



IQAC – DSU

April 25, 2022

Academic and Administrative Audit (AAA) for Academic year 2020-21

Dear Sir/Madam,

It is hereby brought to your kind attention that, thanks to the cooperation by the Departments / Schools / Colleges / Centres / Institutes under DSU (referred to as Departments henceforth), the qualitative as well as quantitative data for the preparation of SSR were made available on the web interface dsu.org.in, towards the imminent accreditation by NAAC. Further, additional data entry by the Departments was sought on 25/01/2022 for the sake of NAAC / NIRF / AAA, on the web interface aaa.dsu.org.in, and the same was kept open until 11/02/2022.

Please note that the web interface had all the details of what exactly is needed for each metric, under all 7 criteria. Further, the team from IQAC visited the departments three times over a period of last one year, discussed the status of each departmental standing vis-a-vis each metric, and highlighted the importance of meeting the targets against each metric. Furthermore, the relative standing of each department, metric-wise, for all the seven criteria, was emailed twice to the departments (during August 2021, and again during November 2021), using coloured cells, indicating the metrics needing improvement, along with an action plan.

During the AAA, based on the status of data entry made by the Departments and their standings vis-à-vis standards expected, the grading for each of 87 metrics will be made by a Panel, involving IQAC and an expert external to the Department. The criterion-wise GPA, CGPA, and the letter Grades expected will be announced, following the norms of NAAC, subject to the verification of supporting documents provided. In case of incomplete entries and unsubstantiated claims made (without proper supporting documents), no grade will be considered for such a metric and the Departments are expected to amend such metrics during the next cycle of AAA.

The data entered by each department is enclosed. As already communicated via email on April 18, 2022, the list of 87 metrics (under 7 criteria) considered for AAA, with the supporting documents requirements and also with the mention of expectations to be met from each department, against each metric is enclosed. The tentative status of supporting documents

against the requirements, for all the seven criteria, is also enclosed. Also enclosed is the questionnaire / checklist on departmental preparedness for implementation of NEP2020 (as communicated via email on April 23, 2022) containing 17 different parameters, which are to be addressed by the departments in the form of status reports (write ups).

The schedule and the panel for AAA for the academic year 2020-21 is as follows:

#	Department	External Expert	Date and time
1	School of Basic and Applied Sciences - Biological Sciences	Dr. K. Vijaya Kumar	30/04/2022: 10.00 am – 1.00 pm
2	School of Commerce & Management Studies – PG and Centre for Executive Education	Dr. Anita Mathew	04/05/2022: 1.45 pm – 4.45 pm
3	School of Commerce & Management Studies - UG	Prof. (CAPT) A. Nagaraj Subbarao	05/05/2022: 10.00 am – 1.00 pm
4	College of Journalism and Mass Communication	Dr. Basavaraj Hiremath	05/05/2022: 2.00 pm – 5.00 pm
5	College of Physiotherapy	Dr. V. Murugan	06/05/2022: 10.00 am – 1.00 pm
6	Chandramma Dayananda Sagar Institute of Medical Education and Research	Dr. Pushpa Sarkar	09/05/2022: 10.00 am – 1.00 pm
7	College of Pharmaceutical Sciences	Dr. M. Vijayakumar	10/05/2022: 10.00 am – 1.00 pm
8	College of Nursing Sciences	Prof. B. V. N. Ramakumar	10/05/2022: 2.00 pm – 5.00 pm
9	Aerospace Engineering	Dr. Girisha G S	11/05/2022: 1.45 pm – 4.45 pm
10	Electronics and Communication	Dr. Sunil More	12/05/2022: 1.45 pm – 4.45 pm
11	Mechanical Engineering	Prof. Arunkumar Khannur	13/05/2022: 1.45 pm – 4.45 pm
12	Computer Science & Engineering	Dr. V. Krishnamurthy	14/05/2022: 10.00 pm – 1.30 pm
13	Computer Science & Technology	Dr. Vaibhav Meshram	16/05/2022: 1.45 pm – 4.45 pm
14	Computer Applications	Dr. Vinayak Hemadri	17/05/2022: 1.45 pm – 4.45 pm

The Director – IQAC, and a representative of IQAC, are the common members for all the Departments, in addition to the expert mentioned above.

The External Experts are requested to conduct the AAA in the offline mode as per the above schedule and procedure. The Departments are expected to maintain hard copies of files as per NAAC requirements.

The services of Associate Professors, Professors, Chairpersons, Directors, and Deans will be requested by rotation for periodic AAAs, to act as non-departmental external experts, as directed by hon'ble Vice Chancellor.

In case of any inadvertent discrepancies, clarifications may please be sought, and suggestions, if any, are welcome for any further improvements.

Dr. Subrahmanya S. Katte

Director – IQAC

Encl: Data entered by the departments; List of 87 metrics considered for AAA; Supporting Documents verification status; and Questionnaire to be answered for departmental NEP preparedness.



Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: Aerospace Engineering

Chairperson / Dean / Principal: Prof. B. V. N. Ramakumar

Date and Time: 11/05/2022: 1.45 pm – 4.45 pm

Expert from other department: Dr. Girisha G S, Professor, Dept. of CSE, SoE, DSU

Weblinks for:

About the Department: Link

Vision and Mission: Needs revision

List of Programs: Link not available, PhD?

PEOs, POs, PSOs for all Programs: Needs revision

Curricula (LTPC) for all Programs: Not in the LTPC format

Syllabi (with COs) for all Programs: Not up to date

Faculty list: Link

Evaluative Report

Link

Needs revision

Link not available, PhD?

Needs revision

Not in the LTPC format

Not up to date

Not up to date

Link

<https://dsu.org.in/sites/default/files/EvaluativeReportofAS.xlsx>

<https://www.dsu.edu.in/engineering/aerospace-engineering>

<https://www.dsu.edu.in/engineering/aerospace-engineering>

<https://www.dsu.edu.in/engineering/aerospace-engineering/programme-outcomes-aerospace>

<https://www.dsu.edu.in/engineering/aerospace-engineering/course-curriculum-ae>

<https://www.dsu.edu.in/engineering/aerospace-engineering/course-curriculum-ae>

<https://www.dsu.edu.in/engineering/aerospace-engineering/faculty-aerospace>

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:		800		1.90		C					
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks, if any
1		Curricular Aspects	150				3.27		A+		
1	QIM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.	Meets the claims made partially BOS meetings is not highlighted		3	60	Review, rewrite, and impement,
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20 % or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	OK	100%	4	80	
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	Meets the claims made partially Syllabus not highlighted	79%	3	30	Revise syllabi and make around 85-90% courses do have the focus on employability / entrepreneurship / skill development

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4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	Meets the claims made partially incomplete data template highlighting the new courses in BOS is not done	100%	4	120	
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		OK	100%	4	80	
6	QIM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		3	15	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.	OK	8	3	30	Try to meet the target at least for AY 2021-22. 12 is the number required for the present AAA
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		certificates and geotagged photos are missing	98%	3	30	
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	Reports/photos/permission letters are missing	9%	1	5	For AY 2021-22, try to meet the requirements
10	1.4.1 QIM	Structured feedback for design & review of syllabi - semester wise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			2	20	Collect feedback, discuss in BOS, and host ATR on website Collected feedback sample can be uploaded
11	1.4.2 QIM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			2	20	



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2 Teaching-Learning and Evaluation		140				1.89	C				
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%		61.67%	2	10	Not responded. 37/60	
13	QIM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.			3	30	Review, rewrite, and implement	
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty		24.6	1	10	123/5
15	QIM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process			3	18	Review, rewrite, and implement	
16	QIM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process			3	18	Review, rewrite, and implement	
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.		18.4	3	24	
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.		55.55%	2	30	Not responded. 5/9
19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.		24%	2	30	

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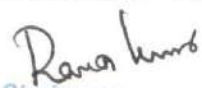
20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible = DSU existence	Avoid: Previous Work experience of teachers in other institutions.	OK	2.01Yr.	2	20	Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0%	1	10	Please consider meeting 5 awards in 5 years period
22	QIM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.			2	20	
23	QIM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].				1	10	
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)		Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.				0	Not applicable
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				1	5	Not responded, 1:2:6 -9 needed. 2:0:3:5
26	2.11.2 QIM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.				2	20	Not responded
27	2.11.3 QLM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.				1	10	Not responded

28	QIM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met			1	5	not responded	
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.		0	1	3	not responded. To apply every year
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).			1	3	not responded
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself		0	1	4	not responded
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres		0	1	5	not responded
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres		0	1	10	not responded
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions		0	1	5	not responded
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered		0	1	10	not responded
36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here		0	1	10	not responded

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37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent		0	1	10	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of Ph.Ds awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.		0	1	10	not responded
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only		5/6 =0.83	2	30	Avg #faculty = (3+6+9)/3= 6
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here		1/6 =0.17	1	15	
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included			1	10	not responded
42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)				2	30	To be recalculated
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)				2	30	To be recalculated


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44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students	0	1	15	Not responded
45	QJM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.			2	12	List given, not the description
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.	0	1	10	
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg. with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals. Avoid: Event conducted for benefit of own students	0	1	12	
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.	0	1	12	
49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	0	1	10	not responded

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50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year.	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered		0	1	10	not responded
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)		0	2	20	not responded 1/2

4 Infrastructure & Learning Resources			40									2.88	B++
52	QIM 4.1.1	The department has adequate facilities for teaching - learning. viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.					3	30	Not responded	
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	OK	100%	4	20			
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered	no signatures	2.00	4	40	87/45		
55	QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		not responded		2	20	Not responded		
56	QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.		not responded		1	5	Not responded		
5 Student Support & Progression			50									1.70	C

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57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	no reports	75%	2	20	
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted			2	10	not responded
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services /State government exams)		Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included				0	Not applicable
60	5.2.2	Average percentage of placement of outgoing students during the last five years		Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.				0	Not applicable
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)		Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.				0	Not applicable
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts		0	1	10	
63	QIM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					2	10	
64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities			2	10	

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65	QIM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director				0	Not applicable
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs 20 Lakhs, E. <5 Lakhs	Annual audited statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		0	0	Not applicable
67	5.11.1 QIM	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10	The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in		2	20	Not responded
68	5.11.2 QIM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students	None Provided	1	5	Not responded

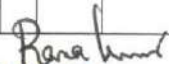
6 Governance, Leadership & Management			90	1.33 D: Not creditable					
69	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links			2	10	Not responded
70	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made			2	10	Not responded
71	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.		1	3	Not responded
72	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University		2	4	Not responded
73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered	10%	2	20

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74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.		0	1	8	10 is the target in 5 years
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%.	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	OK	10%	2	16	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.			1	8	Not responded
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered			1	6	Not responded
78	QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected				1	5	Not responded
79	QIM 6.11.1	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				1	30	Status report to be produced for 17 queries

7 Institutional Values and Best Practices 100										1.55	C
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80	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.					3	15	
81	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)					1	5	Not responded


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82	QIM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made		Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India		2	10	Query not addressed
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected			1	5	Not responded
84	QIM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Web link to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally	None provided	3	15	
85	QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made			1	30	Not responded
86	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed		None provided	1	30	Not responded

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87	7.11.1 QIM Departmental Website links, with pertinent details	15 Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information			None provided	3	45	Not responded
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Remarks, if any:

Dr. Girisha G S
Expert from other department

G. Sagar
11/5/22

KM
Dr. Gayathri K M
11/5/22
IQAC Team Member

SS
Dr. Subrahmanya S. Katte
11/05/2022
Director - IQAC

Prof. B. V. N. Ramakumar
Chairperson / Dean / Principal
Rama Kumar
Chairman
Dept of Aerospace Engineering
School of Engineering
Dayananda Sagar University
Kudlu Gate, Bengaluru



Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: Computer Science and Engineering

Chairperson / Dean / Principal: Dr. Girisha G S

Date and Time: 18/05/2022: 1.30 pm - 4.45 pm

Expert from other department: Dr. V. Krishnamurthy

Weblinks for:

About the Department:	Link	https://dsu.org.in/sites/default/files/EvaluativeReportofCSE.xlsx
Vision and Mission:	Link	https://www.dsu.edu.in/engineering/computer-science
List of Programs:	Link	https://www.dsu.edu.in/engineering/computer-science/vision-mission-cse
PEOs, POs, PSOs for all Programs:	Needs revision	https://www.dsu.edu.in/engineering/computer-science/programs-offered-cse
Curricula (LTPC) for all Programs:	To be updated	https://www.dsu.edu.in/engineering/computer-science/po-peo-pso-cse
Syllabi (with COs) for all Programs:	To be updated	https://www.dsu.edu.in/engineering/computer-science/course-structure-cse
Faculty list:	Link	https://www.dsu.edu.in/engineering/computer-science/syllabus-cse
	Link	https://www.dsu.edu.in/engineering/computer-science/faculty-cse

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:													
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks, if any		
1 Curricular Aspects							2.35		B				
1.1.1 Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs							150		GPA and Grade			3.17	A
1	QIM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this.	Should have been approved by BOS & AC.			3	60	Review, rewrite, and implement		
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20 % or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	in data template for M.Techs, % portions revised / replaced is claimed as 100% - Justification is needed	75.00%	3	60	if syllabus revised > 20% to be considered. Every programs to be revised every year		
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	Syllabus not highlighted. Not all signatures of BOS members are there	94.58%	4	40			

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BANGALORE

4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	highlighting the new courses in BOS is not done	83.00%	4	120	
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any			100%	4	80	
6	QJM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this				3	15	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.		6	2	20	Try to meet the target at least for AY 2021-22.
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		certificates are missing	4.55%	1	10	
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	students name are repeated more than once	4.73%	2	10	For AY 2021-22, try to meet the requirements
10	1.4.1 QJM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	ATR and hosting on website is pending		3	30	Collect feedback, discuss in BOS, and host ATR on website Collected feedback sample can be uploaded
11	1.4.2 QJM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			3	30	

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2 Teaching-Learning and Evaluation		150	GPA and Grade				2.33	B		
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%		75.73%	3	15	
13	Q/M 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.			3	30	Review, rewrite, and implement
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	24.23	3	30	01:20 required. 1629/67
15	Q/M 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process			3	18	Review, rewrite, and implement
16	Q/M 2.3.2	Teachers use ICT-enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process			3	18	Review, rewrite, and implement
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	24.3	3	24	1:20 required
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.	69.8%	3	45	67/96
19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch/ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	Few certificates are missing number mismatch in AY 2018-19 36.59%	2	30	

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20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.		2.31Yr	2	20	Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, international level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0.51%	1	10	Please consider meeting 5 awards in 5 years period
22	QIM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.			2	20	OBE to be implemented in letter and spirit
23	QIM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].				1	10	OBE to be implemented in letter and spirit
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %: Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				2	10	6:8:51:66. Required is 11:22:63:96
26	2.11.2 QIM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.				2	20	
27	2.11.3 QIM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.	Not responded			1	10	

3 Research, Innovations & Extension 230

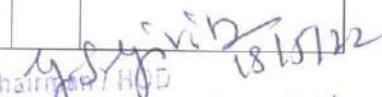
GPA and Grade

1.85


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28	QIM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met				3	15	Review, rewrite, and implement
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.	Not responded	0	1	3	To apply every year
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).		0	1	3	
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself	Not responded	0	1	4	
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres	Not responded	0	1	5	To apply every year
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres	Not responded	0	1	10	To apply every year
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. / non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions	Not responded	0	1	5	
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered		0	1	10	To meet the requirements
36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here		0	1	10	To pursue awards

37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent	18	4	40	However, 11 are by one person / group
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of PhDs awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.	Not responded	2	20	3 PhDs awarded.
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= $\frac{\{(5a+5b+2.5c)\}}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only	55	2	30	Target 193. 28.5% met
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= $\frac{\{(5a+5b+2.5c)\}}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here	44	2	30	Target 193. 22.8% met. Conference proceedings inhouse and sister concerns not considered
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included	None	2	20	Details awaited
42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)		1.09	2	30	Calculation seem to be incorrect
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)		1.32	2	30	Calculation seem to be incorrect


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44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students		0	1	15	
45	QJM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.				3	18	Just a list of activities given. The question is not addressed
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		0	1	10	
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals Avoid: Event conducted for benefit of own students	Claimed Centerlised activity conducted	8	2	24	
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years.	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.	Student List is not provided	11.08%	2	24	
49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	No evidences	2	2	20	Add B.Voc


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50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered	No evidences	4	2	20	
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)	Not responded		3	30	


4		Infrastructure & Learning Resources		40		GPA and Grade		2.88		B++	
52	QJM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.		None provided		3	30	Comparative statement with respect to statutory requirements to be prepared and to be acted on the same
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.		100%	4	20	18/18
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered		9.53	2	20	
55	QJM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.				3	30	no evidences
56	QJM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.		in log book provided, no signatures		3	15	

5		Student Support & Progression		100		GPA and Grade		2.42		B+	
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57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	0	2	20	To meet to requirements
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	None	2	10	To meet to requirements
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services /State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included	100%	4	40	Though 100%, the absolute number is low, only 11. More data to be collected, if applicable
60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.		3	45	
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.	2.97	2	30	7/235. Collect more data, if applicable
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department.	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts	2	2	20	
63	Q/M 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made				2	10	
64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities	1.0	3	15	6 events in 2019. Apart from centrally conducted events, department to organize such events periodically


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65	QIM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director			2	4	
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		0	1	8
67	5.11.1 QIM	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in	Not responded		3	30
68	5.11.2 QIM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		Not responded		2	10

6 Governance, Leadership & Management			90	GPA and Grade							2.00	C
69	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links					3	15	Review, rewrite, and implement	
70	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made			Not responded		3	15		
71	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.				1	3	"Succesfully organized ICICC-2020" which is not relevant. Plan is not outlined	
72	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University				3	6	Review, rewrite, and implement	
73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered		0.31	2	20		

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74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.	OK	0.80	2	16	10 is the target in 5 years
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	OK	4.20%	2	16	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.	Not responded		1	8	
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered	Not responded		1	6	
78	QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected				3	15	Review, rewrite, and implement
79	6.11.1 QIM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				2	60	Status report to be produced for 17 queries

7 Institutional Values and Best Practices 100											GPA and Grade		2.35	B
80	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.					3	15	Review, rewrite, and implement. Mandatory things to be done have been mentioned			
81	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)		None provided			3	15	Review, rewrite, and implement. Not relevant			

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82	QIM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made		Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India	None provided		3	15	Review, rewrite and implement
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected				2	10	To implement
84	QIM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Web link to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally	None provided		3	15	Apart from centrally organized events, department should celebrate such events
85	QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made		no evidences		3	90	Review, rewrite and implement
86	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed		Not responded		1	30	

87	7.11.1 QIM	Departmental Website links, with pertinent details	15 Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information			None provided	3	45	
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Remarks, if any:

Dr. V. Krishnamurthy
 Dr. V. Krishnamurthy 13/05/2022
 Expert from other department

Dr. Gayathri K M
 Dr. Gayathri K M 12/5/22
 IQAC Team Member

Dr. Subrahmanya S. Katta
 Dr. Subrahmanya S. Katta 13/05/2022
 Director - IQAC

Dr. Grisha G S
 Dr. Grisha G S 10/5/22
 Chairperson / Dean / Principal
Chairman / HOD
Computer Science Engg. D
 Dayananda Sagar University
 School of Engineering
 Kudlu Gate, Hosur Main Road,
 BANGALORE - 560 068



Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College:

Chairperson / Dean / Principal:

Date and Time:

Expert from other department:

Weblinks for:

About the Department:

Vision and Mission:

List of Programs:

PEOs, POs, PSOs for all Programs:

Curricula (LTPC) for all Programs:

Syllabi (with COs) for all Programs:

Computer Science and Technology

Dr. M. Shahina Parveen

16/05/2022: 1.45 pm - 4.45 pm

Dr. Vaibhav Meshram, ECE, SOE

Evaluative Report

Link

Link

Link

Needs revision

Course codes to be added

1 year syllabi missing. COs need

revision

Link

Faculty list:

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:		860		2.13		B					
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks, if any
1		Curricular Aspects		150		3.13		A			
1	QIM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.	OK		4	80	Review, rewrite, and implement
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20% or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	Not highlighted	100%	4	80	if syllabus revised > 20% to be considered
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	Not highlighted	59.32%	2	20	Data to be reviewed and revised. Alternatively, curriculum to be modified to meet the requirements

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4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	Not highlighted	73.70%	3	90	Recalculate
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		OK	100%	4	80	
6	QIM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		4	20	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.	OK	1	2	20	To meet the target for AY 2021-22. Target 30 in 5 years
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		Certificates and attendance not provided	5.6%	2	20	To meet the target for AY 2021-22.
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	OK	3.6%	2	10	To meet the target for AY 2021-22.
10	1.4.1 QIM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	Not hosted on the website		3	30	Collect feedback, discuss in BOS, and host ATR on website Collected feedback sample can be uploaded
11	1.4.2 QIM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	Not hosted on the website		2	20	

2 Teaching-Learning and Evaluation 150							2.26		B	
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%		57.5%	2	10	
13	QIM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.			4	40	Review, rewrite, and implement
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	27.4	2	20	137/5. To meet statutory requirements
15	QIM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process			4	24	Review, rewrite, and implement
16	QIM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process			4	24	Review, rewrite, and implement
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.		2	16	
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.	41.7%	1	15	5/12 appointed
19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	63.15%	3	45	

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20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.		3.09Yr	2	20	Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0.5%	1	10	Please consider meeting 5 awards in 5 years period
22	QJM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.			2	20	Review, rewrite, and implement OBE in letter and spirit
23	QIM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].				2	20	Review, rewrite, and implement OBE in letter and spirit
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				1	5	0:1:4:5. Required 2:4:6:12
26	2.11.2 QJM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.				2	20	
27	2.11.3 QJM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.				1	10	Quantification not done, not transparent

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28	QIM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met	None claimed		1	5	No research promotion policy
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.	0	1	3	To apply for seed money every year
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).	0%	1	3	
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself		1	4	
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres		1	5	To apply periodically
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres		1	10	To apply periodically
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions		1	5	To apply periodically
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered	Already included under 1.3.4	1	1	10
36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered. Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here	0	1	10	

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37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent	1	2	20	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of Ph.Ds awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.	0	1	10	
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only	5	1	15	Target 30 in 5 years
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here	2	1	15	Target 30 in 5 years
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included	None	1	10	
42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)			1	15	Incorrect calculations 3.5 claimed
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)			1	15	Incorrect calculations, 4 claimed

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44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students		0	1	15	
45	QJM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.				2	12	Review, rewrite, and implement
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		0	1	10	
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals. Avoid: Event conducted for benefit of own students		0	1	12	
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.		0%	1	12	
49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	Internship data provided again, with overlap.	1	1	10	

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50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered	OK	2	2	20	
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)		75%	3	30	3 out of 4

4		Infrastructure & Learning Resources		40				2.88		B++	
52	QIM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.				3	30	Review and rewrite. Comparative statement to be made and action to be initiated to plug the gaps, if any
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	OK	100%	4	20	
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered		6.22	3	30	
55	QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.				3	30	Review, rewrite, and implement
56	QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.				1	5	Not existing
5		Student Support & Progression		100				2.07		B	

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57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.		0%	1	10	
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	None provided	Any 1 done	1	5	
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services /State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State / Central Govts are not to be included	OK	13.33%	2	20	The absolute number is very low, only 3, more data to be collected, if applicable.
60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.			3	45	
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.	OK	8.6%	3	45	The absolute number is low, only 2, more data to be collected, if applicable (5)
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts		0	1	10	
63	QIM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					2	10	
64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities	NSS etc activities are also included under this, which may not be considered.	2.6	3	15	Centrally conducted events may not be claimed by the departments

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65	QIM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director			2	4	
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		1	8	
67	5.11.1 QIM	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in		3	30	Not responded
68	5.11.2 QIM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students	BOS minutes provided, not that of class committee meetings		1	5	Not responded

1.90 C

6 Governance, Leadership & Management			90					3	15	Review, rewrite, and implement.
69	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links				3	15	Review, rewrite, and implement
70	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made				2	6	Review, rewrite, and implement. The strategic plan is not clear from the writeup.
71	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.			2	4	Review, rewrite, and implement. Writeup not relevant to the metric
72	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University			0	1	10
73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered		0	1	10

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74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.	OK	0.2	2	16	10 is the target in 5 years
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	OK	12.3%	2	16	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.		0	1	8	
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered		0	1	6	
78	QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected				3	15	Review, rewrite, and implement. The question under this metric is not addressed. Rather, a summary is written.
79	QIM 6.11.1	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				2	60	Status report to be produced for 17 queries

2.55 B+

7 Institutional Values and Best Practices 100											
80	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.					3	15	Review, rewrite, and implement
81	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)			"Not available" is written		2	10	Review, rewrite, and implement

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82	QJM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made		Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India		3	15	Review, rewrite, and implement
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The Institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected		None of the above	1	5	
84	QJM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Web link to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally		3	15	Review, rewrite, and implement
85	QJM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made			2	60	Not really the "best Practices". All evidences are not measurable
86	QJM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed			3	90	Review, rewrite, and implement. Which is the one area of priority and thrust has not been outlined. Same text, claimed elsewhere is repeated here.

87	7.11.1 QIM Departmental Website links, with pertinent details	15 Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information				3	45	
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Remarks, if any:

Need to focus on Entrepreneurship. Need to improve on publication, Patent.
 Faculty recruitment need to be on priority basis. Plan to implement NEP 2020 guidelines.
 Immediately takeup the FDP/webinar. There is scope to get higher grade with focused approach.

Dr. Vaibhav Meshram
Expert from other department

[Signature]
16/5/22

Dr. Gayathri K M
IQAC Team Member

[Signature]
14/5/22

Dr. Subrahmanya S. Katte
Director - IQAC

[Signature]
14/5/22

Dr. M. Shahina Parveen
Chairperson / Dean / Principal

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Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College:

Chairperson / Dean / Principal:

Date and Time:

Expert from other department:

Weblinks for:

About the Department:

Vision and Mission:

List of Programs:

PEOs, POs, PSOs for all Programs:

Curricula (LTPC) for all Programs:

Syllabi (with COs) for all Programs:

Faculty list:

Electronics and Communications Engineering

Dr. Vaibhav A Meshram

12/05/2022: 1.45 pm - 4.45 pm

Dr. Sunil S. More, Dean - SBAS

Evaluative Report

Link

Needs revision

Link

Needs revision, for all programs

Multiple schemes given, not up to date

to date

Not available separately. Credit requirements not as per norms.

Link

<https://dsu.org.in/sites/default/files/EvaluativeReportofECE.xlsx>

<https://www.dsu.edu.in/engineering/electronics-communication>

<https://www.dsu.edu.in/engineering/electronics-communication/vision-ece>

<https://www.dsu.edu.in/engineering/electronics-communication/ece-programs-offered>

<https://www.dsu.edu.in/engineering/electronics-communication/programme-educational-objectives-ece>

<https://www.dsu.edu.in/engineering/electronics-communication/course-curriculum>

<https://www.dsu.edu.in/engineering/electronics-communication/course-curriculum>

<https://www.dsu.edu.in/engineering/electronics-communication/faculty-ece>

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:		860				2.06			B		
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks, if any
1		Curricular Aspects	150					2.97			B++
1	QIM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.	Meets the claims made partially BOS meetings is not highlighted		3	60	Review, rewrite, and impement
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20% or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	Highlighting not done	66.67%	2	40	if syllabus revised > 20% to be considered. M.Tech not revised

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3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	OK	87.72%	4	40	
4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	OK	90.64%	4	120	
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		OK	100%	4	80	
6	QIM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		3	15	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.	Brochure not available.	3	2	20	30 is the target, @6 per year. Try to meet the target at least for AY 2021-22.
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		Certificates not provided. Signature of Chair photoshopped at last page, which is not ethical.	10.12%	2	20	
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	p29-63 in the evidence provided is not relevant. Publications in inhouse conferences not considered. The number to be revised	17.16%	2	10	For AY 2021-22, try to meet the requirements.
10	1.4.1 QIM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. (Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi).	The document provided with the name "ATR" is not ATR in BOS.		2	20	Collect feedback, discuss in BOS, and host ATR on website. Collected feedback sample can be uploaded

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11	1.4.2 QJM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	But for filled forms, other documents not provided and ATR not hosted on the website.		2	20	
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2 Teaching-Learning and Evaluation										150	1.98	C	
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%					72.5%	2	10	
13	QJM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.						3	30	Review, rewrite, and implement
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90% of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	Only list is available which is not certified.			21.64	2	20	
15	QJM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process						3	18	Review, rewrite, and implement
16	QJM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process						3	18	Review, rewrite, and implement
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	OK			22.44	2	16	1:20 required
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.				82.05%	2	30	

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19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years.	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	OK	45.60%	2	30	
20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.		3.02Yr	2	20	Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & Inter institution awards. Participation / presentation certificates – during paper presentation etc.	OK	1.50%	1	10	Please consider meeting 5 awards in 5 years period
22	QJM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	COs of all courses not provided, following OBE norms		2	20	
23	QJM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].				1	10	
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				1	5	5:3:19:27. Needed 4:8:27:39
26	2.11.2 QJM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.	Feedback on TLP asked here. What is provided is on curricula design, which is already provided for 1.4.1 & 1.4.2			1	10	

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27	2.11.3 QLM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.		Quantification not done, transparency not met. NAAC topics mentioned under coordination, not criteria after quantification.		1	10	
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3 Research, Innovations & Extension											230		1.73		C
28	QIM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met		Document provided is not at all relevant (Poster of a webinar and description of a machine provided)		1	5	The theme of the metric is not addressed.				
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.		0	1	3	Not responded				
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).		7.14%	2	6					
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself			1	4	Not responded				
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres			1	5	Not responded				
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres	No document has been provided	>50L	3	30	Not responded. 2 projects are there: Pushpamala VGST 5L. Arungalaivendan 47L				
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions		0.07	2	10	Not responded. 2/28 have projects				
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered	First event does not qualify under this metric, and the same even is claimed under 5.1.3 also. Only 3/4 qualify to be considered.	3	2	20					

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36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here	4/5 claimed considered, last one not considered	4	2	20	
37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent		3	2	20	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of PhDs awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.		1	2	20	Not responded
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= ((5a+5b+2.5c)/(a+b+c)), where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only		64	2	30	Target 130
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= ((5a+5b+2.5c)/(a+b+c)), where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here	Split up not available. Publications in DSU, and sister organizations, if any?	26	2	30	Target 130.
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included	Data belonging to many other departments also have been claimed as if they belong to ECE. Additionally, links to 2 youtube videos have been added, which do not meet the requirements		1	10	Apparently, the data file from the IQAC has been downloaded during February 2022, and claimed under ECE

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42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)			10.08 claimed	2	30	Calculation incorrect, in the evaluative report which is a public department
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)			9.00 claimed	2	30	Calculation incorrect, in the evaluative report which is a public department
44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students		1L	2	30	Not responded
45	QIM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.				2	12	Centrally organized events claimed under ECE
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		0	1	10	
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals. Avoid: Event conducted for benefit of own students		1	1	12	Not responded
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.			1	12	Not responded

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49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	Not provided as per requirement. Rather MOU is provided	1	1	10	Not considered as "Renewal of MOU" has been claimed as an activity
50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered	The MOU which is already claimed under 1.1.3, is again claimed here (MOU which tied up with NTTF for conduction of B.Voc degree). The same may be removed from 1.1.3 and claimed here.	1	2	20	Same item / activity etc, should not be claimed under multiple metrics
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)		71.40%	2	20	

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4 Infrastructure & Learning Resources				40								
52	QJM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.					3	30	Comparison w.r.t statutory requirements to be made
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, WI-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of classrooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.		100%	4	20		
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered		19.86	1	10		
55	QJM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.				3	30	Review and rewrite	


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56	QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.		Requisite evidences not provided		2	10	Please note that the question is about departmental library, not central one.
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5		Student Support & Progression		100				1.67		C	
57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	Does not meet the claims made, No reports available only one photo uploaded	8.72%	1	10	
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	No evidences provided. Of 4 claimed, none considered - first 2 are conferences, last 2 have already been claimed elsewhere		1	5	
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services / State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included		20.66%	2	20	
60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.			3	45	
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.		4.03	1	15	More data to be collected
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts		2	2	20	
63	QIM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					2	10	

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64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities		1	5	Not responded
65	QIM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director			2	4	
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		1	8	Not responded
67	5.11.1 QIM	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in	No document has been uploaded No data entered(Uploaded)	2	20	
68	5.11.2 QIM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		No document has been uploaded No data entered(Uploaded)	1	5	Not responded

6 Governance, Leadership & Management			90				2.13	B		
69	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links			Evidence not provided	3	15	Review and rewrite
70	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made			Evidence not provided	3	15	
71	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.		no evidences	1	3	Plan provided is for 2025. Requirement is that it should have been deployed and already implemented
72	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University		Evidence not provided	3	6	

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73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered	No evidence provided	0.75	1	10	
74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.		0	1	8	10 is the target in 5 years
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered		12.75%	2	16	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.		0	1	8	
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered		0	1	6	
78	QJM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected		No evidence provided		3	15	
79	6.11.1 QJM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				3	90	Status report to be produced for 17 queries

See

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80	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.		None provided		3	15	
81	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)		Photos from SCMS also provided, the other centrally conducted.		1	5	
82	QIM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made	Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India	None provided		3	15	
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1. The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by institution.	All of the above are expected			1	5	Not responded
84	QIM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Weblink to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events	Apart from such events organized centrally	Centrally conducted events claimed here		2	10	

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85	QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made		Best practice number 2 can not be considered as it is already a requirement under 2.3.3. Further, same documents, claimed under 2.3.3 have been provided here also. For practice number 1, the activities are overlapping with other claims already made, needs revision.	2	60
86	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed		Evidences provided is for 2021-22 not for 2020-21! Not considered for this AAA. Overlap is there with claims made under other metrics	1	30
87	7.11.1 QIM	Departmental Website links, with pertinent details	15	Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information			None provided	2	30

Remarks, if any:

overall documentation needs thorough revision especially in the highlighted section. The criteria wise team needs to gather documents related to each criteria without repetition. overall assessment is good

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12/05/22

12/05/22

Dr. Sunil S More
Expert from other department

Sandeep M J
12/5/22
IQAC Team Member

12/05/22
Dr. Subrahmanya S. Katte
Director - IQAC

Dr. Vaibhav A Meshram

Chairperson / Dean / Principal

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Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: Mechanical Engineering, SOE, DSU

Chairperson / Dean / Principal:

Dr. Vinayak Hemadri

Date and Time:

13/05/2022: 1.45 pm - 4.45 pm

Expert from other department:

Prof. Arunkumar Khannur, CSE, SOE, DSU

Weblinks for:

Evaluative Report	https://dsu.org.in/sites/default/files/EvaluativeReportofME.xlsx
About the Department:	Link https://www.dsu.edu.in/engineering/mechanical-engineering
Vision and Mission:	Link https://www.dsu.edu.in/engineering/mechanical-engineering
List of Programs:	Link https://www.dsu.edu.in/engineering/mechanical-engineering/programs-offered-mechanical
PEOs, POs, PSOs for all Programs:	Needs revision https://www.dsu.edu.in/engineering/mechanical-engineering/programs-offered-mechanical
Curricula (LTPC) for all Programs:	Multiple schemes for UG https://www.dsu.edu.in/engineering/mechanical-engineering/programs-offered-mechanical
Syllabi (with COs) for all Programs:	Link https://www.dsu.edu.in/engineering/mechanical-engineering/programs-offered-mechanical
Faculty list:	Not up to date https://www.dsu.edu.in/engineering/mechanical-engineering/faculty-mechanical

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:		860		2.38		B					
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks, if any
1		Curricular Aspects	150		3.07		A				
1	QIM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.			3	60	Review, rewrite, and impement
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20% or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	OK	66.67%	2	40	if syllabus revised > 20% to be considered
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	Syllabus not highlighted	87.75%	4	40	

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4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	highlighting the new courses in BOS is not done	91.70%	4	120	
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		OK	100%	4	80	
6	QIM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		3	15	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.	OK	20	4	40	Try to meet the target at least for AY 2021-22. 40 in 5 years
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		No document has been provided	28.68%	2	20	
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	students name are repeated more than once.	5.33%	1	5	For AY 2021-22, try to meet the requirements
10	1.4.1 QIM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			2	20	Collect feedback, discuss in BOS, and host ATR on website Collected feedback sample can be uploaded
11	1.4.2 QIM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			2	20	

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2 Teaching-Learning and Evaluation		150	2.49							B	
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%			47.67%	1	5	
13	QIM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.				3	30	Review, rewrite, and implement
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	not certified, student list not uploaded	15.25	4	40	incorrect calculation. 412/23=17.91
15	QIM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process				3	18	Review, rewrite, and implement
16	QIM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process				3	18	Review, rewrite, and implement
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	OK	15.25	4	32	
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.		85.19%	3	45	23/27
19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	few certificates are missing	58.76	3	45	

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20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.		3.09Yr	2	20	Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from Urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0	1	10	Please consider meeting 5 awards in 5 years period
22	QIM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	OK		2	20	Review, rewrite, and impement
23	QIM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Required evidences not provided			1	10	Review, rewrite, and impement
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				2	10	3:3:17:23. Required 3:6:18
26	2.11.2 QIM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.				1	10	Not responded
27	2.11.3 QLM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.				2	20	Quantification not done, not transparent

28	QIM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met	OK		3	15	No reseacrh promotion policy	
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.		5	3	9	Not responded. 2 were awarded seed money out of 5 applications
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).		4.17%	2	6	
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself			1	4	Not responded
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres		8.15	2	10	Not responded
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres		20.46L	2	20	Not responded
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. / non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions		0.13	2	10	3/23. Not responded
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered		0	1	10	
36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here		0	1	10	

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37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent		2	2	20	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of PhDs awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.		2	2	20	Not responded
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only		18	2	30	Target 90
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here		23	2	30	Target 90
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included		None	1	10	
42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index In Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)				2	30	Please verify. 2.53 claimed
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)				2	30	Please verify. 4 claimed

8/11/2022


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44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students	1.15L	2	30	Not responded	
45	QIM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.	No evidences provided		3	18	Review, rewrite, and impement	
46	3.6.2	Number of awards received by the department, its teachers and students from Govt. / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.	0	1	10		
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals Avoid: Event conducted for benefit of own students	No evidences provided	4	2	24	Please verify if only departmental activities claimed, not central ones
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.	2.19%	2	24		
49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	0	1	10		

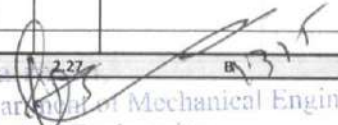

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50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered	Only MOUs provided, not other documents	3	2	20	
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)	No document has been uploaded	80%	3	30	

4		Infrastructure & Learning Resources	40	3.25								A
52	QIM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.				3	30	Review and rewrite	
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.		100%	4	20		
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered		3.88	4	40		
55	QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		no evidences		3	30	Review, rewrite, and impement	
56	QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.		no evidences		2	10		

5	Student Support & Progression	100									
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57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	For a few programs, no brochure / circular / student list provided. Geotagged photos and reports not provided	31.47%	2	20	
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted		None	1	5	
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services /State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included		52.14%	3	30	The absolute numbers are less, only 13, more data to be collected, if applicable. 86.9% if calculated for 3 years
60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.			3	45	
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.		4.54%	2	30	The absolute number is less, only 5, more data to be collected, if applicable
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts	data template and proofs not matching. One conference also included here, which may not be considered	9	3	30	
63	5.3.2	QIM Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					2	10	
64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities	Circulars / Brochures not provided. Centralised events cannot be considered. Photos of winners uploaded under reports	4	2	10	

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65	QIM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director			2	4	
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		1	8	
67	5.11.1 QIM	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in		3	30	Not responded
68	5.11.2 QIM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students			1	5	Not responded

6 Governance, Leadership & Management			90		2.20		8			
69	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links				3	15	Review, rewrite, and impement
70	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made				3	15	Review, rewrite, and impement
71	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.	No evidences provided		3	9	Review, rewrite, and impement
72	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University			3	6	Review, rewrite, and impement
73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered		0	1	10

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74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department.	Avoid: Seminars / invited talks cannot be included.		0	1	8	10 is the target in 5 years
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	multiple names should be counted as 1	5%	2	16	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.		0	1	8	
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered		0	1	6	
78	QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected				3	15	Review, rewrite, and impement. The question under this metric is not addressed. Rather, a summary (description) of all 7 criteria is written.
79	6.11.1 QIM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				3	90	Status report to be produced for 17 queries

7 Institutional Values and Best Practices 100											2.30	B
80	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.					3	15	Review, rewrite, and implement	
81	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)					3	15	Review, rewrite, and implement	

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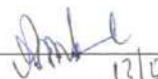
82	QIM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made		Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India	None provided		3	15	
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected			None	1	5	
84	QIM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Weblink to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally			3	15	Review, rewrite, and implement
85	QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made		None provided		2	60	"Mentoring system for students" and "Teaching-Learning process" claimed. Both are basic requirements under Criterion 2, hence may not be claimed as Best Practices
86	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed		None provided		2	60	Review, rewrite, and implement. Which is the one area of priority and thrust has not been outlined

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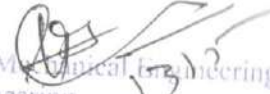
87	7.11.1 QIM	Departmental Website links, with pertinent details	15 Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information				3	45	
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Remarks, if any:


13/5/22
Prof. Arunkumar Khannur
Expert from other department


13/5/22
Dr. Gayathri K M
IQAC Team Member


13/05/2022
Dr. Subrahmanya S. Katte
Director - IQAC

Dr. Vinayak Hemadri
Chairperson / Dean / Principal

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Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College:

Computer Applications

Chairperson / Dean / Principal:

Dr. Vasanthi Kumari P

Date and Time:

17/05/2022: 1.45 pm - 4.45 pm

Expert from other department:

Dr. Vinayak Hemadri

Weblinks for:

About the Department:

Evaluative Report

<https://dsu.org.in/sites/default/files/EvaluativeReportofCA.xlsx>

Vision and Mission:

Link

<https://www.dsu.edu.in/engineering/bachelor-of-computer-application>

List of Programs:

Needs revision

<https://www.dsu.edu.in/engineering/bachelor-of-computer-application>

PEOs, POs, PSOs for all Programs:

Link

<https://www.dsu.edu.in/engineering/bachelor-of-computer-application/program-bca>

Curricula (LTPC) for all Programs:

Needs revision

<https://www.dsu.edu.in/engineering/bachelor-of-computer-application/objectives-outcomes-bca>

Syllabi (with COs) for all Programs:

To be updated

https://www.dsu.edu.in/images/Engineering/BCA-dept/BCA_scheme_2020_compressed.pdf

Faculty list:

Not available

Link

<https://www.dsu.edu.in/engineering/bachelor-of-computer-application/faculty-bca>

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QJMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:		860		1.79		C					
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks, if any
1		Curricular Aspects	150					2.70	B+		
1	QJM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.			3	60	Review, rewrite, and implement
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20% or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	BOS minutes not in acceptable form as it carries no signatures of BOS members	100%	3	60	if syllabus revised > 20% to be considered
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	BOS minutes not in acceptable form as it carries no signatures of BOS members	100%	3	30	The claim may be reviewed and revised. Alternatively 100% is to be justified

4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	BOS minutes not in acceptable form as it carries no signatures of BOS members	100%	3	90	How can this be 100% is to be justified, alternatively to be recalculated
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		BOS minutes not in acceptable form as it carries no signatures of BOS members	100%	4	80	
6	QJM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		Data asked has not been provided. Rather, the data, which is already provided elsewhere under 1.2.1 has been provided here again, and is not relevant here		3	15	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.		0	1	10	To meet the target for AY 2021-22. Target 20 in 5 years @ 4 per year
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%			0%	1	10	To meet the target for AY 2021-22.
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	Numbers in data and claim not matching. Claimed is 2, data has 6 entries	6.52%	2	10	6/92 To meet the target for AY 2021-22.
10	1.4.1 QJM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	ATR not discussed in BOS. Not hosted on the website		2	20	Collect feedback, discuss in BOS, and host ATR on website Collected feedback sample can be uploaded

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11	1.4.2 QJM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	ATR not discussed in BOS. Not hosted on the website	2	20	
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2 Teaching-Learning and Evaluation		150			2.16		B				
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%		Hard copies to be maintained	76.7%	3	15	
13	QJM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.				3	30	Review, rewrite, and implement
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90% of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	OK	38.33	1	10	115/3. Incorrect data entry, made as 30. To meet statutory requirements
15	QJM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process				3	18	Review, rewrite, and implement
16	QJM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process		Provide links to courses related only to BCA on LMS, not general link		3	18	Review, rewrite, and implement
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	Hard copy of issues raised and resolved to be kept. Mentor list is not authenticated	38.33	1	8	Mentor ratio to be maintained at 1:20
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.	Hard copies of appointment orders to be kept	50%	2	30	3/6 appointed

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19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	Certificates not provided	66.7%	3	45	
20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.		3.09Yr	2	20	Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0%	1	10	Please consider meeting 5 awards in 5 years period
22	QIM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.			2	20	Review, rewrite, and implement OBE in letter and spirit
23	QIM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].				1	10	Review, rewrite, and implement OBE in letter and spirit
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				2	10	0:1:2:3. Required 1:2:3:6
26	2.11.2 QIM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.				2	20	


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27	2.11.3 QLM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.				2	20	Quantification not done with breakup, transparency test not satisfied
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3 Research, Innovations & Extension			230			1.00			D: Not creditable		
28	Q/M 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met			Not responded	1	5	To have a list of research facilities, evidence of usage and research promotion policy
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.		Not responded	1	3	To apply for seed money every year
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).		0%	1	3	To apply periodically
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself		Not responded	1	4	
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres		Not responded	1	5	To apply periodically
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres		Not responded	1	10	To apply periodically
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions		Not responded	1	5	To apply periodically
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered		0	1	10	To meet the requirements for academic year 2021-22

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36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / Innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here	0	1	10	To explore
37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent	0	1	10	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of Ph.Ds awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.	Not responded	1	10	
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= $\{(5a+5b+2.5c)/(a+b+c)\}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only	0	1	15	Target 25 in 5 years. Publications are a must as it carries 7% weightage
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= $\{(5a+5b+2.5c)/(a+b+c)\}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here	0	1	15	Target 25 in 5 years. Publications are a must as it carries 7% weightage
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included	None	1	10	To explore

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42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)			0	1	15	
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)			0	1	15	
44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students		0	1	15	
45	QJM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.	Not responded			1	6	Develop and implement a plan
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		0	1	10	
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals Avoid: Event conducted for benefit of own students		0	1	12	To meet the requirements for academic year 2021-22
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.		0%	1	12	To meet the requirements for academic year 2021-22

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49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	0	1	10	To meet the requirements for academic year 2021-22
50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered	0	1	10	To meet the requirements for academic year 2021-22
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)	0%	1	10	


4 Infrastructure & Learning Resources							40		2.88		B++
52	QIM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.			3	30	Review and rewrite. Comparative statement to be made with respect to statutory requirements and action to be initiated to plug the gaps, if any	
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	None provided	100%	4	20	
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered	Evidences not provided	1:5	3	30	
55	QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.			3	30	Review, rewrite, and implement	

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56	QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.	Not responded		1	5	
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5		Student Support & Progression		100		2.02		B			
57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	0%	2	20	To plan and implement for the academic year 2021-22	
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	None	2	10	To plan and implement for the academic year 2021-22	
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services /State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State / Central Govts are not to be included	0%	2	20	To collect data and update, if any. To develop and implement a plan for meeting the requirements	
60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.		3	45		
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.	OK	12.2%	3	45	The absolute number is low, only 5. More data to be collected, if applicable. Develop and implement a plan to meet the requirements
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts	0	1	10	Develop and implement a plan to meet the requirements	
63	QIM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made				2	10		


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64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities		0	1	5	To conduct such departmental events and meet the requirements for the academic year 2021-22.
65	QJM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director		Not responded		2	4	
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs - 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		0	1	8	
67	5.11.1 QJM	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in	Not responded		2	20	
68	5.11.2 QJM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		Not responded		1	5	

6		Governance, Leadership & Management		90		1.13		D: Not creditable		
69	QJM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links				2	10	Review, rewrite, and implement. Just listed the vision and mission, no explanation has been provided
70	QJM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made			Not responded	2	10	
71	QJM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.		Not responded	1	3	A must have
72	QJM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University		Not responded	2	4	

(Signature)

(Signature)
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 Department of Computer Applications
 School of Engineering
 Dayanand Sagar University
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73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered		0	1	10	Please apply regularly
74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.		0	1	8	10 is the target in 5 years. Please meet the requirements for academic year 2021-22
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%.	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered		0%	1	8	Please meet the requirements for academic year 2021-22
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.		0	1	8	
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered		0	1	6	
78	QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected	Not responded			1	5	A must have
79	6.11.1 QIM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				1	30	Status report to be produced for 17 queries

80	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.		None provided		3	15	Review, rewrite, and implement
81	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)		Not responded		2	10	
82	QIM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made	Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India	Explanation not relevant, as same text from 7.1.1 repeated here		2	10	
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected	No evidences provided	All of the above claimed	2	10	
84	QIM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Weblink to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events	Apart from such events organized centrally			2	10	Review, rewrite, and implement

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85	QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made		Not responded as per the requirement	1	30	
86	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed		Not responded	1	30	
87	7.11.1 QIM	Departmental Website links, with pertinent details	15	Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information			Not responded	3	45	

Remarks, if any:
 (X) Effort has been made to document all the required documents to meet the requirements of all the criteria of ~~the~~ There are some areas of concern, where efforts are to be put to build documents

[Signature]
 17/05/22
 Dr. Vinayak Hemadri
 Expert from other department

[Signature]
 17/5/22
 Dr. Gayathri K M
 IQAC Team Member

[Signature]
 17/5/22
 Dr. Subrahmanya S. Katte
 Director - IQAC

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 Dr. Vasanthi Kumari P
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Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: College of Journalism & Mass Communication

Chairperson / Dean / Principal:

Prof. V. Krishna

Date and Time:

05/05/2022: 2.00 pm - 5.00 pm

Expert from other department:

Dr. Basavaraj Hiremath, Professor, Dept. of CSE, SoE, DSU

Weblinks for:

Evaluative Report

<https://dsu.org.in/sites/default/files/EvaluativeReportofCJMC.xlsx>

About the Department:

Link

<https://www.dsu.edu.in/about-journalism-mass-comm>

Vision and Mission:

Link

<https://www.dsu.edu.in/about-journalism-mass-comm/cjmc-cmg>

List of Programs:

Link

Not available

PEOs, POs, PSOs for all Programs:

Needs revision

<https://www.dsu.edu.in/about-journalism-mass-comm/cjmc-po-peo-psy>

Curricula (LTPC) for all Programs:

2020-21 & 2021-22 many schemes displayed

<https://www.dsu.edu.in/about-journalism-mass-comm/cjmc-schemes-syllabus>

Syllabi (with COs) for all Programs:

Link

up to date

Faculty list:

Link

<https://www.dsu.edu.in/about-journalism-mass-comm/faculty-journalism>

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:

							2.01		B	
M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks, if any
1 Curricular Aspects		150				2.67		B+		
QIM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.	Meets the claims made partially BOS meetings is not highlighted		3	60	Review, rewrite, and implement, Mission, PSO has to be rewritten
1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20% or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	Does not meet the claims made at all	100%	4	80	if syllabus revised > 20% to be considered
1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	Meets the claims made partially Syllabus not highlighted	67%	3	30	Revise syllabi and make around 85-90% courses do have the focus on employability / entrepreneurship / skill development

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1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	Meets the claims made partially incomplete data template	20%	2	60	
1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		OK	100%	4	80	
QIM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		3	15	Review, rewrite, and implement
1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.	No Data available	0%	1	10	Try to meet the target at least for AY 2021-22.
1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		No Data available	0%	1	10	
1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	no certificates	34.51%	3	15	For AY 2021-22, try to meet the requirements
1.4.1 QIM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			2	20	Collect feedback, discuss in BOS, and host ATR on website Collected feedback sample can be uploaded

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1.4.2 QIM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].		2	20	
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2 Teaching-Learning and Evaluation		150	2.65 B+							
2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%			Blank	2	10	Not responded (33/60)
QIM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.				3	30	Review, rewrite, and implement
2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	OK	18.1	3	30	
QIM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process				3	18	Review, rewrite, and implement
QIM 2.3.2	Teachers use ICT-enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process	No document has been uploaded			3	18	Review, rewrite, and implement
2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	OK	5.9	4	32	Please verify

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2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.		100%	4	60	Not responded (6/6?)
2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	OK	4%	2	30	
2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.		4.09 yr	2	20	Not responded. Please implement a faculty retention plan.
2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0%	1	10	Please consider meeting 5 awards in 5 years period
QJM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	OK		2	20	
QJM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].				2	20	
2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	
2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				2	10	Not responded. 1:2:6-9 needed

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2.11.2 QIM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.			3	30	Not responded
2.11.3 QIM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.			2	20	Not responded

3 Research, Innovations & Extension		230	1.29 D						
QIM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met	None given		1	5	not responded
3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.	0	1	3	not responded
3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).	00.0%	1	3	not responded
3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself	0	1	4	not responded
3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres	0	1	5	not responded
3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres	0	1	10	not responded
3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions.	0	1	5	not responded

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3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered	0	1	10	not responded
3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here	0	1	10	not responded
3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent	0	1	10	
3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of Ph.Ds awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D.s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.	0	1	10	not responded
3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	$\geq \frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years.	Publication of authors with HEI affiliation considered for assessment yrs only	0	1	15	
3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	$\geq \frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here	0	1	15	

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3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included	None	1	10	not responded
3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)			1	15	
3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)			1	15	
3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students	6L	3	45	not responded
QIM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.			3	18	No evidences
3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		1	10	
3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals Avoid: Event conducted for benefit of own students	2	2	24	

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3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.		3.25%	2	24	
3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust		0	1	10	not responded
3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MoU to qualify as a functional MoU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered		0	1	10	not responded
3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)		0	1	10	not responded

4 Infrastructure & Learning Resources		40					2.13	B	
QIM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.			2	20	Not responded
4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities. (Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	OK	100%	4	20

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4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered	Stock register entries not uploaded	113.80	1	10	
QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		No document has been uploaded		3	30	Not responded
QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.		No document has been uploaded		1	5	Not responded. Please note that the question is about departmental library, not central one.

5 Student Support & Progression		100	2.47							B
5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	no photos and reports	27%	2	20	
5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	No document has been uploaded		3	15	Not responded
5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services /State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included	no data for 2019-2020?	0.0%	3	30	
5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.	OK		3	45	



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5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.		25	3	45	
5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts	Meets the claims made partially multiple entries are there	13	3	30	
QIM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					2	10	
5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities			3	15	
QIM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director			NA?	2	4	Not responded
5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs - 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FC. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		Blank	1	8	Not responded
QIM 5.11.1	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in	No document has been uploaded		2	20	Not responded
QIM 5.11.2	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		None Provided		1	5	Not responded

6	Governance, Leadership & Management	90								1.47	D
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QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links					3	15	Not responded
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QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made				3	15	Not responded	
QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.	None provided		1	3	Not responded	
QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University			3	6	Not responded	
6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered		4	2	20	
6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.		0	1	8	10 is the target in 5 years
6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Date in template. Annual reports highlighting prgs undertaken by teachers.	66.67%.	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	OK	8%	2	16	
6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.		0	1	8	Not responded

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6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered		0	1	6	Not responded
QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected				1	5	Not responded
QIM 6.11.1	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				1	30	Status report to be produced for 17 queries

7	Institutional Values and Best Practices	100								1.70	C
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QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.				Blank	3	15	
QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)		None provided		Blank	3	15	Not responded
QIM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made		Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India			3	15	
7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1. The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected		None provided		1	5	Not responded

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QIM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Web link to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally	None provided		3	15	Not responded
QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual.	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made		None provided		1	30	Not responded
QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed		None provided		1	30	Not responded
7.11.1 QIM	Departmental Website links, with pertinent details	15	Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information			None provided		3	45	Not responded

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Remarks, if any:

Dr. Basavaraj Hiremath
Expert from other department

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15/5/2022

Dr. Gayathri K M
IQAC Team Member

[Handwritten signature]
KM
5/5/2022

Dr. Subrahmanya S. Katte
Director - IQAC

[Handwritten signature]
5/5/2022

Prof. V Krishna
Chairperson / Dean / Principal

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V. Krishna



Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: School of Commerce and Management Studies - UG

Chairperson / Dean / Principal: Dr. Anita Mathew, Associate Dean

Date and Time: 05/05/2022: 10.00 am - 1.00 pm

Expert from other department: Prof. (CAPT) A. Nagaraj Subbarao, SCMS - PG and CEE

Weblinks for: Evaluative Report https://dsu.org.in/sites/default/files/EvaluativeReportofSCMS_0.xlsx

About the Department: Link <https://www.dsu.edu.in/commerce-management>

Vision and Mission: Link <https://www.dsu.edu.in/commerce-management/scms-vmg>

List of Programs: Needs revision <https://www.dsu.edu.in/commerce-management/programs-commerce-management>

PEOs, POs, PSOs for all Programs: Needs revision <https://www.dsu.edu.in/commerce-management/programme-educational-objectives-commerce-management>

Curricula (LTPC) for all Programs: Needs revision <https://www.dsu.edu.in/commerce-management/scheme-syllabus-scms>

Syllabi (with COs) for all Programs: Clubbed with above

Faculty list: Link <https://www.dsu.edu.in/commerce-management/faculty-commerce-management>


https://www.dsu.edu.in/images/Commerce-Mgmt/PO_PEO_PSO_UG_SCMS.pdf

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGFA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:											
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks, if any
1 Curricular Aspects 150											
3.17 A											
1	1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.	OK		4	80	Review, rewrite, and impement
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20 % or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	Relevant portions not highlighted.	100%	4	80	
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	Relevant portions not highlighted	82.69%	4	40	Revise syllabi and make around 85-90% courses do have the focus on employability / entrepreneurship / skill development
4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	Separate file not uploaded. 100% claim to be justified	100%	3	90	Check the calculations made
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		Separate file not uploaded.	100%	4	80	



Dean
School of Commerce & Management Studies
Dayananda Sagar University



6	QJM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		3	15	Question not addressed. Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.		0	1	10	40 is the target in 5 years. Try to meet the target at least for AY 2021-22.
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%			0	1	10	
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	OK	1.34%	2	10	For AY 2021-22, try to meet the requirements
10	1.4.1 QJM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			3	30	Collect feedback, discuss in BOS, and host ATR on website
11	1.4.2 QJM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			3	30	

2 Teaching-Learning and Evaluation			150							2.21	B
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%			50%	2	10	
13	QJM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.				4	40	Review, rewrite, and implement. Detailed explanation not given
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	Not certified. Student numbers not shown, only list given.	1:42	1	10	34 teachers at 1:30 required for intake BCom: 120, 180, 180, BBA: 180, 180, 180

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15	Q/M 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process			4	24	Review, rewrite, and implement	
16	Q/M 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process			4	24	Review, rewrite, and implement	
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	Numbers are not clear	1.53	1	8	1:20 needed
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.		47.06%	1	15	16/34.
19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	A few certificates not uploaded	74.4%	3	45	
20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.		1.7 y	1	10	Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0%	1	10	Please consider meeting 5 awards in 5 years period
22	Q/M 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	OK		2	20	
23	Q/M 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].		None provided		2	20	
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	

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25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.		0:5:11:16	1	5	4:8:22:34 needed
26	2.11.2 QJM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.			3	30	Feedback collected, but not analyzed and no action taken, as per data entered
27	2.11.3 QLM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, quantified, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.			2	20	

3 Research, Innovations & Extension			230							1.71	C		
28	QJM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met			None provided		3	15	Review, rewrite, and implement. Just a line written	
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research			Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.	Blank	1	3		
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%			Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).	0	1	3		
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department			Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself	0	1	4		
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department			Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres	0	1	5		
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department			Avoid: Grants in form of Equipments / software / skill development centres	0	1	10		
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department			Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions	0	1	5		
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected			Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered	Only one brochure provided. No reports provided	2	3	30	10 in 5 years required

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36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	\geq (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here	0	1	10	
37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	\geq (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent	0	1	10	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	\geq 1 expected. The total number of PhDs awarded during last 5 years \geq maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D.s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.	0	2	20	
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	\geq $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department as per norms during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only	11	2	30	
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	\geq $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department as per norms during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here	1	1	15	
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included	None	1	10	
42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		\geq 4.03 (average citation index of DSU for years 2017-2021)		0.5	2	30	Please verify calculations
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		\geq 17.5 (average h-index of DSU for years 2017-2021)		1.0	2	30	Please verify calculations

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44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students	20,000	0	2	30	
45	QJM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.				4	24	Review, rewrite, and implement. Detailed explanation not given
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		0	1	10	
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals. Avoid: Event conducted for benefit of own students		4	3	36	
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.		16.21%	2	24	
49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust		0	1	10	
50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / Internship cannot be considered		0	1	10	

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51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)			2	20	03 out of 5
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4		Infrastructure & Learning Resources			40	2.25					B
52	QJM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.				3	30	
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities. (Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.		100%	4	20	
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered	Stock register and others not provided	19	1	10	582/30
55	QJM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		No clarity in the document		2	20	Explanation not at all relevant
56	QJM 4.1.1.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.				2	10	Please note that the question is about departmental library, not central one.

5		Student Support & Progression			100	2.47					B
57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	No reports provided	35.6%	2	20	
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted			3	15	
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services / State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included	OK	49.8%	3	30	Collect proper data

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60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.		3	45		
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.	Partial evidence provided	6%	3	45	
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts	OK	1	2	20	
63	QJM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					2	10	
64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities	OK		3	15	
65	QJM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director				2	4	
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs - 20 Lakhs, E. <5 Lakhs	8	Annual auditeo statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.			1	8	
67	5.11.1 QJM	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in			3	30	
68	5.11.2 QJM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		None provided		1	5	Explanation not at all relevant

6 Governance, Leadership & Management			90							1.93	C
69	QJM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links					3	15	Just listed vision and mission, query not answered
70	QJM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made					3	15	Query not answered
71	QJM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.		None provided		3	9	

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72	QJM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc..	2	Evidences for the claims made	As per the statutes of the University			Blank	1	2	
73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered	None provided	1.4%	2	20	
74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.	No brochures, no reports provided	0	1	8	10 is the target in 5 years
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%.	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	None provided	3.55	2	16	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.		0	1	8	
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered		0	1	6	
78	QJM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected				3	15	Response not satisfactory
79	6.11.1 QJM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				2	60	Status report to be produced for 17 queries
7 Institutional Values and Best Practices 100										1.60	C

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80	QJM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.				3	15	Response not that relevant
81	QJM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)				3	15	Response not relevant
82	QJM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made	Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India			3	15	3 lines response given, not that relevant
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected			2	10	Not responded to
84	QJM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Weblink to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events	Apart from such events organized centrally			3	15	Short response given
85	QJM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made			1	0	Not responded to

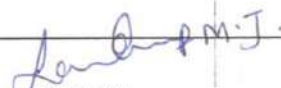
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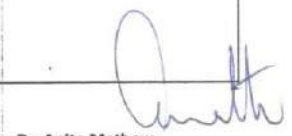
86	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed				1	30	Not responded to
87	7.11.1 QIM	Departmental Website links, with pertinent details	15	Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information					4	60	

Remarks, if any:


 Prof. (CAPT) A. Nagara Subbarao
 Expert from other department


 Sandeep M J
 IQAC Team Member


 Dr. Subrahmanya S. Katte
 Director - IQAC


 Dr. Anita Mathew
 Chairperson / Dean / Principal

Dean
 School of Commerce & Management Studies
 Dayananda Sagar University



Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: School of Commerce and Management Studies - PG and Centre for Continuing Education

Chairperson / Dean / Principal: Prof. (CAPT) A. Nagaraj Subbarao

Date and Time: 04/05/2022: 1.45 pm - 4.45 pm

Expert from other department: Dr. Anita Mathew, Associate Dean, SCMS - UG

Weblinks for: Evaluative Report <https://dsu.org.in/sites/default/files/EvaluativeReportofMBA.xlsx> <https://dsu.org.in/sites/default/files/EvaluativeReportofCEE.xlsx>

- About the Department: [Link](https://www.dsu.edu.in/commerce-management/mba)
- Vision and Mission: [Link](https://www.dsu.edu.in/commerce-management/mba/vision-mission)
- List of Programs: [Link](https://www.dsu.edu.in/commerce-management/mba)
- PEOs, POs, PSOs for all Programs: [Link](https://www.dsu.edu.in/commerce-management/mba/program-education-objectives-mba)
- Curricula (LTPC) for all Programs: [Link](#) Not up to date (2020-21 displayed)
- Syllabi (with COs) for all Programs: [Link](#) Not up to date (2020-21 displayed, that too on Drive)
- Faculty list: [Link](https://www.dsu.edu.in/commerce-management/mba/faculty-list-mba)

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:											2.39	B
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks, if any	
1 Curricular Aspects			150							3.57	A++	
1	QJM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.			4	80	Review, rewrite, and impement	
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20 % or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	EMBA16.20% has clamed as syllabus revision, MBA none. Highlighting not done	100%	4	80		
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	OK	84%	4	40	Revise syllabi and make around 85-90% courses do have the focus on employability / entrepreneurship / skill development	
4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	highlighting the new courses in BOS is not done	100%	4	120		

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5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		EMBA program structure not uploaded	100%	4	80	
6	QIM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		4	20	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.	OK	8	2	20	Try to meet the target at least for AY 2021-22.
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		No signatures found	12.17%	2	20	
9	1.3.4	Percentage of students undertaking field projects / research projects / Internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	Reports/photos/permission letters not there	39%	3	15	For AY 2021-22, try to meet the requirements.
10	1.4.1 QIM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			3	30	Collect feedback, discuss in BOS, and host ATR on website
11	1.4.2 QIM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			3	30	
2 Teaching-Learning and Evaluation		150						2.76		B++	
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%			90.64%	3	15	

13	QIM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.				3	30	Review, rewrite, and implement
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	OK	14.5	4	40	
15	QIM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process				4	24	Review, rewrite, and implement
16	QIM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process		OK		3	18	Review, rewrite, and implement
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	OK	15	4	32	
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.		94.4%	3	45	17/18
19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	OK	94%	4	60	
20	2.4.3	Average teaching experience of full time teachers in the same Institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.		4.05 yr	2	20	Please implement a faculty retention plan.

21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0%	1	10	Please consider meeting 5 awards in 5 years period
22	QJM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	OK		2	20	
23	QJM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].				2	20	
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		94.58%	2	20	
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.			3:2:12:17	2	10	1:2:6 -9 needed
26	2.11.2 QJM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.				3	30	
27	2.11.3 QLM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.				2	20	

3 Research, Innovations & Extension			230			1.53			C		
28	QJM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met		None given		3	15	Review, rewrite, and implement
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.		0	1	3	

30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g. Best Teacher Award, Certificate of Appreciation).		00.0%	1	3	
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself		0	1	4	
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres		0	1	5	
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres		0	1	10	
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years.	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions		0	1	5	
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered	OK	6	3	30	
36	3.3.3	Number of awards / recognitions received for research / Innovations by Institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here		0	1	10	
37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent		0	1	10	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of PhDs awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.	None given	1	1	10	

39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	$\geq \frac{\{(5a+5b+2.5c)\}}{\{(a+b+c)\}}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only		14	2	30	
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	$\geq \frac{\{(5a+5b+2.5c)\}}{\{(a+b+c)\}}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here		0	1	15	
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included		None	1	10	
42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		≥ 4.03 (average citation index of DSU for years 2017-2021)				1	15	Please verify
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		≥ 17.5 (average h-index of DSU for years 2017-2021)				1	15	Please verify
44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students		0	1	15	
45	QIM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.				3	18	
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.			1	10	

47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals Avoid: Event conducted for benefit of own students		2	2	24	
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.		4.76%	2	24	
49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust		1	2	20	
50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered		3	2	20	
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)		43%	3	30	

4		Infrastructure & Learning Resources		40		2.63		B+		
52	QIM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.			3	30	

53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	OK	100%	4	20	
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered	Stock register entries not uploaded	21	1	10	
55	QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		OK		3	30	
56	QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.				3	15	Please note that the question is about departmental library, not central one.

5 Student Support & Progression											100	1.92		C
57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	Brochure not uploaded	12.17%	2	20				
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	None provided		3	15				
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services /State government exams)	10	Data in template. Qualifying certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included		0.0%	1	10				
60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.			3	45				

61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.		0.0%	1	15	
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts		0	1	10	
63	QIM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					3	15	
64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities			3	15	
65	QIM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director			NA?	2	4	
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs - 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		Blank	1	8	
67	QIM 5.11.1	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in			3	30	
68	QIM 5.11.2	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		None provided		1	5	Not responded

6 Governance, Leadership & Management			90								2.62	B+
69	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links					4	20		
70	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made					3	15		
71	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.		None provided		2	6	Not responded	

72	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University			2	4	Not responded	
73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered		0.0%	1	10	
74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.		0.2	2	16	10 is the target in 5 years
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%.	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	OK	13.81%	2	16	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.		0	1	8	
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered		0	1	6	
78	QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected				3	15	
79	6.11.1 QIM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				4	120	Status report to be produced for 17 queries

85	QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made				3	0	
86	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed		None provided		3	90	Not responded
87	7.11.1 QIM	Departmental Website links, with pertinent details	15	Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information					3	45	

Remarks, if any:

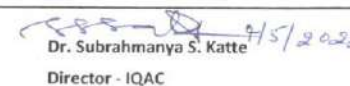


Dr. Anita Mathew

Expert from other department



Dr. Gayathri K.M.
IQAC Team Member
4/8/22



Dr. Subrahmanya S. Katte
Director - IQAC
9/5/2022



Prof. (CAPT) A. Nagaraj Subbarao
Chairperson / Dean / Principal

04.05.22



Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: School of Basic and Applied Sciences

Chairperson / Dean / Principal:

Dr. Sunil S. More, Dean

Date and Time:

30/04/2022: 10.00 am - 1.00 pm

Expert from other department:

Dr. K. Vijaya Kumar, Chairperson, Physics - SOE

Weblinks for:

Evaluative Report

[View Document](#)

About the Department:

Link

<https://www.dsu.edu.in/basic-applied-sciences>

Vision and Mission:

Link

<https://www.dsu.edu.in/basic-applied-sciences/sbas-vmg>

List of Programs:

Link

To be verified w.r.t number of Programs

PEOs, POs, PSOs for all Programs:

Link

Not proper

Curricula (LTPC) for all Programs:

Link

Not available

Syllabi (with COs) for all Programs:

Link

Not available

Faculty list:

Link

<https://www.dsu.edu.in/basic-applied-sciences/faculty-sbas>

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.


CGPA and Grade:

#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	2.60	B+	Remarks, if any	
1												3.07	A	
1.1.1												3	60	Review, rewrite, and impement
1	QIM	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.	None provided		3	60				
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20 % or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	Highlighting not done	100%	4	80				
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	OK	72.3%	3	30			Revise syllabi and make around 85-90% courses do have the focus on employability / entrepreneurship / skill development	

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[Signature]

4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	Document uploaded does not meet the requirements, not related to minutes of BOS	32.63%	2	60	Check the calculations made
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		Document uploaded does not meet the requirements. Programme structure not uploaded	100%	4	80	
6	QJM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		4	20	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year, per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is 26	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.	OK	5	2	20	Target is 6 per year. Try to meet the target at least for AY 2021-22.
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		Document uploaded does not meet the requirements. Students list, attendance and certificates not uploaded	50.31%	3	30	
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	Document uploaded does not meet the requirements. Some signature seem to be edited	10.94%	2	10	For AY 2021-22, try to meet the requirements
10	1.4.1 QJM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	OK		4	40	Collect feedback, discuss in BOS, and host ATR on website
11	1.4.2 QJM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	OK		3	30	

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2 Teaching-Learning and Evaluation		150		2.67			B+				
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%		85%	3	15		
13	QJM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.		Document uploaded meets the requirement partially. Some parts are not relevant	4	40	Review, rewrite, and implement	
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	Document uploaded meets the requirement partially. Student list not segregated properly	31.7	3	30	Slightly higher. 22 faculty members needed, please verify and recruit
15	QJM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process		None provided	3	18	Review, rewrite, and implement	
16	QJM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process		Document uploaded does not meet the requirements. YouTube link provided, which is not considered	3	18	Review, rewrite, and implement	
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	Requisite documents not uploaded	31	3	24	Slightly higher
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.	Appointment orders to be checked	77.3%	3	45	Incorrect entry. Should be 17/22=77.3%. Please verify
19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch/ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	OK	97%	4	60	


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20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.	Appointment orders to be checked	2.88 yr	2	20	Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0%	1	10	Please consider meeting 5 awards in 5 years period
22	QJM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	PEOs, POs, PSOs, not proper on website. No evidence uploaded		1	10	
23	QJM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].		No evidence uploaded		1	10	
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.			1:2:14	2	10	2:4:16 needed
26	2.11.2 QJM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.		Uploaded document not relevant		3	30	
27	2.11.3 QJM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.		Uploaded document does not meet the requirements		2	20	

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28	QJM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met		OK		4	20	Review, rewrite, and implement
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.		3	3	9	Not filled at all, however there are 3 seed money awardees, please check.
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).		23.53%	3	9	Not filled at all, however there are 6 such awards, please check
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself		7	3	12	Not filled at all, however there are 7 such persons, please check
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres		0	1	5	
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres		>50 Lakh	4	40	Not filled at all, however there are many projects, please check
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions		0.23	3	15	Not filled at all, however there are 4/17 faculty with projects, please check
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered		3	3	30	Target is 10
36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here	OK	10	4	40	

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37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent	0	1	10	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of PhDs awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.	3	2	20	Not filled at all, however there are 4 PhD awardees, please check
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only	93	4	60	
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 during last 5 years	4	2	30	11, not 4
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included	None	1	10	
42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)		25	4	60	Please verify
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)		11	4	60	Please verify

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44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students		0	1	15	Not filled
45	QIM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.		OK		3	18	
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.	OK	1	1	10	
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals. Avoid: Event conducted for benefit of own students	OK	3	2	24	
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.	Documents uploaded do not meet all the requirements	6.6%	2	24	
49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	OK	4	2	20	

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50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered	OK	4	3	30	
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)		100%	4	40	

4 Infrastructure & Learning Resources											40	2.88	B++
52	QIM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.				3	30			
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities. (Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	OK	100%	4	20			
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered	OK	Shared	2	20	Only few computers are there 50/500		
55	QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		OK		3	30			
56	QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.				3	15	The question is not understood by the department. The question is about departmental library, not central one.		
5 Student Support & Progression											100	2.70	B++

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57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	Brochure not uploaded	100%	4	40	Please verify the claim
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	All required documents not uploaded	Any 2	3	15	
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services /State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included	OK	31.67%	3	30	Collect more data
60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.			3	45	
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.	Evidences not given for all students claimed	40.96%	3	45	
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts		3	2	20	
63	QIM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					3	15	
64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities		4	3	15	

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65	QIM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director			NA?	1	2	Not filled
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs - 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		Blank	1	8	
67	5.11.1 QIM	Web Links for recorded versions of lectures for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in			3	30	Incomplete
68	5.11.2 QIM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		Documents uploaded not at all relevant		1	5	

6 Governance, Leadership & Management 90

1.91 C

69	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links					3	15	
70	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made					3	15	
71	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.				3	9	
72	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University				3	6	
73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered		9.4%	2	20	Verify the document

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74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.	OK	0.4	1	8	10 is the target in 5 years
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%.	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	OK	32.92%	3	24	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.		20Lakh	3	24	Not filled at all, however there is one, please check
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered		0	1	6	
78	QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected				3	15	
79	6.11.1 QIM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				1	30	No status report filed

7 Institutional Values and Best Practices 100

2.12 B

80	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.		Not provided			3	15	
81	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)					3	15	

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82	QIM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made		Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India		3	15	
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected		Not provided	3	15	Not responded
84	QIM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Web link to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally	Not provided	3	15	
85	QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made		Document provided is irrelevant	2	2	Some write up is given for one best practice only
86	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed			3	90	

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87	7.11.1 QIM	Departmental Website links, with pertinent details	15	Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information			3	45	
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Remarks, if any: *over all QABS is Good. Still need to strengthen. i) curricula mapping required, which need modified documents. Persect, check projects. To improve Book chapters & projects.*

[Signature]
Dr. K. Vijaya Kumar
Expert from other department
30/4/2022

[Signature]
Sandeep M J
IQAC Team Member

[Signature]
Dr. Subrahmanya S. Katte
Director - IQAC

[Signature]
30/04/22
Dr. Sunil S More
Professor & Dean
School of Basic & Applied Sciences,
Dayananda Sagar University,
K. S. Layout, Bengaluru-78.



Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: College of Nursing Sciences

Chairperson / Dean / Principal: Dr. Sharmila J

Date and Time: 10/05/2022: 2.00 pm - 5.00 pm

Expert from other School: Dr. B.V.N. Ramakumar

Weblinks for: Evaluative Report

About the College / School: Link

Vision and Mission:

Curricula (LTPC) for all Programs:

Syllabi (with COs) for all Programs:

Faculty list:

PEOs, POs, PSOs:

Link

Link

Link

Link

Link

Not available program-wise

Supervision:

Dr. Pushpa Sarkar, Dean - SAHS

<https://dsu.org.in/sites/default/files/EvaluativeReportofCNS.xlsx>

<https://www.dsu.edu.in/nursing/>

Do

As per INC

As per INC

<https://www.dsu.edu.in/nursing/faculty-nursing>

Programs:

6 MSc shown, to be corrected

Procedure: Departments were asked to enter the data, for predefined qualitative (34 QIMs) and quantitative (49 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided. Mapping and consideration has been given w.r.t. NAAC Manual for Health Science Universities

CGPA and Grade:		784						2.25		B	
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks and mapping with NAAC Manual for Health Science University
1		Curricular Aspects	135						3.33		A+
1	QIM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.	As per INC Regulations		4	80	1.1.1 Curricula developed & implemented have relevance to the local, national, regional & global healthcare needs which are visible in Programme Outcomes (POs), and Course Outcomes (COs) offered by the University, as per the norms of the Regulatory Bodies.
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20% or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	As per INC Regulations		4	80	1.1.2
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	As per INC Regulations		4	40	1.1.3 Provide a description of courses with focus on competency / employability/ entrepreneurship/ skill-development offered either by the University or in collaboration with partner Institutions / industries during last 5 years

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 Dayananda Sagar University
 Krishna Sramy Layout, Bengaluru - 560078.

4	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		As per INC Regulations		4	80	1.2.1 Percentage of Programs in which Choice-Based Credit System (CBCS) / Elective Course System has been implemented, wherever provision was made by the Regulatory Bodies (Data for the preceding academic year).
5	QIM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		As per INC Regulations		4	20	1.3.1 Institution integrates crosscutting issues relevant to Gender, Environment and Sustainability, Human Values, Health Determinants, Right to Health Issues, Emerging demographic changes and Professional Ethics in the curricula
6	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with CDs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project / Internship etc), per major program offered.	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.		0	1	10	1.3.2 Number of value-added courses offered during the last 5 years that impart transferable and life skills. Please meet the target for AY 2021-22: 4 value added courses
7	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%			0%	1	10	1.3.3 Percentage of students who successfully completed the value added courses during last 5 years
8	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.		13%	2	10	1.3.4 Students undertake field visits / research projects / Industry internship / visits/Community postings as part of curriculum enrichment. For AY 2021-22, try to meet the requirements
9	1.4.1 QIM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			3	30	1.4.1 Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders Structured feedback received from: 1 Students, 2 Teachers, 3 Employers, 4 Alumni, 5 Professionals
10	1.4.2 QIM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	Please provide feedback to NMC regularly and also when called for		3	30	1.4.2

11	1.2.3	Additional	15					4	60	Percentage of interdisciplinary courses under the Programs offered by the University during last 5 years
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2 Teaching-Learning and Evaluation			130	2.72							B+
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%				2	10	Not responded on the web interface 36/110
13	QIM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.				3	30	2.2.1 The Institution assesses the learning levels of the students after admission and organises special programmes for advanced learners and slow performers
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	OK	16.5	2	20	2.2.2
15	QIM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process				3	18	2.3.1 Student-centric methods are used for enhancing learning experiences by: Experiential learning; Integrated/Inter-disciplinary learning; Participatory learning; Problem-solving methodologies; Self-directed learning; Patient-centric and Evidence-based learning; The Humanities; Project-based learning; Role play
16	QIM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process				3	18	2.3.3 Teachers use ICT-enabled tools for effective teaching and learning process, including online e-resources
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.		16.5	4	32	2.3.4 Student:Mentor Ratio (preceding academic year)
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.	Not responded on the web interface. 34 needed?		4	60	2.4.1 Average percentage of fulltime teachers against sanctioned posts during the last five years 16/24

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 DR. ANANDA SARKAR UNIVERSITY
 Mumukshu Bhawan Layout, Bengaluru-560 078.

19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch / D.N.B Superspecialty/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	OK	13.2%	2	30	2.4.2 Average percentage of fulltime teachers with Ph.D./D.Sc./D.Lit./DM/M Ch/DNB in super specialities /other PG degrees (like MD/ MS/ MDS etc.) in Health Sciences for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils / Universities during last 5 years.
20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.	Not responded on the web interface. Please implement a faculty retention plan. The number is less than number of years for which CNS has been in existence	2.94 y	2	20	2.4.3 Average Teaching experience of fulltime teachers in number of years (preceding academic year)
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.	OK	0%	2	20	2.4.5 Average Percentage of fulltime teachers who received awards and recognitions for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations / academies during the last five years
22	QIM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi & COs for all programs, programwise, to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	As per INC Regulations. To be confirmed		3	30	2.6.1 The Institution has stated learning outcomes /graduate attributes as per the provisions of Regulatory bodies which are integrated into the assessment process and widely publicized through the website and other documents
23	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.		Not responded		3	15	
24	2.11.2 QIM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.		Not responded		3	30	
25	2.11.3 QLM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.		Not responded		2	20	

3	Research, Innovations & Extension	226									1.68
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26	QJM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met	Not responded.		2	10	3.1.1 The Institution has a well-defined Research promotion policy and the same is uploaded on the Institutional website	
27	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.	Not responded	0	1	3	3.1.2 The Institution provides seed money to its teachers for research
28	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).	Not responded	7%	1	3	3.1.3 Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during last 5 years
29	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself	Not responded	0	1	4	3.1.4 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the last five years
30	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres	Not responded	0	1	5	3.2.1 Grants for research projects /clinical trials sponsored by nongovernment sources such as industry, corporate houses, international bodies, endowments, professional associations,
31	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres	Not responded		1	10	3.2.2 Grants for research projects/clinical research project sponsored by the government funding agencies during the last five years
32	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt./non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department.	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions	Not responded		1	5	3.2.3 Ratio of research projects/clinical trials per teacher funded by government/industries and non-government agencies during last 5 years
33	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered	Not responded		1	10	3.3.2 Workshops/seminars conducted on Intellectual Property Rights (IPR) Research methodology, Good clinical Practice, Laboratory, Pharmacy and Collection practices, Research Grant writing and Industry Academia Collaborations during the last five years

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34	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	\geq (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here	Not responded	2	2	20	3.3.3 Number of awards / recognitions received for innovation / discoveries by the Institution/teachers/research scholars/students from recognized bodies during the last five years
35	3.4.1	Additional	7	Institutional code of Ethics document; Course content of research ethics and details of members of ethical committee; Copy of software procurement for plagiarism check; Details of committee on publication guidelines; Minutes of the relevant committees with reference to the code of ethics					2	14	The Institution has a stated Code of Ethics for research, the implementation of which is ensured by the following: 1. Research methodology with course on research ethics; 2. Ethics committee; 3. Plagiarism check; 4. Committee on Publication guidelines
36	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	\geq (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent		0	1	10	3.4.3 Number of Patents/ Copyrights published/awarded/technology transferred during last 5 years
37	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	$\geq \frac{((5a+5b+2.5c)/(a+b+c))}{5}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only		13	2	30	3.4.5 Average Number of research papers per teacher in the approved list of Journals in Scopus / Web of Science/ PubMed during the last five calendar years
38	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	$\geq \frac{((5a+5b+2.5c)/(a+b+c))}{5}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here		1	2	30	3.4.7 Total Number of books/ chapters in edited volumes and papers in National/International conference-proceedings published per teacher and indexed in Scopus/Web of Science/ PubMed UGC-CARE list during the last five calendar years
39	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		≥ 4.03 (average citation index of DSU for years 2017-2021)				2	30	3.4.8 Bibliometric of the publications during the last five calendar years based on average Citation Index in Scopus/ Web of Science
40	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		≥ 17.5 (average h-index of DSU for years 2017-2021)				1	15	3.4.9 Provide Scopus/ Web of Science h-index of the Institution for the last 5 calendar years

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41	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students	Not responded		1	15	3.5.2 Revenue generated from advisory / R&D consultancy projects(exclude Patients consultancy) including Clinical trials during the last five years.
42	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		0	1	10	3.6.3 Number of awards and recognitions received for extension and outreach activities from Government / other recognized bodies during last 5 years
43	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals Avoid: Event conducted for benefit of own students		5	2	24	3.6.1 Extension* and outreach activities* such as community Health Education, Community health camps, Tele-conferences, Tele-Medicine consultancy etc., are conducted in collaboration with industry, Government and non-Government Organisations engaging NSS/NCC/Red cross/YRC, Institutional clubs etc., during last 5 years
44	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.	Not responded	0%	3	36	3.6.2 Average percentage of students participating in extension and outreach activities beyond the curricular requirement as stated above
45	QIM	Additional	15						3	45	3.6.4 Institutional social responsibility activities in the neighborhood community in terms of education, environmental issues like Swachh Bharath, health and hygiene awareness, delivery of free/ subsidized health care and socio economic development issues carried out by the students and staff, including the amount of expenditure incurred during last 5 years

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 Kumara Bhatta Layout, Bengaluru-560 078.

46	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	Not responded		1	10	3.7.1 Average Number of Collaborative activities for research, faculty exchange, student exchange/ Industry-internship etc., per year
47	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MoU to qualify as a functional MoU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered	Not responded	1	2	20	3.7.2 Presence of functional MoUs with Institutions/ industries in India and abroad for academic, clinical training / internship, on-the-job training, project work, student / faculty exchange, collaborative research programmes etc., during last 5 years
48	3.11.1	Percentage of faculty members pursuing PhD / DM, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)	Not responded		2	20	03 out of 10

4		Infrastructure & Learning Resources		55		3.00		B++			
49	QIM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.		Not responded		3	30	4.1.1 The Institution has adequate physical facilities for teaching - learning, skills acquisition etc.
50	QIM 4.1.2	The institution has adequate facilities to support physical and recreational requirements of students and staff-sports, games (indoor, outdoor), gymnasium, auditorium, yoga centre etc. and for cultural activities	5						3	15	4.1.2
51	QIM 4.1.3	Availability and adequacy of general campus facilities and overall ambience	5						3	15	4.1.3
52	QIM 4.2.1	Teaching Hospital/s, Equipments, Laboratory and clinical teaching-learning facilities including equipment as per the norms of the respective Regulatory Bodies.	15						3	45	4.2.1
53	QIM 4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	OK	80%	3	15	4.4.1 Percentage of classrooms, seminar halls and demonstration rooms linked with internet /Wi-Fi enabled ICT facilities (data for the preceding academic year)

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54	QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		Not responded		3	30	4.5.2 There are established systems and processes for maintaining physical and academic support facilities: (laboratory, library, sports facilities, computers, classrooms, etc.)
55	QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.		Not responded		3	15	Not responded. Please note that the question is about departmental library, not central one.

5 Student Support & Progression 40											
1.63 C											
56	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.		0%	2	20	5.1.3 Average percentage of students benefited by guidance for competitive examinations and career advancement offered by the Institution during last 5 years
57	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	Not responded		2	10	5.1.2 Institution implements a variety of capability enhancement and other skill development schemes: 1. Softskills development; 2. Language and communication skill development; 3. Yoga and wellness; 4. Analytical skill development; 5. Human value development; 6. Personality and professional development; 7. Employability skill development
58	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts		0	1	10	5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at state/regional/national/international events (award for a team event should be counted as one) during last 5 years
59	QIM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					2	10	5.3.2 Presence of Student Council and its activities for institutional development and student welfare.
60	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities			2	10	5.3.3 Average Number of sports and cultural activities / events/ competitions organised in the Institution per year
61	5.11.2 QIM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		Not responded		1	5	
6 Governance, Leadership & Management 90											
1.79 C											

62	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links			Not responded		3	15	6.1.1
63	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made			Not responded		3	15	6.1.2
64	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.		Not responded		1	3	6.2.1
65	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University		Not responded		3	6	6.2.2 Effectiveness and efficiency of functioning of the Institutional bodies as evidenced by policies, administrative setup, appointment and service rules, procedures etc.
66	6.2.3	The Institution has implemented e-governance in all areas of operation	5						4	20	6.2.3
67	6.3.1	The Institution has effective welfare measures for teaching and nonteaching staff and other beneficiaries.	5						3	15	6.3.1
68	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered		0%	1	10	6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years
69	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.	OK	0.4	2	16	6.3.3 Average number of professional development / administrative training programmes organized by the University for teaching and nonteaching/technical staff during the last five years
70	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%.	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	OK	7.7%	2	16	6.3.4 Average percentage of teachers undergoing Faculty Development Programmes (FDP) including online programmes (Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) during the last five years
71	6.3.5	Institution has Performance Appraisal System for teaching and nonteaching staff	3						3	9	6.3.5

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72	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of Infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered	Not responded	0	1	6	6.4.2 Funds / Grants received from government / non-government bodies / philanthropists during the last five years (excluding scholarships and research grants covered under Criterion III)
73	6.11.1 QIM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked			1	30		Status report to be produced for 17 queries
7 Institutional Values and Best Practices 108											
1.80											
C											
74	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.			Not provided	3	15	7.1.1	
75	QIM 7.1.3	Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste: Solid waste management; Liquid waste management; Biomedical waste management; E-waste management; Waste recycling system; Hazardous chemicals and radioactive waste management	4					3	12	7.1.3	
76	7.1.7	The Institution has disabled-friendly, barrier free environment: Built environment with ramps/lifts for easy access to classrooms, Disabled-friendly washrooms; Signage including tactile path, lights, display boards and signposts; Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment; Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	4					3	12	7.1.7	
77	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)			Not responded	3	15	7.1.8	
78	QIM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made	Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India		Not provided	3	15	7.1.9	


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79	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected		Not responded		1	5
80	QIM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Web link to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally	Not signed		3	15
81	QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made		Not responded		1	30
82	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed		Not responded		1	30

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83	7.11.1 QIM Departmental Website links, with pertinent details	15 Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information.				3	45	
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Remarks, if any:

Rama Kant
10/5/2022
Dr. B.V.N. Ramakumar
Expert from other School

gy KM
10/5/22
Dr. Gayathri K M
IQAC Team Member

Subrahmanya S. Katte
10/05/22
Dr. Subrahmanya S. Katte
Director - IQAC

Pushpa Sarkar
Dr. Pushpa Sarkar
Dean - SAHS

Sharmila J
Dr. Sharmila J
Principal
College of Arts, Science & Commerce
DAYA SAGAR UNIVERSITY
Kannara Swathy - Bengaluru-560 075



Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: College of Pharmaceutical Sciences

Chairperson / Dean / Principal: Dr. V. Murugan, Principal, CoPS

Date and Time: 10/05/2022: 10.00 am - 2.00 pm

Expert from other department: Dr. M. Vijayakumar, Principal, College of Physiotherapy

Weblinks for: Evaluative Report: <https://dsu.org.in/sites/default/files/EvaluativeReportofCOPS.xlsx>

About the Department: Link: <https://www.dsu.edu.in/pharmacy>

Vision and Mission: Two sets, not identical <https://www.dsu.edu.in/pharmacy/pharmacy-vision>

List of Programs: Correct Pharm D as PG not UG <https://www.dsu.edu.in/pharmacy/programs-pharmacy>

PEOs, POs, PSOs for all Programs: Revision required <https://www.dsu.edu.in/pharmacy/peo-pharmacy>

Curricula (LTPC) for all Programs: Not available

Syllabi (with COs) for all Programs: Clubbed with PEO ... Needs updation

Faculty list: Link: <https://www.dsu.edu.in/pharmacy/faculty-pharmacy>

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:										2.55	B+	
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	Remarks	
1 Curricular Aspects										150	3.20	A
1	1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.			3	60	Review, rewrite, and implement	
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20% or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.		66.66%	4	80		
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	OK	73%	2	20	Review and revise	

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4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.		100%	4	120	
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		OK	100%	4	80	
6	QIM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		3	15	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs:	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value-added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.		5	2	20	Try to meet the target at least for AY 2021-22. 14 per year
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		Certificates not provided	6%	2	20	Try to meet the target at least for AY 2021-22.
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.	OK	27%	3	15	For AY 2021-22, try to meet the requirements
10	1.4.1 QIM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			3	30	Collect feedback, discuss in BOS, and host ATR on website Collected feedback sample can be uploaded
11	1.4.2 QIM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	ATR not from BOS		2	20	

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2 Teaching-Learning and Evaluation		150	3.09				A				
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%			85%	3	15	
13	QIM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.				3	30	Review, rewrite, and implement
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	Students list not provided	15.3	4	40	
15	QIM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process				3	18	Review, rewrite, and implement
16	QIM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process		Link to LMS not provided		3	18	Review, rewrite, and implement
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	Not provided	18.3	4	32	
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.			4	60	
19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	OK	35%	3	45	

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20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.		6.7 yr	4	40	Not responded. Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.	OK	6.5%	2	20	Please consider meeting 5 awards in 5 years period
22	QIM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	Not provided		2	20	OBE to be implemented
23	QIM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].				2	20	OBE to be implemented
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				3	15	7:0:29:36. Required 5:10:29:44
26	QIM 2.11.2	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.				3	30	
27	QIM 2.11.3	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.				2	20	

3	Research, Innovations & Extension	230	1.87	C
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28	QIM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met	Only list provided		3	15	
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.	None provided	1	2	6
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).	00.0%	1	3	
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself	0	1	4	
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres.	0	1	5	
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres	0	1	10	
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions	0	1	5	
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered	OK	2	2	20
36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e-Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here.	OK	8	3	30


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37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent	0	1	10	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of Ph.Ds awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.	None provided	5	2	20
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only	89	3	45	
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= $\frac{(5a+5b+2.5c)}{(a+b+c)}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here	1	1	15	
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included	None	1	10	
42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)			2	30	
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)			2	30	

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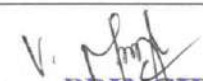
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44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students		0	1	15	
45	QIM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.				3	18	
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		0	1	10	
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals Avoid: Event conducted for benefit of own students		12	3	36	
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.		13%	2	24	
49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	OK	11	2	20	

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50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years.	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust, Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered	None provided	2	2	20	
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)		89%	3	30	

4 Infrastructure & Learning Resources											40	2.63		B+
52	QIM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.				3	30	Not responded			
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	OK	100%	4	20				
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered	OK	26.2	2	20				
55	QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		OK		3	30				
56	QIM 4.11.1	Departmental library, facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.				1	5	Please note that the question is about departmental library, not central one.			
5 Student Support & Progression											100	2.47		B


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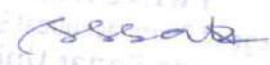
57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.	Not signed	0.9%	2	20
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	None provided		3	15
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services /State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included	OK	49.8%	2	20
60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.			3	45
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.	OK	24%	3	45
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts	OK	11	3	30
63	Q/M 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					2	10
64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities	OK		3	15



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65	QIM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director			2	4
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FD. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized.	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.		1	8
67	5.11.1 QIM	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in		3	30
68	5.11.2 QIM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students			1	5

6 Governance, Leadership & Management		90							2.58	B+
69	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links				3	15	
70	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made.				3	15	
71	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page of the institutional website	Each department ought to have a strategic plan, and implement the same.	OK		2	6	
72	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University			3	6	
73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years.	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered	OK	4.8%	2	20


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74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department.	Avoid: Seminars / invited talks cannot be included.	0.8	3	24	
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	94%	4	32	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.	0	1	8	
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered	0	1	6	
78	QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected			2	10	
79	6.11.1 QIM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked			3	90	Status report to be produced for 17 queries

7 Institutional Values and Best Practices 100										2.35	B
80	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.		Drive link given		3	15		
81	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)				3	15		

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82	QJM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made		Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India	Drive link given		3	15	
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected		OK		2	10	
84	QJM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Weblink to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally	Drive link given		3	15	
85	QJM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made		None provided		2	60	
86	QJM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed		None provided		2	60	

Seetha

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87	7.11.1 QIM	Departmental Website links, with pertinent details	15	Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSDs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information			3	45	
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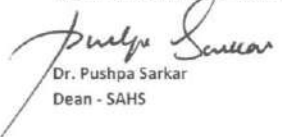
Remarks, if any:


Dr. M. Vijayakumar
Expert from other department


Dr. Gayathri K M
IQAC Team Member


Dr. Subrahmanya S. Katte
Director - IQAC


Dr. V. Murugan
Chairperson / Dean / Principal


Dr. Pushpa Sarkar
Dean - SAHS

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Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: College of Physiotherapy

Chairperson / Dean / Principal: Dr. M. Vijayakumar

Date and Time: 06/05/2022: 10.00 am - 2.00 pm

Expert from other department: Dr. V. Murugan, Principal, CoPS

Weblinks for: Evaluative Report

About the Department: Link <https://dsu.org.in/sites/default/files/EvaluativeReportCollegeofPhysiotherapy.xlsx>

Vision and Mission: Link <https://www.dsu.edu.in/physiotherapy>

List of Programs: Link <https://www.dsu.edu.in/physiotherapy/physio-vmg>

PEOs, POs, PSOs for all Programs: Revision required <https://www.dsu.edu.in/physiotherapy/programme-educational-objectives-physiotherapy>

Curricula (LTPC) for all Programs: Jumbled <https://www.dsu.edu.in/physiotherapy/programme-educational-objectives-physiotherapy>

Syllabi (with COs) for all Programs: Jumbled <https://www.dsu.edu.in/physiotherapy/syllabus-scheme>

Faculty list: Link <https://www.dsu.edu.in/physiotherapy/syllabus-scheme>

Link <https://www.dsu.edu.in/physiotherapy/faculty-physiotherapy>

<https://www.dsu.edu.in/images/Physiotherapy/COPT-f>

Procedure: Departments were asked to enter the data, for predefined qualitative (33 QIMs) and quantitative (54 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided.

CGPA and Grade:														
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	2.22	B		
											2.77	B++		
1 Curricular Aspects			150											
1	QIM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSOs, COs of Programs	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.	Meets the claims made partially BOS meetings is not highlighted		3	60		Review, rewrite, and impement, Mission, PSO has to be rewritten		
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20 % or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.		50%	2	40				
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development	OK	92.43%	4	40				

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4	1.2.1	Percentage of new courses introduced out of total number of courses across all programs offered during last 5 years	30	List of new courses introduced program-wise during last 5 years in the template. Minutes of relevant AC / BOS meetings highlighting new courses introduced.		Consider year of introduction of each course. If a program is introduced during last 5 years, then for that program, this metric becomes 100%.	OK	100%	4	120	Verify the calculations
5	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		Partially ok	50%	2	40	
6	QJM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		OK		4	20	Review, rewrite, and implement
7	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project), per major program offered. For eg., for department of Mech Engg, considering only B.Tech. as major program, the expected number for AAA of 2020-21 is	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.	No Data available	0%	1	10	Try to meet the target at least for AY 2021-22.
8	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%		Not relevant	0%	1	10	
9	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.		20.15%	3	15	For AY 2021-22, try to meet the requirements
10	1.4.1 QJM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	Analysis report not proper		3	30	Collect feedback, discuss in BOS, and host ATR on website Collected feedback sample can be uploaded
11	1.4.2 QJM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].			3	30	

2 Teaching-Learning and Evaluation		150		2.35		B					
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%		Blank	4	20	Not responded 100%	
13	QJM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.			3	30	Review, rewrite, and implement	
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	Students list not provided	19.6	2	20	
15	QJM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process			4	24	Review, rewrite, and implement	
16	QJM 2.3.2	Teachers use ICT- enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process		Link to LMS not provided	3	18	Review, rewrite, and implement	
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	OK	36	2	16	Please verify
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.		2	30	Not responded 13/16	
19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	OK	15%	2	30	

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20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.	students list not provided	4.86 yr	3	30	Not responded. Please implement a faculty retention plan.
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0%	1	10	Please consider meeting 5 awards in 5 years period
22	QIM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	OK		2	20	OBE to be implemented
23	QIM 2.6.2	Attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are evaluated by the institution	10	Note: OBE for Engg 2014, UGC initiated LOCF during 2018. Evidences for the claims made.	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].				2	20	OBE to be implemented
24	2.6.3	Pass percentage of students (Data to be provided only for the latest completed academic year, only for final year students)	10	Annual report highlighting pass %. Data in template	>95% without compromising on the quality	Avoid: Results pertaining to students other than final year are not to be submitted.		100%	4	40	
25	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				1	5	Not responded. 1:2:6 -9 needed
26	2.11.2 QIM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.				3	30	Not responded
27	2.11.3 QLM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.				1	10	Not responded

3	Research, Innovations & Extension	230								1.80	C
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28	QJM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met	None provided		2	10	not responded
29	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.	0	1	3	not responded
30	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).	00.0%	1	3	not responded
31	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself	0	1	4	not responded
32	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres	0	1	5	not responded
33	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres	0	1	10	not responded
34	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. /non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions	0	1	5	not responded
35	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered	0	1	10	not responded
36	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here	0	2	20	not responded 4 awards


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37	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent	0	1	10	
38	3.4.4	Number of Ph.Ds awarded per teacher during the last five years	10	PhD Award letters to PhD students. Data in the template.	>=1 expected. The total number of PhDs awarded during last 5 years >= maximum of (number of number of doctorates in the department, and number of Professors and Associate Professors required in the department as per norms for the approved intake)	Co-guides are also considered. Ph.D s awarded by other university / institutions are also considered Instruction: Ph.D's awarded (not ongoing) under every eligible research guide working as faculty in institution should be considered, during last 5 years.	0	1	10	not responded
39	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= $\{(5a+5b+2.5c)/(a+b+c)\}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only	8	2	30	
40	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= $\{(5a+5b+2.5c)/(a+b+c)\}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here	3	2	30	
41	3.4.7	E-content is developed by teachers (Options: Any 5, 4, 3, 2, None of the above): 1. For e-PG-Pathshala, 2. For CEC (Undergraduate), 3. For SWAYAM, 4. For other MOOCs platforms, 5. For NPTEL/NMEICT/any other Government Initiatives, 6. For Institutional LMS	10	Links to upload document of e-content developed showing authorship. Supporting documents from sponsoring agency for econtent developed by teachers. For institution LMS a summary of e-content developed and links to e-content should be provided. Data in template.	Department is expected to develop e-content at least under 5 of the 6 categories mentioned	Only content developed by teachers of institution will be considered Avoid: Informal e-content will not be accepted. Open Source e-content should not be included	None	1	10	not responded
42	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)			1	15	
43	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)			1	15	


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44	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students			1	15	not responded
45	QJM 3.6.1	Extension activities in the neighborhood community in terms of impact & sensitizing students to social issues & holistic development during last 5 years	6	Evidences for the claims made.	Ensure the objectives are met.				4	24	
46	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		3	2	20	
47	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve reflect & learn. Curricula extension interface has educational values, especially in rurals Avoid: Event conducted for benefit of own students		15	4	48	
48	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.		46.42%	4	48	
49	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust		0	3	30	not responded 5 collaboration




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50	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered		0	2	20	not responded 3 MoUs
51	3.11.1	Percentage of faculty members pursuing PhD, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)		0	2	20	not responded 2/11

4		Infrastructure & Learning Resources	40	2.75								B+
52	QIM 4.1.1	The department has adequate facilities for teaching - learning. viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.				3	30	Not responded	
53	4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	OK	100%	4	20		
54	4.3.3	Student - Computer ratio (Data to be provided only for the latest completed academic year)	10	Number of Computers available for students and number of students in the department. Bills for purchase of computers. Highlight purchase of computers in stock registers.	4:1	Avoid: Computers for office & faculty not considered	OK	84.33	1	10		
55	QIM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		No document has been uploaded		3	30	Not responded	
56	QIM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.		No document has been uploaded		4	20	Not responded. Please note that the question is about departmental library, not central one.	
5		Student Support & Progression	100	1.97								C


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57	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.	"Students benefited" refers to students enrolled / attending said programs.		0%	1	10	
58	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.	Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted	No document has been uploaded		2	10	Not responded
59	5.2.1	Average percentage of students qualifying in state/ national/ international level exams during the last five years (eg: NET / SLET / GATE / GMAT / CAT / GRE / JAM / IELTS / TOEFL / CLAT / Civil Services / State government exams)	10	Data in template. Qualifying Certificates of students taking exams year-wise - mandatory.	100%. Students to be empowered by the departments, with or without collaboration from Training and Placements Wing.	Exams conducted for job recruitments other than exams conducted by State/Central Govts are not to be included	Partially provided	0.0%	2	20	5 out of 5
60	5.2.2	Average percentage of placement of outgoing students during the last five years	15	Data in template. Copies of appointment orders of students.	>90%	Placements through HEI placement drive & through pool campus interviews / recruitment drives at other colleges can also be considered. Avoid: If same student has multiple offers it has to be counted only once.			3	45	
61	5.2.3	Percentage of recently-graduated students who have progressed to higher education (previous graduating batch)	15	Data in the template for students who have joined for higher education for the latest graduating batch. Evidences such as admission letters or identity cards for progressing to higher education.	Encourage students to go for higher studies to achieve 20%.	Avoid: Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.	OK	0	2	30	50 to 60% no evidences
62	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department	Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts	OK	0	2	20	6
63	QIM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					2	10	
64	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students.	Apart from centrally organized events, one such event is expected by each department per semester.	All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities	OK		3	15	


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65	QJM 5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to development of HEI through financial and other support services during last 5 years	2	Evidences for the claims made	To work towards the goals in collaboration with Alumni Director			2	4	Not responded
66	5.4.2	Alumni contribution during the last five years: A. ≥ 100 Lakhs, B. 50Lakhs - 100 Lakhs, C. 20 Lakhs - 50 Lakhs, D. 5 Lakhs - 20 Lakhs, E. <5 Lakhs	8	Annual audited statements highlighting Alumni contribution certified by CA/FO. List of alumnus / alumni with amount contributed year-wise.	>Rs. 10 Lakh to be mobilized	Avoid: Mere list indicating contribution not considered. Amount contributed towards Alumni Association not considered. Alumni contribution may be considered if it is entered into stock ledger of college and/or in audited statement.	None Provided	1	8	Not responded
67	5.11.1 QJM	Web Links for recorded versions of lectures of classes for all courses (links for recordings, not the links for accessing the online classes)	10		The weblinks for the recorded lectures are to be provided to the students for ready reference, whenever the classes are conducted online.	Taken from dsu.org.in	No document has been uploaded	2	20	Not responded
68	5.11.2 QJM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		None Provided	1	5	Not responded

6 Governance, Leadership & Management			90							1.97	C
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69	QJM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links				3	15	
70	QJM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made				3	15	Not responded
71	QJM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.		None provided	3	9	Not responded
72	QJM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University			1	2	Not responded
73	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year-wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of Institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered	Not given properly	1.6	2	20

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74	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.	Only brochure provided	0	2	16	10 is the target in 5 years
75	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%.	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	OK	8.7%	2	16	
76	6.4.2	Funds / Grants received from govt bodies during last 5 years for development and maintenance of infrastructure (not covered under Criteria III and V)	8	Data in template. Annual audited statements highlighting grants received. Copy of sanction letters from govt bodies for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department.	Avoid: Duplication. Contribution like equipment / software etc not counted. Grants received under Criterion III & V not to be repeated here. Grants received from govt other than Development & maintenance of infrastructure not considered.		0	1	8	Not responded
77	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	6	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department.	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered		0	1	6	Not responded
78	QIM 6.5.3	Incremental improvements made for last 5 years with regard to quality. Describe quality enhancement initiatives in academic & administrative domains successfully implemented during last 5 years	5	Evidences for the claims made	Each year, an incremental improvement is expected				2	10	Not responded
79	6.11.1 QIM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				2	60	Status report to be produced for 17 queries

7 Institutional Values and Best Practices										100	2.40	B
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80	QIM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.					3	15	
81	QIM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)					3	15	

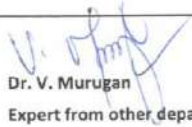
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82	QJM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made		Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India		3	15	
83	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1.The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected			3	15	Not responded
84	QJM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & int'l commemorative days, events & festivals during last 5 years	5	Weblink to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally		3	15	
85	QJM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made			2	60	Not responded
86	QJM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed			2	60	Not responded


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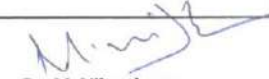
87	7.11.1 QJM Departmental Website links, with pertinent details	15 Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information				3	45	Not responded
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Remarks, if any:


Dr. V. Murugan
Expert from other department


Dr. Gayathri K M
IQAC Team Member


Dr. Subrahmanya S. Katte
Director - IQAC


Dr. M. Vijayakumar
Chairperson / Dean / Principal
PRINCIPAL
College of Physiotherapy
Dayananda Sagar University
Bangalore 560 078.



Academic and Administrative Audit (AAA) Report

Academic Year: 2020-2021

Department / School / College: Dr. Chandramma Dayananda Sagar Institute of Medical Education and Research (CDSIMER)

Chairperson / Dean / Principal: Dr. Ashok Vice Principal: Dr. Prashanth Kumar

Date and Time: 09/05/2022: 10.00 am - 1.00 pm

Expert from other School: Dr. Pushpa Sarkar, Dean - SAHS

Weblinks for: Evaluative Report: <https://dsu.org.in/sites/default/files/EvaluativeReportofCDSIMER.xlsx>

About the College / School: Link: <https://cdsimer.edu.in/university/about>

Vision and Mission: To be revised for CDSIMER https://cdsimer.edu.in/images/MBBS/Vision_and_Mission.pdf

Curricula (LTPC) for all Programs: As per NMC

Syllabi (with COs) for all Programs: As per NMC

Faculty list: Link: Department-wise available, not the complete searchable list

Procedure: Departments were asked to enter the data, for predefined qualitative (34 QIMs) and quantitative (49 QnMs) metrics, on the web interface, along with necessary supporting documents. The grading for all quantitative metrics are carried out by IQAC vis-a-vis standards expected, while the grading for qualitative metrics are carried out by IQAC and an expert from other departments. The criterion-wise GPA, CGPA, and the letter Grades are announced, following the norms of NAAC, subject to the verification of supporting documents provided. Mapping and consideration has been given w.r.t. NAAC Manual for Health Science Universities

CGPA and Grade:		784			2.77	B++					
#	M	Description	M	Supporting documents required	Expected	Notes	Supporting Documents Status	Value (QnM)	P	GPA	s
1		Curricular Aspects	135					3.44		A+	
1	QIM 1.1.1	Curricula developed & implemented have relevance to local, national, regional & global developmental needs, which is reflected in POs, PSDs, COs of Programs.	20	Evidences for the claims made.	Curricula to be revised to ensure this	Should have been approved by BOS & AC.	As per NMC Regulations		4	80	1.1.1 Curricula developed & implemented have relevance to the local, national, regional & global healthcare needs which are visible in Programme Outcomes (POs), and Course Outcomes (COs) offered by the University, as per the norms of the Regulatory Bodies.
2	1.1.2	Percentage of Programmes where syllabus revision was carried out during the last 5 years	20	List of programs where syllabi revised during last 5 years in template. Minutes of AC/BOS meetings highlighting specific agenda item, year-wise.	Every program is expected to be revised every academic year, subject to concerned SRA, if any, making it 100%	If the number of courses in which content is revised in a given program to the extent of 20 % or more, it is considered as "change in syllabus". If syllabus is changed more than once in a program during 5 year period, it is counted as only one change. Avoid: Renaming/minor changes in course content.	As per NMC Regulations		4	80	1.1.2
3	1.1.3	Average percentage of courses having focus on employability / entrepreneurship / skill development.	10	Data in template. Minutes of the BOS/AC meetings with approvals for these courses. Syllabi of courses highlighting focus on employability / entrepreneurship / skill development with their COs. MOUs with relevant organizations for these courses, if any.	Over 85%, however, may not be 100%	Avoid in the list the Courses not directly leading to employability / entrepreneurship / skill development.	As per NMC Regulations		4	40	1.1.3 Provide a description of courses with focus on competency / employability/ entrepreneurship/ skill-development offered either by the University or in collaboration with partner Institutions / industries during last 5 years

Dr. Prashanth Kumar, 1993, MD, FAIME

Dr. Chandramma Dayananda Sagar Institute of Medical Education and Research, DS Devarakaggal, Mysore Road, Ramanaara Dist. - 575002, Karnataka

4	1.2.2	Percentage of Programs in which CBCS / elective course system has been implemented (Data for latest completed academic year)	20	Minutes of relevant AC/BOS meetings. Program structures clearly indicating course, credit / Elective approved by BOS/AC. List of such programs in the template.	100% subject to concerned SRA, if any		As per NMC Regulations	100%	4	80	1.2.1 Percentage of Programs in which Choice-Based Credit System (CBCS) / Elective Course System has been implemented, wherever provision was made by the Regulatory Bodies (Data for the preceding academic year).
5	QIM 1.3.1	Department integrates cross-cutting issues relevant to professional ethics, gender, human values, environment & sustainability into curriculum	5	List and description of such courses	Curricula to be revised to ensure this		As per NMC Regulations		4	20	1.3.1 Institution integrates crosscutting issues relevant to Gender, Environment and Sustainability, Human Values, Health Determinants, Right to Health Issues, Emerging demographic changes and Professional Ethics in the curricula
6	1.3.2	Number of value-added courses for imparting transferable and life skills offered during last 5 years	10	List of value added courses in the template. Brochure & Course content or syllabi with COs	One value added course is expected, per semester, per year of study excluding final year/semester (in case of project / internship etc), per major program offered.	Value added courses are optional courses of at least 30 contact hours, offered outside curricula, adding value to holistic development. Avoid: Online courses opted by students which are not offered by the department.		0	1	10	1.3.2 Number of value-added courses offered during the last 5 years that impart transferable and life skills. Please meet the target for AY 2021-22: 4 value added courses
7	1.3.3	Average Percentage of students enrolled in courses under 1.3.2 as above	10	List of enrolled students in such courses year-wise in the template. Certificates of students enrolled in such courses, & attendance sheets	Over 50%			0%	1	10	1.3.3 Percentage of students who successfully completed the valueadded courses during last 5 years
8	1.3.4	Percentage of students undertaking field projects / research projects / internships (Data to be given for latest completed academic year)	5	List of such students in the template. Completion certificate from organization where internship / research project was completed with duration. Report of field visit / sample photos of field visit / permission letter from competent authority.	Over 50%	One student involved in multiple activities should be counted as one. In case of field visit, mentioning objectives & outcomes of field visit along with the field visit report is necessary. Avoid: Mere students list without supporting documents.		0%	1	5	1.3.4 Students undertake field visits / research projects / Industry Internship / visits/Community postings as part of curriculum enrichment. For AY 2021-22, try to meet the requirements
9	1.4.1 QIM	Structured feedback for design & review of syllabi - semesterwise / yr-wise is received from: 1) Students, 2) Teachers, 3) Employers and 4) Alumni. Opt anyone: A. All 4 of above; B. Any 3 of above; C. Any 2 of above Opt anyone; D. Any 1 of above; E. None of the above	10	Filled sample feedback forms from stakeholders. In case of selecting A, B, C or D provide 3 filled forms from each category. Provide URL for report of analysis of feedback received from different stakeholders, year-wise, signed by competent authority, hosted on institutional website.	Ensure that feedback is taken from all 4 types of stakeholders mentioned, analyse the same, and take action after putting up in the BOS and AC, and host the sample feedback as well as ATR on the institutional website	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	Uploaded for teaching-learning process, not for curricula and syllabi		4	40	1.4.1 Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders Structured feedback received from: 1 Students, 2 Teachers, 3 Employers, 4 Alumni, 5 Professionals
10	1.4.2 QIM	Feedback processes on design & review of syllabi may be classified as follows (Opt anyone): A. Feedback collected, analysed, action taken & feedback hosted on institutional website, B. Feedback collected, analysed & action has been taken, C. Feedback collected & analysed, D. Feedback collected, E. Feedback not collected	10	Provide the URL on the institutional website for the ATR on feedback, as stated in the minutes of BOS and AC, and signed by competent authority.	Please refer to 1.4.1	Avoid: Feedback not related to syllabi design & review. [Ref: email from IQAC on March 17, 2021, on Stakeholders' feedback on curricula and syllabi].	Please provide feedback to NMC regularly and also when called for		4	40	1.4.2

[Handwritten signature]

Dr. Chandrashekhara Sagar
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Bengaluru

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Ramanagara District, Karnataka

11	1.2.3	Additional	15					4	60	Percentage of Interdisciplinary courses under the Programs offered by the University during last 5 years		
2 Teaching-Learning and Evaluation			130							3.62	A++	
12	2.1.1	Percentage seats filled against the approved intake for all programs offered by the department excluding PhD	5	Document relating to sanction of intake as approved by competent authority for each program offered. Program-wise number of students admitted, with endorsement.	100%				98% (147/150)	4	20	Not responded on the web interface
13	QIM 2.2.1	The department assesses the learning levels of students and organises special programs for advanced and slow learners	10	Evidences for the claims made.	Assess the learning levels of slow as well as advanced learners regularly, at least one a month during every semester and organize special programs for each category mentioned.					4	40	2.2.1 The Institution assesses the learning levels of the students after admission and organises special programmes for advanced learners and slow performers
14	2.2.2	Student - Full time teacher ratio (Data for latest completed academic year)	10	Certified list of full time teachers for the latest completed AY. List showing number of students in each program for latest completed AY.	UGC and concerned SRA, if any, norms to be followed, for each program offered, and work with office of HR toward meeting these requirements.	Instruction: A teacher employed for at least 90 % of normal or statutory number of hours of work for a fulltime teacher over a complete AY is classified as a full-time teacher. Avoid: Part-time / Ad-hoc / visiting faculty	OK	1.13 (147/130)	4	40	2.2.2	
15	QIM 2.3.1	Student centric methods, such as experiential learning, participative learning & problem solving methodologies are used for enhancing their learning experiences	6	Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process					4	24	2.3.1 Student-centric methods are used for enhancing learning experiences by: Experiential learning; Integrated/Inter-disciplinary learning; Participatory learning; Problem-solving methodologies; Self-directed learning; Patient-centric and Evidence-based learning; The Humanities; Project-based learning; Role play
16	QIM 2.3.2	Teachers use ICT-enabled tools including online resources for effective teaching & learning processes	6	Provide link to LMS / Academic Management System on the institutional website. Evidences for the claims made.	Ensure that this objective is met in every course during the teaching-learning process					4	24	2.3.3 Teachers use ICT-enabled tools for effective teaching and learning process, including online e-resources
17	2.3.3	Ratio of students mentored for academic and other related issues (Data to be provided only for latest completed academic year)	8	Year-wise, number of students enrolled & full time teachers on roll. Copy of circular with details of mentor & allotted mentees. Approved Mentor list as announced. Hard copies of issues raised & resolved, mentor-wise.	UGC norms of 1:20 or lower to be ensured.	Only full-time teachers can be considered as mentors. Mere list of names of mentors and mentees will not suffice.	OK	10	4	32	2.3.4 Student:Mentor Ratio (preceding academic year)	
18	2.4.1	Average percentage of full time teachers appointed against the number of faculty members required as per norms for all programs offered	15	Sanction letters indicating number of posts needed to meet UGC/SRA, if any, norms, signed by competent authority. List of full-time teachers appointed with their departmental affiliation in the template. Hard copies of appointment letters of teachers, without the mention of their salaries	100%	All full-time teachers with at least 90% prescribed workload should be counted. Avoid: Mere appointment letters provided in regional language cannot be considered.	Not responded on the web interface (130/?)	110%	4	60	2.4.1 Average percentage of fulltime teachers against sanctioned posts during the last five years	

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19	2.4.2	Average percentage of full time teachers with Ph.D./ D.M/ M.Ch./ D.N.B Superspeciality/ D.Sc./ D'Lit. during last 5 years	15	List of such faculty in the template. Corresponding certificates for each faculty claimed.	Over 85%	Degrees awarded only by UGC recognized universities considered. Mention number of fulltime teachers with above certificates yr-wise irrespective of year of award. Avoid: Honorary Doctorates.	Certificates not uploaded	100%	4	60	2.4.2 Average percentage of fulltime teachers with Ph.D./D.Sc./D.Lit./DM/M Ch/DNB in super specialities /other PG degrees (like MD/ MS/ MDS etc.,) in Health Sciences for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils / Universities during last 5 years
20	2.4.3	Average teaching experience of full time teachers in the same institution (Data to be provided only for latest completed academic year, in no. of years)	10	List of faculty with particulars of date of Appointment in the HEI & years of experience only in the same institution, in the template. Experience certificate/ appointment orders of faculty members, without details of salary.	As high as possible, over 6 years	Avoid: Previous Work experience of teachers in other institutions.	Not responded on the web interface. Please implement a faculty retention plan. The number is less than number of years for which CDSIMER has been in existence		2	20	2.4.3 Average Teaching experience of fulltime teachers in number of years (preceding academic year)
21	2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at the State, National, International level from Govt / Govt. recognised bodies during the last five years	10	e-Copies of award letters of achievements.	33%	Only State, nat'l & int'l level from Govt / Govt recognised bodies considered. One teacher counted once during last 5 years irrespective of number of awards / recognition. Avoid: Awards local in nature (eg. awards from urban local bodies / Panchayat etc.) Intra & inter institution awards. Participation / presentation certificates – during paper presentation etc.		0%	1	10	2.4.5 Average Percentage of fulltime teachers who received awards and recognitions for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations / academies during the last five years
22	QIM 2.6.1	Department has stated learning outcomes (generic & prg specific) / graduate attributes for each program offered, which are integrated into assessment process & widely publicized through website & other documents	10	Upload COs for all courses, for all programs. Departmental Vision, Mission; PEOs, POs, PSOs, curricula, syllabi, & COs for all programs, programwise; to be publicized on web & other means. Evidences for the claims	OBE / LOCF norms to be followed in letter and spirit, if permitted by concerned SRA. [Ref: email from IQAC on March 30, 2021, on Implementation of OBE framework at DSU].	Additional requirement from 1.2.2: Program structures should indicate for each course its credits, and the type of course.	As per NMC Regulations. To be confirmed		4	40	2.6.1 The institution has stated learning outcomes /graduate attributes as per the provisions of Regulatory bodies which are integrated into the assessment process and widely publicized through the website and other documents
23	2.11.1	Faculty Cadre Ratio	5	Evidences for the claims made.	UGC, and SRA, if any, norms to be followed. Act to ensure this.				4	20	
24	2.11.2 QIM	Feedback processes of the department on the teaching-learning process may be classified as follows: Opt anyone A. Feedback collected every semester, analysed and action has been taken B. Feedback collected every semester and analysed C. Feedback collected every semester D. Feedback not collected every semester	10	Evidences for the claims made.	Feedback on teaching learning process is to be taken for every course, during every semester. Analyze the same and file an ATR, after taking appropriate action.				4	40	
25	2.11.3 QLM	Load distribution, indicating teaching, administration % research engagements with weekly quantification, both sems	10	Evidences for the claims made.	Transparent, without any bias, commensurate with the statutory requirements, without repetitive jobs, usage of specialists for specific purposes.				4	40	

26	QIM 3.1.1	The department's research facilities are frequently updated and there is a well defined policy for promotion of research which is implemented	5	List of facilities in the department which support research, with evidences of their usage	Ensure the objectives are met		Not responded. To be confirmed		3	15	3.1.1 The Institution has a well-defined Research promotion policy and the same is uploaded on the Institutional website
27	3.1.2	Number of applications made by the Department for seed money award for research offered by the HEI successfully	3	Sanction letters of seed money mandatory.	Minimum successful 1 grant per dept. All those faculty members who do not have externally funded research project / consultancy are expected to apply, aiding them to get those or alternatively to pursue research	Only formal research project seed money will be considered. Avoid: Grants for other than research projects. Sponsorship to conferences / seminars. Grants received from outside agencies for research.	Not responded	0	1	3	3.1.2 The Institution provides seed money to its teachers for research
28	3.1.3	Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research	3	E-copies of the award letters of the teachers. List of such teachers in the template.	33%	Avoid awards without any financial support (E.g: Best Teacher Award, Certificate of Appreciation).	Not responded	0%	2	6	3.1.3 Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during last 5 years
29	3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the department	4	List in the template. E copies of fellowship award letters are mandatory	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Avoid research fellowships to the teachers / students / research assistants etc given by the HEI itself	Not responded	0	1	4	3.1.4 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the last five years
30	3.2.1	Extramural funding for Research (Grants sponsored by nongovernment sources such as industry, corporate houses, international bodies for research projects), endowments, Chairs during the last five years	5	List in the template. Copies of sponsors / sanction letters by nongovt sources / funding agency	> Rs. 5 Lakh per year per department	Avoid: Grants given by their own trust / sister institutions. Grants in form of Equipments / software / skill development centres	Not responded	0	1	5	3.2.1 Grants for research projects /clinical trials sponsored by nongovernment sources such as industry, corporate houses, international bodies, endowments, professional associations,
31	3.2.2	Grants for research projects sponsored by government agencies during last 5 years	10	List of projects with details of PI, amount & sanctioning agency in the template. E-copies of grant award / sanction letters for research projects funded by govt agencies	> Rs. 20 Lakh per year per department	Avoid: Grants in form of Equipments / software / skill development centres	Not responded	4.14 Lakh Dr. Santosh Yatnatti	2	20	3.2.2 Grants for research projects/clinical research project sponsored by the government funding agencies during the last five years
32	3.2.3	Number of ongoing research projects per teacher funded by government and non-government agencies during last 5 years	5	Copy of sanction letter of research project. Names of faculty funded by govt. / non-govt agencies in the template.	>0.33 expected. The total number of projects should be equal to or greater than the (number of Professors + number of Associate Professors) required as per UGC / SRA, if any, norms, for the approved intake of department	Number of projects in 3.2.1 & 3.2.2 put together should match with that given here. Avoid: Non-government agency does not include own / trust / sister institutions	Not responded	1/130	2	10	3.2.3 Ratio of research projects/clinical trials per teacher funded by government/industries and non-government agencies during last 5 years
33	3.3.2	Number of workshops / seminars conducted on Research methodology, IPR, Entrepreneurship, Skill development during last 5 years	10	Detailed report for each prg. Brochure / Geo-tagged photos with date & caption; title of seminar / workshop conducted. Details of resource persons.	Minimum one per department / semester expected	Only activities with a bearing on Research methodology, IPR, entrepreneurship and skill development are to be considered	Not responded		2	20	3.3.2 Workshops/seminars conducted on Intellectual Property Rights (IPR) Research methodology, Good clinical Practice, Laboratory, Pharmacy and Collection practices, Research Grant writing and Industry Academia Collaborations during the last five years

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34	3.3.3	Number of awards / recognitions received for research / innovations by institution / teachers / research scholars / students during last 5 years	10	e- Copies of awards issued by awarding agency	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awards for research / innovation received by the institution / department / teachers / research scholars / students considered. Claims without certificate or award letter will not be considered Avoid: Participation / presentation certificates in workshops / conferences etc. Awards claimed in 2.4.4 & patents not to be claimed here	Not responded	0	1	10	3.3.3 Number of awards / recognitions received for innovation / discoveries by the institution/teachers/research scholars/students from recognized bodies during the last five years
35	3.4.1	Additional	7	Institutional code of Ethics document; Course content of research ethics and details of members of ethical committee; Copy of software procurement for plagiarism check; Details of committee on publication guidelines; Minutes of the relevant committees with reference to the code of ethics					4	28	The Institution has a stated Code of Ethics for research, the implementation of which is ensured by the following: 1. Research methodology with course on research ethics; 2. Ethics committee; 3. Plagiarism check; 4. Committee on Publication guidelines
36	3.4.3	Number of Patents published / awarded during the last five years	10	Copies of award letters / patents & current status	>= (number of Professors + number of Associate Professors) required as per norms of UGC / SRA, if any, for the approved intake of the department	Awarded / published patents during last 5 year assessment period only considered. Patents awarded should be supported with a letter of award & unique patent number which can be cross-verified. Avoid: Mere submission of application for patent	To be confirmed	0	1	10	3.4.3 Number of Patents/ Copyrights published/awarded/technology transferred during last 5 years
37	3.4.5	Number of research papers published per teacher in the Journals as notified on UGC website during the last five completed calendar years	15	Link landing to paper and journal website. Screenshots of papers clearly showing paper title, affiliation, journal name, yr & authors name if links & DOI are not available. Indicate in data template against each paper about presence of paper in UGC CARE list / Scopus / WoS / Other clearly	>= $\frac{((5a+5b+2.5c)/(a+b+c))}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Publication of authors with HEI affiliation considered for assessment yrs only	56/130 = 0.43, to be verified w.r.t. indexing, and affiliation		2	30	3.4.5 Average Number of research papers per teacher in the approved list of Journals in Scopus / Web of Science/ PubMed during the last five calendar years
38	3.4.6	Number of books and chapters in edited volumes published per teacher during the last five completed calendar years	15	e-copy of cover page, content page & first page of publication indicating ISBN & yr of publication for books/chapters & conf proceedings. Link of research papers by title, author, Dept / School / Centre, name & yr of publication in the data template	>= $\frac{((5a+5b+2.5c)/(a+b+c))}$, where a, b, c are respectively the average number of Professors, Associate Professors, and Assistant Professors in the department during last 5 years	Books with ISBN only will be considered, publication yr & publisher name to be mentioned Avoid: Publication claimed under 3.4.5 again here	To be verified w.r.t. number, indexing, and affiliation	2	2	30	3.4.7 Total Number of books/ chapters in edited volumes and papers in National/International conference-proceedings published per teacher and indexed in Scopus/Web of Science/ PubMed UGC-CARE list during the last five calendar years
39	3.4.8	Bibliometrics of the publications during last 5 completed calendar years based on average Citation Index in Scopus & Web of Science	15		>= 4.03 (average citation index of DSU for years 2017-2021)		To be verified		2	30	3.4.8 Bibliometric of the publications during the last five calendar years based on average Citation Index in Scopus/ Web of Science
40	3.4.9	Bibliometrics of the publications during last 5 completed calendar years based on Scopus & Web of Science – h-Index of Department	15		>= 17.5 (average h-index of DSU for years 2017-2021)		To be verified		2	30	3.4.9 Provide Scopus/ Web of Science – h-index of the institution for the last 5 calendar years

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41	3.5.2	Revenue generated from consultancy and corporate training during the last five years	15	Audited statement of accounts showing revenue generated via consultancy & corporate training. Letter from corporate where training was imparted with fee paid. Letter from beneficiary of consultancy with details of consultancy fee.	> Rs. 5 Lakh per year per department	Avoid: Grants received for research projects. Consultancy fee from sister institutions / same trust. Revenue by sharing physical resources / by testing / by training students	Not responded		2	30	3.5.2 Revenue generated from advisory / R&D consultancy projects(exclude Patients consultancy) including Clinical trials during the last five years.
42	3.6.2	Number of awards received by the department, its teachers and students from Govt / Govt-recognised bodies in recognition of the extension activities carried out during the last five years	10	Copies of award letters by awarding agency. Data in template.	Minimum one department per year, through recognition for regular extension activities	Awards received only to the extension activities carried out to be included. Avoid: Awards claimed in 2.4.4 & 3.1.3 not considered here. Awards local in nature not considered, eg. awards from urban local bodies/ Panchayat etc. Awards by individuals, awards from own trust / sister institutions not considered.		0	1	10	3.6.3 Number of awards and recognitions received for extension and outreach activities from Government / other recognized bodies during last 5 years
43	3.6.3	No. of extension and outreach programs conducted by department including those through NSS / NCC / Red cross / YRC during last 5 years (including Govt-initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)	12	Geo-tagged pics & any supporting doc like news paper reports, with captions & dates. Detailed report for each prg, with of no. of students participated & details of collaborating agency. Data in template.	1 program per semester per department	Extension activities: Aspect of education, emphasizing neighbourhood services. Integrated with curricula as extended opportunities aiming to help, serve, reflect & learn. Curricula extension interface has educational values, especially in rurals Avoid: Event conducted for benefit of own students		30	3	36	3.6.1 Extension* and outreach activities* such as community Health Education, Community health camps, Tele-conferences, Tele-Medicine consultancy etc., are conducted in collaboration with industry, Government and non-Government Organisations engaging NSS/NCC/Red cross/YRC, Institutional clubs etc., during last 5 years
44	3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above, during the last five years	12	Detailed report for each extension and outreach prg to be made available, with specific mention of no. of students participated & details of collaborating agency. Photos or any supporting document should have proper captions & dates. Student attendance and certificates for outreach extension activities conducted. Data in template.	>=33%	Data here should match with that of 3.6.3.	Not responded	100%	3	36	3.6.2 Average percentage of students participating in extension and outreach activities beyond the curricular requirement as stated above
45	QIM	Additional	15				To be verified		4	60	3.6.4 Institutional social responsibility activities in the neighborhood community in terms of education, environmental issues like Swachh Bharath, health and hygiene awareness, delivery of free/ subsidized health care and socio economic development issues carried out by the students and staff, including the amount of expenditure incurred during last 5 years

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46	3.7.1	Number of collaborative activities with other institutions / research establishment / industry for research and academic development of faculty and students per year	10	Documents indicating nature of collaboration & activities yr-wise. Summary of collaboration indicating start date, end date, etc. List of yr wise activities & exchange should be provided in template.	Minimum one such activity per department per year	Collaboration should fall within assessment period. Collaboration activities for research & academic development of faculty & students facilitated through mentioned collaboration only will be considered. Avoid: Activity claimed in 3.6.3, 3.7.2 & 3.7.3. Collaboration with sister institution under same Trust	Not responded	0	1	10	3.7.1 Average Number of Collaborative activities for research, faculty exchange, student exchange/ Industry-internship etc., per year
47	3.7.2	Number of functional MoUs with institutions / industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during last 5 years	10	Copy of MOUs indicating objectives; list of activity conducted under each MoU with dates of starting & completion yr-wise endorsed by both parties. Data in template.	Minimum one such MoU per department per year	MoU should be functional during assessment period. If MoU is for three years viz 2011-2013, it shall be counted only once. At least one activity should have been conducted under an MOU to qualify as a functional MOU. Avoid: MOU's with sister institutions under same Trust. Certificates issued by external agencies to students / Faculty for research / Faculty exchange / Student exchange / internship cannot be considered	Not responded	3	3	30	3.7.2 Presence of functional MoUs with Institutions/ industries in India and abroad for academic, clinical training / internship, on-the-job training, project work, student / faculty exchange, collaborative research programmes etc., during last 5 years
48	3.11.1	Percentage of faculty members pursuing PhD / DM, amongst the faculty members who do not hold a PhD degree	10	Evidences for the claims made	100%	Consider only if a PhD registration is for less than 6 years (do not count the faculty members here, if the PhD registration is done more than 6 years ago)	Not responded	0	2	20	

4		Infrastructure & Learning Resources	55			3.82	A++				
49	QIM 4.1.1	The department has adequate facilities for teaching - learning, viz., classrooms, labs, computing equipment, etc. Describe adequacy of facilities for teaching-learning as per minimum specified requirement by statutory bodies	10	Evidences for the claims made	Ensure that the statutory requirements are met.	Not responded	4	40	4.1.1 The Institution has adequate physical facilities for teaching - learning, skills acquisition etc.		
50	QIM 4.1.2	The Institution has adequate facilities to support physical and recreational requirements of students and staff-sports, games (indoor, outdoor), gymnasium, auditorium, yoga centre etc. and for cultural activities	5				4	20	4.1.2		
51	QIM 4.1.3	Availability and adequacy of general campus facilities and overall ambience	5				4	20	4.1.3		
52	QIM 4.2.1	Teaching Hospital/s, Equipments, Laboratory and clinical teaching-learning facilities including equipment as per the norms of the respective Regulatory Bodies.	15				4	60	4.2.1		
53	QIM 4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities. (Data only for latest completed academic yr)	5	Geo-tagged photos of class rooms /seminar halls with ICT-enabled facilities. Data in template.	100%	Avoid: Labs and workshops with ICT facility will not be considered under this metric.	Evidences not provided	100%	4	20	4.4.1 Percentage of classrooms, seminar halls and demonstration rooms linked with internet /Wi-Fi enabled ICT facilities (data for the preceding academic year)

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54	QJM 4.4.2	There are established systems & procedures for maintaining & utilising physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc. Describe policy details of systems & procedures for maintaining & utilising these	10	Evidences for the claims made	Develop policy and procedure, and implement the same.		Not responded		3	30	4.5.2 There are established systems and processes for maintaining physical and academic support facilities: (laboratory, library, sports facilities, computers, classrooms, etc.)
55	QJM 4.11.1	Departmental library: facilities, and usage. Describe number of volumes and facilities available for department library, and describe its usage	5	Evidences for the claims made.	Ensure that there is a good department library and is adequately used.		Not responded		4	20	Not responded. Please note that the question is about departmental library, not central one.

5 Student Support & Progression			40					2.13	B		
56	5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the department / Institution, during last 5 years	10	Data in template. Copy of circular/brochure of such programs with details of resource persons. Reports of programs & photos with date & caption. Attendance & certificates of students.	100%. These are to be done by departments, with or without collaboration from Training and Placements Wing.		"Students benefited" refers to students enrolled / attending said programs.	0%	1	10	5.1.3 Average percentage of students benefited by guidance for competitive examinations and career advancement offered by the Institution during last 5 years
57	5.1.3	Following Capacity development & skills enhancement initiatives are undertaken by the department: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology	5	Data in template. Links to programs / schemes mentioned. Copy of circular / brochure / report of events. Geotagged pictures with date & caption for each. Attendance & certificates of students.	All 4 types mentioned. These are to be done by departments, with or without collaboration from Training and Placements Wing.		Consider all students who have enrolled for various initiatives. Avoid: Mere circulars & student list not accepted		3	15	5.1.2 Institution implements a variety of capability enhancement and other skill development schemes: 1. Softskills development; 2. Language and communication skill development; 3. Yoga and wellness; 4. Analytical skill development; 5. Human value development; 6. Personality and professional development; 7. Employability skill development
58	5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years	10	E-copies of award letters and certificates. Data in template.	Students to be encouraged so that at least one such distinction is achieved per year per department		Participation in Republic Day Parade by NCC candidates considered. Only inter-university / state / nat'l / int'l achievement considered. Award for team event will be counted as one. Avoid: Participation / appreciation certificates at regional / local / institutional levels. Awards from intra or inter institutions / depts	0	2	20	5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at state/regional/national/international events (award for a team event should be counted as one) during last 5 years
59	QJM 5.3.2	Presence of Student Council and its activities for institutional development and student welfare	5	Evidences for the claims made					3	15	5.3.2 Presence of Student Council and its activities for Institutional development and student welfare.
60	5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	5	Report of events with pics, dated & captioned yr-wise. Copy of circular/brochures. Data in template. Participation certificate of students	Apart from centrally organized events, one such event is expected by each department per semester.		All activities under an event counted as one. Only events organised by HEI considered. Avoid: Events cannot be further split into activities	0.6	3	15	5.3.3 Average Number of sports and cultural activities / events/ competitions organised in the Institution per year
61	5.11.2 QJM	Class committee periodic meetings: Describe class committee meetings, structure, periodicity, procedure, outcomes etc	5	Evidences for the claims made	Class Committee meetings on a fortnightly basis to address the academic issues of students		Not responded		2	10	

5 Governance, Leadership & Management 90

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62	QIM 6.1.1	The department has clearly stated vision and mission which are reflected in its academic and administrative governance	5	Evidences for the claims made, web links			Not responded		3	15	6.1.1
63	QIM 6.1.2	Effective leadership is reflected in various departmental practices such as decentralization and participative management.	5	Evidences for the claims made			Not responded		3	15	6.1.2
64	QIM 6.2.1	The departmental Strategic plan is effectively deployed. Describe one successfully-implemented activity based on the strategic plan	3	Strategic Plan and deployment documents on the departmental page on the institutional website	Each department ought to have a strategic plan, and implement the same.		Not responded		1	3	6.2.1
65	QIM 6.2.2	Functioning of the departmental bodies is effective and efficient as visible from policies, administrative setup, appointments, and procedures, etc.,	2	Evidences for the claims made	As per the statutes of the University		Not responded		3	6	6.2.2 Effectiveness and efficiency of functioning of the Institutional bodies as evidenced by policies, administrative setup, appointment and service rules, procedures etc.
66	6.2.3	The Institution has implemented e-governance in all areas of operation	5						4	20	6.2.3
67	6.3.1	The Institution has effective welfare measures for teaching and nonteaching staff and other beneficiaries.	5						3	15	6.3.1
68	6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during last five years	10	Data in template. Policy document on recommending financial support to teachers. Copy of letters indicating financial assistance & list of teachers receiving the same year wise under each head. Audited statement highlighting financial support to attend conferences / workshops & towards membership fee for professional bodies. Receipt of institution in favour of teacher with amount given to be considered.	33%.	Avoid: Without proof of payment, financial support for faculty development, mere name/list of faculty, & mere cash vouchers for payment not considered		27%	3	30	6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years
69	6.3.3	Average number of professional development / administrative training Programmes organized by the department for teaching and non-teaching staff during the last five years	8	Data in the template. Brochures & Reports year-wise. Geotagged pictures with date & caption. Annual reports highlighting programs conducted. Participation certificates and attendance of programs.	One such program every semester, in each department	Avoid: Seminars / invited talks cannot be included.	Not provided	0.4	3	24	6.3.3 Average number of professional development / administrative training programmes organized by the University for teaching and nonteaching/technical staff during the last five years
70	6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)	8	Refresher course / Faculty orientation / other programs as per UGC/AICTE stipulated period, participated by teachers year-wise. Copy of certificates of programs attended. Data in template. Annual reports highlighting prgs undertaken by teachers.	66.67%.	One teacher attending more than one program in a year to be counted as one only. Avoid: Attending seminars / invited talks not considered. Programs of duration less than those stipulated by UGC/AICTE or 1 week not considered	OK	28%	3	24	6.3.4 Average percentage of teachers undergoing Faculty Development Programmes (FDP) including online programmes (Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) during the last five years
71	6.3.5	Institution has Performance Appraisal System for teaching and nonteaching staff	3						4	12	6.3.5

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72	6.4.3	Funds / Grants received from non-govt bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)	5	Data in the template. Annual audited statement of accounts highlighting grants received. Copy of sanction letters received from nongovt bodies, individuals, philanthropists for development & maintenance of infrastructure.	> Rs. 5 Lakh per year per department	Avoid: Duplication. Funds from own / sister institution / trust. Contribution like equipment / software etc. Grants under Criteria III & V not considered here. Govt grants other than infra development & maintenance not considered	Not responded	0	1	6	6.4.2 Funds / Grants received from government / non-government bodies / philanthropists during the last five years (excluding scholarships and research grants covered under Criterion III)
73	6.11.1 QJM	Departmental preparedness for implementation of NEP2020	30	Evidences for the claims made	Status reports for each of the 17 parameters asked				2	60	Status report to be produced for 17 queries

7 Institutional Values and Best Practices 108											2.11	B
74	QJM 7.1.1	Measures initiated by department for promotion of gender equity during last 5 yrs. Describe gender equity & sensitization in curricular & co-curricular activities, facilities for women on campus	5	Annual gender sensitization action plan; Specific facilities provided for women in terms of: Safety and security, Counseling, Common Rooms, Day care centre for children of the staff, any other. Evidences for the claims made.			Not responded		3	15	7.1.1	
75	QJM 7.1.3	Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste: Solid waste management; Liquid waste management; Biomedical waste management; E-waste management; Waste recycling system; Hazardous chemicals and radioactive waste management	4						4	16	7.1.3	
76	QJM 7.1.7	The Institution has disabled-friendly, barrier free environment: Built environment with ramps/lifts for easy access to classrooms; Disabled-friendly washrooms; Signage including tactile path, lights, display boards and signposts; Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment; Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	4						3	12	7.1.7	
77	QJM 7.1.8	Describe departmental efforts / initiatives in providing an inclusive environment i.e., tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic & such other diversities	5	Supporting documents on the information provided (as reflected in the administrative and academic activities of the department)					3	15	7.1.8	
78	QJM 7.1.9	Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	5	Evidences for the claims made		Describe the various activities in the department for inculcating values for being responsible citizens as reflected in the Constitution of India			3	15	7.1.9	

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 ...

79	7.1.10	The department conducts periodic programs regarding the prescribed code of conduct for students, teachers, administrators and other staff. 1. The institutional Code of Conduct principles are widely publicized. 2. There is a committee to monitor adherence to the Code of Conduct principles. 3. Department organizes professional ethics programs for students, teachers, administrators and other staff. 4. Annual awareness programs on Code of Conduct are organized	5	Code of conduct and ethics policy document. Details of monitoring committee composition and minutes of meeting. Circulars, reports and geo-tagged photographs with date and caption of activities organized for teachers, students, administrators and other staff. Handbooks, manuals and brochures on human values and professional ethics. Report on student attributes facilitated by Institution.	All of the above are expected	Not responded	3	15
80	QIM 7.1.11	Department celebrates / organizes national & int'l commemorative days, events & festivals. Describe efforts of department in celebrating / organizing national & Int'l commemorative days, events & festivals during last 5 years	5	Web link to Annual report of the celebrations and commemorative events for the last five years, Geo-tagged photographs of the events		Apart from such events organized centrally	4	20
81	QIM 7.2.1	Describe two Best practices successfully implemented by the department as per the NAAC format provided in the Manual	30	Each department ought to showcase TWO best practices with: 1. Title: capturing keywords that describe the practice. 2. Objectives: intended outcomes, & underlying principles of the practice 3. Context: contextual features or challenging issues needed to be addressed in designing & implementing the practice 4. The Practice: describe the practice & its uniqueness in the context of Indian higher education. Mention constraints / limitations, if any, faced 5. Evidence of Success: like performance against targets & benchmarks, review/results. What do these results indicate? 6. Problems Encountered & Resources Required: identify problems encountered & resources required to implement the practice	Evidences for the claims made	Not responded	1	30
82	QIM 7.3.1	Portray the performance of the department in one area distinctive to its priority and thrust	30	Evidences for the claims made	Every department shall have one area distinctive to its priority and thrust, where it has significantly performed	Not responded	1	30


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83	7.11.1 QIM Departmental Website links, with pertinent details	15 Upload a document which has weblinks to departmental website on dsu.edu.in with following details (with individual links for all parameters): About the department, with highlights; Vision, Mission; List of Programs offered; PEOs, POs, PSOs, for each Program offered (with individual links); Curriculum for each Program offered in LTPC format (if CBCS is followed), with individual links; Syllabus for each Program offered in OBE / LOCF format (if followed), with individual links; Faculty list; Any other relevant information				4	60	
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Remarks, if any:

CRITERIA (3) and (5) to be addressed on Priority

Pushpa Sarkar
 Dr. Pushpa Sarkar
 Expert from other School

gsk KM 9/5/22
 Dr. Gayathri K M
 IQAC Team Member

Subrahmanya S. Katte 09/05/2022
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