

Metric-wise Standard Operating Procedure (SOP) – Criterion-1

Sl. No.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
1.	1.2.1 Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years	<ol style="list-style-type: none"> 1. Minutes of Board of Studies meeting clearly specifying the syllabus approval of new courses 2. Subsequent Academic Council meeting extracts endorsing the decision of BOS <p>Apart from the above:</p> <ul style="list-style-type: none"> • Provide Links for any other relevant document to support the claim (if any) 	Refer the Glossary in the manual to understand the terminologies: COURSE, PROGRAM	
2.	1.3.2 Number of certificate / value-added courses / Diploma Programme/online courses of MOOCS / SWAYAM / e_Pathshala/ NPTEL etc. where the students of the institution have enrolled and successfully completed	<ul style="list-style-type: none"> • Institutional program brochure/notice for Add on/Certificate/Value added programs with course modules and outcomes • List of students and the attendance sheet for the above mentioned programs • Evidence of course completion, like course completion certificate etc. 	Courses of varying durations (at least 30 contact hours), that are optional, and offered outside the curriculum that adds value to the holistic development of the students.	<ul style="list-style-type: none"> • Online courses opted by students which are not offered by the institutions are not to be considered • No repeat count of courses will be considered.

3.	1.3.3 Percentage of Programmes that have components of field projects / research projects / internships during last five years	<ul style="list-style-type: none"> • Program and course contents having element of field projects / research projects / internships as approved by BOS • Internship completion letter provided by host institutions • Evaluated project report/field work report submitted by the students 	<ul style="list-style-type: none"> • Only latest completed Academic Year data to be considered <ul style="list-style-type: none"> □ • One student involved in multiple field works and/or research projects and/or internship should be counted as one. • Internship / research project completion certificate given to the students by the host organization will be asked during the DVV process with specific list of students. • In case of field visit, mentioning objectives and outcomes of field visit alongwith the field visit report is necessary for consideration. 	<ul style="list-style-type: none"> • Mere list of students cannot be considered without relevant supporting documents • The term internship is inclusive of Industry Immersion practices <ul style="list-style-type: none"> □
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4.	<p>1.4.1 Structured feedback for curriculum and its transactions is obtained regularly from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analyzed and action has been taken</p> <p>B. Feedback collected and analyzed</p> <p>C. Feedback collected</p> <p>D. Feedback not collected</p>	<ul style="list-style-type: none"> • At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc. • Feedback analysis report submitted to appropriate committee. • Action taken report on the feedback analysis • Link of institution’s website where comprehensive feedback, its analytics and action taken report are hosted 	<ul style="list-style-type: none"> • The feedback concerned with curriculum development only can be considered. • Only filled –in feedback report will be considered. • In case of selecting A, B, C or D provide three filled forms from each category. • The DVV partner may ask for filled in forms of randomly selected stakeholders. 	<ul style="list-style-type: none"> • Feedback not related to the design and review of syllabus will not be considered. • The institution is expected to take feedback from at least two stake holders
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