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

**FOR HEIs WITH UNDER-GRADUATE PROGRAMS**

|  |  |
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|  | **CRITERION ONE: GOVERNANCE AND LEADERSHIP (Weightage : 25)** |
| **S.No.** | **Indicator** | **Weightage** | **Remarks** |
|  | **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.** Admission /intake policy, including for international/foreign students, eligibility check / test, competitive admission; Annual academic calendar and appropriately / timely implementation of the activities set in the calendar | 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:*** |  |
|  | The institution's organization is properly mobilized and is oriented toward desired outcomes. | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Policy for inclusion, representation, and decision-making participation is in place (students from SQC, faculties, and staff). | 0.5 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Approaches employed for financial sustainability of the institution.  | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Institutional system for feedback, feed forward and grievances redress is operational.  | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Institution has Environmental Management Framework (EMF) and Social Management Framework (SMF) in practice | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Networking and collaboration of the institution with other international, national and local institutions/agencies. | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Standard/strength of EMIS system | 2 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Branding of the institution | 1.5 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Internal structure of the IQAC (flow, representation), and practice; Internal monitoring of the services and activities; Internal academic and quality audit system is designed and practiced in the institution | 3 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Quality culture and environment prevails and practiced in the institution  | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Performance outcomes | 2 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Learning Outcomes (Skill, behaviors … ; Opportunity for soft skill and life skill training for the students and associated learning outcomes ) | 2 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Institution specific good practices | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
|  | Institutional philanthropic and Corporate Social Responsibilities (CSR) | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| **CRITERION TWO: CURRICULUM MANAGEMENT(Weightage : 25)** |
|  | Curricular components (courses/modules, unit plans) well documented along with implementation plan; Curriculum orientation, dissemination, refresher training courses to the faculties. | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 17.  | Conduction and evaluation of graduate surveys | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 18.  | Curricula of the institution is linked with the 21st century learning skills as ICT, problem solving, relation building; Alternative learning options with resources are adopted to enrich the given curriculum | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 19.  | Supplementary/additional approaches are adopted to enrich the given curriculum  | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 20 | Curriculum orientation, dissemination, refresher training courses to the faculties. | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 21 | Curriculum of local importance are developed and offered as non-credit course  | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 22 | Range and practices of ECA/CCA activities in the institution  | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 23 | Support bridging requirements (support for transition to a course of study) to the students. | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 24 | Institution's approach for the quality intake of the students. | 1 |  |
| ***Response :***  |
| ***Annex Details:*** |
| 25 | The academic departments develop and appropriately execute their annual/ semestral /trimestral academic calendar (as applicable) | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 26 | Evaluation framework and its practices are in place for evaluating students' overall progress and their all-round development. Provision to assess academic progression and growth of individual students. | 1.5 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 27 | Institution's preparedness towards students' integrated and independent learning skills. | 1.5 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 28 | Measures taken to cater learning differences of students. | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 29 | Use of innovative pedagogy/ andragogy in teaching -learning / Blended teaching pedagogies with 21st century technological innovations. | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 30 | 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

Students' need assessment | 2 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 31 | Arrangement for e-learning/ alternative learning options with resources. | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 32 | Application of Universal Design Learning (UDL) approach; Disability friendly infrastructures for physically challenged students / faculties / staff  | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 33 | Installation and operation of Learning Management System (LMS) based software  | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 34 | Availability of teaching learning facilities/ Institutional facilities (Ensure standard facilities) for all the faculties and staff  | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 35 | Guest lectures from visiting professors, employers, entrepreneurs, dignified personnel, etc. | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 36 | 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 | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 37 | There exists well-defined professional ethics and Code of Conduct for students, staff, faculties, and academic leaders, and they are followed / maintained appropriately | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 38 | Annual budget allocated and implemented accordingly for the maintenance of infrastructure and laboratory | 1 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| **CRITERION THREE: RESEARCH AND KNOWLEDGE EXTENSION (Weightage : 10)** |
| 39 | Budget of the RMC and expenditure details; Plan of action for promotion and sustenance of research (r*esearch and consultancy) with provision of overhead cost, and its practice*  | 1.5 |  |
| ***Response :***  |  |
| ***Annex Details:*** |  |
| 40 | Research Output - publications by the faculties in journals/ reference books, proceedings. | 1 |  |
| ***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  | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 43 | Academic-Industry dialogue and entrepreneurship development schemes / activities  | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 44 | Collection, documentation , dissemination and practice of indigenous / local knowledge and culture  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 45 | Dissemination of research findings to the community & stakeholders  | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 46 | Faculty's institutional and individual engagement in research and consultancy works | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 47 | Students’ engagement in research projects (beyond the syllabus, particularly in institutional / faculties’ research projects) | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 48 | Documentation, maintenance and security of research data. | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 49 | Institutional management for research activities  | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 50 | Collaborative research with other agencies (academic/industry/market)  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 51 | Innovations in institutional research  | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **CRITERION FOUR: PHYSICAL RESOURCES (Weightage : 20)** |
| 52 | Infrastructure facilities meet the standards set for the public / academic purpose; Measures taken to make the classrooms and offices conducive and comfortable  | 3 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 53 | Share of resource generation from other sources than public funding and students’ fee  | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 54 | Plans and policies for emergency, safety and security of the stakeholders as well as infrastructural facilities are practiced effectively  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 55 | Arrangement for electricity and power backup by prioritizing green/renewable energy; and internet quality/bandwidth and network stability  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 56 | Integrated software installed to make work and service delivery effective and automated along with system for backup.  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 57 | Universities are advised to make integrated / common LMS and EMIS system for their affiliates as well  |  | No number |
| ***Response :*** |
| ***Annex Details:*** |
| 58 | Approaches and techniques adopted to maintain the cleanliness & beautification of infrastructure and campus premises. | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 59 | Arrangement for the supply of pure drinking water along with hot and cold water facility, and adequacy as well as cleanliness of toilets, waste management. | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 60 | Annual expenditure allocated for the maintenance of infrastructure and equipment and their appropriate use  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 61 | Optimum utilization of infrastructure and other resources  | 1 |  |
| ***Response :*** |  |
|  |
| ***Annex Details:*** |  |
| 62 | Availability of basic health facilities in the institution. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 63 | Details of following :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 [ ] | 2.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 64 | Out-door/ Indoor Sports options offered in the institution and participation in national/ international events or other level of competitions. | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 65 | Representation of local cultural / architectural heritage in construction of infrastructure  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 66 | Residential facilities in the institution for students, faculties, and staff  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **CRITERION FIVE: STUDENT WELFARE (Weightage : 10)** |
| 67 | Provision of placement and trends of student’s placement in the job market  | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 68 | Provision for the scholarship and its scheme  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 69 | Availability of services center to address the students' needs and requirements  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 70 | Collaboration between students and alumni for the institution's development and increase the employability/networking of students. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 71 | Areas of institutional management to represent students in decision making  |  |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 72 | Provision and practices for cross cultural workshops and related other activities (ECA) | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 73 | Provision and practices for students' recreation and well-being. | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 74 | Information flow System for the students | 0.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 75 | Promoting Quality culture among the students in the institution through SQC | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 76 |  Mechanism to respond to the grievances of students | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| **CRITERION SIX: HUMAN RESOURCE (Weightage : 10)** |
| 77 | Institutional provision and process for recruiting teaching and non-teaching staff as well as their application  | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 78 | Measures are taken to make the institution's work environment healthy (occupational safety). | 1.5 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 79 | Institutional schemes for professional development and capacity building of faculties and non-teaching staff | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 80 | Institutional facilities (Ensured standard facilities) for all the faculties and staff  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 81 | Institutional plan to increase the percentage of full-time faculties with higher degrees/research degrees  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 82 | Participation of faculties/staff and students in development and implementation of **Outreach** /extension related activities community outreach and sharing of knowledge, awareness) | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 83 | Scientific and transparent performance appraisal (peer/student/self/executive) system; and System of recognition/ reward and punishment based on the outcomes of appraisal system  | 2 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |
| 84 | Institutional approaches and practice to respond to diversity-and-equity concerns in recruitment and career progression  | 1 |  |
| ***Response :*** |  |
| ***Annex Details:*** |  |