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

Sl. No.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
32	**4.1.2** **_Percentage of expenditure excluding salary, for infrastructure development and augmentation during the last five years (INR in Lakhs)_**	• Institutional data in the prescribed format (data template) • Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	This metric is supposed to be looked at with the perspective of infrastructure augmentation only In case of privately funded HEI the document should be certified by Chartered Accountant. Focus of this metric is on to acquiring new infrastructure	Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under this metric.
33	**4.2.2** Percentage expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)	• Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority • (relevant expenditure claimed for purchase of books/ e-books and subscription to journals/e-journals should be clearly highlighted)		

34	**4.3.2** Student - Computer ratio (Data to be provided only for the latest completedacademic year)	• Stock register/extracts highlighting the computers issued to respective departments for student's usage. • Purchased Bills/Copies highlighting the	The data pertaining to the latest completed academic year.	The computers for office and faculty use will not be considered. Computers purchased after the latest completed academic year not to be considered.
35	**4.3.3** Institution has the following Facilities for e-content development 1. Audio visual center, mixing equipment, editing facilities center and MediaStudio 2. Lecture Capturing System(LCS) 3. Central Instrumentation Centre 4. Animal House 5. Museum 6. Business Lab 7. Research/Statistical Databases 8. Moot court 9. Theatre 10. Art Gallery 11. Any other facility to support research	Purchase Bill / stock register, entry for lecture capturing system, mixing equipment, software for editing. • Videos and geo-tagged photographs of each of the facilities available in the HEI. Details of the structures of each of the facilities available in the HEI. • Copy of the subscription letter for database is essential for Option 10 (Research/Statistical Databases)	List of e-content developed by the HEI. For large data, DVV will seek a sample link to the e- content from the list provided by the HEI	Mere claiming of facility without sufficient supporting documents will not be considered.

| 36 | **4.4.1**

10. *Percentage expenditure incurredon maintenance of physical facilities and academic support facilities excluding* | Audited income and expenditure statement of the institution to be signedby CA and counter signedby the competent authority (relevant expenditure claimed for maintenance of infrastructure should beclearly highlighted) | Focus of this metric is only on the maintenance of physicaland academic support facilities. | Mere statement of last five years data on the metric without auditedstatement will not be considered. |