | List of students qualifying in State/ National/ International al level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services examination etc.) | >10% of <span style="color:red">Outgoing batch</span> - 10 marks<br><1%batch- 0 marks<br>In between marks are linearly graded |
| | **Total** | **40** | | | |

| 5.3 | **Student Participation and Activities** | | | | |
|-----|-----|-----|-----|-----|-----|
| | No. of awards/ medals for outstanding performance in sports/ cultural activities at inter-university/State/National/ International level | 20 | No. of awards/ medals for outstanding performance in sports/ cultural activities at National/ International level | Mention supporting Report on Awards, etc. | >5- 20 marks <1- 0 marks In between marks are linearly graded |
| | Extent of participation of Alumni in the affairs of the Department | 10 | Participation of Alumni in the affairs of the Department | List the record on Participation of Alumni in the affairs of the Department | 1- 2 Marks 2- 4 Marks 3- 6 Marks 4- 8 Marks 2 per Aluminus subject to maximum of 10 Marks |
| | **Total** | **30** | | | |

# 6. Governance, Leadership and Management (100)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting docs | Marking guidelines |
|-----|-----|-----|-----|-----|-----|
| 6.1 | **Department Visionand Leadership** | | | | |
| | Vision, Mission and Quality Objective are prepared in a consultative manner and displayed prominently | 20 | Vision, Mission and quality prepared in consultative manner and displayed prominently (yes/no) | Attach report mentioning Vision, Mission and quality prepared | If yes- 20 marks Else 0 |
| 6.2 | **Strategy development and deployment** | | | | |
| | Strategic Plan of the department is documented and implemented intimelines | 30 | Details of Strategic Plan of the departmentis documented and implemented in timelines | Attach a report on thetopic | If yes- 30 Else – 0 marks |
| 6.3 | **Faculty Empowerment Strategies** | | | | |
| | Provision of welfaremeasures for Teaching and non- teaching staff (such as support for higher qualification), Financial support to attend conferences/workshop | 10 | Provision of welfare measures for Teachingand non-teaching staff | Attach a guidelines onwelfare measure (Sanctioned order) | If yes- 10 marks Else 0 |
| | Average number of professional development/administrative training Programmes organized by the institute/Department for teaching and non-teaching staff during the current cycle* (Current academic year also) | 20 | Provision for organizing FDP and STTP for teaching and non- teaching staff | List of faculty members with certificate | If yes- 20 marks Else 0 |

| | | | | | |
|---|---|---|---|---|---|
| | Average percentage of teachers provided with financial support to attend conferences/ workshops Orientation course/FDP/ Refresher course/ STP and membership fee for professional bodies | 20 | Total No. of teachers, No. of teachers provided with financial support | List of teachers with their respective support amount | If at least 10 % receives financial support- 20 Marks<br><br><5%- 0 marks In between marks are linearly graded |
| | **Total** | **100** | | | |

# 7. Values and Best Practices (100)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting docs | Marking guidelines |
|---|---|---|---|---|---|
| 7.1 | **Department values & social responsibility** | | | | |
| | Participation in gender equity promotion programs | 5 | Gender equity promotion programs organized/Participated | Attach a report/ *document* on respective topic | If yes- 5 marks Else 0 |
| | Common room facility available | 10 | Details of Common room facility available (yes/no) | | If yes- 10 marks Else 0 |
| | Extent of green practices in the department *(Paperless office/e-communication/ switch of lights of room/labs/room/no plastic/plantation drive)* | 10 | Details of Extent of green practices in the department | | All- 10 marks None- 0 |
| | Availability of resources for differently abled persons | 10 | Details on Availability of resources for differently abled persons(yes/no) | | If yes- 10 marks Else 0 |
| | No. of specific initiative to address locational advantages and disadvantages | 5 | No. of specific initiative to address locational advantages and disadvantages | | If yes- 5 marks Else 0 |

| | | | | |
|---|---|---|---|---|
| Code of conduct handbook exist for students and teachers | 5 | Mention guideline details (yes/no) | Attach handbook | If yes- 5 marks Else 0 |
| Department Core values are displayed inthe department | 5 | List of Core values are displayed in the department | | If yes- 5 marks Else 0 |
| Department plans and organizes/ participation appropriate activities to increaseconsciousness about National identities, symbols, fundamentalduties and rights of Indian Citizens | 5 | Details of Department plans and organizes participation appropriate activities to increase consciousness about National identities, symbols, fundamental duties and rights of Indian Citizens (yes/no) | | If yes- 5 marks Else 0 |
| Department follows approved Manual of official procedure Handbook? (yes/no) | 5 | If yes, List the details Department follows approved Manual of Official procedure Handbook. | Attach a reporton respective topic | If yes- 5marks Else 0 |
| Department observes complete transparency in its financial, academic, administrative and auxiliary functions | 10 | Details of Department observes complete transparency in its financial, academic, administrative and auxiliary functions (yes/no) | | If yes- 10 marks Else 0 |
| Best practices in the department (provide list) | 20 | No. of best practices inthe department | | **At least 1- 20 marks Else 0** |
| Describe one area where department is distinctive | 10 | Describe one area where department is distinctive with particular details | | If yes- 10 marks Else 0 |
| **Total** | **100** | | | |