

Metric-wise Standard Operating Procedure (SOP) – **Criterion-VI**

S.No	Metric	Documents Needed	Specific Instruction to HEI	Avoid the following while uploading the data
46.	<p>6.2.2 Institution Implements e-governance in its areas of operations</p> <p>6.2.3.1 e-governance is implemented covering following areas of operation</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <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"> • Institutional expenditure statements for the budget heads of e-governance implementation ERP Document • 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>Bills for the expenditure on implementation of e-governance in the areas of operation.</p> <p>□</p>	

47.	<p>6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</p>	<ul style="list-style-type: none"> • Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. • Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies. 	<p>If the data is large documents related to specific teachers will be sought during the DVV clarification.</p> <p>Receipt of Institution in favour of teacher with amount given should be considered.</p>	<p>Without proof of payment on financial support for faculty development, mere name/list of the faculty will not be considered.</p> <p>Mere cash vouchers for payment will not be considered</p> <p>Financial support of Minimum of Rs. 5000/- per year per faculty will be considered</p>
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48	<p>6.3.3 Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course)</p>	<ul style="list-style-type: none"> • Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise. • E-copy of the certificates of the program attended by teachers. • Annual reports highlighting the programmes undertaken by the teachers 	<p>One teacher attending more than one professional development Program in a year to be counted as one only.</p> <p>If the data is large documents related to specific teachers will be sought during the DVV clarification.</p>	<p>Attending seminars / invited talks are not to be considered.</p> <ul style="list-style-type: none"> □ Programs of duration less than those stipulated by UGC/AICTE or one week will not be considered. □ FDP less than 5 days will not be considered
49	<p>6.4.2 Funds / Grants received from government bodies/non government during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)</p>	<ul style="list-style-type: none"> • Annual audited statements of accounts highlighting the grants received. • Copy of the sanction letters received from government/ nongovernment bodies and philanthropists for development and maintenance of infrastructure 		<p>Avoid duplication Contribution in kind in the form of equipment / software etc cannot be counted.</p> <ul style="list-style-type: none"> □ Grants received under Criterion III and V not to be repeated here. □ Grants received from government other than Development & maintenance of infrastructure cannot be considered.

50.	<p>6.5.2 Institution has adopted the following for Quality assurance</p> <ol style="list-style-type: none"> 1. Academic Administrative Audit (AAA) and follow up action taken 2. Confernces, Seminars, Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4. Orientation programme on quality issues for teachers and students 5. Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc 6. Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) 	<ul style="list-style-type: none"> • Supporting documents pertaining to NIRF (along with link to the HEI’s ranking in the NIRF portal) / NBA / ISO as applicable and valid for the assessment period. • List of Conferences / Seminars / Workshops on quality conducted along with brochures and geo-tagged photos with caption and date. • List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date. • List of Orientation programmes conducted on quality issues for teachers and students 	<p>AQAR not applicable for cycle I</p> <ul style="list-style-type: none"> □ For large data, DVV will seek proof of list of attendance, participation certificates etc for the randomly selected activities. 	<p>Collaborative quality initiatives with sister organizations under the same management not to be considered.</p>
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