



Theme of the Webinar

**NAAC Sponsored One Day Webinar on
“Revised Accreditation and Assessment
Framework in Higher Educational
Institutions”**

Organized by

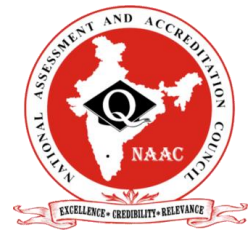
IQAC

St. Bede's College, Shimla

(Re- Accredited with 'A+' Grade by NAAC)

on

July 11, 2022



NAAC SPONSORED ONE DAY WEBINAR

ON "REVISED ACCREDITATION AND ASSESSMENT FRAMEWORK IN HIGHER EDUCATIONAL INSTITUTIONS"

ORGANIZED BY
IQAC
ST. BEDE'S COLLEGE, SHIMLA
(NAAC RE-ACCREDITED A+)

ON
11TH JULY 2022



About the College

St. Bede's College, Shimla, established in 1904, is a historical and educational landmark of Northern India and is the only college in Himachal Pradesh re-accredited 'A+' Grade by UGC-NAAC. In all its pursuits, the College consciously strives to realize its vision, i.e. "To Form well integrated individuals who are assets to contemporary society". Besides underlining the pursuit of academic excellence, as a worthy goal, the College encourages all round holistic development of students. The college IQAC has been playing a pivotal role in furthering the agenda of NAAC to make quality as a defining element of Higher Education.

Objectives of the Webinar

The main aim of the webinar is to focus on various issues related to revised NAAC Accreditation process for the benefit of Principals, NAAC coordinators and faculty of accredited and all non-accredited colleges of Himachal Pradesh and its neighbouring States to understand the significance of accreditation and undergo the process of Assessment and Accreditation, thereby increasing the number of accredited colleges especially in every district of Himachal Pradesh.

Programme Schedule

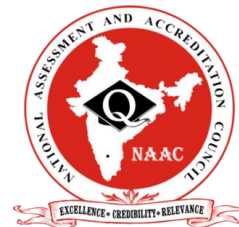
09.30 – 9.40 a.m. Welcome of Dignitaries
09.40 – 9.50 a.m. About the Webinar
09.50-10.00 a.m. Welcome Address by the Principal
10.00- 11.00 a.m. Keynote Address
11.00-12.00 p.m. Technical Session -I
Role of IQAC in Institutionalizing quality culture in HEI
12.00-1.00 p.m. Technical Session -II
Preparation of IIQA
01.00-1.30 p.m. LUNCH
01.30- 2.30 p.m. Technical Session -III
Preparation of SSR
02.30- 3.30 p.m. Technical Session -IV
Data Validation and Verification
03.30-4.30 p.m. Technical Session -V
Student Feedback and Peer Team Visit
04.30-5.00 p.m. Valedictory address
05.00 -5.15 p.m. Vote of Thanks

Organising Committee
Patron- Prof. Sr. Molly Abraham
Convener- Dr. Anupama Tandon
Organising Secretaries- Dr. Shweta Thakur, Dr. Maheshwar Singh, Ms. Komal Sharma

*Registration is free
E certificate for participation will be issued
after submitting the feedback form.*

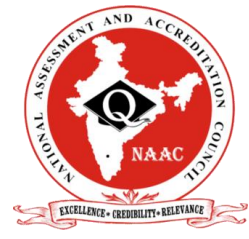
Registration Link :

<https://forms.gle/XNTNajRbuAq2xKr1A>



The Programme Schedule

Time	Details	Name of the Resource Person
10.00 a.m.	Welcome of Dignitaries	Dr. Anupama Tandon (Convener)
	About the Webinar	
10.20-10.30 a.m.	Welcome Address	Prof. Sr. Molly Abraham (Patron)
10.30- 11.00 a.m.	Keynote Address	
	Chairperson- Mrs Anuja Sharma Rapporteur- Ms. Snigdha Bhatt	Dr. Hemnath Rao Hanumankar Former Director, DMI Patna
11.00-12.00 p.m.	Technical Session -I Role of IQAC in Institutionalizing quality culture in HEI	
	Chairperson- Dr. Shramja Munjal Rapporteur- Dr. Vandana Thakur	Dr. Alok John Dean, NICCS Patna Women's College
12.00-1.00 p.m.	Technical Session -III Preparation of SSR	
	Chairperson- Dr. Gitanjali Mahendra Rapporteur- Dr. Shruti Gupta	Dr. Madhukar B.S. Former Adviser & General Council Executive Committee Member NAAC
LUNCH BREAK (01.00-1.30 p.m.)		
01.30- 2.30 p.m.	Technical Session -IV Data Validation and Verification	
	Chairperson- Dr. Gitanjali Mahendra Rapporteur- Dr. Shruti Gupta	Dr. Madhukar B.S. Former Adviser & General Council Executive Committee Member NAAC
02.30- 3.30 p.m.	Technical Session -II Preparation of IIQA	
	Chairperson- Dr. Sapna Sharma Rapporteur- Ms. Preeti Kaundal	Dr. Surya Rashmi Rawat Deputy Director IQAC, HPU Shimla
03.30-4.30 p.m.	Technical Session -V Student Feedback and Peer Team Visit	
	Chairperson- Dr. Deepti Pajni Rapporteur- Dr. Devina	Dr. Alok John Dean, NICCS Patna Women's College
04.30-5.00 p.m.	Valedictory	
	Chairperson-Dr. Shweta Thakur Rapporteur- Ms. Punam Chauhan	Valedictory address Prof. Arvind Bhatt Dean Planning, HPU Shimla
05.00 -5.15 p.m.	Vote of Thanks	Dr. Anupama Tandon



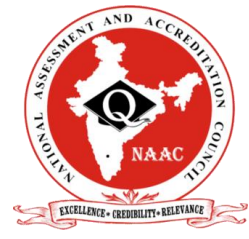
With the encouragement and support from the NAAC, Bengaluru, the IQAC of St. Bede's College, Shimla organised a webinar on "Revised Accreditation and Assessment Framework in Higher Educational Institutions" on 11th July 2022 to disseminate the knowledge on latest methods involved in accreditation process. Around 140 participants consisting of Principals, Professors, IQAC coordinators, assistant professors, associate professors from various universities and colleges across India Participated in the workshop through MS Teams.

The objective of the webinar was to create awareness on

- Role of IQAC in Initializing quality culture in HEI
- Preparation of SSR
- Data Validation and Verification
- Preparation of IIQA
- Student Feedback and Peer Team Visit



The webinar commenced with the welcome of the dignitaries by Dr. Anupama Tandon, convener and IQAC coordinator, St. Bede's College. Dr. Anupama briefly highlighted the objectives of the webinar and gave programme details.



Welcome Address by Patron

Prof. (Sr.) Molly Abraham., Principal, St. Bede's College, delivered the welcome address. Extending a warm welcome to the participants and Resource Persons of the Webinar, she appreciated the efforts made by NAAC to improve the quality of Higher Education in India.

Webinar on _Revised Accreditation and Assessment Framework in Higher Education Institutions_-20220711_094449-Meeting Recording

02:7:12

24:5:43

Participant List:

- KS: Kalyani srikanth
- DA: D. Anuradha (Guest)
- DK: Dr. Kanu
- JM: Javanti Madak
- SP: Sheela Paul (Guest)
- N: Nishant
- WA: Wincy Abraham
- S: Shivani
- R: Reena
- AK: Anoop Kumar
- NB: Nivedita Bhardwaj
- MS: Ms. Suresh
- DT: Dr Vandana Thakur
- SP: St Bede's Principal
- DK: Dr. Kalyani srikanth



Keynote Address

The keynote speaker for the Webinar was Dr Hemnath Rao Hanumankar, former director, Development Management Institute, Patna. Under the chairpersonship of Mrs Anuja Sharma, HOD, Department of English, he presented his views on leadership as a key to success in educational institutes.



All academia has their tools to disseminate education with the help of good teachers, who are also good researchers and leaders shaping the future of the nation. The quality of teaching, research and interface provided by an institute, determines the efficiency of the students and their capabilities as the leaders of tomorrow. The heads of the institute should not think that they are world class leaders but should be open to changes by regularly attending leadership development programmes. As colleagues, we should be guiding and helping each other whenever needed. The culture of academia has diluted over the past few years, despite the advancement in technology in form of smart classrooms, smart boards, and smart institutes. This issue can only be dealt with the help of correct guidance provided by an efficient leadership in the institute.

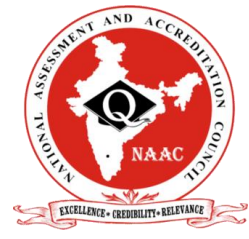


The following suggestions were given by the resource person:

1. To specify the practice area of leadership. Here, he mentioned some important bodies of various institutes like, the academic staff colleges which are also called the human resource development bodies in certain institutes. He avers the importance of implementing NEP and the changes that would follow thereafter. The procedures followed by teachers towards improvement were compared to bottle necks which will eventually strengthen the leadership skills.
2. Cultivation of skills learnt by training to answer the question “why should you be the leader?”
3. Huge competition for resources available around us: emphasis was made on the need for talent management and branding. “If you pay peanuts, you get monkeys” was quoted in the session to bring to the forefront the importance of respectable wages to the employees.
4. The choices for national and international alliances and partnerships with other institutes in the form of MOUs should be made consciously, to elevate the standards of academics.

In short, three important points were discussed in the keynote:

1. Academic institutes are important assets in delivering and promoting good leadership for the future.
2. The institute should think whether they are competing in the correct direction.
3. The importance of right partnership.



Technical Session 1

The eminent speaker for the first technical session was Dr. Alok John Dean, NICCS Patna Women's College who shed light on the Role of IQAC in Institutionalizing quality culture in HEI. He discussed about the development of system for conscious, consistent, and catalytic action for improvement of the academic and administrative performance of the institution.





Quality Matters

- “Quality is never an accident, it is always the result of intelligent effort.” – John Ruskin
- “The quality of a person’s life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavour.” – Vince Lombardi
- “The quality, not the longevity, of one’s life is what is important.” – Martin Luther King, Jr.
- Establishment of IQAC by every accredited institution as a

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_20220711_094449-Meeting Recording

02:27:12

IQAC : SMART Goals

- The primary aim of the IQAC is to develop system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- IQAC is to keep institution abreast of and abuzz with quality sustenance activities on a wide gamut of pertinent issues.
- IQAC is to generate good practices, ideas, planning, implementation and measuring the outcome of academic and administrative performance of the Institution.

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_20220711_094449-Meeting Recording

02:27:12



IQAC Functions: Challenges and Opportunities

- Fitness for the purpose
- “If we all think alike, we are not thinking”
- Do we have a clear idea of the kind of HEI we want to be next 5 years? Next 10 years?
- And are our quality assurance mechanisms adapted to that goal?

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_-20220711_094449-Meeting Recording

IQAC Functions: Challenges and Opportunities

- To answer this question it is important to raise first two key questions:
- Who are our students?
- Our students today come from a variety of backgrounds and have a variety of learning needs. They differ in terms of social class, educational attainment, age and goals for their education. This diversity needs to be embraced by institutions. Teachers need to be sensitive to the intellectual starting point of their students and build from there. We need a variety of teaching methods and teaching materials. We need to match the variety of learners with a corresponding variety of teachers.
- Thus we have to adopt, by and large, a fitness for purpose approach.



IQAC Functions: Challenges and Opportunities

- What kinds of graduates do we want for the future?
- We want them to have the flexibility to adapt, to learn in formal and non – formal situations – at work and in the classrooms – to be good problem solvers and to think creatively and imaginatively. A knowledge base, grounded in a discipline, is important to develop these capacities but it is not sufficient.
- Above all, graduates need to learn how to think. This is how employers ultimately will judge them.
- “if we all think alike, we are not thinking” but we all need to think well.

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions -20220711_094449-Meeting Recording

027:12



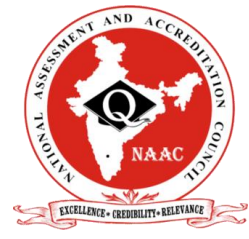
IQAC Strategies : Institutionalize Quality Initiatives

- IQAC shall evolve mechanisms and procedures for:
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Optimization and integration of modern methods of teaching, learning and evaluation
- Ensuring the adequacy, maintenance and functioning of the support structure.

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions -20220711_094449-Meeting Recording

027:12





IQAC Activities : Explore New Frontiers

- Organizational Arrangements in Internal Quality Assurance Cell
- Dissemination of the Quality Initiatives and Endeavours
- Departmental interactions with IQAC and its impact
- Research and Development Cell
- Annual Internal Quality Audit (Academic Audit)
- Training and Research Centre – Entrepreneurship Development Cell
- Institute – Industry Partnership Cell
- Establishing Collaborations
- ICT as Teaching – learning Process
- Tapping Innovative ideas of Faculty
- Non – Teaching Staff Training – TQM Initiative

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_ -20220711_094449-Meeting Recording

027:12



- DK (Dr. P. S. Kumar)
- DM (Dr. Swarna Marjet)
- DK (Dr. Rakesh Kumar)
- DS (Dr. P. Mary Sarith)
- MA (maheshwar Thakur)
- MA (Molly Abraham)
- DA (D. Anuradha (Gov...))
- DK (Dr. Kano)
- JM (Jeyaram Muzak)
- SP (Sreetha Paul (Gov...))
- N (N...)
- 245:43

Benefits: Change for the better

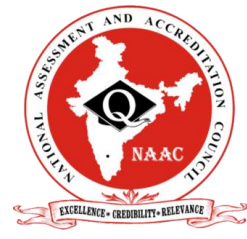
- IQAC will facilitate / contribute:
- To a heightened level of clarity and focus in institutional functioning towards quality
- Enhancement and facilitate internalization of the quality culture.
- To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision-making to improve institutional functioning
- To act as a change agent in the Institution

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_ -20220711_094449-Meeting Recording

027:12



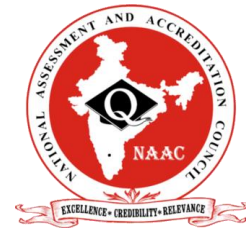
- DK (Dr. P. S. Kumar)
- DM (Dr. Swarna Marjet)
- DK (Dr. Rakesh Kumar)
- MA (maheshwar Thakur)
- MA (Molly Abraham)
- DA (D. Anuradha (Gov...))
- DK (Dr. Kano)
- JM (Jeyaram Muzak)
- SP (Sreetha Paul (Gov...))
- N (N...)
- WA (WA...)
- 245:43



Technical Session II & III

Dr. Madhukar B.S. Former Adviser & General Council Executive Committee Member NAAC was the resource person for the technical sessions II & III who elucidated the customs of Preparation of SSR and also educated the audience on the NAAC process of Data Validation and Verification.

The image displays two screenshots from a Zoom webinar. The top screenshot shows the title slide of the webinar, which reads: "Welcome to the Webinar on Approach to NAAC Assessment Process Revised Accreditation Framework (RAF) (Affiliated- Online submission format) by: Dr. B. S. Madhukar Formerly Adviser and GC,EC Member, NAAC Mob :09448373681 Email : madhukar.seshadri@gmail.com". The bottom screenshot shows a slide titled "Accreditation Framework" with two bullet points: "A wide range of agencies/organizations from within the country and outside offer assessment and accreditation mechanism using different structures and formats with the purpose of supporting/improving/measuring quality of education offered in the institution, with public disclosure as a branding opportunity." and "The institutions may exercise discretion in seeking accreditation from multiple agencies." Both screenshots show a Zoom interface with a grid of participants and a system tray at the bottom.



Purpose/Benefits of Accreditation (few observations)

- ❖ internal learning
- ❖ to develop leadership skills at all levels
- ❖ to develop continuous quality enhancement mechanisms
- ❖ methodical documentation
- ❖ team building
- ❖ transparency
- ❖ branding

00:06:45

Type here to search

23°C

18:51

27-07-2022

Flow Chart – RAF Web Application

```
graph TD; A[Registration – round the year] --> B[Institution Information for Quality Assessment (IIQA)]; B --> C[Accept]; B --> D[Reject]; C --> E[SSR Submission with Partial fee]; D --> C; E --> F[Data Verification & Validation]; F --> G[Peer Team Visit]; F --> H[Pre-qualification Process and queries – Clarification (if any)]; G --> I[Result]; I --> J[Appeals];
```

00:06:45

Type here to search

23°C

18:52

27-07-2022

CORE STRUCTURE OF THE PROCESS

CRITERIA (7)

Key Indicators (32)

Q_qM QUANTITATIVE METRICS (34) (about 70% weightage)

Q_mM QUALITATIVE METRICS (21) (about 30% weightage)

Total Metrics Q_qM + Q_mM = 34+21 = 55

00:06:45

Type here to search

23°C

18:52

27-07-2022



Criteria for Evaluation

Sl. No.	The seven Criteria to serve as basis for assessment of HEIs earlier Manual :	Revised Accreditation Framework (RAF) effective from July 2017 - The seven Criteria to serve as basis for assessment of HEIs are:
1.	Curricular Aspects	Curricular Aspects
2.	Teaching-Learning and Evaluation	Teaching-Learning and Evaluation
3.	Research, Consultancy and Extension	Research, Innovations and Extension <i>(Old - Research, Consultancy and Extension)</i>
4.	Infrastructure and Learning Resources	Infrastructure and Learning Resources
5.	Student Support and Progression	Student Support and Progression
6.	Governance, Leadership and Management	Governance, Leadership and Management
7.	Innovations and Best Practices	Institutional Values and Best Practices <i>(Old - Innovations and Best Practices)</i>

NAAC for Quality and Excellence in Higher Education



EXTRACTS OF KEY ASPECT

2.4 Teacher Profile and Quality

“Teacher quality” is a composite term to indicate the quality of teachers in terms of their qualification, teacher characteristics, adequacy of recruitment procedures, faculty availability, professional development and recognition of teaching abilities. Teachers take initiative to learn and keep abreast with the latest developments, to innovate, continuously seek improvement in their work and strive for individual and institutional excellence.

Source: NAAC Manual for Affiliated/Constituent Colleges



EXTRACTS OF KEY ASPECT

2.7 Student Satisfaction Survey

All the efforts of teachers and the institution to make learning a meaningful process can be considered impactful only to the extent students perceive it to be meaningful. Their satisfaction level is decided by the kinds of experiences they undergo, the extent of the “comfort” feeling as well as intellectual stimulation the learning situations provide. Their feedback significantly showcases the actual quality of teaching learning process enabling identification of the strengths of teaching as well as the possible improvements. Student satisfaction, thus, is a direct indicator of the effectiveness of teaching learning in the institution. It may be impractical to capture this aspect from every student; however, every HEI can resort to a sample survey on a formalized basis to capture this significant feature. This is the reason the revised assessment framework of NAAC adopts survey of student satisfaction.

Source: NAAC Manual for Affiliated/Constituent Colleges





Revised Accreditation Framework (RAF)

Distribution of Metrics and KIs across Criteria

Type of HEIs Universities	Universities	Autonomous Colleges	Affiliated Colleges Constituent	Affiliated Colleges (Old)
Criteria	7	7	7	7
Key Indicators (KIs)	34	34	32	32
Qualitative Metrics (Q _i M)	36 <small>(Old - 38)</small>	35 <small>(Old - 38)</small>	21	36 <small>(Old - 41)</small>
Quantitative Metrics (Q _n M)	79 <small>(Old - 99)</small>	72 <small>(Old - 98)</small>	34	60 <small>(Old - 80)</small>
Total Metrics (Q_iM+Q_nM)	115 <small>(Old - 137)</small>	107 <small>(Old - 136)</small>	55	96 <small>(Old - 121)</small>

Distribution of weightages across Key Indicators (KIs)

NAAC for Quality and Excellence in Higher Education

Participants in the video call include: G, DA, DM, S, PS, DA, DK, DV, and others.

Table 2: Distribution of weightages across Key Indicators (KIs)

Criteria and Key Indicators Weightages
Criterion 1 – Curricular Aspects 100
Key Indicator- 1.1 Curricular Planning and Implementation 20
Key Indicator- 1.2 Academic Flexibility 30
Key Indicator- 1.3 Curriculum Enrichment 30
Key Indicator- 1.4 Feedback System 20
Criteria 2- Teaching- Learning and Evaluation 350
Key Indicator- 2.1 Student Enrolment and Profile 40
Key Indicator- 2.2 Student Teacher Ratio 40
Key Indicator- 2.3 Teaching- Learning Process 40
Key Indicator- 2.4 Teacher Profile and Quality 40
Key Indicator- 2.5 Evaluation Process and Reforms 40

Participants in the video call include: G, DA, DM, S, PS, DA, DK, DV, and others.

Criteria 2- Teaching- Learning and Evaluation 350

Key Indicator- 2.1 Student Enrolment and Profile 40
Key Indicator- 2.2 Student Teacher Ratio 40
Key Indicator- 2.3 Teaching- Learning Process 40
Key Indicator- 2.4 Teacher Profile and Quality 40
Key Indicator- 2.5 Evaluation Process and Reforms 40
Key Indicator- 2.6 Student Performance and Learning Outcome 90
Key Indicator- 2.7 Student Satisfaction Survey 60
Criteria 3- Research, Innovations and Extension 110
Key Indicator 3.1 Resource Mobilization for Research 10
Key Indicator 3.2 Innovation Ecosystem 15
Key Indicator 3.3 Research Publication and Awards 25
Key Indicator 3.4 Extension Activities 40
Key Indicators 3.5 Collaboration 20

Participants in the video call include: G, DA, DM, S, PS, DA, DK, DV, and others.



PROTECTED VIEW: Be careful—files from the internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Key Indicator - 5.2 Student Progression 30

Key Indicator - 5.3 Student Participation and Activities 50

Key Indicator - 5.4 Alumni Engagement 10

Criterion 6- Governance, Leadership and Management 100

Key Indicator- 6.1 Institutional Vision and Leadership 10

Key Indicator- 6.2 Strategy Development and Deployment 10

Key Indicator- 6.3 Faculty Empowerment Strategies 35

Key Indicator- 6.4 Financial Management and Resource Mobilization 15

Key Indicator- 6.5 Internal Quality Assurance System 30

Criterion 7- Institutional Values and Best Practices 100

Key Indicator - 7.1 Institutional Values and Social Responsibilities 50

Key Indicator - 7.2 Best Practices 30

Key Indicator - 7.3 Institutional Distinctiveness 20

Revised Accreditation Framework (RAF)

Distribution of Metrics and KIs across Criteria

Type of HEIs Universities	Universities	Autonomous Colleges	Affiliated Colleges Constituent	Affiliated Colleges (Old)
Criteria	7	7	7	7
Key Indicators (KIs)	34	34	32	32
Qualitative Metrics (Q _M)	36 (Old - 38)	35 (Old - 38)	21	36 (Old - 41)
Quantitative Metrics (Q _N)	79 (Old - 99)	72 (Old - 98)	34	60 (Old - 80)
Total Metrics (Q _M +Q _N)	115 (Old - 137)	107 (Old - 136)	55	96 (Old - 121)

Distribution of weightages across Key Indicators (KIs)

NAAC for Quality and Excellence in Higher Education

Institutional Grades and Accreditation Status :

Range of Institutional Cumulative Grade Point Average (CGPA)	Letter Grade	Status
3.51 - 4.00	A++	Accredited
3.26 - 3.50	A+	Accredited
3.01 - 3.25	A	Accredited
2.76 - 3.00	B++	Accredited
2.51 - 2.75	B+	Accredited
2.01 - 2.50	B	Accredited
1.51 - 2.00	C	Accredited
≤ 1.50	D	Not Accredited

Institutions which secure a CGPA equal to or less than 1.50 are notionally categorized under the letter grade "D". Such unqualified institutions will also be intimated and notified by NAAC as "Assessed and Found not qualified for Accreditation".

NAAC for Quality and Excellence in Higher Education



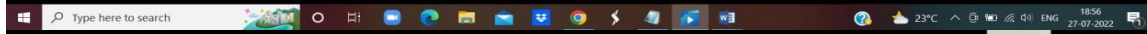
Institutional Information for Quality Assessment (IIQA)

Online Submission

- [Unviversity-Cycle1](#)
- [College iiqa cycle2](#) (for Affiliated / Constituent /Autonomous)

Earlier reference: Letter of Intent and Institutional Eligibility of Quality Assessment

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_20220711_133111-Meeting Recording 1



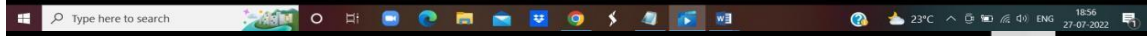
User Manuals (As on June 2022)

User Manual for Self Study Report submission (NEW)

1. [University-Manual-4-1-2022](#)
2. [Autonomous Manual 01-12-2021](#)
3. [Affiliated College Manual modified-270522](#)

Institutional Accreditation Manual for Self-Study Report

1. [Health-Science-University-Manual-16-11-2021](#)
2. [Health-Science-College-Manual-16 11 2021](#)



Manuals for reference Affiliated/Constituent (As on June 2022)

[Revised-Manual for Affiliated/Constituent Colleges June -2022](#)

[Extended Profile](#)

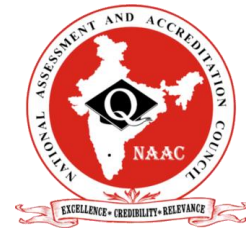
[Extended Profile Template- Affiliated/Constituent Colleges](#)

[Affiliated/Constituent Colleges -template](#)

[SOP for HEIs Affiliated/Constituent Colleges](#)

[AQAR-Guideline- Affiliated/Constituent Colleges](#)





Section B: Data Requirements of Self-Study Report (SSR)

This section given details of various data required for filling up the online format of the Self-Study Report(SSR). These viz.,

1. **Executive Summary**
2. **Profile of the College**
3. **Quality Indicator Framework (QIF) with details of data in respect of each of the 7 A&A Criteria**
4. **Data Templates/ Documents (Quantitative and Qualitative)**

Revised Accreditation Framework

Paradigm shift (online process)

Qualitative Metrics (Q_M) – Peer Team
Quantitative Metrics(Q_nM)

Other features :

1. [Online students survey \(Guidelines\)](#)
2. [Standard Operating Procedure of DVV For Affiliated Colleges](#)
3. Pre – Qualifier

Example Question type – 1 (Qualitative Metrics)

Criterion 1 – Curricular Aspects (100)
 Key Indicator – 1.3 Curriculum Enrichment (30)

Metric No.	Weightage
1.3.1 QIM	10

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum
 Upload a description in maximum of 500 words

File Description (Upload)

- Any additional information
- Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

Answer:

As college is affiliated to XYZ University, college follows the university prescribed curriculum. Gender, Environment and Sustainability, Human Values and Professional Ethics are included in the following courses:

- Languages: Marathi, Hindi and English taught under B. A. Programme. It includes study of gender, human values and professional ethics.
- Social Sciences: History, Political Science, Economics, Psychology and Sociology taught under B. A. Programme. It includes study of gender, human values and professional ethics.
- Commerce: Accountancy, Costing and Management taught under B. Com. Programme. It includes study of gender, human values and professional ethics.
- Life Sciences: Chemistry, Botany, Geography, Zoology and Environment Science taught under B. A. and B. Sc. Programme. It includes study of gender, human values, professional ethics, environment and sustainability.
- Environmental Science : This subject is compulsory for BA / B.Com. / B.Sc. Part-II. It includes study of environment and sustainability.



Example Question type – 2 (Quantitative Metrics)

Criterion II – Teaching-Learning and Evaluation (350)
Key Indicator - 2.6 Student Performance and Learning Outcomes (90)

Metric No.	Weightages
2.6.2 QnM	45

Average pass percentage of students (current Year Data)
Data Requirement for last five years:
- Program Code
- Name of the program
- Number of students appeared
- Number of students passed
- Pass percentage

Formula = $\frac{\text{Total number of final year students who passed the College...}}{\text{Total number of final year students who appeared for the examination...}} \times 100$

Data Template

2.6.2 Average pass percentage of students (45)	Programme name	Number of students appeared in the final year examination	Number of students passed in final year examination
Documents: Institutional data in prescribed format. (Upload Supporting documents)			

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions - 202207-2023 (Recording 1)

00:06:45

Example Question type – 3 (Quantitative Metrics)

Criterion 6- Governance, Leadership and Management (100)
Key Indicator- 6.2 Strategy Development and Deployment (10)

Metric No.	Weightages
6.2.2 QnM	10

Implementation of e-governance in areas of operation
1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination
Options:
A. All of the above
B. Any 3 of the above
C. Any 2 of the above
D. Any 1 of the above
E. None of the above

File Description (Upload)
• Upload supporting document

Documents required :
ERP Document
 Screen shots of user interfaces of each module reflecting the name of the HEI.
Bills for the expenditure on implementation of e-governance in the areas of operation.

00:06:45

Scheme of operation of the process with Example of Quantitative Metrics 2.4.2

00:06:45



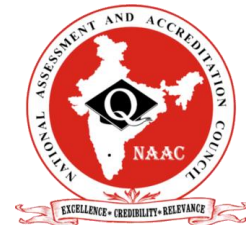
Participant interaction icons: G, DA, DM, PS, S, DA, DK, DV. Includes a chat icon and a +75 03:14:26 indicator.



Participant interaction icons: G, DA, DM, PS, S, DA, DK, DV. Includes a chat icon and a +75 03:14:26 indicator.



Participant interaction icons: G, DA, DM, PS, S, DA, DK, DV. Includes a chat icon and a +75 03:14:26 indicator.



Example : Quantitative Metrics – 2.4.2 Weightage: 25

Criteria 2- Teaching- Learning and Evaluation (350)
Key Indicator- 2.4 Teacher Profile and Quality (40)

2.4.2. Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Formula:

$$\text{Percentage per year} = \frac{\text{Number of full time teachers with Ph. D / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.}}{\text{Number of full time teachers}} \times 100$$

$$\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$$

00:36:22

Faculty with Ph.D (from 2.4.2 Metric)

Year	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
Number	32	43	30	26	9

From Extended profile : Full time Faculty (Denominator for Calculations)

Year	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
Number	95	91	94	97	68

Application of Formula:

$$\frac{32}{95} \times 100 = 33.68$$

$$\frac{43}{91} \times 100 = 47.21$$

$$\frac{30}{94} \times 100 = 31.91$$

$$\frac{26}{97} \times 100 = 26.80$$

$$\frac{9}{68} \times 100 = 13.23$$

Avg Percentage (Response) = $33.68 + 47.21 + 31.91 + 26.80 + 13.23 = 152.83 / 5 = 30.56$

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_20220711_133111-Meeting Recording 1

00:36:22

Metric-wise Grade Point Reference Structure

Sample Question (QnM Metric)

Percentage of Faculty with Ph.D to total faculty ?

Scale / Bench Mark:

Metric-wise Grade Points (MGP)				
0	1	2	3	4
0	01 - 10% ^	10 - 40 %	40 - 80 %	80 - 100 %

2* Weightages (20) = 40


^ Upper limit is exclusive in all ranges

00:36:22




EXTRACT OF GLOSSARY

GLOSSARY:
Full Time Teachers: A teacher employed for at least 90 per cent of the normal of statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher.



EXTRACT OF SOP

Metric No.	Metric Details	Documents required for verification	Specific Instructions to HEIs	Not to be included/considered
2.4.2	Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)	List of faculties having NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and any other post doctoral degree should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award. <input checked="" type="checkbox"/> Doctorate Degree awarded by UGC recognized universities only to be considered.	Mention number of full-time teachers with highest degree year-wise irrespective of the year of award. Ph. D. / D.M. /M.Ch./D.N.B Superspeciality / D.Sc. / D.Litt. and any other post doctoral degree of selected faculty will be asked during DVV clarification stage. List of certificate should be provide as per academic session wise. Provisional Degree Certificate may be considered wherever Degree Certificate is not available.	Honorary Doctorate Degrees not to be included/ considered




Revised Accreditation Framework (RAF)


General Guidelines for HEIs:

Note: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letterhead in the documents for proof of evidence shall not be acceptable.

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_20220711_133111-Meeting Recording 1



Continued...





Revised Accreditation Framework (RAF)

ASSESSMENT OUTCOME:
The final result of the Assessment and Accreditation exercise will be an ICT based score, which is a combination of evaluation of qualitative and quantitative metrics. This will be compiled as a document comprising three parts.

PART I (Peer Team Report)

- ❖ Section 1: Gives the **General Information** of the institution and its context.
- ❖ Section 2: Gives Criterion wise analysis based on peer evaluation of qualitative indicators. Instead of reporting with bullet points, this will be a **qualitative, descriptive assessment report** based on the Peer Team's critical analysis presenting strengths and weaknesses of HEI under each Criterion
- ❖ Section 3: Presents an **Overall Analysis** which includes Institutional Strengths, Weaknesses, Opportunities and Challenges.
- ❖ Section 4: Records **Recommendations for Quality Enhancement of the Institution** (not more than **10** major ones).

Continued...

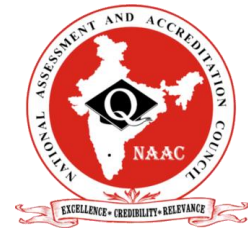
Revised Accreditation Framework (RAF)

..from previous slide

ASSESSMENT OUTCOME:

PART II - Graphical representation based on Quantitative Metrics (QnM)
This part will be a **System Generated Quality Profile of the HEI based on statistical analysis** of quantitative indicators in the NAAC's QIF (quality indicator framework). Graphical presentation of institutional features would be reflected through synthesis of quantifiable indicators.

PART III - Institutional Grade Sheet
Contains the **Institutional Grade Sheet** which is based on **qualitative indicators**, quantitative indicators and student satisfaction survey using existing calculation methods but it will be generated by a software.



Other process related issues

- [Learning Outcomes](#)
- [Glossary & Notes](#)
- [Peer Team Visit Schedule](#)
- [Fee Structure](#)
- [Declaration /undertaking](#)
- Logistics
- [HEI Portal Handbook V1.1](#)

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_20220711_133111-Meeting Recording 1

00:36:22

HAAC for Quality and Excellence in Higher Education

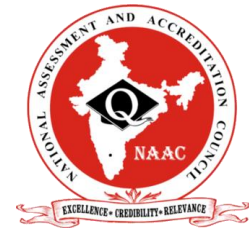
1902 27-07-2022

Notifications as on 5/6/2022:

- [Information to Higher Education Institutions \(HEIs\) regarding publications to be considered by NAAC for Data Verification and Validation \(DVV\) process](#)
- [Notification to Pharmacy Colleges](#)

00:36:22

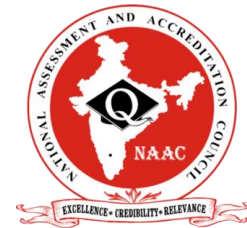
1902 27-07-2022



Technical Session IV

Dr. Surya Rashmi Rawat Deputy Director IQAC, Himachal Pradesh University, Shimla took over for the technical session IV and spoke about the 'Preparation of IIQA' by highlighting the five core values of NAAC i.e., contribution to national development, fostering global competencies among students, inculcating a value system in students, promoting the use of technology and quest for excellence. She also gave a detailed map of "Process of Assessment and Accreditation".

The screenshot displays a Microsoft Teams meeting in progress. The primary focus is a PowerPoint slide with a red header containing the NAAC logo and the text 'NAAC G'. Below the header, the slide identifies the speaker as Dr. Surya Rashmi Rawat, Associate Professor at the University Business School and Deputy Director of IQAC at Himachal Pradesh University, Shimla. Her contact email, rawatsurvarashmi@gmail.com, is also provided. The meeting interface includes a video feed of two participants on the left and a grid of participant icons on the right. The Windows taskbar at the bottom indicates the meeting is taking place on July 27, 2022, at 14:36.



- To arrange for **periodic assessment** and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;
- To **stimulate the academic environment** for promotion of quality in teaching-learning and research in higher education institutions;
- To **encourage self-evaluation, accountability, autonomy and innovations** in higher education;
- To undertake **quality-related research studies, consultancy and training programmes**;
- To **collaborate with other stakeholders** of higher education for quality evaluation, promotion and sustenance.
- Striving to achieve its goals as guided by its vision and mission statements.

The NAAC methodology for Assessment and Accreditation is very much **similar** to that followed by **Quality Assurance (QA)** agencies **across the world** and consists of self-assessment by the institution along with external peer assessment organized by NAAC.

Mission

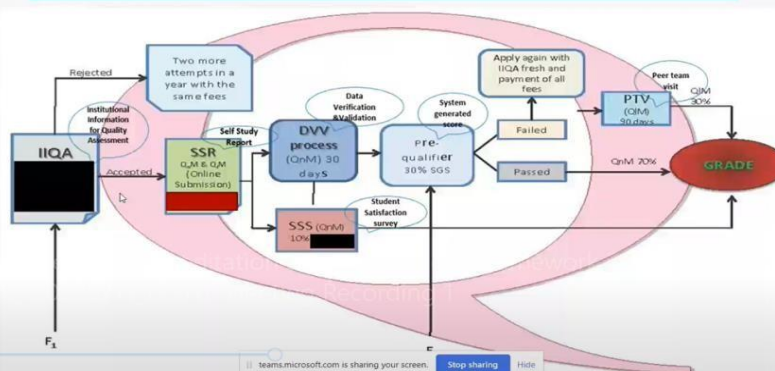
teams.microsoft.com is sharing your screen. Stop sharing Hide

- Contributing to National Development
- Fostering Global Competencies among Students
- Inculcating a Value System among Students
- Promoting the Use of Technology
- Quest for Excellence

core values of NAAC

teams.microsoft.com is sharing your screen. Stop sharing Hide

Process of Assessment and Accreditation



Webinar
Institution

teams.microsoft.com is sharing your screen. Stop sharing Hide



- In case of rejection of IIQA applications specific suggestions would be given to HEIs to facilitate them to resubmit IIQA.
- An institution can reapply twice after the first attempt resulted in rejection.
- That is, each HEI is **permitted three attempts in a year**, with a single fee.
- **After this, it will be considered a fresh application with required fees**

IIQA Submission

- Institution will be asked to fill the Self Study Report (SSR) with the required document to be uploaded in the portal of NAAC website within 45 days.
- The SSR of the HEI will then be subjected to further process.
- As preparation of SSR is a systematic process, so it is suggested that the **HEIs should be ready with soft copy of SSR** and related documents well in advance of submitting IIQA.
- Those institutions **who fail to submit SSR within 45 days will have to apply afresh starting from IIQA & its fees.**
- It is to be noted that the **extension** for submission of SSR will be possible, **if the request (by raising the issue in Issues Management System (IMS) with proper reason & proof) is done by the HEI before the expiry of the stipulated time**, only in cases of **natural calamities, floods, payment settlement delay, technical problems for a period up to maximum of 15 days** after seeking approval from the Competent Authority.
- **NO FURTHER EXTENSION WILL BE GIVEN IN THE PORTAL.** In all such cases the **A&A process gets terminated and IIQA fees paid shall be forfeited and the HEIs HAVE TO COME AFRESH BY SUBMITTING IIQA WITH THE REQUISITE FEES.**
- In any case fees for IIQA will not be refundable.

Post acceptance of IIQA

- HEI's who are applying for A&A process for Cycle 2 onwards or Re-assessment can directly Login
- Use old credentials (Username & PASSWORD) which were used for earlier LOI process.
- In case you have forgotten the password, click on "Forgot Password" link to get the reset password link to your registered institutional email-id.
- In case you have forgotten both username & password or for any other queries regarding login kindly contact NAAC helpdesk at naachelpdesk@gmail.com

Registration process



01:21:44 teams.microsoft.com is sharing your screen. Stop sharing Hide

- How to Login?
- Please type your username, password as received in registered email-id from NAAC.
- Next enter the CAPTCHA to login.
- You can click on the image, if you want a new captcha.

Login and IIQA Process

01:21:44 teams.microsoft.com is sharing your screen. Stop sharing Hide

Dashboard

01:21:44 teams.microsoft.com is sharing your screen. Stop sharing Hide



- After login, the first page you see will be the Dashboard screen. In this screen you will see
- Status of IIQA Payment etc
- Alerts and Notification – Important Information or Guidelines NAAC has provided
- Important Dates – Dates to be taken care of, regarding your IIQA and SSR process
- Previous cycle information On the left hand side you can see all the menu options.

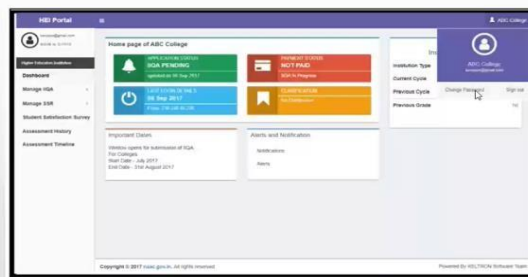
Dashboard

teams.microsoft.com is sharing your screen. Stop sharing Hide



Participant list:

- DS (Dr. Sapna)
- DA (Dr. Anupama)
- G (GIRANJALI)
- DA (Dr. Anupama)
- DM (Dr. Shreema Murug)
- PS (Prof. T. Sushantha)
- Ashish (Ashish)
- maheshwar Thakur (maheshwar Thakur)
- DA (D. Anuradha (Guest))
- DK (Dr. Kano)
- DV (Dinesh Var (Guest))
- +71



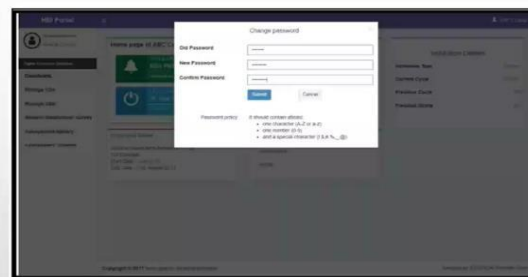
How to change password

teams.microsoft.com is sharing your screen. Stop sharing Hide



Participant list:

- DS (Dr. Sapna)
- DA (Dr. Anupama)
- G (GIRANJALI)
- DA (Dr. Anupama)
- DM (Dr. Shreema Murug)
- PS (Prof. T. Sushantha)
- Ashish (Ashish)
- maheshwar Thakur (maheshwar Thakur)
- DA (D. Anuradha (Guest))
- DK (Dr. Kano)
- DV (Dinesh Var (Guest))
- +71



teams.microsoft.com is sharing your screen. Stop sharing Hide



Participant list:

- DS (Dr. Sapna)
- DA (Dr. Anupama)
- G (GIRANJALI)
- DA (Dr. Anupama)
- DM (Dr. Shreema Murug)
- PS (Prof. T. Sushantha)
- Ashish (Ashish)
- maheshwar Thakur (maheshwar Thakur)
- DA (D. Anuradha (Guest))
- DK (Dr. Kano)
- DV (Dinesh Var (Guest))
- +71





Various options are available in the left hand side panel of your home screen.

- Dashboard
- Manage IIQA
 - a. Prepare IIQA
 - b. Make Payment
 - c. Submit IIQA
 - d. View IIQA Clarifications
 - e. Assessment History
 - f. Assessment Timeline

Left Hand Side Menu details

teams.microsoft.com is sharing your screen. Stop sharing Hide



Prepare IIQA

teams.microsoft.com is sharing your screen. Stop sharing Hide



In this tab, you will fill information regarding Affiliations and SRA Programs.

- If **HEI is offering any programs recognised by SRAs other than UGC**, that **information should be filled**.
- You can add **SRA Programs applicable** to your HEI from the list, and upload supporting document (Approval or application of Approval) for the same.

Affiliation Compliance

01:26:06 teams.microsoft.com is sharing your screen. Stop sharing Hide





Affiliation Compliance-II

Affiliation Compliance-I

Profile Information



HEI Portal

Registration details No. [text box]
Registration email [text box]
Alternate email [text box]

Alternate Faculty Contact details

Name	[text box]	[text box]
Designation	[text box]	[text box]
Address	[text box]	
State/UT	[text box]	[text box]
City	[text box]	[text box]
Pincode	[text box]	[text box]
Phone No.	[text box]	[text box]
Ext. No.	[text box]	[text box]
Mobile No.	[text box]	[text box]

teams.microsoft.com is sharing your screen. [Stop sharing] [Hide]

21 of 31

Nature of the college can be a combination of two or more natures and must be specified. (12)

HEI Portal

Is the institution recognized under section 2(f) of the UGC ACT if yes, date of the recognition by UGC under section 2(f) (upload document)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	13/02/2007	[pdf-sample.pdf]
Is the institution recognized under section 12B of the UGC ACT if yes, date of the recognition by UGC under section 12B along with latest three General Development Grant release letter (upload document)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	11/09/2008	[pdf-sample.pdf]
Is the institution recognized as an Autonomous College by the UGC? (if yes, upload document)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		[pdf-sample.pdf]
Is the institution recognized as a 'College with Potential for Excellence (CPE)' by the UGC? (upload document)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		[pdf-sample.pdf]
Is the institution recognized as a 'College of Excellence' by the UGC? (upload document)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Date of uploading data on MHRD website for All India Survey on Higher Education (AISHE) (upload document)			14/09/2006	[pdf-sample.pdf]
Attach Certification by the Head of the Institution for having complied with Rules & Regulations of [text box]				[pdf-sample.pdf]

teams.microsoft.com is sharing your screen. [Stop sharing] [Hide]

21 of 31

HEI Portal

Is the institution recognized as a 'College with Potential for Excellence (CPE)' by the UGC? (upload document)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		[pdf-sample.pdf]
Is the institution recognized as a 'College of Excellence' by the UGC? (upload document)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Date of uploading data on MHRD website for All India Survey on Higher Education (AISHE) (upload document)			14/09/2006	[pdf-sample.pdf]
Attach Certification by the Head of the Institution for having complied with Rules & Regulations of [text box]				[pdf-sample.pdf]

teams.microsoft.com is sharing your screen. [Stop sharing] [Hide]

21 | Page



HEI Portal

documents

Attach Certification by the Head of the Institution for having complied with Rules & Regulations of Central Government, State Government, UGC Affiliated University and other applicable SRA in the prescribed format of NAAC.
Download prescribed for.

Has the institution made statutory declaration on the institution website under Section 4 (1)(b) of the RTI act 2005 as issued and amended from time to time.

Does the institution have Statutory Cells / Committees?

- Committee for SC/ST
- Minority Cell
- Grievance Redressal Committee
- Internal Compliant Committee
- Anti-ragging Committee
- OBC Cell

DS Dr. Sapna Dr. P. Mary Santhi

DA Dr. Anupama Dr. Anupama

DM Dr. Sravanthi Manoj Prof. Y. Sarath...

PS Dr. Anuradha (Gov... Dr. Karu

DA DK

15:14 11-07-2022

After filling the form, please click on the save and next button to proceed.

2.5.4 Academic Information

This tab is to capture all Academic information of the HEI, like

1. Number of programs offered. Max: 2 numbers
2. Program details. Department name Max: 100 characters
3. Self declaration by Head of Institution
4. Details of staff. Max : 7 numbers
5. Details of students. Max : 7 numbers
6. MOU related information and documentary proof

DS Dr. Sapna Dr. P. Mary Santhi

DA Dr. Anupama Dr. Anupama

DM Dr. Sravanthi Manoj Prof. Y. Sarath...

PS Dr. Anuradha (Gov... Dr. Karu

DA DK

15:17 11-07-2022

HEI Portal

Academic Information

Number of Programmes offered

UG	0
PG	0
Diploma	0
PG Diploma recognised by statutory authority including university	0
Doctoral (Ph.D)	0
Pre Doctoral (M.Phil)	0
Post Doctoral (D.Sc , D.Litt , LLD)	0
Post Master's (DM,Ayurveda Vachaspathi M.Ch)	0
Certificate	0

Program Details

Department	Program	SRA
-Department-	Enter program	-SRA-

DS Dr. Sapna Dr. P. Mary Santhi

DA Dr. Anupama Dr. Anupama

DM Dr. Sravanthi Manoj Prof. Y. Sarath...

PS Dr. Anuradha (Gov... Dr. Karu

DA DK

15:20 27-07-2022



23 of 31

Certificate

Program Details

Department Add Department Program SRA

Department: Enter program: SRA

You can add the Departments in your HEI, by clicking on add button under Program details, which then gets populated in the Department list.

HEI Portal

Add New Department

Enter Department

15:19 11-07-2022

DS DS

Dr. Sanyal Dr. P. Mary Sanyal

DA DA

Dr. Anupama Dr. Anupama

DM PS

Dr. Shweta Majumdar Prof. Y. Sankaranarayanan

Adish maheshwar Thakur

DA DK

Dr. Anandharam Govindan Dr. Karu

G +71

SHANMUKHI

25 of 31

Higher Education Institution

Dashboard

Manage IQA

Prepare IQA

Make Payment

Submit IQA

View IQA Clarifications

Manage SSR

Student Satisfaction Survey

Assessment History

Assessment Timeline

Details of Staff

Categories	Male	Female	Transgender	Total
Number of Permanent Teaching staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Other Teaching staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Non Teaching staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of Students

Categories	Male	Female	Transgender	Total
Number of Regular Face to Face Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the college have an academic MOU with any foreign institution? If so attach the MOU (Upload document)

Yes No

Upload document

Save and Next

01:46:25 You need to enter the nu... and Non-Teaching Staff and

15:25 11-07-2022

PS DS

Parveen Sanyal Dr. Sanyal

DS DA

Dr. P. Mary Sanyal Dr. Anupama

DA DM

Dr. Anupama Dr. Shweta Majumdar

PS Adish

Prof. Y. Sankaranarayanan maheshwar Thakur

DA

D. Anandharam Govindan

DK +71

01:34:46

25 of 31

2.5.5 Quality Information

Quality related information is captured in this tab such as:

1. Date of establishment of IQAC
2. Minutes of IQAC meeting and Action Taken Report (applicable to HEIs coming for Cycle 2 onwards)
3. Date of submission of AQARs of last 4 years to NAAC and supporting documents for the same. (applicable to HEIs coming for Cycle 2 onwards)

Institutions_20220711_133111-Meeting Recording 1

01:46:25

15:24 11-07-2022

PS DS

Parveen Sanyal Dr. Sanyal

DS DA

Dr. P. Mary Sanyal Dr. Anupama

DA DM

Dr. Anupama Dr. Shweta Majumdar

PS Adish

Prof. Y. Sankaranarayanan maheshwar Thakur

DA

D. Anandharam Govindan

DK +71

01:34:46



Higher Education Institution

Dashboard

Manage IQA

Prepare IQA

Make Payment

Submit IQA

View IQA Clarifications

Manage SSR

Student Satisfaction Survey

Assessment History

Assessment Timeline

Quality Information

Date of Establishment of IQAC: 15/09/2016

Save and Next

IQAC payment

Please provide your IQAC registration fee details
(Refer NAAC Website for fee structure. Ensure the DD reaches NAAC within 10 days from submission of IQA)

Amount (including applicable taxes): 29500

DD number: 237005

DD issued Date: 08/07/2017

In favour of: The Director, NAAC, Bangalore

Bank name: ICICI Bank

IFSC code: ICIC0004011

Upload copy of DD

100097_43

Save and Next

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_20220711_133111-Meeting Recording 1

HEI Portal

Dashboard

Manage IQA

Prepare IQA

Make Payment

Submit IQA

View IQA Clarifications

Manage SSR

Student Satisfaction Survey

Assessment History

Assessment Timeline

Basic Eligibility: Errors: 0 Warnings: 0

Affiliation Compliance: Errors: 0 Warnings: 0

Profile Information: Errors: 0 Warnings: 0

Academic Information: Errors: 2 Warnings: 0

Quality Information: Errors: 0 Warnings: 1

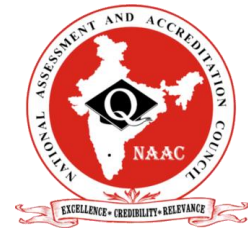
Payment: Errors: 1 Warnings: 0

Terms and Conditions

- All the data/information submitted herewith for IQAC pertains to the applicant institution and is correct and true.
- If the information submitted herewith is found to be faulty or wrong, the application will be rejected and appropriate penalties may be imposed.
- The decision of NAAC with reference to rejection or acceptance of IQAC will be final.

Copyright © 2017 naac.gov.in. All rights reserved. Powered By: KELTRON Software Team

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_20220711_133111-Meeting Recording 1



Technical Session V

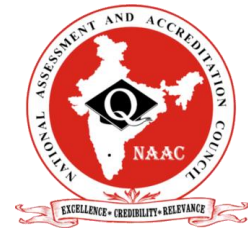
Dr. Alok John joined again for the last technical session on ‘Student Feedback and Peer Team Visit’. He mentioned significant objectives of the student’s feedback and suggested ways to develop a participative approach among students, a greater sense of responsibility towards their institution, and a skill of critical evaluation of the curriculum, courses, and the weightage system.

The screenshot displays a Zoom meeting interface. The top portion shows a video call with two participants. On the left is Dr. Alok John, and on the right is a woman. Behind her is a chalkboard with the following mathematical derivation for bond price P_0 :

$$k_e = 15\% = 0.15$$
$$P_0 = \frac{D_1}{(1+k_e)^1} + \frac{D_2}{(1+k_e)^2} + \frac{D_3}{(1+k_e)^3}$$
$$= \frac{8}{1.15} + \frac{8}{(1.15)^2} + \frac{1}{(1.15)^3}$$

The bottom portion of the screenshot shows a screen share of a PDF document. The document is titled "Key Indicator- 6.5 Internal Quality Assurance System (30)". It contains a table with the following data:

Metric No.	Description	Weightage
6.5.1 Q _M	<i>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities</i> Write description in a maximum of 500 words File Description: <ul style="list-style-type: none">• Upload Additional information• Provide Link for Additional information	15
6.5.2 Q _M	Quality assurance initiatives of the institution include: <ol style="list-style-type: none">1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements2. Collaborative quality initiatives with other institution(s)/ membership of international networks3. Participation in NIRF4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISU Certification etc	15



Screenshot of a Zoom meeting showing a PDF document in Adobe Reader. The document is titled "affiliated_College_Manual_11022022-modified-270522.pdf". The content includes a table with the following details:

activities		
Write description in a maximum of 500 words File Description: • Upload Additional information • Provide Link for Additional information		
6.5.2 QaM Quality assurance initiatives of the institution include: <ol style="list-style-type: none">1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements2. Collaborative quality initiatives with other institution(s)/ membership of international networks3. Participation in NIRF4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc Options: A. All of the above B. Any 3 of the above C. Any 2 of the above	15	

NAAC for Quality and Excellence in Higher Education
Copyright Reg. No: XXXXXXXXXXXX

01:46:25

NAAC Sponsored One Day Webinar on
"Revised Accreditation and Assessment Framework in Higher Educational Institutions"
St. Bede's College, Shimla

Student Feedback and Peer Team Visit

Alok John
Dean – National, International Collaborations & Consultancy Services (NICCS),
Patna Women's College (Autonomous)

19:25
27-07-2022

Student Feedback

- To provide the students a greater role in the teaching - learning process,
- To develop a sense of greater responsibility and belonging to the institute among the students,
- To develop the skill of critical evaluation,
- To modify and rearrange the course contents based on students' constructive suggestions,
- To help the teachers modify and improve their teaching methodologies,
- To open a transparent communication channel between the students and the teacher, and
- To maintain the functioning of teaching-learning process in the best possible way.

19:25
27-07-2022



- Instructor's feedback and Course feedback. The students are asked to rate the instructor of their concerned course on ten parameters at a five-point scale and finally they are asked to give their comments on "How the instructor can improve his / her performance?"
- Similarly, they are asked to rate their concerned course on five parameters on the same five-point scale and finally they are asked to give their comments on "How the course can be improved?"
- The students are informed about this system at the beginning of the semester itself and they are encouraged to give their responses regularly and continuously.

Impact of Feedback

- The feedback system has opened and strengthened a transparent communication channel between students, teachers and administrators.
- It has helped in modifying and/or restructuring of the course contents. The teaching quality over the years has improved. Students' participation in the process has expanded.
- The overall sense of belonging to the institute among the students and the teachers has strengthened.

SSR Manual for Affiliated/Constituent Colleges

Key Indicator- 1.4 Feedback System (20)

Metric No.	Weightage
1.4.1. QnM File Description (Upload) • Upload supporting document	20



RAF-SSS-Guideline_29-1-2020.pdf - Adobe Reader

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL, BENGALURU

Revised Accreditation Framework - Student Satisfaction Survey

Guidelines for Higher Education Institutions (HEIs) - Student Satisfaction Survey (SSS)

- Higher Education Institutions (HEIs) have to strictly upload data of at least 50% of currently enrolled students as per data template format of excel sheet given in portal.
- Data will be accepted in text format only as per the template given by NAAC.
- Column names (case sensitive) and order should not be altered. No column/cell should be left blank
- Repetition of Name, e-mail address, Mobile number is not allowed.
- There are two separate columns for Student ID and Enrollment ID. In the absence of separate IDs the institutions can repeat same ID in the two columns.
- Total entries should not be greater than the students marked in Institutional Information for Quality Assessment (IIQA).
- SSS will be administered to institutions simultaneously with Data Validation and Verification (DVA) process.

02:14:56

RAF-SSS-Guideline_29-1-2020.pdf - Adobe Reader

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL, BENGALURU

Revised Accreditation Framework - Student Satisfaction Survey

Guidelines for Higher Education Institutions (HEIs) - Student Satisfaction Survey (SSS)

- Higher Education Institutions (HEIs) have to strictly upload data of at least 50% of currently enrolled students as per data template format of excel sheet given in portal.
- Data will be accepted in text format only as per the template given by NAAC.
- Column names (case sensitive) and order should not be altered. No column/cell should be left blank
- Repetition of Name, e-mail address, Mobile number is not allowed.
- There are two separate columns for Student ID and Enrollment ID. In the absence of separate IDs the institutions can repeat same ID in the two columns.
- Total entries should not be greater than the students marked in Institutional Information for Quality Assessment (IIQA).
- SSS will be administered to institutions simultaneously with Data Validation and Verification (DVA) process.

02:14:56

Webinar on Revised Accreditation and Assessment Framework in Higher Education Institutions_20220711_133111-Meeting Recording 1

SOP

4.	1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website(Yes or No)	<ul style="list-style-type: none">Sample Filled in feedback forms from the stakeholders to be provided.Stakeholder feedback analysis report signed by the Principal to be provided.Department wise Action taken Report on feedback signed by the competent authority Document showing the communication with the affiliating University for the Feedback provided.Action taken by the affiliating university on the feedback.	<ul style="list-style-type: none">Only filled-in feedback forms to be consideredThe DVV partner may ask for filled in forms of few randomly selected stakeholders.Feedback reports should be hosted in the institutional website.	<ul style="list-style-type: none">Feedback reports reflected in other websites will not be considered.
----	---	--	---	--

02:14:56



Guidelines for Higher Education Institutions (HEIs) - Student Satisfaction Survey (SSS)

- Higher Education Institutions (HEIs) have to strictly upload data of at least 50% of currently enrolled students as per data template format of excel sheet given in portal.
- Data will be accepted in text format only as per the template given by NAAC.
- Column names (case sensitive) and order should not be altered. No column/cell should be left blank
- Repetition of Name, e-mail address, Mobile number is not allowed.
- There are two separate columns for Student ID and Enrollment ID. In the absence of separate Ids the institutions can repeat same Id in the two columns.
- Total entries should not be greater than the students marked in Institutional Information for Quality Assessment (IIQA).
- SSS will be administered to institutions simultaneously with Data Validation and Verification (DVV) process.
- The SSS questionnaire (20 objective & 01 subjective) which is available in NAAC website and will also be e-mailed to students and the following rules will be applied for processing the responses.
 - Maximum of Two survey attempts will be initiated to reach the desired level of response as per requirements mentioned below
 - For Colleges – (UG/PG and Autonomous) responses should be received from at least 10% of the student population or 100, whichever is lesser.
 - For Universities – 10% of the student population or 500, whichever is lesser.
 - If the response rate is lower than the limits mentioned by NAAC, the metric will not be taken up for evaluation.
 - SSS will be completed within 30 days simultaneously with Data Validation and Verification (DVV) process.

endeavoured to conduct a Student Experience Survey the results of which will go into the accreditation process. The Survey will capture student responses through the list of students provided by the Higher education institutes (HEIs). The students will remain anonymous throughout the process. The institution is supposed to send a list of total student strength, with details of their student ID number, Aadhaar ID number (Any other Valid ID No. in the absence of Aadhaar), degree programme, email id and mobile number. NAAC will send online link to the survey to the email address/mobile no of the student, and the student will have to fill the survey before a stipulated date.

About questionnaire:
The questionnaire will be based on the Likert type scale, that means the responses are scaled on a scale of 0 to 4, with the most positive response being rated as 4 and the most negative response being rated as 0. The score emerging out of the survey is part of the second criterion on Teaching—Learning and Evaluation, out of the seven NAAC criteria. The questionnaire consists of several facets of the teaching learning process. Questions vary from specific teaching skills of the teacher, to his overall approach to the educational process. Specific skills of the teacher like, subject knowledge, communication skills, class preparation, and use of ICT tools are part of the questionnaire. The overall approach of the teacher and institution with respect to providing the right environment, motivation, interpersonal relationships, feedback etc. forms the second major component of the questionnaire. Twenty of the twenty one questions are objective in nature, while one question is open ended to elicit observations and suggestions for improvements providing an opportunity to the student to give suggestions and criticisms in their own words. Analysis of the survey would be done using software which will aggregate the responses and generate the score. The score will range from a minimum of 0 to a maximum of 4 on a five point scale and would affect the overall score of second criteria on Teaching—Learning and evaluation.

- Repetition of Name, e-mail address, Mobile number is not allowed.
- There are two separate columns for Student ID and Enrollment ID. In the absence of separate Ids the institutions can repeat same Id in the two columns.
- Total entries should not be greater than the students marked in Institutional Information for Quality Assessment (IIQA).
- SSS will be administered to institutions simultaneously with Data Validation and Verification (DVV) process.
- The SSS questionnaire (20 objective & 01 subjective) which is available in NAAC website and will also be e-mailed to students and the following rules will be applied for processing the responses.
 - Maximum of Two survey attempts will be initiated to reach the desired level of response as per requirements mentioned below
 - For Colleges – (UG/PG and Autonomous) responses should be received from at least 10% of the student population or 100, whichever is lesser.
 - For Universities – 10% of the student population or 500, whichever is lesser.
 - If the response rate is lower than the limits mentioned by NAAC, the metric will not be taken up for evaluation.
 - SSS will be completed within 30 days simultaneously with Data Validation and Verification (DVV) process.
 - As soon as survey is initiated by the coordinator of NAAC it has to be completed within 10 days.
 - The institute can encourage students to participate in survey and guide them about survey to make the SSS possible within the given time period of 10 days.
 - SSS questionnaire is in English. NAAC website will have both English and Hindi version available. If needed HEIs can make local language translation available for information of students before they take the survey.



SSS-Questionnaire_Students.pdf - Adobe Reader

File Edit View Window Help

Open 1 / 6 73.8%

Tools Fill & Sign Comment

Export PDF

Adobe ExportPDF

Convert PDF files to Word or Excel online.

Select PDF File:

SSS-Questionnaire_Student... 1 file / 349 KB

Convert To:

Microsoft Word (*.docx)

Recognize Text in English(U.S.) Change

Convert

Create PDF

Edit PDF

A) Please confirm this is the first and only time you answer this survey.
a) Yes b) No

B) Age: C) College Name:

D) Gender: a) Female b) Male c) Transgender

E) What degree program are you pursuing now?
a) Bachelor's b) Master's c) MPhil
d) Doctorate e) Other ()

F) What subject area are you currently pursuing?
a) Arts b) Commerce c) Science
d) Professional e) Other: ()

Instructions to fill the questionnaire

- All questions should be compulsorily attempted.
- Each question has five responses, choose the most appropriate one.
- The response to the qualitative question no. 21 is student's opportunity to give suggestions or improvements; she/he can also mention weaknesses of the institute here. (Kindly restrict your response to teaching learning process only)

Page 1

SSS-Questionnaire_Students.pdf - Adobe Reader

File Edit View Window Help

Open 1 / 6 73.8%

Tools Fill & Sign Comment

Export PDF

Adobe ExportPDF

Convert PDF files to Word or Excel online.

Select PDF File:

SSS-Questionnaire_Student... 1 file / 349 KB

Convert To:

Microsoft Word (*.docx)

Recognize Text in English(U.S.) Change

Convert

Create PDF

Edit PDF

a) Bachelor's b) Master's c) MPhil
d) Doctorate e) Other ()

F) What subject area are you currently pursuing?
a) Arts b) Commerce c) Science
d) Professional e) Other: ()

Instructions to fill the questionnaire

- All questions should be compulsorily attempted.
- Each question has five responses, choose the most appropriate one.
- The response to the qualitative question no. 21 is student's opportunity to give suggestions or improvements; she/he can also mention weaknesses of the institute here. (Kindly restrict your response to teaching learning process only)

Page 1

SSS-Questionnaire_Students.pdf - Adobe Reader

File Edit View Window Help

Open 1 / 6 73.8%

Tools Fill & Sign Comment

Export PDF

Adobe ExportPDF

Convert PDF files to Word or Excel online.

Select PDF File:

SSS-Questionnaire_Student... 1 file / 349 KB

Convert To:

Microsoft Word (*.docx)

Recognize Text in English(U.S.) Change

Convert

Create PDF

Edit PDF

National Assessment and Accreditation Council (NAAC)
Student Satisfaction Survey
Key Indicator - 2.7.1
Under Criterion II of Teaching - Learning and Evaluation

Guidelines for Students

NAAC (National Assessment and accreditation council) is conducting a Student Satisfaction Survey regarding Teaching - Learning and Evaluation, which will help to upgrade the quality in higher education. A student will have to respond to all the questions given in the following format with her/his sincere effort and thought. Her/his identity will not be revealed.

A) Please confirm this is the first and only time you answer this survey.
a) Yes b) No

B) Age: C) College Name:

D) Gender: a) Female b) Male c) Transgender

E) What degree program are you pursuing now?
a) Bachelor's b) Master's c) MPhil
d) Doctorate e) Other ()

F) What subject area are you currently pursuing?
a) Arts b) Commerce c) Science
d) Professional e) Other: ()

02:23:36

10 30

Type here to search

23°C

ENG

27-07-2022

19:28

27-07-2022

00:57:35



The image shows a Zoom meeting in progress. The main window displays a presentation slide with the following content:

Criterion II – Teaching-Learning and Evaluation
Student Satisfaction Survey on Teaching Learning Process

Following are questions for online student satisfaction survey regarding teaching learning process.

- How much of the syllabus was covered in the class?
4 – 85 to 100%
3 – 70 to 84%
2 – 55 to 69%
1 – 30 to 54%
0 – Below 30%
- How well did the teachers prepare for the classes?
4 – Thoroughly
3 – Satisfactorily
2 – Poorly
1 – Indifferently
0 – Won't teach at all
- How well were the teachers able to communicate?
4 – Always effective
3 – Sometimes effective
2 – Just satisfactorily
1 – Generally ineffective
0 – Very poor communication
- The teacher's approach to teaching can best be described as
4 – Excellent
3 – Very good
2 – Good
1 – Fair
0 – Poor

The slide is labeled "Page 2".

The Adobe Reader interface on the right shows the "Export PDF" menu with options for "Export PDF", "Create PDF", and "Edit PDF". The "Export PDF" option is selected, showing a "Convert" button.

The Zoom meeting interface on the right shows a video feed of the host and a list of participants: DEEPTI, Dr. Anupama, PS, PS, DM, PS, Ashish, maheshwar Thakur, DA, DK, D. Anurag (G...), Dr. Karu, G, +71, GETANJALI.

The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray, and date/time: 19:30, 27-07-2022.



SSS-Questionnaire_Students.pdf - Adobe Reader

File Edit View Window Help

Open 3 / 6 73.8%

Tools Fill & Sign Comment

Export PDF

Adobe ExportPDF

Convert PDF files to Word or Excel online.

Select PDF File:

SSS-Questionnaire_Student... 1 file / 349 KB

Convert To:

Microsoft Word (*.docx)

Recognize Text in English(U.S.)

Change

Convert

Create PDF

Edit PDF

2 - Sometimes unfair
1 - Usually unfair
0 - Unfair

6. Was your performance in assignments discussed with you?

4 - Every time
3 - Usually
2 - Occasionally/Sometimes
1 - Rarely
0 - Never

7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.

4 - Regularly
3 - Often
2 - Sometimes
1 - Rarely
0 - Never

8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

02:29:36

10

19:31 27-07-2022

SSS-Questionnaire_Students.pdf - Adobe Reader

File Edit View Window Help

Open 3 / 6 73.8%

Tools Fill & Sign Comment

Export PDF

Adobe ExportPDF

Convert PDF files to Word or Excel online.

Select PDF File:

SSS-Questionnaire_Student... 1 file / 349 KB

Convert To:

Microsoft Word (*.docx)

Recognize Text in English(U.S.)

Change

Convert

Create PDF

Edit PDF

9. The institution provides multiple opportunities to learn and grow.

4 - Strongly agree
3 - Agree
2 - Neutral
1 - Disagree
0 - Strongly disagree

10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.

02:29:36

10

19:31 27-07-2022

SSS-Questionnaire_Students.pdf - Adobe Reader

File Edit View Window Help

Open 4 / 6 73.8%

Tools Fill & Sign Comment

Export PDF

Adobe ExportPDF

Convert PDF files to Word or Excel online.

Select PDF File:

SSS-Questionnaire_Student... 1 file / 349 KB

Convert To:

Microsoft Word (*.docx)

Recognize Text in English(U.S.)

Change

Convert

Create PDF

Edit PDF

4 - Every time
3 - Usually
2 - Occasionally/Sometimes
1 - Rarely
0 - Never

11. Your mentor does a necessary follow-up with an assigned task to you.

4 - Every time
3 - Usually
2 - Occasionally/Sometimes
1 - Rarely
0 - I don't have a mentor

12. The teachers illustrate the concepts through examples and applications.

4 - Every time
3 - Usually
2 - Occasionally/Sometimes
1 - Rarely
0 - Never

13. The teachers identify your strengths and encourage you with providing right level of challenges.

4 - Fully

02:29:36

10

19:32 27-07-2022



NAAC PTV Departmental Visit

NAAC PTV departmental visit comprises of:

- Departmental/Center presentation
- Interaction with faculty
- Documentation verification
- Visit to selected teaching & research labs



NAAC Peer Team Visit (PTV)

- Academic or administrative peers who are assessors for our academic, research, administration and extension activities
- Objective of the visit is to get an overall perception of the quality of educational delivery
- We will know their identity only 3 days before the actual visit
- Their accommodation and travel will be arranged by NAAC. However institution has to arrange all local transportation and hosts for them
- PTV Focus is qualitative but they can ask specific queries on quantitative aspects
- Peer Team is expected to cover maximum number of departments and cover at least 50% of departments with preference given by both the institution and peer team



NAAC PTV Departmental Presentation

Crisp departmental/center presentation of 10 minutes

Overview of the department/center as per NAAC 7 criteria

Quantitative aspects, facts & figures to be provided as a summary alone

Figures can be projected for the entire assessment period

Highlight qualitative aspects using this summary slide with reference to each qualitative question like:

Departmental best practices & future plans can be highlighted





NAAC PTV Departmental visit locations and infrastructure

- Venue for presentation & document verification
- Departmental display boards (Faculty name boards, infrastructure & departmental glance boards etc)
- Teaching & Research Labs (Items, Boards & Displays) including:
 - i. Fire Extinguishers & Safety apparatus
 - ii. Name boards of all Faculty in-charges & technical staff
 - iii. Laboratory highlights, achievements & accomplishments (Projects/Patents/Papers/Awards/Other outcomes)
 - iv. List of major equipment
 - v. List of major experiments/exercises
 - vi. Educational-aids & charts
 - vii. Safety Instructions
 - viii. Rules & Regulations



NAAC PTV Exhibition

Exhibition walkthrough only at a department/center level.

Exhibition Displays in corridors, conference rooms and labs

Showcase of selected department/center outcomes, activities and achievements in research, faculty, students, extension, placement, aluminiic.

Innovations & working models and demos in the respective labs, both teaching and research



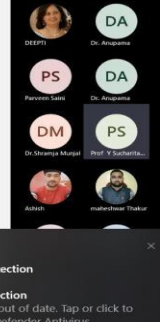
Departmental/ Center Files

Internal Quality Assurance Cell (IQAC)

Documents to be maintained at the Department/ Centre Level

- Handbook
- Annual report of the department/centre
- Regulations, Syllabi, Curricula of all academic programmes offered by the department and Successive syllabi/ records on revision
- Board of Studies (Composition, minutes etc)
- Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department
- Alumni Details especially prominent alumni and some records of their feedback
- Annual budget and Budgetary provisions (if any)
- Detailed Classroom process (Monitor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)
- Timetable
- Workload
- Attendance registers
- Teaching Staff profile
- Non-teaching (both administrative and technical) staff profile
- Student list (year-wise, batch-wise, class-wise)
- Department infrastructure display through boards / banners
- Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programmes organized to promote research, research environment within the department, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other institutions, research outcome such as noteworthy publications, achievements, patents, etc research
- Faculty Development Programmes: Proof of attending and organizing staff development programmes / orientation programmes / refresher programmes, delivering expert lecture/invited lecture outside, etc
- Evaluation Procedure and observation records necessary
- Instructional material developed by Staff, if any
- Minutes of Department meetings and Copy of circulars
- Records pertaining to selection of staff: Pay and reward statements, selection committee minutes relevant to the department, appointments, recruitments, promotions and relieving documents of all staff
- Present and past students profile (Can be maintained by the class advisor/mentor/counsellor)
- Infrastructure report: Department infrastructure including labs giving list of equipments purchased during the last five years
- Stock and equipment register
- Student attendance records
- Student Counselling note books and records
- Records of special coaching for weak students
- ICT report
- Placement report
- Records of examination and results

Comprehensive list of files defined by IQAC considering accreditations & rankings, statutory & regulatory compliances



Windows Security
Virus & threat protection
Update virus protection
Virus protection is out of date. Tap or click to update Microsoft Defender Antivirus.



NAAC PTV Departmental Documentation

These are documents that are likely to be verified in the department during NAAC PTV. This documentation is subsumed in the Departmental/Center Files list.

Institution is likely to specify additional documents as per communication from NAAC after confirmation of dates. Following is a representative documentation list based on qualitative metrics:

CRITERIA 1 & 2

Based on national/global developmental needs – for e.g., related to health, entrepreneurship, security

- Gender, Environment and Sustainability, Human Values and Professional Ethics
- Curriculum & Syllabi with POs, PSOs & COs as also its availability on website and dissemination to stakeholders primarily students
- Curricular innovations – for e.g., simulation based or project-based teaching that may have given a more hands-on or more immersive experience and/or produced significant outcomes

NAAC PTV Departmental Documentation

CRITERION 5

- Committee meetings & minutes and closing the loop
- Departmental associations and professional society chapters
- Participation in techfest
- Alumni contributions by way of seminars, webinars, talks, support to student club events and Techfest events, advisory inputs for curriculum, program delivery, etc

CRITERION 6

- Departmental mission & vision and its alignment
- Departmental committees and involvement of faculty, meeting minutes etc
- Budget and strategic plan
- Employee handbook and career progression policy
- Annual Quality Assurance Reports

NAAC PTV Departmental Documentation

CRITERION 3

- Research and consultancy policy
- Industry-collaboration, consultancy & research promotion activities facilitated by CIR
- Utilization & support of TBI, patent cell, Institute's Innovation Council (IIC) & Entrepreneurship cell of the university
- Departmental extension activities in the neighborhood community in terms of impact and sensitizing students

CRITERION 4

- Optimal utilization of resources with timetables, classroom/lecture hall allocation plan, lab sharing/booking mechanism, etc
- Documents & Files in both teaching & research labs such as: Records of all purchases of equipment & consumables
- Lab records & manuals
- Sample observation notebooks & student reports/records
- Mechanism of upkeep of Physical Resources (Maintenance of Instruments, equipmentetc.)
- Stock & equipment register



NAAC Peer Team Stakeholders Interactions : Faculty

- Awareness and alignment to vision & mission of College and department
- Curriculum Development & Pedagogy, Initiation of programmes, modifications in curriculum
- Teaching- learning methods, Students' feedback
- Faculty evaluation through self-evaluation
- Individual Professional development, Faculty development programme, awards / recognition
- Access to computer center. Level of computer literacy & use
- Grievance redressal mechanism & Welfare programme
- Participation in the preparation of the Self-study Report
- Impact of autonomy (If applicable),
- Details of any innovative activity
- Awareness of various policies at university level like research, consultancy, career progression etc
- Campus-level coordinator: IQAC Coordinator

Zoom meeting interface showing a video feed of a participant and a grid of other participants' avatars. The grid includes avatars for JP, DA, PS, DM, PS, DA, DK, and a '+70' button.

NAAC Peer Team Stakeholders Interactions : Non Teaching Staff

- Staff development programmes
- Staff view on the value of their contribution to the institution
- Relationship with faculty, user friendly approach towards students
- Staff welfare programmes, grievance redressal mechanism, security of service
- Level of computer literacy & use
- Campus-level coordinator: IQAC Coordinator

Zoom meeting interface showing a video feed of a participant and a grid of other participants' avatars. The grid includes avatars for JP, DA, PS, DM, PS, DA, DK, and a '+70' button.

NAAC Peer Team Stakeholders Interactions : Students

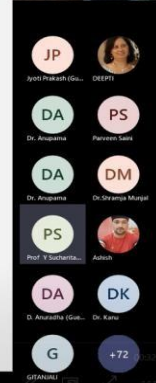
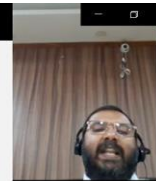
- Reason for choosing course / institution
- Match between curriculum and expectations (flexibility, choice, content)
- Appropriateness of the curricular content to the development of the knowledge and Skills
- Relevance to prospective career / further study, Student timetable and workload
- Opportunities for practical and vocational experience, where appropriate
- Range of teaching and learning methods experienced
- Students' views on quality of teaching
- Guidance and support for independent study
- Students' understanding of assessment methods and criteria

Zoom meeting interface showing a video feed of a participant and a grid of other participants' avatars. The grid includes avatars for JP, DA, PS, DM, PS, DA, DK, and a '+70' button.



NAAC Peer Team Stakeholders Interactions : Parents

- General impression about the institution
- Any specific reason for selecting the institution for their wards
- The nature of interaction with the Head / Faculty of the institution and frequency
- Facilities for overall development of wards
- Employment / higher education need / plan for their wards
- Suggestions as to how this institution can help its students even more



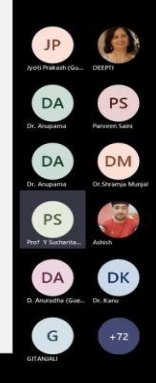
NAAC Peer Team Stakeholders Interactions : Alumni

- Competencies developed at the institution, Alumni prominent positions
- Alumni meeting – nature and outcome, plans to generate resources
 - Suggestions for active functioning of Alumni Association
 - Suggestions for the improvement of the institution and areas in which they can contribute



NAAC Peer Team visit to IQAC office and Interaction with the members

- Short presentation & Interaction with IQAC members from departments, centers, and support departments
- Files & documents pertaining to the office at the campus-level related to rankings and accreditation
 - Acting on the previous peer team report
 - Feedback from parents, teachers and students
 - Interaction with the potential employers in the concerned region
 - Identifying New Research Area suitable to local and regional needs
 - Surveys for need based and customized programs
 - Yearly External Academic and Administrative Audit of the Department by the Academic peers
 - Suggestion for augmentation of Infrastructure from parents, teachers, students and alumni, Impact of autonomy (If applicable)
 - Documentation of activities of the college, plans to generate resources
 - Optimum utilization of the institution infrastructure
 - Campus-level coordinator: IQAC Coordinator





NAAC Peer Team visit to physical facilities in the campus

Library

- Convention center
- Guest house
- Network Operations Centre & Server Room

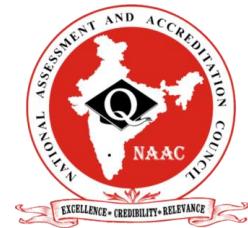
Room

- Computer Labs
- Canteen
- Hostel & Mess
- Sports facility & Gymnasium
- Swimming Pool
- Medical-Aid Facility
- Language Lab
- Building Ramps & rails
- Alternative energy sources
- Rainwater harvesting facility
- Waste Management facility
- Recycling centre

- Campus-level Coordinator: Campus Director
- Upkeep, maintenance, readiness and utilization of all facilities with personnel, policy and documents.
- Documentation of utilization of library, computer labs, bandwidth, WiFi etc
- Display boards and in-charge name boards at library, hostel, canteen, sports and other facilities as required with the support of the in-charges, i.e. Head-ICTS, librarian, Physical Education Director, CCWH, medical officer, guest house manager etc
- Logistical arrangements
- Banquet dinner

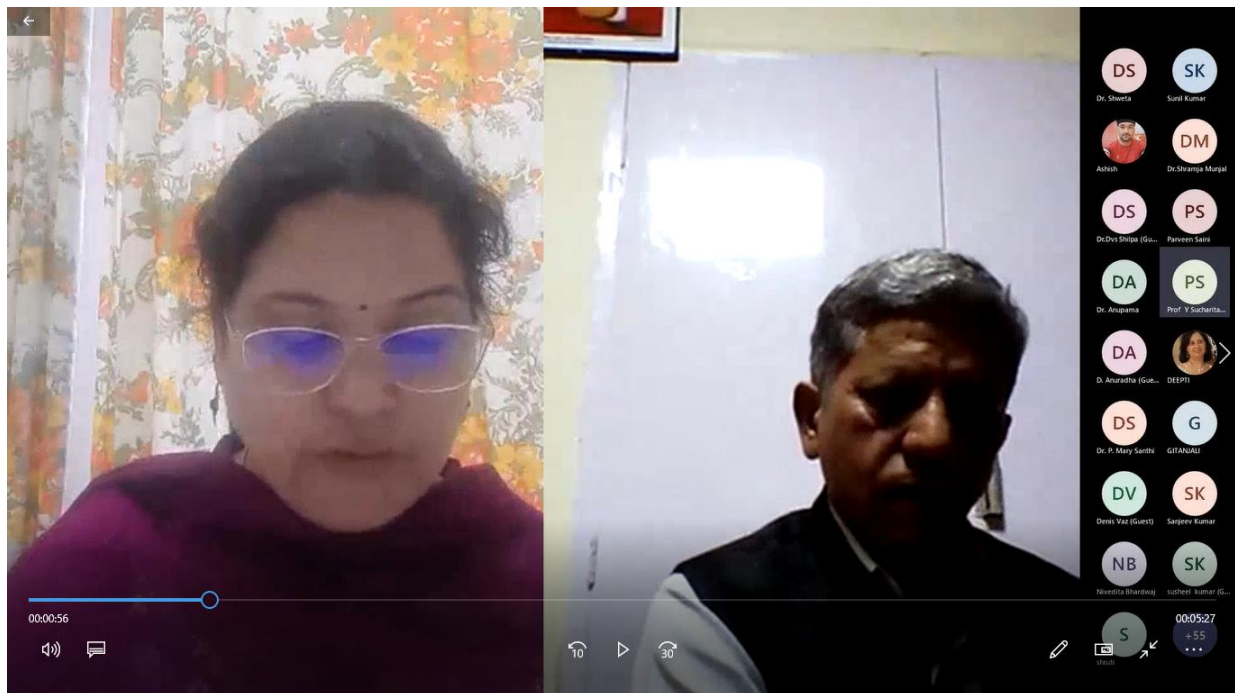
NAAC Peer Team visit to student welfare office and Interactions

- Short presentation focusing on various activities such as counseling, grievance redressal, feedback etc
- Anti-ragging committee members meeting & minutes
- Women's cell committee members meeting & minutes
- Students discipline committee members meeting & minutes
- Hostel/mess committee members meeting & minutes
- Club members & coordinators interaction especially ones focusing on institutional value system
- Document verification

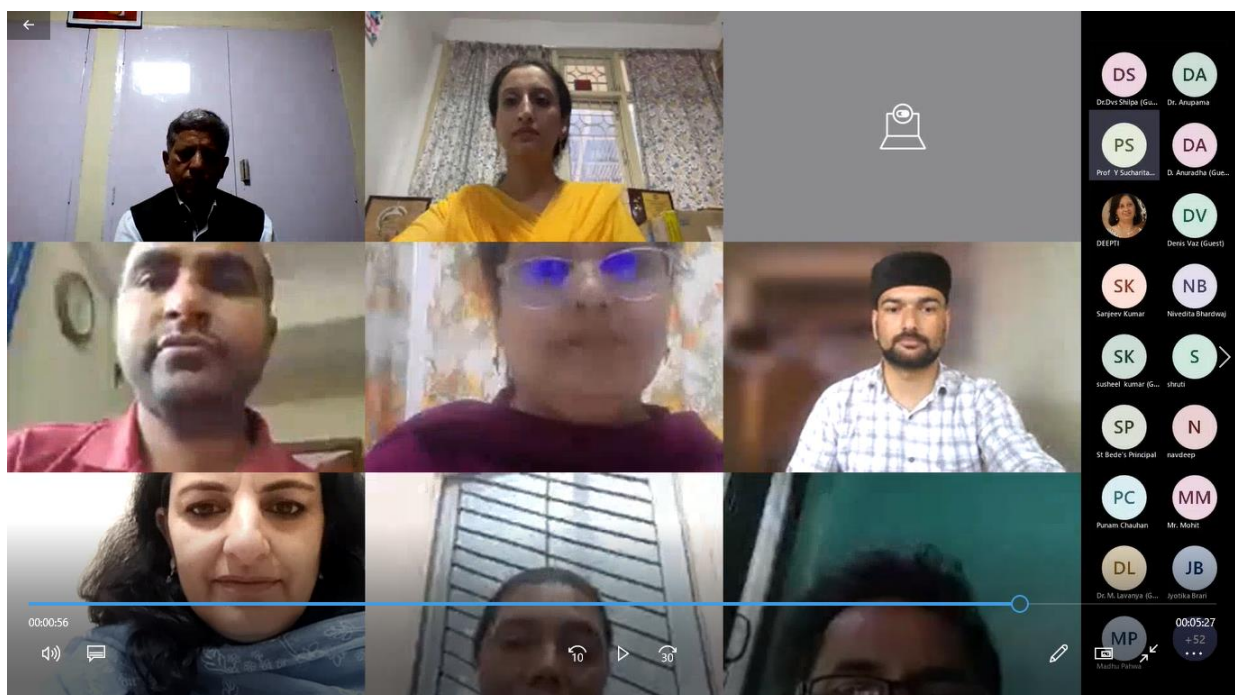


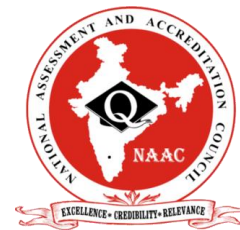
Valedictory

The Chief Guest for the session Prof. Arvind Kumar Bhatt, Dean, Planning and Teachers matters, Himachal Pradesh University who suggested that the college should work in close association with stakeholders to retain its tradition of being a pioneer institute in India.



The webinar came to an end with the vote of thanks by Dr. Anupama Tandon Tomar.





Suggestions/Recommendations:

- The IQAC should facilitate and contribute to increase the level of clarity and focus in institutional functioning towards quality. It should enhance and integrate various activities of the institution, thus institutionalizing many good practices.
- IQAC should function to explore new frontiers such as role of parent teacher association (PTA) in institutional quality enrichment, student orientation activities, employability skills, participative learning etc.
- The practice area of leadership should be specified.
- The choices for national and international alliances and partnerships with other institutes in the form of MOUs should be made consciously, to elevate the standards of academics.
- Teachers should use various teaching methods to promote vibrancy, vitality and variety in their classrooms so as to make students good problem solvers and creative thinkers.
- Development of internal quality culture to meet the goals of having a dynamic higher education sector.
- Faculty members should investigate the previous NAAC reports of the college in order to understand the working of IQAC and NAAC.
- Before writing the SSR one should go through the entire accreditation manual as well as already submitted SSRs of some good institutions thoroughly so as to clarify any doubts and understand the procedure for writing SSR. Institutes should be careful of not providing wrong data in the SSR.
- The Institutes should conduct a Mock NAAC visit a few days before NAAC visit which would help in resolving several last-minute issues.
- The SSR should be prepared before submitting IIQA.
- There should be two kinds of student feedback, one pertaining to the instructor and second to the course, which should be taken during the closure of the academic session.
- The significant objectives of the student's feedback should be- to develop a participative approach among students, to develop a greater sense of responsibility towards their institution, to develop a skill of critical evaluation of the curriculum, courses, and the weightage system and to help teachers modify and improve the teaching-learning process.
- Mentioning the resources used for the feedback collection, it was advised that the IP address of the institution must not be used in this activity.
- The feedback collection activity should be a transparent communication channel between the teachers, students, and the institution.
- Feedbacks should be taken from students, faculty members, alumni, and other stakeholders of the institution.
- After the feedback is collected, action taken in its regard must be mentioned on the institution's website. This activity must be carried out after every semester of the academic session.



- The feedback forms must be made available to the stakeholders, after their analysis they must be signed by the principal after which the respective departments should prepare action taken reports.
- The college administration should take steps for the welfare of staff and the students.

Follow up actions

Follow up actions the college proposes to undertake are-

- Development of system for conscious, consistent, and catalytic action for improvement of the academic and administrative performance of the institution.
- To keep the institute efficient and to conduct regular activities related to a wide range of current issues.
- To measure the outcome of academic and administrative performance of the institution.
- To generate good practices, ideas, and planning.
- Various mechanisms and procedures would be imbibed for institutionalization of quality initiatives as part of IQAC strategy. Some of them are:
 - Ensuring timely, efficient, and progressive performance of academic, administrative and financial tasks.
 - Adequate maintenance and functioning of support structure.
 - Optimization and integration of modern methods for teaching, learning and evaluation.
 - Development of internal quality culture to meet the goals of having a dynamic higher education sector.
 - Exploration of new frontiers as a part of IQAC activities viz.-
 1. Role of parent teacher association (PTA) in institutional quality enrichment.
 2. Strengthening participatory learning, soft skills/employability skills, mentoring/tutor-ward system, student orientation activities, feedback mechanism.
 3. Seeking the help of the parent university in mapping the program outcomes.
 4. Preparing SSR before submitting IIQA.
 5. Departments to prepare presentations pertaining to the qualitative aspects viz. Best Practices, future plans etc.
 6. Interacting with students, teachers, non-teaching staff, parents, alumni regularly.

You Tube Link - <https://youtu.be/DiVia-OehD0>

You Tube Link- <https://youtu.be/NKBg2VcHQYo>