

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

Sl. No.	Metric	Documents Needed	Specific instruction to HEI	Avoid the following while uploading data
37.	5.1.1 <i>Percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years</i>	<ul style="list-style-type: none"> • Upload Sanction letter of <ul style="list-style-type: none"> □ scholarship and free ships (in English). • Upload policy document of the HEI for award of scholarship and freeships. <ul style="list-style-type: none"> □ • Year-wise list of beneficiary students in each scheme duly signed by the competent authority. <ul style="list-style-type: none"> □ 	Consider scholarships and freeships sanctioned by the institution and Government and Non-Government agencies. For large data, the DVV will seek documents for randomly selected students in specific schemes, during the DVV clarification	□

<p>38.</p>	<p>5.1.3 Following Capacity development and skills enhancement initiatives are undertaken by the institution</p> <ol style="list-style-type: none"> 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills) 4. Awareness of trends in technology <p>Options:</p> <ol style="list-style-type: none"> A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. None of the above 	<ul style="list-style-type: none"> • Report with photographs on soft skills enhancement programs • Report with photographs on Language & communication skills enhancement programs • Report with photographs on Life skills (Yoga, physical fitness, health and hygiene) enhancement programs • Report with photographs on ICT/computing skills enhancement programs 	<p>Consider all the students who have enrolled for various initiatives.</p> <p>DVV can seek the documents regarding the attendance and certificates of selected students from the list of programs/students enrolled in the specified initiatives</p>	<p>Mere circulars and student lists will not be accepted.</p>
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39	<p>5.1.4 <i>The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</i></p>	<ul style="list-style-type: none"> • Details of statutory/regulatory Committees (to be notified in institutional website also) • Proof for Implementation of guidelines of statutory/regulatory bodies • Report of Organisation wide awareness and undertakings on policies with zero tolerance • Proof related to Mechanisms for submission of online/offline students' grievances • Annual report of the committee monitoring the activities and number of grievances 	□	□
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40.	5.2.1 Percentage of placement of outgoing students during the last five years	<ul style="list-style-type: none"> Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order (the above list should be available in institutional website) 	Placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered. If the data is large, DVV partner will seek for the appointment orders of selected students	If same student has multiple offers it has to be counted only once.
41.	5.2.2 Percentage of graduated students who have progressed to higher education year-wise during last five years	<ul style="list-style-type: none"> List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education. (the above list should be available in institutional website) 	Evidences such as admission letters or identity cards for selected students progressing to higher education will be sought by the DVV partner.	Appearing / passing of competitive examinations for higher education cannot be considered as progression to higher education unless students get admitted.

42	5.2.3 <i>Percentage of students qualifying in state/National/International level Examination during last five years (eg. SLET, NET, UPSC etc)</i>	<ul style="list-style-type: none">• List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination <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)		
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43.	<p>5.3.1 <i>Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state /national/ international events (award for a team event should be counted as one) during the last five years</i></p>	<ul style="list-style-type: none"> list and links to e-copies of award letters and certificates 	<p>Participation in Republic Day Parade by NCC candidates may be considered.</p> <p>Only inter-university /state / national / international achievement will be considered.</p> <p>Award for team event will be counted as one.</p>	<p>Participation/appreciation certificates at the regional/local /institutional levels will not be considered. Awards from intra or inter institutions / departments will not be considered.</p>
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44.	<p>5.3.3 The institution conducts /organizes following activities</p> <ol style="list-style-type: none"> 1. Sports competitions/events 2. Cultural competitions/events 3. Technical fest/academic fests 4. Any other events through active clubs and forums <p>Options:</p> <ol style="list-style-type: none"> A. All four of the above B. Any three of the above C. Any two of the above D. Any one of the above E. None of the above 	<ul style="list-style-type: none"> • Report of the Sports competitions/events along with photographs appropriately dated and captioned year-wise. • Report of the Cultural competitions/events along with photographs appropriately dated and captioned year-wise. 	<p>All activities conducted under an event will be counted as one event.</p> <p>Only the events organized by the university need to be considered</p> <p>For large data DVV will seek participation Certificates of specified students.</p>	<p>Events cannot be further split into activities</p>
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	<p>through active clubs and forums</p> <p>Options:</p> <p>E. All four of the above</p> <p>F. Any three of the above</p> <p>G. Any two of the above</p> <p>H. Any one of the above</p> <p>I. None of the above</p>	<ul style="list-style-type: none"> • Report of the Technical fest/academic fests along with photographs appropriately dated and captioned year- wise. • Report of the Any other events through active clubs and forums along with photographs appropriately dated and captioned year-wise. • Copy of circular/brochure indicating such kind of activities. • List of students participated in different events year wise signed by the head of the Institution. 	□	□
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45.	<p>5.4.1. Alumni contribution during the last five years (INR in lakhs) to the University through registered Alumni Association</p>	<ul style="list-style-type: none"> Annual audited statements of accounts of the HEI highlighting the Alumni contribution duly certified by the Chartered 	<p>Institutional expenditure statements for the budget heads of e-governance implementation ERP Document</p>	<p>Bills for the expenditure on implementation of e-governance in the areas of operation.</p>
	<p>Options: A. ≥ 100 Lakhs B. 50 Lakhs - 100 Lakhs C. 20 Lakhs - 50 Lakhs D. 5 Lakhs - 20 Lakhs E. < 5 Lakhs</p>	<p>Accountant/Finance Officer. List of alumnus/alumni with the amount contributed year-wise</p>	<p>Screen shots of user interfaces of each module reflecting the name of the HEI. Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance.</p>	