

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

Sl. No.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
15.	3.1.2 The institution provides seed money to its teachers for research (average per year; INR in Lakhs)	<ul style="list-style-type: none"> • List of faculty who have been provided with seed money for research along with the title of the project, duration and amount year-wise. • Sanction letters of seed money to the teachers is mandatory. • Audited Income-Expenditure statement highlighting the relevant expenditure endorsed by the Finance Officer 	<ul style="list-style-type: none"> • In case of large data, the DVV will ask for valid documents for specific enlisted teachers • Only formal research project seed money will be considered. 	<p>Grants for other than research projects are not to be considered</p> <p>Sponsorship to conferences / seminars etc are not to be considered.</p> <p>Grants received from outside agencies for research are not to be included.</p> <p>Seed money grant less than one lakh per faculty shall not be considered.</p>

16.	3.1.3 Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years	<ul style="list-style-type: none"> • E-copies of the award letters of the teachers. • List of teachers who have received the awards along with the nature of award, the awarding agency etc. 	<ul style="list-style-type: none"> • Documents for all awards are compulsory 	<ul style="list-style-type: none"> □ Awards without any financial support are not to be included (E.g: Best Teacher Award, Certificate of Appreciation). □ Sponsored International travel grant can also be included here
17.	3.1.4 Percentage of JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years	<ul style="list-style-type: none"> • List of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows along with the details of the funding agency is to be provided. • E copies of fellowship award letters (mandatory) 		<ul style="list-style-type: none"> □ Research fellowships to the teachers/students/ research assistants etc given by the HEI will not be considered. □ Institution research fellows with grants equal to UGC JRF & SRF fellowships shall be considered

18.	3.2.1 <i>Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the last five years (INR in Lakhs)</i>	<ul style="list-style-type: none"> • List of Extramural funding received for research, Endowment Research Chairs received during the last five years along with the nature of award, the awarding agency and the amount. • E-copies of the letters of award for research, endowments, Chairs sponsored by non-government sources 	<ul style="list-style-type: none"> • Sanction letter of grants by the funding agency is mandatory to support the claim, and the source of funding should be from non-government organisations. • The duration of the grant period should align with the last five years period. 	<ul style="list-style-type: none"> ▢ Grants given by their own trust / sister institutions are not to be included. ▢ Grants in the form of Equipments / software / skill development centres will not be considered.
19.	3.2.2 <i>Number of research projects per teacher funded by government, non-government, industry, corporate houses, international bodies during the last five years</i>	<ul style="list-style-type: none"> • List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc. • E-copies of the grant award letters for research projects sponsored by government agencies. 	<ul style="list-style-type: none"> ▢ • Sanction letter of grants by the funding agency is mandatory to support the claim. • The duration of the grant period should align with the last five years. 	<ul style="list-style-type: none"> ▢ Grants in the form of Equipments / software / skill development centres will not be considered

20	3.3.2. <i>Number of awards received for research/innovations by the institution/teachers/research scholars/students during the last five years</i>	<ul style="list-style-type: none"> • e- Copies of award letters issued by the awarding agency 	<ul style="list-style-type: none"> • <input type="checkbox"/> Awards for research/innovation received by the institution/teachers/researchscholars/students to be considered here. • The claims without certificate or award letter willnot be considered 	<ul style="list-style-type: none"> <input type="checkbox"/> Participation / presentation certificates in workshops / conferences etc., are not to be included. <input type="checkbox"/> Awards claimed in 2.4.4 not to be claimed here. <input type="checkbox"/> Patents not to be included here. <input type="checkbox"/>
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21	<p>3.4.1 The institution ensures implementation of its stated Code of Ethics for research</p> <p>3.4.1. 1 The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:</p> <ol style="list-style-type: none"> 1. Inclusion of research ethics in the research methodology course work 2. Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc) 3. Plagiarism check 4. Research Advisory 	<ul style="list-style-type: none"> • Copy of the syllabus of the research methodology course work to indicate if research ethics is included. • Constitution of the ethics committee and its proceedings as approved by the appropriate body. • Constitution of research advisory committee and its proceedings as approved by the appropriate body. • Bills of purchase of licensed plagiarism check software in the name of 	<ul style="list-style-type: none"> • Provide web link on the institutional website which should lead to the landing page where Code of Ethics for research is hosted. • Report of research content Checked through licensed plagiarism check software. 	<p>If the link leads only to the home page, the claim will not be considered.</p>
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	<p>Committee</p> <p>Options:</p> <p>A. All of the above</p> <p>B. 3 of the above</p> <p>C. 2 of the above</p> <p>D. 1 of the above</p> <p>E. None of the above</p>	the HEI.		
22.	<p>3.4.2 Number of Patents awarded during the last five years</p>	<ul style="list-style-type: none"> E-copies of the letters of granted patents, and the current status. Patents granted in the name of the faculty with the institutional affiliation to the university working during the assessment period. 	<ul style="list-style-type: none"> Only awarded / published patents to be considered. Patent awarded / published during the last five year assessment period only to be considered. Patents awarded should be supported with a letter of award and the unique patent number which can be cross-verified. Patents awarded / published in the name of faculty working in the University during the assessment period only to be considered. 	<ul style="list-style-type: none"> Mere submission of application/or published patent will not be considered until it is awarded.

23.	<p><i>3.4.3 Number of Ph.Ds awarded per recognized guide during the last five years</i></p> <p>: How many Ph.D's are awarded within last 5 years</p> <p>: Number of teachers recognized as guides during the last five years</p>	<p>PhD Award letters to PhD students.</p> <ul style="list-style-type: none"> Letter from the university indicating name of the PhD student with title of the doctoral study and the name of the guide. 	<ul style="list-style-type: none"> Ph.D's awarded (not-ongoing) under every eligible research guide working as faculty in the institution should be considered, during the last five year period. If the data is large, details of guideship letter/award details for selected faculty will be sought during the DVV clarification process 	
24.	<p>3.4.4 <i>Number of research papers published per teacher in the Journals as notified on UGC website during the last five years</i></p>	<ul style="list-style-type: none"> List and links of the papers published in journals listed in UGC CARE list and Link to the institutional website where the first page/full paper (with author and affiliation details) is published Link re-directing to journal source-cite website in case of digital journals <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) 	<p>Publication of the authors with Institution affiliation will be considered for assessment years only.</p>	<p>Incomplete entries will not be considered.</p> <p>If details given are not complete with the links/screenshot, the respective publication will not be considered.</p>

25.	3.4.5 <i>Number of books and chapters in edited volumes published per teacher during the last five years</i>	<ul style="list-style-type: none"> • E-copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters • List of chapter/book with the links redirecting to the source website. 	<ul style="list-style-type: none"> • <input type="checkbox"/> Books with ISBN number only would be considered • <input type="checkbox"/> The details of select publications would be sought during the DVV clarification process, if the data is large. • <input type="checkbox"/> Book's publication year and publisher name should be mentioned 	<input type="checkbox"/> Publication claimed under 3.4.5 not to be included in this metric.
26.	3.4.6 E-content is developed by teachers : <ol style="list-style-type: none"> 1. For e-PG Pathshala 2. For CEC (Under Graduate) 3. For SWAYAM 4. For other MOOCs platform 5. Any other Government initiative 6. For institutional LMS Options: A. Any 4 or all of	<ul style="list-style-type: none"> • Give links to upload document of e-content developed showing the authorship/contribution. • Supporting documents from the sponsoring agency for the e- content developed by the teachers need to be provided. • For institution LMS a summary of the e-content developed and the links to the e-content should be provided 	<ul style="list-style-type: none"> • <input type="checkbox"/> Only the content developed by the teachers of the institution will be considered. 	<input type="checkbox"/> Informal e-content will not be accepted Open Source e-content should not be included.

	<p>the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p>			
27.	<p>3.4.7 Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science/PubMed</p>	<p>Bibliometric of the publications: citation report for the last five calendar years counting backward from SSR submission date to be uploaded</p>	<ul style="list-style-type: none"> • The data for this metric will be fetched by INFLIBNET directly • The HEI can seek clarification for the data given by INFLIBNET through the portal only. 	
28.	<p>3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-Index of the University</p>	<ul style="list-style-type: none"> • Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution • Any additional information 	<ul style="list-style-type: none"> • The data for this metric will be fetched by INFLIBNET directly • The HEI can seek clarification for the data given by INFLIBNET through the portal only. 	

29.	<p>3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs)</p>	<ul style="list-style-type: none"> • Audited statements of accounts indicating the revenue generated through and corporate training/consultancy. • Letter from the corporate where training was imparted along with the fee paid. • CA certified copy of statement of accounts as attested by head of the institution. • Letter from the beneficiary of the consultancy along with details of the consultancy fee. 	<ul style="list-style-type: none"> ▫ Amount generated through consultancy and corporate training will be considered here. 	<ul style="list-style-type: none"> ▫ Grants received for research projects are not to be included. ▫ Consultancy fee from any sister institution / same trust will not be considered. ▫ Corporate training is inclusive of all monetized training
30.	<p>3.6.1 Number of extension and outreach programs conducted by the institution during the last five years: Number of extension and outreach programs conducted by the institution through NSS/NCC,</p>	<ul style="list-style-type: none"> • Detailed list and report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency 	<ul style="list-style-type: none"> ▫ Extension activities: The aspect of education, which emphasizes neighbourhood services. These are often integrated with curricula as extended opportunities intended to help, serve reflect and learn. The curriculum-extension interface has educational values, especially 	<ul style="list-style-type: none"> ▫ Events conducted for the benefit of their own students not to be included under outreach programs. ▫ Events and activities organized within campus cannot be considered

	Government and Government recognized bodies during the last five years.	<ul style="list-style-type: none"> • Geo-tagged Photographs and any other supporting document of relevance should have proper captions and dates 	<ul style="list-style-type: none"> • in rural India • Can be supplemented with Newspaper reports of events. 	
31.	3.7.1 Number of functional MoUs /linkage with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years	<ul style="list-style-type: none"> • List and Copies of documents indicating the functional MoUs/linkage/ collaboration activity-wise and year-wise • Summary of the functional MoUs/ linkage/ collaboration indicating start date, end date, nature of collaboration etc. • List of year wise activities and exchange should be provided 	<ul style="list-style-type: none"> • functional MoUs/linkage/ collaboration to be valid and within the assessment period. • The functional MoUs/ linkage/ collaboration activities for research and academic development of faculty and students facilitated through the mentioned functional MoUs/linkage/ collaboration only will be considered. 	<ul style="list-style-type: none"> □ Activities mentioned under 3.6.3, 3.7.2 and 3.7.3 not to be included here. □ Collaborations with the sister institutions under the same Trust are not to be included.