**INDICATORS OF SELF STUDY REPORT (SSR)**

**FOR HEIs WITH GRADUATE PROGRAMS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CRITERION ONE: GOVERNANCE AND LEADERSHIP (Weightage : 20)** | | |
| **S.N** | **Indicator** | **Weight** | **Rem** |
| 1 | **The institution has in place standard policies/regulations/ guidelines. These include but are not limited to:** | **5** |  |
| 1. Institutional mechanism and policies for the proper planning, monitoring, and evaluation | 0.25 |  |
| ***Response:*** |  |
| ***Annex Details:*** |  |
| **b.** Well-designed master plan; strategic plan with a clear vision, mission, and goals, IQAC policy, including the provision of external quality and institutional audit and academic integrity. The policies and plans are transformed into year-wise implementation /action plans, are implemented accordingly, and intended outcomes are achieved. | 0.50 |  |
| ***Response****:* |  |
| ***Annex Details:*** |  |
| **c.** Annual academic calendar and appropriately / timely implementation of the activities set in the calendar; Admission /intake policy, including for international/foreign students, eligibility check/test, competitive admission | 0.25 |  |
| ***Response****:* |  |
| ***Annex Details:*** |  |
| **d.** Institutional management and leadership succession policy and their practice, together with efforts taken for and achievement of the resource generation and economic growth for institutional sustainability | 0.50 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **e.** Provision and practice of placement and trends of graduates and students’ placement in the job market (annual tracer study) | 0.50 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **f.** ICT, Teaching - Learning, including virtual learning policy | 0.25 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **g.** UMIS /EMIS policy, with the provision of data security, confidentiality/and sharing | 0.50 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **h.** There is an RMC policy to systematically offer and operate research and consultancy projects, a technology-transfer policy; continuous engagement, acknowledgment, and rewards to the best (national/international awards winner in research) researchers; the university sets priority areas/niche areas of research contribution in national and international development | 0.50 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 1. Defined credit transfer mechanism; Curriculum inducts prior learning/training into the content; and support bridging requirements (support for transition to a course of study) to the students | 0.25 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **j.** Scholarship policy with provision and practice (defined seats) for the scholarship and its scheme | 0.50 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **k.** Plans and policies for emergency response and risk management, safety and security of the stakeholders, as well as infrastructural facilities | 0.50 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **l.** HR Policy: to recruit/retain competitive teaching and non-teaching staff; to respond to diversity-and-equity concerns in terms of recruitment; plan/practice of professional development, increasing the percentage of full-time faculties with higher degrees/research degrees; an explicit provision for scientific and transparent performance appraisal (self/peer/student/executive) system; transparent provision of recognition, rewards, and punishment based on the performance outcomes and appraisal results; Code of Conducts for students, faculties, staff, and academic leaders | 0.50 |  |
|  | ***Response :*** |  |
| ***Annex Details:*** |  |
| 2 | The institution's organization is properly mobilized and is oriented toward desired outcomes. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 3 | Policy for inclusion, representation, and decision-making participation is in place (students from SQC, faculties, and staff). | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 4 | Institutional system for feedback, feed forward and grievances redress is operational. | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 5 | The institution has Environmental Management Framework (EMF) and Social Management Framework (SMF) in practice | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 6 | Networking and collaboration of the institution with other international, national and local institutions/agencies. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 7 | Public display / placement of institutional information (using various means) and equitable access to it ; Utilization of social media platforms to circulate institutional information | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 8 | Standard/strength of EMIS system | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 9 | Branding of the institution | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 10 | Quality culture and environment prevail and are practiced in the institution | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 11 | Performance outcomes | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 12 | Learning Outcomes (Skill, behaviors … ; Opportunity for soft skill and life skill training for the students and associated learning outcomes) | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 13 | Internal monitoring of the services and activities | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 14 | Institution specific good practices | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 15 | Institutional philanthropic and Corporate Social Responsibilities (CSR) | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **CRITERION TWO: CURRICULUM MANAGEMENT(Weightage : 20)** | | | |
| 16 | Curricular components (courses/modules, unit plans) well documented along with implementation plan; Curriculum orientation, dissemination, refresher training courses to the faculties. | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 17 | Conduction and evaluation of graduate surveys | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 18. | The curricula of the institution are linked with the 21st-century learning skills such as ICT, problem-solving, and relation-building; Alternative learning options with resources are adopted to enrich the given curriculum | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 19. | The curriculum of local significance was developed and offered for the students and potential trainees (as a credit/ non-credit elective). | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 20 | Blending of research and teaching in the curriculum delivery (integration of research findings in the content of the curriculum) | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 21 | Range and practices of ECA/CCA activities in the institution | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 22 | Support the students' bridging requirements (support for transition to a course of study). | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 23 | The academic departments develop and execute their annual / semestral / trimestral academic calendar (as applicable) | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 24 | Evaluation framework and practices are in place to evaluate students' overall progress and all-around development. Provision to assess academic progression and growth of individual students. | 1 |  |
| ***Response :*** |
| ***Annex Details:*** |
| 25 | Institution's preparedness towards students' integrated and independent learning skills. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 26 | Measures are taken to cater learning differences of students. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 27 | Use of innovative pedagogy/ andragogy in teaching –learning | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 28 | Feedback collection process from faculties, students, parents, and employers in the following aspects:   1. Learning Management System (LMS) 2. Improvement in Teaching Quality 3. Evaluation System 4. Service delivery and students' support services 5. Students' need assessment | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 29 | Application of Universal Design Learning approach to learning; Disability-friendly infrastructures for physically challenged students/faculties/staff | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 30 | Installation and operation of LMS based software | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 31 | Availability of teaching-learning facilities / Institutional facilities (Ensure standard facilities) for all the faculties and staff | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 32 | Guest lectures from visiting professors, employers, entrepreneurs, dignified personnel, etc. | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 33 | There exists well-defined professional ethics and a Code of Conduct for students, staff, faculties, and academic leaders, and they are followed/maintained appropriately | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 34 | Sufficient lab infrastructure supported with Standard Operation Procedure (SOP) for quality, inventory of standard quality of supplies and consumables for laboratory/workshop with adequate number of support-staff for laboratory/workshop | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 35 | Annual budget allocated and implemented accordingly for the maintenance of infrastructure and laboratory | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **CRITERION THREE: RESEARCH AND KNOWLEDGE EXTENSION (Weightage : 20)** | | | |
| 36 | Plan of action for promotion and sustenance of research | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 37 | **Research Output -** publications by the faculties in journals/ reference books, proceedings. | 4 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 38 | Institution's research journal publication up to publication standards | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 39 | Budget of the RMC and expenditure details | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 40 | International scientific awards received by faculties for their research | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 41 | Availability of research facilities and resources in the institution | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 42 | Integration of research in individual's career growth | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 43 | Contributions of the research findings to society and market | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 44 | Institutional engagement in consultancy/extension works | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 45 | Students’ engagement in research projects (beyond the syllabus, particularly in institutional / faculties’ research projects) | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 46 | Engaging senior researchers/professors to promote research culture in the institution. | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 47 | Documentation, maintenance and security of research data. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 48 | Institutional management for research activities | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 49 | Collaborative research with other agencies (academic/industry/market) | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 50 | Innovations in institutional research | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **CRITERION FOUR: PHYSICAL RESOURCES (Weightage : 20)** | | | |
| 51 | Infrastructure facilities meet the standards set for the public/academic purpose; Measures are taken to make the classrooms and offices conducive and comfortable | 4 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 52 | Availability / adequacy and comfort of classroom furniture | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 53 | Plans and policies for an emergency, safety, and security of the stakeholders as well as infrastructural facilities | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 54 | Arrangement for electricity and power backup by prioritizing green/renewable energy, and internet reliability/capacity | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 55 | Integrated software was installed to make work and service delivery effective and automated, along with a system for backup. (EMIS Hardware/software) | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 56 | Resource provision for and practice of repair/maintenance of infrastructure and equipment | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 57 | Approaches and techniques adopted to maintain the cleanliness and beautification of infrastructure and campus premises. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 58 | Arrangement for the supply of safe and adequate drinking and water and sanitation provision (availability/cleaning-ness of toilets, waste management, …) | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 59 | Optimum utilization of infrastructure and other resources | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 60 | Availability of basic health facilities in the institution. | 0.5 |  |
| ***Response :*** |  |
|  |
| ***Annex Details:*** |  |
| 61 | Details of following : | 3 |  |
| a. Total space of the library [ ]  b. Space & capacity of a reading room [ ]  c. Total number of books, references & journals (also types) [ ]  d. Latest or new arrivals to the library [ ]  e. Library automation [ ]  f. Cataloging [ ] |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 62 | Outdoor/ Indoor Sports options offered in the institution and participation in national/ international events or other levels of competitions. | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 63 | Representation of local cultural / architectural heritage in construction of infrastructure | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 64 | Residential facilities in the institution for students /faculties / students | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **CRITERION FIVE: STUDENT WELFARE (Weightage : 10)** | | | |
| 65 | Provision of placement and trends of student placement in the job market | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 66. | Information flow and support Services for students - counseling (academic, career, psycho-social), well-being, and life-skills training are available (considering gender and social diversity) through counseling cell or any other kind specific service center | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 67. | Availability of personality development (Life skills development, Leadership build-up) courses | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 68. | Collaboration between students and alumni for the institution's development and increase the employability/networking of students. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 69. | SQC and their activities in Promoting Quality culture in the institution |  |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 70. | Provision and practices for cross-cultural workshops and related other activities (ECA); Provision and practices for students' recreation and wellbeing | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 71 | Areas of institutional management to represent students in decision making | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 72 | What are the support services given to international students?   * International student service office * Special accommodation * Induction courses * Socio-cultural programs * Welfare programs * Policy clearance * Visa support | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **CRITERION SIX: HUMAN RESOURCE** | | | |
| 73 | Institution review and evaluation of HR plan; Institutional plan to increase the percentage of faculties with higher degrees (MPhil) /research degrees (Ph.D.) | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 74. | Measures are taken to make the institution's work environment healthy (occupational safety). | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 75. | Institutional schemes for professional development and capacity building of faculties and non-teaching staff | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 76. | Participation of faculties/staff and students in the development and implementation of Extension Services and Outreach activities related to community outreach and sharing of knowledge and awareness) | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 77. | Scientific and transparent performance appraisal (peer/student/self/executive) system and System of recognition/ reward and punishment based on the outcomes of the appraisal system | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 78. | Institutional approaches to respond to diversity-and-equity concerns in terms of recruitment. | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 79. | Provisions and practice of national and international training/conference/ workshop/seminars and further education for faculty and staff | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 80. | Mechanism to respond to the grievances of faculties/staff | 1 |  |
|  | ***Response :*** |  |
|  | ***Annex Details:*** |  |