Metric wise Standard Operating Procedure (SOP)

Sl No	Metric	Document Needed	Specific Instructions to HEIs	Not to be Included /Considered
1.	1.2.1 Number of Add on /Certificate/Value added programs offered and online MOOC programslike SWAYAM, NPTEL etc. where the students of the institution have benefitted during thelast five years)	• Details of each program such as: Name of the program, duration, list of students enrolled (with signature of students), model certificates,curriculum, assessment procedures year-wise.	• Add on/Certificate/Value added programs (non-creditcourse) offered and online MOOC programs like SWAYAM, NPTEL etc of minimum30 hours duration to be considered. DVV may ask for certificate ofrandomly selected students in selected courses and the attendances for specific date mentioned for the programme.	• Avoid programs conducted under regular university curriculum. Avoid considering certificate / addon / value added programmes of less than 30 hours.
2	1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like SWAYAM,NPTEL etc.as against thetotal number of students during the last five years	• Year-wise List of the students enrolled in the Program as defined in 1.2.1 Attendance sheet ofStudents participating with signature and ModelCertificates.	The DVV may seek for certificates of randomly selected students in selected courses and the attendance document for specific date mentioned in the course.	
3	1.3.2 Percentage of students undertaking project work/field work/ internships (Data for thelatest completed academic year)	• List of students along withthe details of title, place of work, duration etc., • Internship completion certificate / project work completion certificate from the organization where internship / projectwas completed. Link to report of the field work/ sample photographsof the field work / permission letter only for field	• Only latest completed academic year data to be considered. • Students from all semesters taking internship / project may be considered. • One student involved in multiple field works and/or project work and/or internshipin the same academic session should be	• Mere list of students cannot be considered without relevant supporting documents. Training Internship during the job-enrollwill not be considered.

		work from the competent authority will be considered	counted as one. • Internship completion certificate / project work completion certificate given tothe students by the host organisation may be asked during DVV process with specific student list. In case of field work, mentioning objectives and outcomes of field work along with field work report.	
4	1.4.1 Institution obtains feedback on curriculum design & delivery and academic performance from Students and Teachers. and action taken report on the feedback is made available on institutional website Feedback processes ofthe institution may be classified as follows: A. Feedback collected, analysed, action takenand feedback hosted on the institutional website B. Feedback collected, analysed and actionhas been taken C. Feedback collected and analysed D. Feedback collected (at least from any twostakeholders) Feedback notcollected	• Sample Filled in feedbackforms from at least two stakeholders. • Stakeholders' feedback analysis report. • Action taken Report on feedback. Document showing the communication with the affiliating University for the Feedback provided.	• Only filled –in feedback forms (at least from two stakeholders) along with action taken reportand the same to be uploaded on institutional website, then only the claim would be considered. • The DVV partner may askfor filled in forms of few randomly selected stakeholders. Action taken by the affiliating university onthe feedback if any.	Feedback reports reflected in other websites will not be considered.
5	2.1.1 Enrolmentpercentage	• Document related to sanction of intake fromaffiliating University/ Government/statutory body for first year students only. • Approved admission list year-	Sanctioned admission strengthin each program vs. student's enrolment (first year admission / lateral entry admission) for each program year-wise.	

		wise (first year admission / lateral entry admission) program- wise from the Affiliating university.		
7	2.4.1 Percentage of full time teachers against sanctioned posts during the lastfive years	• Sanction letters (in English) indicating number of posts (including Management sanctioned posts) by competent authority.	• Appointment letter of selected teachers may be asked during DVV clarification stage • A teacher employed for teachingfor at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher. List of full time teachers as provided in 2.1	• Mere appointment letters provided in regional language cannot be considered. • Avoid inclusion of Part time/Visiting faculty. • Librarian, physical education director etc have to considered only if these faculty teach B.Lib.I.Sc., B.Lib.Sc., B.P.Ed., M.P.Ed., etc. programs.
9.	2.6.1 Pass percentage of Students during lastfive years	• Result sheet publishedby the affiliating university Certified report from Head of the institution / Controller of Examination of the affiliating university indicating pass percentage of studentsof the final year (finalsemester) eligible for the degree program-wise / year-wise.	• Only final year student datawill be considered for all the years of the assessment period.	• Results pertainingto students other than the final yearare not to be submitted.
10	3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments inthe institution during thelast five years (INR in Lakhs)	• List of grants for research projects received during the assessment years along with the nature of the award, and	• Sanction letter of grants by the funding agency is mandatory to support the claim. The duration of the grant period to be aligned with the assessment period.	• Grants given by their own trust / sister institutions not to be included Grants in the form of

		the awarding agency with amount. (sanctioned letter highlighting the required parts) Links to the e-copies ofthe sanctioned letters		Equipments / software / skill development centres will not be considered.
11.	3.2.1 Number of workshops/seminars/ conferences including onResearch Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the lastfive years	• Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted. Link to the detailed report for each program as in the template.	• Only activities with a bearing on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship tobe considered here.	• Programmes conducted under the metric 1.2.1 not to beconsidered in thismetric.
12.	3.3.1 Number of researchpapers published per teacher in the Journals notified on UGC CARE list during the last five years	• Link landing to the research paper • Link to the journal website. URL of the contentpage in case print journal.	• Publication of the authors with Institution affiliation willbe considered for assessment years only. Publication in the currentUGC CARE will only beconsidered	• Incomplete entries will not be considered. • If details given are not complete with the links/ screenshot, the respective publication will notbe considered.
13.	3.3.2Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years	• Cover page, content page and first page of the selected publication. • Web-link of books.	• Books with ISBN number only would be considered. • The details of selected publications would be sought during the DVV clarification process, if the data is large. Book's publication yearshould be mentioned	• Publication claimed under 3.3.1 not to be repeated / included in this metric. • Books without ISBN number title, author, Department/ School/ Division/ Centre/ Unit Cell, name and year of publication not be considered
16.	4.1.2 Percentage of expenditure, excludingsalary for infrastructure augmentation during last five years (INR in Lakhs	• Provide the consolidated fund allocation towards infrastructure augmentation facilitiesduly certified by Principal and CA. • Highlight the relevant items in	• This metric is supposed to be looked at with the perspective of infrastructure augmentation only • In case of privately fundedHEI the document should be	• Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of booksand journals under this metric.

			certified by Chartered Accountant.	
			• Focus of this metric is on to acquiring new infrastructure.	
			• Audited Statement of income and expenditure should be in the name of applicant HEI only, but not in the name of the Trust / Society.	
17.	4.3.2 Student – Computer ratio (Data for the latest completed academic year)	• Bills for the purchase of computers to be provided. • The stock entry of computers allotted for student use to be highlighted.	• The data pertaining to the latest completed academic year to be considered. • Number of Computers available for student use only to be provided.	• The computers for office and faculty use will not be considered. • Computers purchased after the latest completed academic year not to be considered.
18	4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)	• Provide audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities, duly certified by Principal and CA.	• Focus of this metric is only on the maintenance of physical and academic support facilities. • Audited Statement of income and expenditure should be in the name of applicant HEI only, but not in the name of the Trust / Society.	• Mere statement of last five years data on the metric without audited statement will not be considered.
19	5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non- Government agencies and philanthropists during last five years	• Upload sanction letter of scholarship and freeships (in English). • Year-wise list of students in each scheme. Upload policy document of the HEI for award of Non government scholarship and freeships	• For large data, the DVV will ask documents for randomly selected students in specific schemes.	
20	*5.1.2* Capacity building and skills enhancement initiatives taken by the institution include the	• Soft copy of Circular /Brochure. • Web-link to particular	• Consider all the students who have enrolled for the schemes • DVV can seek the documents regarding the attendance and certificates for the selected list of	• Mere circulars and student list cannot be accepted. • Avoid program conducted as part of the

	following
	    1. Soft skills
	    2. Language and communication skills
	    3. Life skills(Yoga, physical fitness, healthand hygiene)
	    4. ICT/computingskills
	
	Options:
	    A. All of the above
	    B. 3oftheabove
	    C. 2oftheabove
	    D. 1oftheabove
	    E. None of the above
		program/scheme/ Report of the event
		
		• Photographswith dateand caption for each scheme or event.
			programs/students enrolledin the specified programs.
			• Facilities like language lab, smart classroom and other ICT facilities used for capacity building and skills enhancement initiatives maybe considered.
			• List of programs conductedand the number of studentsenrolled for each of the events to be provided in thetemplate
				curriculum.

21	5.1.3 Percentage of students benefitted byguidance for competitive examinations and career counseling offered by the Institution during thelast five years	• Soft copy of Circular / brochure / report of program withphotographs with captions of such programs along with details of the resourcepersons. • Year-wise list of students attending these schemes,signed by competent authority	• "Students benefited" refers to students registered / attending the said programs • DVV can seek the documents regarding the attendance and certificates for the selected listof students enrolled.	
22	5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment andragging cases *1.* Implementation of guidelines of statutory / regulator bodies *2.* Organisation wide awareness and undertakings on policies with zero tolerance *3.* Mechanisms for	• Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGCnorms. • Circular/web-link/ committee report justifying the objectiveof the metric • Minutes of the meetingsof student grievance committee, as per metric.	• Minutes of the meetings / Report of grievancesfrom theconcerned committeeis essential. • The mechanism of redressal should be available as document and should be hosted in the HEI"s Website.The link of the same shall be provided to validate the same.	

	submissionof online/offline students' grievances **4.** Timely redressalof the grievancesthrough appropriate committees Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above None of theabove			
25	5.2.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be countedas one) during the last five years	• e-copies of award lettersand certificates to be uploaded.	• Only University / state/ national or international achievements will be considered. • Participation in Republic Day Parade at Rajpath, NewDelhi by NCC candidates may be considered. • Award for a team eventshould be counted as one.	• Participation / appreciation certificates and awards from regional / local / institutional levelsshould be avoided. • Awards from intraor inter institutionswill not be considered.
26.	5.2.2 Average number of sports and cultural programs in which students of the Institution participatedduring last five years (organised by the institution/other institutions	• Soft copy of circular/brochure indicating such kind ofactivities. • List of events alongwith the list of participants and year wise signed bythe Principal.	• All activities conducted under an event will be countedas one event. • For large data DVV will seek participation Certificates of Specified students. • Link to the reports of the events/along with photographs appropriately date and caption year- wiseto be provided in template.	• Events cannot be split into activities. • The competitions organised by the institution withoutthe participation oftheir own studentswill not be considered here.
27.	6.2.2 Implementationof e- governance in areas of	• Institutional expenditure statementsfor the heads of e-	• Bills for the expenditure on implementation of e- governance	

	operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination Options: A. All of the above A. 3 of the above B. 2 of the above C. 1 of the above D. None of the above	governance implementation reflected in the audited statement. • Link to the ERP Document and Screen shots of user interfaces of each module reflecting the name of the HEI. • Annual e-governance report approved by Governing Council. • Policy document one-governance.	in the areas of operation.	
28.	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	• Link to the policy document • e-copy of letter/s indicating financial assistance to teachers • List of teachers receiving financial support year wise under each head signed by the principal. • Audited statement of account highlighting the financial support.	• If the data is large documents related to specific teachers will be asked during DVV clarification. • Receipts / vouchers of Institution in favour of teacher with amount given should be considered. • Policy document of the HEI as per metric requirement.	• Without proof of payment on financial support for faculty, development mere name-list of the faculty will not considered. • Mere cash vouchers for payment will not be considered
29.	6.3.3 Percentage of teaching and non- teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years	• Event Brochures and reports year-wise. • e-copy of the certificates of the program attended by teaching and non- teaching staff. • List of participating teaching and non- teaching staff as per the prescribed format year wise during the last five years. • Annual reports highlighting the	• If data is large, DVV will seek documents pertaining to selected participants.	• Attending Seminars / invited talks cannot be included in this metric.

		programs undertaken by the teaching faculties.		
30	6.5.2 Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality Initiatives with other institution(s) 3. Participation in NIRF 4. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc Options: 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	• Proceedings of meetings of IQAC and action taken report on feedback analysis • Supporting document links to be provided as per the options selected.	• Supporting documents Links pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). NAAC / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment period. • Activities links as per the template to be provided.	Collaborative quality initiatives with sister institutions under the same management will not be considered.
31	*7.1.2* The Institution has facilities and initiatives for 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and non-degradable waste 3. Water conservation	• Link to the policy documents of the institution • Geo tagged photographs and videos of the facilities with caption. • Bills for the purchase of equipments for the facilities created under this metric. • Photographs of Ramps /	• Bills for purchase of equipments for creating the facility may be asked. • Any other relevant proof for the selected options. • Ramps / rails/lift/wheel Chair/signage board/ Toilet/ software etc., should include specific requirement of Divyangjan	• Having diesel generator set as backup cannot be considered in this metric.

	4. Green campusinitiatives 5. Disabled-friendly,barrier free environment Options: A. 4 or All of the above B. 3 of the above C. 2 of the above D. 1of the above E. None of the above	rails/lift/wheel Chair/signage board /Toilet/ software etc.	for their use.	
32.	**7.1.3** Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energyinitiatives are confirmed through the following 1. Green audit / Environmentaudit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion and sustainability activities Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	• Policy document on environment and energy usage • Action taken reportsand achievement report as clear and Green campus initiatives. • Reports of the Audits. • Certificate from the auditing agency. • Geo tagged photographs withcaption and date. • Any other supportingdocument for beyondthe campus environmental promotions.	• Auditing from Government /Govt. recognized organizations, University departments, recognized / certified non-profit NGOs only will be considered	

Criterion 8 - Social Inclusiveness

Key Indicator – 8.1 Social Diversity

Metric No. Specific	Metric Details	Documents Requirement	Instructions to HEIs	Not to be considered

8.1.1.1	Total number of students getting scholarships, freeships etc. under government schemes during the last five years	1.Sanction letter of scholarships 2. provide List of students who are benefitting	Ensure the type of scholarship and the amount is clearly mentioned.	
8.1.1.2	Total number of students benefited by scholarships, freeships, etc (year wise) provided by the institution besides government schemes during the last five years	Sanction letter of scholarships 2.provide List of students who are benefitting	Ensure the type of scholarship and the amount is clearly mentioned	
8.1.1.3	Total number of students availing Kerala State Higher Education Scholarships during the last five years	Sanction letter of scholarships provide List of students who are benefitting	Ensure the type of scholarship and the amount is clearly mentioned	
8.1.1.4	Total amount waived or shared as fee and other expenses of students by the institution during the last five years	1. List the number of students who have benefitted programme wise 2. Provide reason for the Fees waving	The reason for fee waiving/reduction must be mentioned	
8.1.2.1	Number of students in socially backward classes (SC,ST, OBC) enjoying scholarships, endowments and freeships during the last five years	List the number of students who have benefitted programme wise Provide documents regarding the caste criteria		
8.1.2.2	Number of students in economically backward classes enjoying scholarships, endowments and freeships during the last five years	1 provide List of students who are benefitting 2 List the number of students who have benefitted programme wise. Provide relevant documents regarding income group		
8.1.3.1	Initiatives / programmes conducted for empowerment of socially and economically backward students in the institution over the last five years.	List of activities Link to photos(with date and caption) Link to videos		
8.1.3.2	Steps taken to increase the proportion of	1. The advertisement for the		

		recruitment 2. The ratio of appointments must be stated and details. with names and community		
	socially and economically backward categories in academic and non-academic staff in the institution			
8.1.4.1	Number of students from outside the district during the last five years	1. Year wise list of the students with names of the districts, they belong to. 2.Relevant documents		
8.1.4.2	Number of students from outside the state during the last five years	1.Year wise list of the students with names of the states they belong to. 2.Relevant document		
8.1.4.3	Number of students from other countries during the last five years	1. Year wise list of the students with names of the countries, they belong to. 2. Passport copy		
8.1.4.4	Number of students from Rural area during the last five years	Year wise list of the students	Urban denotes corporation and municipality limits. Panchayat belongs to rural area	
8.1.4.5	Number of students from Urban area during the last five years	Year wise list of the students	Urban denotes corporation and municipality limits. Panchayat belongs to rural area	

Key Indicator – 8.2 Minority – Non Minority Representation

8.2.2 Percentage of Minority and Non Minority staff recruited to the institutionover last five years

8.2.2.1	Number of Minority students admitted to the institution over the lastfive years	Give list of students yearwise Attach relevantdocuments	As per state or Central Governmentnotification	
8.2.1.2	Number of Non-Minority students admitted to the institution over the last five years	Give list of students yearwise		
8.2.2.1	Number of Minority academic staff recruited to theinstitution over the last five years.	1.Advertisementfor the post in newspapers Relevant Documents	Provide appointmentletter by competent authority stating the nature of employment Full time/ guest / contract	
8.2.2.2	Number of Non-Minority academic staff recruitedto the institution over the last five years.	List of teachers	Provide appointmentletter by competent authority stating the nature of employment Full time/ guest / contract	
8.2.2.3	Number of Minority non-teaching staff recruited in the institution over the lastfive years	1.Advertisementfor the post in Newspapers 2.List of minority non-teaching staff 3.relevant documents	Provide appointment letter by competent authority stating the nature of employmentFull time/ guest / contract	
8.2.2.4	Number of Non-Minority non-teaching staff recruited in the institution over the last five years.	List of staff.	Provide appointmentletter by competent authority stating the nature of employment Full time/ guest / contract	

Key Indicator – 8.3 Gender Distribution   Percentage of Women and Transgenders

8.3.1.1	Number of women students admitted in the institution over the last five years	Give list of female students programme wise		
8.3.1.2	Number of transgender students admitted in the institutionover the last five years	Give list of students programme wise		
8.3.1.3	Number of women faculty recruited in the institution over the last five years	Give list of female teachers	Provide appointment letter by competent authority stating the nature of employment Full time/ guest / contract.	
8.3.1.4	Number of transgender faculty recruited in theinstitution overthe last five years	Give list of transgender teachers	Provide appointmentletter by competent authority	
8.3.1.5	Number of women members in senior administrative positions such as Head of Departments, Deans, Chairpersons of BoS or Heads of Institutions over the last five years	Provide list of women faculties in each position.	Provide appointmentletter by competent authority	
8.3.1.6	Number of transgender members in senior administrativepositions such as Head of Departments, Deans, Chairpersons of BoS or Heads of Institutions over the last five years	Provide list of transgender faculty in each position.	Provide appointment letter by competent authority.	

Key Indicator – 8.4 Representation of Differently abled/PwD
8.4.1 Facilities for the Differently abled

8.4.1.1	Number of differently abled students on rolls in the current academic year.	Provide list programme wise Copies of medical Certificates.	Number of students who participated	
8.4.1.2	Facilities available for meeting the special needs of the differently abled. 1. Physical facilities 2. Lift 3. Ramp/Rails 4. Braille Software 5. Rest rooms 6. Scribes for examination	Photographs with date and caption Link to video Bills and invoice regarding purchase/ AMC of the facility		

	7. Special skill development 8. Any other			

Key Indicator – 8.5 First Generation Learners (FGL)

8.5.1.1	Number of First Generation Learners over the last five years	Give list of students programme wise.	Collect information from the students. The student must be the first person in their family to join an under graduate programme.	
8.5.1.2	Measures taken by the institution for attracting first Generation learners.	Detailed programme report with outcome	Only programmes/ measures taken to attract first generation learners should be given.	
8.5.1.3	Support systems provided by the institution for First GenerationLearners.	1.Details of orientation Programmes conducted. 2.grants 3.hostel accommodation / transportation is arranged. 4.Mentoring	Documents regarding the disbursal of grants and photographs or other documentary Evidence of various measures taken.	

Key Indicator – 8.6 Gender Sensitization Programmes / Campaigns

8.6.1.1	Number of gender sensitization (awareness) and empowerment (action oriented) programmes organized by the institutionyear wise during the last five years.	Brochures Link to photographs and videos	Only relevantto gender sensitization	
8.6.2.1	Describe gender sensitivityfacilities provided by the institution in areas like a) Safety and Security b) Counselling c) Common Room and other amenities. Gender audit is conducted. Details are uploaded.	1. Photographsof Common rooms for girls 2. Details ofcounseling sessions. 3. Details of core or subsidiary programmes on gender. 4. Brochures and photographs of gender		

		sensitization programmes 5. Details of gender audit conducted in your institution		
8.6.2.3	Describe gender empowerment (action oriented) measures carriedout in your institution overlast five years	1.Minutes of meetings on grievance redressal Link to videoBills and invoice regarding purchase/ AMC of the facility	Action taken report of the institution ongrievances as in the minutes of the meeting Mention the number of students whoparticipated in the programmes and outcomes if any	
8.6.2.4	Feedback from students and staff on the gender sensitization/empowerment programmes	1. Feedback Analysis Report 2. Action taken report of the institution on Feedback report as in the minutes of the meeting		

Criterion 9 - Equity and Excellence

Key Indicator – 9.1 Qualifications and salary of teaching/ non-teaching staff

9.1.1.1	Percentage of full-time teachers with NET/SET/SLET/ Ph. D. /D.Sc. / D.Litt. during the last five years (consider only highestdegree for count)	List of faculties with highest degree should be provided as per academic session wise along with particulars ofdegree awarding university, subject and the year of award. Doctorate Degree / Provisional Degree Certificate awarded byUGC recognized universities only to be considered.	• Mention number of full-timeteachers with highest degree year-wise irrespective of the year of award. • Ph. D. /D.Sc. / D.Litt. and any other post doctoral degree of selected faculty will be asked during DVV clarification stage.	Honorary DoctorateDegrees not to be included /considered.

9.1.1.2	Total number of non-teaching staff with government specified qualifications	Provide certificates		
9.1.2.1	Total number of academic staff receiving UGC/AICTE pay and allowances.	Document showing approval bycompetent authority		
9.1.2.2	Total number of non- teaching staff on state pay and allowances	Document showing approval bycompetent authority		

Key Indicator – 9.2 Adversity Factors and Achievement Gap

9.2.1.2	Name of the local body in which institution is situated.	Copy of the document of the institution registration.		
9.2.1.3	Location: backward /aspirational district	Details of location as per Niti Ayog		
9.2.1.4	Was the institution affected by any natural calamity over the last five years	Give details from revenue authorities/ details submitted to the Revenue authority	Give detailsof loss incurred bythe institution	
9.2.1.5	Whether the institution is situated in natural calamityprone area (coastal /hilly/other)	1.State the geographical location. 2.provide location link	Only if the question is applicable	
9.2.1.6	Is the institution easilyaccessible by public transport system?	Proximity to bus stand/ railway station	Only give details regarding public transport	Institutionaltransport facility neednot be mentioned here.
9.2.2.1	Grades (CGPA/CCPA) achieved by different categories of students(Gen/SC/ST/OBC) in the final semester/annual examination in UG/PG Programmes over the last five years	Give list of students programme wise on the basis of Gen/SC/ST/OBC	The DVV may ask for relevant certificates of specific candidates mentioned in the list.	
9.2.2.2	Programme selection ofdifferent categories of students in UG/PG programmes.	Give list according to various categories Gen/ SC/ST/OBC		
9.2.2.3	Drop-out rates of differentcategories of students in UG/PG programmes	Give list according to various categories Gen/ SC/ST/OBC	Mention reason for dropping as mentioned	
9.2.2.4	Successful completion of programmes across the different categories in UG/PG	Give list according to each category		

	Programmes overthe last five years			
9.2.2.5	Measures taken by institutions to bridge the achievement gap of students	1. Minutes ofParent teacher meetings Details ofRemedial coaching	Mention details of the numberof remedial classes per semester The progressionof the students who attended such classes.	Do not mention theteaching done duringregular classes
9.2.2.8	No. of students benefitted from Additional Skill Acquisition Programme(ASAP)?	1.Minutes ofMeetings 2.Brochure and photographs / link to videoof programmes Organized	Only thoseactivities that fall under the ASAP	
9.2.2. 9	Funds received from government/UGC and other agencies for bridging the achievement gap over last five years	1. Annual Statement of Accounts 2 Copy of letter indicating thegrant/fund received by the agencies mentioned 3. provide the budget extract of audited statement towards grants/ funds received from non government bodies, philanthropistduly certified by Chartered Accountant/ .Finance Manager		Avoid duplication.
9.2.2.10	Funds utilized by the institution for bridging achievement gap over lastfive years	Utilizationcertificate signed by Chartered Accountant		

Key Indicator – 9.3 Cultural Heritage

9.3.1.1	Year of establishment ofthe institution	Document of registration of the institution		
9.3.1.2	List the repositories of intellectual heritage resources including building,library, museum, herbarium, scientific instruments of	1.Link to pictures/ videos Detailed description of each source.	Pictures mustbe clearly captioned GI tagged photographsmay	Do not givedetails if your institution hasn't completed 70 years

		2.Number of books, journals in library 3.Digital resources	be uploaded.	
	yesteryears etc. by the institution [Only for institutions with 70 years or above]			
9.3.1.3	Measures taken for the conservation and maintenance of repositories of intellectual heritage resources including ecology,building, library, museum, herbarium, scientific instruments of yesteryears etc. by the institution [Only for institutions with 70 years or above]	1.Documents regarding help taken from Archeological survey of India 2. Whether it is a Green Campus	1. GI tagged photographs may be uploaded. 2.Green protocol 3 Details of Green auditby the competent authority	
9.3.1.4	Describe steps taken and technologies used for the conservation of rare collections and specimens etc.	1.Describe the measures taken 2.Sufficient documentary evidence.		
9.3.1.5	Describe the heritage of the institution towards cultural,social and moral fabric of society	1.The Mission statement of theinstitution 2.The efforts made to achievethe goals 3. Detailed report of extension programmes conducted inthis capacity 3. list of alumini who have contributed towards society in a significant manner.		
9.3.1.6	Describe the various cultural heritage schemes /other government schemes in the institutions.	1.Details of funds received Details of fundsgenerated and utilization certificate 2.Brochures and photographs pf Programmes conducted.	Only give details of funds generated/ received for programmes/schemes to conserve cultural heritage of the institution	
9.3.1.7	Describe the extension work related to sensitization of the community in general and students in particular of: the significance and historic / cultural implication of heritage structures in the region; survey of unidentified heritage sites in the region, bring out/ document/ disseminating the cultural heritage of the different social	1. Detailed report of each extension programme mentioning number of students whoparticipated. 2.Photographs/relevant documents	The projectsof the students which are relevant to the theme may be mentioned	

	groups in the region.			
9.3.2.1	Distinguished alumni of the institution(Names and areas of prominence)	1. The period during which they studied in the institution 2. Provide relevant documents regarding their contributions		

Key Indicator – 9.4 Nature of admission

9.4.1.1	Describe the admission process carried out for student enrolment	1. Explain the process with sufficient proof. 2. Link to website.	State if CAP is applicable	
9.4.2.1	Percentage of seats filled against seats reserved for various categories (SC, ST, OBC etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)	• Copy of letter issued by state govt. or Central Government indicating the reserved categories to be considered as per the state rule (in English as applicable) • Number of seats year wise earmarked for the reserved categories • Admission extract submitted to the state OBC, SC and ST cell every year of the students (first year admission / lateral entry admission) with seal and signature of the principal.	• Include only those reserved categories as specified by State/central Government orders for admission (in English) • Only those seats filled against the reserved quota should be counted here. • Final admission list of students (first year admission / lateral entry admission) indicating their category published by the HEI and signed by the principal to be provided.	• Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded. • Exclude admission to supernumerary seats also.
9.4.2.2	Percentage of total seats	Give list of students		

	vacant in the government /aided and self financing programmes in the institution over the last five years	Programme wise		
9.4.2.3	Intra and Inter Institutional mobility of students overthe last five years	1.Give details of students who have moved to other institutions bytransferring credit. 2.Give the number of students whohave moved to other programmes than the one they joined in the institution	List the process of intra institutionaltransfer followed by your institution	
9.4.2.4	Number of students benefited from Institutional credit transferover the last five years	List of students and the institutionthey transferred to		
9.4.2.5	Number of students benefited from Programme wise credit transfer over the last five years	List of students andthe programmes they preferred to shift		

Key Indicator – 9.5 Democratic Practices

9.5.1.1	Describe the student union formation process in the institution	1. Copy of notification 2. The process of nomination/ election and declaration of results 3. The list of office bearers.	If data is too large make it available during the visit	
9.5.1.2	Describe the staff union activities in the institution	1. Process of election of office bearers 2. Details of funds raised 3 Audited statement of funds utilized 4 Description and photographs of programmes organised.	If data is too large make it available during the visit	
9.5.1.3	Student representation in decision making bodies – Syndicate, Senate, Academic Council, College Council, Governing Body	1 List of studentsin each decision-making body 2 Minutes of themeetings	If data is toolarge make it available during the visit	

	and GrievanceRedressal Bodies.			
9.5.1.4	Elected representation of staff in decision making bodies – Syndicate, Senate, Academic Council, College council , Governing Body and GrievanceRedressal Bodies	1.List of staff ineach decision making body 2.Minutes of the meetings held. 3.Action taken report	If data is toolarge make it available during the visit	
9.5.1.5	Describe the nature and composition of student andstaff Grievance Redressal Bodies	List the numberof members Describe the process of selection	Documents regarding the constitutingof the Grievance Redressal Bodies Minutes of each meeting held Action taken report.	
9.5.1.6	Describe the Student Council activity and role of students inacademic and administrative bodies	1List the programmes conducted 2 Minutes ofmeetings 3 Brochure and photographs/linkto video		
9.5.1.7	Recognition or awards received for the Institution	E copy of award certificate		
9.5.2.1	What are the steps taken to getfeedback from students and describe the outcome after taking feedback?	Link to feedbackform		
9.5.2.2	Structured feedbacks received from 1. Students 2. Teachers 3 . Employers 4. Alumini 5. Parentsfor design and review of syllabus – Semester wise / year wise	1 Feedbackreport 2.Action taken report of the institution on thefeedback received an minuted in the meetings	1The questionsasked in each category 2 Link tofeedbackform	
9.5.2.3	Classification of the feedbackprocessing by the institution	1.Process of classification may be mentioned 2. Feedback Analysis report to be provided		
9.5.3.1	Percentage of students progressing to higher education during the lastfive years	• Upload supporting datafor students	• Proofs like, admission lettersor identity cards	

		who have joined for higher education in prescribed format for the assessment period.	or higher degree certificates for selected students progressingto higher education will be asked by DVV partner.	
9.5.3.2	Number of students opting forPost Graduate Programme in the same institution after completion of UG	List of students programme wise	If the data islarge DVV will ask for documents related to specific students	
9.5.3.3	Number of students opting for Doctoral Programme(M.Phil/Ph.D/PDF) in the same institution after completion of PG	List of students programme wise	If the data is large DVV will ask for documents related to specific students	

Key Indicator – 9.6 Outcome Based Education

9.6.1.1	Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 500 characters and maximum of 500 words.	1.List the programmes /courses handled in OBE scheme. 2. List the programmes in which assessment is according to OBE scheme assessment is according to OBE scheme		Do not mention anything other than the C O and the methodology followed.
9.6.1.2	Describe the method of measuring attainment of POs in not more than 500 words and the level of attainment of POs	1.Describe the exam process, types of assessments , assignments, practical session 2.Describe the surveys conducted to assess the attainment of POs	Give details of how The Programme Educational Objective is measured through Employer satisfaction survey (Yearly), Alumni survey (Yearly), Placement records and Internal External Audit.	
9.6.1.3	3 Describe the method of measuring attainment of PSOs in not more than 500 words and the level of attainment of PSOs	Internal Assessment And End Semester Assessment Quiz.		

9.6.1.4	Describe the method of measuring attainment of Cos in not more than 500 words and the level of attainment of Cos	Conduct of exams/ tests. Spot tests, open book reviews, assignments, group projects, projects.		
9.6.1.5	Number of Faculty who were trained in OBE Workshops conducted by KSHEC	List of trained faculty with Participation certificates		Only those faculty who Participated in OBE workshops conducted by KSHEC
9.6.1.6	Number of OBEworkshops organized by the institution.	1Details of workshop 2Brochure and photographs 3Details of resource person 4Collaboration if any	Details of resource persons	DO not mention workshops conducted in other areas
9.6.2.1	Percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/ State government examinations)	List of qualified students year- wise under each category Qualifying Certificates of the students	Selected students certificate may be asked.	In absence of certificate, the claim will not be considered. Exams conducted for job recruitments other than the examinations conducted by State/ Central Government not to be included / considered.
9.6.2.2	Number of students securing admission for higher studies Upload supporting datafor students who have joined for higher education for the assessment period	List of students with admission letter	Proofs like admission letters or identity cards or higher degree certificates of students progressing to higher education	Appearing/passing competitive exams for higher education cannot be considered as progression to higher education unless students get admitted.
9.6.2.3	Percentage of placement of outgoing students	List of students placedalong with placement details	The placements through HEIplacement drive and throughpool campus interviews / recruitment drives at other colleges	Multiple offers to the samestudents to be counted once.

		can also be considered. If the data is large, DVV partner will ask for the appointment orders of the selected students	

Criterion 10 - Scientific temper and Secular outlook

Key Indicator – 10.1 Knowledge assimilation and dissemination process

10.1.1.1	Steps taken by the institution for knowledge assimilationin your institution suchas response to disaster management, Social Angle in Research and Knowledge Production(SARC), Knowledge Dissemination Response(KDR), Knowledge Action Decision Framework(KAD)	1.Details ofSurveys conducted 2 Details of response to disaster Management 3Details of student project and other projects that focus on social angle	If data is too large specific items may need to be substantiated with documents during visit	
10.1.2.1	The number ofMoUs, collaborations / linkages for Faculty exchange,Student exchange, Internship, Field project, On-the-job training, research and otheracademic activitiesduring the lastfive years	• Copies of MoUs/ collaboration/ related documents indicating thenature of collaboration and activities year-wise. • List of activitiesconducted under each MoU along with dates of starting and completion year-wise signed by both parties	• The MoUs / Collaborationshould bevalid for the assessmentperiod. • The collaboration activities ofresearch/ faculty exchange/ student exchange/ internship/on–the-job training/ project work should be facilitated through the mentioned collaboration only. The MoU should be functionalduring the assessment period	• Collaborations with the sister Institutions underthe same Trust not to be included. • Certificatesissuedby external agenciesto students/Facultyfor research/Faculty exchange/Student exchange/ internship cannot bethe proof for having collaboration with the external agency. • MoUs with thesister institutions underthe same Trust not to be

			included
		• If the MoU is for three years viz 2011-2013, it shall be counted only once. • At least one activity should have been conducted under an MoU during the assessment period to qualify as a functional MoU	
10.1.2.2	Details of Prabudhata/Prabudhata model society – institution linkage.	List the extensionactivities, linkages and the outcome Provide Brochures Photographs that are captioned	
10.1.2.3	Details of special learner ecosystems created in the institution	Structure of thesystem Number of students who Benefitted	
10.1.2.4	Lifelong learning initiative/ programmes in the institution	1List of each programme 2Schedule of evening classes 3 List of beneficiaries of each programme that is offered	Do not list the programmes that are offered as part of the curriculum
10.1.2. 5	Knowledge books prepared and translatedinto Malayalam	1List of books 2. ISBN	List only books translated by the faculty or students of your institution List books that are translated into Malayalam
10.1.2.6	Ecosystem developed bythe institution for innovations including Incubation centre and other initiatives for creation and transfer of knowledge	1 Details ofincubation centre 2 MOUs signed 3. Outcome ofthe ventures	Provide GItagged pictures if available
10.1.2.7	Describe the details of incubation centre and evidence of its usage (activity) within a maximum of 500 words	1.Give details ofoutcome 2. GI tagged photographs3 Details	

		of patent if any		
10.1.2.8	Measures taken for promoting cross disciplinary literacy	1.List of Programmes conducted 2.Number of participants Brochure and photograph/video link		Only programmes regarding cross disciplinary literacy may be listed
10.1.3.1	Details of syllabi promoting scientific temper	Copies of syllabi		Only that which promotes scientific temper
10.1.3.2	Use of texts, books, Journals and articles reflective of scientifictemper	List the titles ofbooks and articles used Link to articles may be provided		
10.1.3.3	What are the steps taken to use Malayalam as a medium for knowledge dissemination for inculcating scientific temper in the institution/community/society	1.List the books in Malayalam that are used 2.The medium ofinstruction in classrooms		Do not list the books that are used for language teaching
10.1.3.4	Participation of students and faculty in programmes outside the institution for promoting scientific temper	1 List of programmes/ seminars/activities 2.Relevant certificates		Only programmes for promoting scientific temper need be mentioned
10.1.3.5	Articles published by students and faculty for promoting scientific temper	Titles of articleswith ISSN number and thename of the journal		only articles promotingfor scientific temper need be mentioned

Key Indicator – 10.2 Social Participation

10.2.1.1	Details of Social entrepreneurship developed to resolve the problems of the state/local community	1Details ofextension programmes 2MOUs if any 3State the outcome 4. photographs	Briefly state the change you wanted to bring about and how far the institution was able toaccomplish it	
10.2.2.1	Describe the details of courseprovided in community engagement for appreciation of rural field realities (examples of community engagement), a new compulsory course	1.The structure ofthe course 2.Number of students enrolled3 pictures of activities		

10.2.2.2	Modification ofexisting course and curriculum for fostering community engagement andsocial responsibility	1.Minutes of the BOS to note the modification of thecourse A brief description of the modified course		
10.2.2.3	Examples of new audit courses	1Syllabus of the new audit courses2Number of students	Audit courses aretaken over and above the prescribed syllabi It is not mandatory for securing a degree	
10.2.2.4	Research in partnership with local community Organizations through NSS/ NCC/ Red Cross/YRC etc., during the last five years (year wise)	1.Signed MOU 2.Nature of theresearch 3. Outcome3Brochure and Photographs withcaptions/ link to videos		
10.2.3.2	Number of extension and outreach programs conducted by the institution through NSS/NCC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issuesetc. and/or those organised in collaboration with industry, community and NGOs) during the last five years Total number of Students participating in extension activities with Government Organization, Non- Government Organizations and Programmes in the areas of Cleanliness , AIDs awareness,Gender issue, Environmental stability etc. during last five years(year wise)	Links / uploads of Photographs (preferably with banner) and any other supporting document of relevance should have proper captions and dates 1List of students participating in each activity yearwise 2 photos with captions 3 Details of collaboration	Can be supplemented with media reports of the events. Link to the detailed report for each extension andoutreach program	Events conductedfor the benefit oftheir own students not to be included under outreachprograms.

		4. Outcome		
10.2.3.3	Contribution of students and staff to attain Sustainable Development Goals (SDG) over the last five years. Describe in maximum 500 words	1List of activities 2. Outcomes		
10.2.3.4	Participation of students/teachersin archaeologicalexcavation sites or any other relevant and similar activities.Describe in maximum 500 words	photos / link tovideos		
10.2.4.1	response to natural disaster / calamities overthe last five years. Describe in maximum 500words	Institutional raised give detailswith detailed account statementof utilization photos if available.		
10.2.4.2	Participation of students and staff in mitigating natural calamitiesover the last five years. Describe inmaximum 500 words	Briefly describe theoutcome		
10.2.4.3	Participation of staff and students in preserving the environmental resources such as rivers/lakes/pondsrejuvenation, preserving bio- diversity (preservation of mangroves), water shed management etc. over the last five years. Describe inmaximum 500 words	Attach photographs/ Linkto videos Mention theoutcome		
10.3.1.1	Programmes organised for the promotion of secular outlook by the institutions. Details of syllabiprepared with a view to promotesecular outlook	1.Minutes of the BOS approving thesyllabus The content of the new syllabus		Only details of the syllabus prepared with a viewto promotesecular outlook need be given
10.3.1.2	Use of texts, books, Journalsand articles reflective of secular outlook.	List of Books /journals withISBN/ISSN		
10.3.1.3	Participation ofstudents and faculty in programmes outside the institution for promoting constitutional values	Certificates of relevant programmes Brochures and Photographs/Videolinks		
10.3.1.4	Articles published by students and faculty	1.Titles of articles journals		

	for promoting constitutional values	with ISSN2.Publications without ISSN		
10.3.1.5	Steps taken topopularize constitutional values	1.Details of Programmes organized 2.Number of participants 3.Brochure/ Photographs with captions		