**NAAC-SELF-STUDY REPORT FORMAT**

***Data Templates/Documents - Quantitative Metrics (QnM)***

**DEPARTMENT INPUTS**

**(Provide details for the period 2016-2020)**

**(Those items marked in red colour are the new changes)**

***Note: The list of suggestive documents for each quantitative metric is provided in Standard Operating Procedure (SOP). The HEI may go through the respective SOP’s and attach the documents during SSR submission.***

*Link of SOP’s* [***http://naac.gov.in/apply-now***](http://naac.gov.in/apply-now)

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| **Criterion I - Curricular Aspects (150)** | | | | | | | |
| **Key Indicator -1.1 Curriculum Design and Development (50)** | | | | | | | |
| 1.1.2 Programmes where syllabus revision was carried out during the last four years (20) &  1.2.2 Programs in which Choice Based Credit System (CBCS)/elective course system has been implemented (20 | | | | | | | |
| Programme Code | Programme name | Year of Introduction | Status of implementation of CBCS / ECS (Yes/No) | Year of implementation of CBCS / ECS | Year of revision (if any) | If revision has been carried out in the syllabus during last 5 years, Percentage of content added or replaced | Link to the relevant document |
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| **Key Indicator -1.2 Academic Flexibility (40)** | | | | |
| 1.2.1 New courses introduced of the total number of courses across all Programmes offered during the last four years (20)  1.1.3 Courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last four years (10) | | | | |
| Name of the Course | Course Code | Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development | Year of introduction (during the last four years) | Link to the relevant document |
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| **Key Indicator -1.3 Curriculum Enrichment (40)** | | | | | | |
| 1.3.2 Value-added courses imparting transferable and life skills offered during the last four years (10) (Data Template 1.3.2 and 1.3.3 Combined) | | | | | | |
| 1.3.3 Students enrolled in the courses under 1.3.2 above (10) | | | | | | |
| **2016-2017** | | | | | | |
| Name of the value added courses (with 30 or more contact hours) offered during last four years | Course  Code | Year of  offering | No. of times  offered  during the  same year | Year of  discontinuation | Number of  students  enrolled in the  year | Number of  students  completing the  course in the year |
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| **2017-2018** | | | | | | |
| Name of the value added courses (with 30 or more contact hours) offered during last four years | Course  Code | Year of  offering | No. of times  offered  during the  same year | Year of  discontinuation | Number of  students  enrolled in the  year | Number of  students  completing the  course in the year |
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| **2018-2019** | | | | | | |
| Name of the value added courses (with 30 or more contact hours) offered during last four years | Course  Code | Year of  offering | No. of times  offered  during the  same year | Year of  discontinuation | Number of  students  enrolled in the  year | Number of  students  completing the  course in the year |
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| **2019-2020** | | | | | | |
| Name of the value added courses (with 30 or more contact hours) offered during last four years | Course  Code | Year of  offering | No. of times  offered  during the  same year | Year of  discontinuation | Number of  students  enrolled in the  year | Number of  students  completing the  course in the year |
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| 1.3.4 Students undertaking field projects/ internships / student projects (Data for the latest completed academic year) (10) | | | |
| Programme name | Program Code | Names of Students undertaking field projects/internships / student projects | Link of the relevant document |
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| **Criterion II-Teaching-Learning and Evaluation (300)** | | | | | | | |
| **Key Indicator-2.4 Teacher Profile and Quality (50)** | | | | | | | |
| 2.4.1 Full time teachers against sanctioned posts during the last four years (15) &  2.4.3 Teaching experience of full time teachers in the same institution  (Data for the latest completed academic year in number of years) (15) | | | | | | | |
| Name of the  Full-time teacher | PAN | Designation | Year of appointment | Nature of appointment (Against Sanctioned post, temporary, permanent) | Name of the Department | Total years of Experience in the same institution | Is the teacher still serving the institution/If not last year of the service of Faculty to the Institution |
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| 2.4.2 Full time teachers with Ph.D. during the last four years (20),  3.2.3 Teachers recognised as research guides (3)  3.4.2 Number of Ph.D’s registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last four years (5) | | | | | | |
| Name of full time teacher with Ph.D. | Qualification (Ph.D) and Year of obtaining | Whether recognised as research Guide for Ph.D. (Yes / No) | Is the teacher still serving the institution /  If not last year of the service of Faculty to  the Institution | Name of the scholar | Year of registration  of the scholar | Title of the thesis for scholar |
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| **Key Indicator-2.7 Student Satisfaction Survey (50)** | | | | | | | | | |
| 2.7.1 Online student satisfaction survey regarding to teaching learning process. (50)  (Online Survey to be conducted ) | | | | | | | | | |
| Name of the Student | Gender | Category | State of Domicile | Nationality  (if other than Indian) | Email ID | Program name | Student  Unique Enrolment ID | Mobile Number | Year of joining |
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| **Criterion – III Research Innovations and Extensions (100)** | | | |
| **Key Indicator: 3.1 Promotion Research and Facilities (20)** | | | |
| 3.1.2 The institution provides seed money to its teachers for research (Average per year) (8), 3.1.2.1: The amount of seed money provided by institution to its teachers for research year wise during last four years (INR in lakhs) | | | |
| Name of the teacher provided with seed money | The amount of seed money  INR in Lakhs | Year of receiving | Link to the policy document for Sanction of seed money / grants for research from the institution |
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| 3.1.3 Percentage of teachers awarded national/ international fellowship for advanced studies/ research during the last four years (6) | | | |
| Name of the teacher awarded national/ international fellowship/financial support | Name of the award/fellowship | Year of Award | Awarding Agency |
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| **Key Indicator-3.2 Resource Mobilization for Research (10)** | | | | | | | |
| 3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last four years (INR in Lakhs) (2) &  3.2.2 Percentage of teachers having research projects during the last four years (2)  3.2.4 Departments having Research projects funded by government and non-government agencies during the last four years (3) | | | | | | | |
| Name of the Project/ Endowments/ Chairs | Name of the Principal  Investigator/ Co- Investigator | Name of the Funding agency | Type (Government/  Non-Government) | Department of Principal  Investigator/ Co Investigator | Year of Award | Funds provided  (INR in lakhs) | Duration of the project |
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| **Key Indicator-3.3 Innovation Ecosystem (10)** | | | | |
| 3.3.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development during the last four years (5)  3.3.2.1: Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship and skills development year wise during last four years | | | | |
| Year | Name of the workshop/ seminar | Number of Participants | Date From – To | Link to the Activity report on the website |
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| 3.4.3 Number of research papers per teacher in the Journals notified on UGC website during the last four years (5) | | | | | | | | |
| Title of paper | Name of the author/s | Department of the teacher | Name of journal | Year of publication | ISSN number | Link to the recognition in UGC enlistment of the Journal | | |
|  |  |  |  |  |  | Link to website of the Journal | Link to article/paper/abstract of the article | Is it listed in UGC Care list/Scopus/Web of Science/other, mention (Yes / No) |
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| 3.4.4 Number of books and chapters in edited volumes/books published per teacher during the last four years (5)  3.4.4.1: Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during last four years (5) | | | | | | | | |
| Sl. No. | Name of the teacher | Title of the book/ chapters published | Title of the  paper | Title of the proceedings  of the conference | Year of publication | ISBN/ISSN number of the proceeding | Whether at the time of publication Affiliating Institution  Was same  Yes/No | Name of the publisher |
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| **Key Indicator -3.5 Consultancy (10)** | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | 3.5.1 Revenue generated from consultancy and corporate training during the last four years (INR in Lakhs) (5) |  |  |  | | 3.5.1.1: Total amount generated from consultancy and corporate training year wise during last four years (INR in lakhs) and | |  |  | | 3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during  the last four years (5) | | |  | | | | | | | | |
| Revenue generated from consultancy during the last four years | | | | | | | |
| Name of the teacher-consultants//corporate trainers | Name of the facility and department | Name of consultancy project | Title of the corporate training program | Consulting/Sponsoring agency with contact details | Year | Number of trainees | Revenue generated (INR in Lakhs) |
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| **Key Indicator -3.6 Extension Activities (50)** | | | |
| 3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last four years (15) | | | |
| Name of the activity | Name of the Award/ recognition | Name of the Awarding government/  government recognised bodies | Year of award |
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| **Key Indicator -3.7 Collaboration (20)** | | | | | | | |
| 3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work (10)  3.7.1.1:Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work | | | | | | | |
| Sl. No. | Title of the collaborative activity | Name of the collaborating  agency with contact details | Name of the participant | Year of collaboration | Duration | Nature of the  activity | Link of the relevant document |
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| 3.7.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last four years (only functional MoUs with ongoing activities to be considered) (10) | | | | |
| Organisation with which MoU is signed | Name of the institution/ industry/ corporate house | Year of signing MoU | Duration | List the actual activities under each MOU year-wise |
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| **Criterion IV – Infrastructure and Learning Resources (100)** | | |
| **Key Indicator -4.1 Physical Facilities (30)** | | |
| 4.1.3 Classrooms and seminar halls with ICT – enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year) (10) | | |
| Room number or Name of classrooms/Seminar Hall with LCD / wifi / LAN facilities with room numbers | Type of ICT facility | Link to geo tagged photos |
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| 4.3.4 Institution has Facilities for e-content development  Enumerate Facilities for e-content development such as 1. Media centre, 2. Audio-visual centre,  3. Lecture Capturing System (LCS), 4. Mixing equipments, and softwares for editing (4) | | | | | | |
| Name of the teacher | Name of the module developed | Platform on which module is developed | Date of launching e content | Link to the relevant document and facility available in the institution | List of the e-content development facility available | Provide link to videos of the media centre and recording facility |
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| 5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability (8) 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology | | | |
| Name of the capability enhancement program | Date of implementation  (DD-MM-YYYY) | Number of students enrolled | Name of the agencies/consultants involved with contact details (if any) |

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| 5.1.4 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the last four years (6) | | | | |
| Year | Name of the Activity conducted by the HEI to offer guidance for competitive examinations/ career counselling offered by the institution during the last four years | | Number of students placed through campus placement | Link to the relevant document |
| Name of the Activity | Number of students attended / participated |  |  |
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| 5.2.2 Percentage of student progression to higher education (previous graduating batch)(10) | | | |
| Name of student enrolling into higher education | Program graduated from | Name of institution  joined | Name of programme admitted to |
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| 5.2.3 Students qualifying in State/National/ International level examinations during the last four years (eg: IIT/JAM/NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/ IELTS/ Civil Services/State government examinations etc.) (10) | | | | | | | | | | | | | | |
| Year | Registration number/roll number for the exam | Number of students selected/ qualifying | | | | | | | | | | | | |
|  |  | NET | IIT | SLET | GATE | GMAT | CAT | GRE | JAM | IELTS | TOEFL | Civil Services | State government examinations | Other examinations conducted by the State / Central Government Agencies (Specify) |
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| **Key Indicator - 6.3 Faculty Empowerment Strategies (30)** | | | | |
| 6.3.2 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last four years (8) | | | | |
| Year | Name of teacher | Name of conference/ workshop  attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support (in INR) |
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| 6.3.4 Teachers undergoing online/ face-to-face Faculty Development Programmes during the last four years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.,) (10) | | |
| Name of teacher who attended the program | Title of the Program | Duration (from – to) (DD-MM-YYYY) |
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