**BLDE Association**
**Standard Operating Procedures Cell**
**VIJAYAPUR-586103**

# SOP AAA Report 2025-26.

**Arts/Science/Commerce and Management/Engineering/Pharmacy/Law/Education**

**Name of the College:**

**Criterion 1 – Curricular Aspects**                                    *Verg Good/Good/Satisfactory/Not Satisfactory

| No. NAAC [NBA] | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) As per HEI | Target Achieved (No. / %) As per SOP | Remarks* (Very Good/ Good/ Satisfactory/ Not Satisfactory) |
|---|---|---|---|---|---|---|---|
| 1.1.1 [2.2.1 /9.1] | The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment | Department Academic Calendar in line with institute & University Academic Calendar | ☐-☐ | -- | | | |
| | | Workload, Course Plan, ICT Tools | ☐-☐ | | | | |
| | | Innovative teaching practices | ☐-☐ | | | | |
| | | Weekly progress report Department level or Institute level | ☐-☐ | | | | |
| | | CIE time table, QP, scheme of evaluation, marks list, record of CIE & assignment/ quiz/seminar/GD etc | ☐-☐ | | | | |
| | | Curriculum committee regular meeting ( 2 to 4 per Year ) to decide the Following & notify them | ☐-☐ | | | | |
| | | Workshops on curriculum implementation for teachers | ☐-☐ | | | | |
| | | Workshops on innovative teach / ICT enable / exam reforms & innovations / Value added or Odd on courses | ☐-☐ | | | | |

| No. NAAC [NBA] | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) As per HEI | Target Achieved (No. / %) As per SOP | Remarks* (Very Good/ Good/ Satisfactory/ Not Satisfactory) |
|---|---|---|---|---|---|---|---|
| 1.2.1 QnM [2.1.1] | Number of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted | 10 per year or (Total No of Students/Batch of 30 to 50 Students), whichever is higher will be the target. Min 30 h | ☐-☐ | 10 | | | |
| | | No repeat count of same title | ☐-☐ | | | | |
| | | Reports of all VAC | ☐-☐ | | | | |
| 1.2.2 QnM [9.4] | Percentage of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like SWAYAM, NPTEL etc. as against the total number of students | All students of respective institute/ department shall enroll | ☐-☐ | 100 % | | | |
| | | Value added course for multiple batches | ☐-☐ | | | | |
| | | Students will be Encouraged to Register For Mooc's Program online plat from like SWAYAM etc | ☐-☐ | | | | |
| | | Teachers may Identify Suitable add on course fit in to curriculum & Co-Curriculum | ☐-☐ | | | | |
| | | Min 30 hr duration (16 hrs for health science ) | ☐-☐ | | | | |
| | | Value added Course Should not be on personality development, yoga etc as they cover under 5.1.2 | ☐-☐ | | | | |
| | | Every VAC shall have brochure, notification, student registration list, resource person details, sample certificate. Geo tag photo/ feedback details should be documented | ☐-☐ | | | | |

| No. NAAC [NBA] | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) As per HEI | Target Achieved (No. / %) As per SOP | Remarks* (Very Good/ Good/ Satisfactory/ Not Satisfactory) |
|---|---|---|---|---|---|---|---|
| 1.3.1 | Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | Identify cross – cutting issues covered under correction & prepare report of it | □-□ | -- | | | |
| | | List gaps in to the curriculum on cross cutting issues | □-□ | | | | |
| | | Conduct co-curricular (guest lecture, workshop, seminar, field visits) activities on identified gaps of cross-cutting issues | □-□ | | | | |
| | | List out & conduct extracurricular activities on the topics of cross cutting issues | □-□ | | | | |
| | | Maintain records for all these curricular active co-curricular & extracurricular actives | □-□ | | | | |
| | | (Notification, topic, resource person, student registration and attendance) | □-□ | | | | |
| | | Record of attendance, CIE books, Assignment books, Seminar/Quiz relevant to the subjects | □-□ | | | | |
| 1.3.2 QnM | Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year) | All students of respective institute/ department shall enroll. | □-□ | 100% | | | |
| | | List out programs year wise where in field work project work – internship & industrial visits are practiced | □-□ | | | | |

| No. NAAC [NBA] | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) As per HEI | Target Achieved (No. / %) As per SOP | Remarks* (Very Good/ Good/ Satisfactory/ Not Satisfactory) |
|---|---|---|---|---|---|---|---|
| 1.4.1 QnM [2.2.1,9 .2,9.3] | Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website Feedback processes of the institution may be classified as follows: A. Feedback collected, analyzed, action taken (website display) B. Feedback collected, analyzed and action has been taken C. Feedback collected and analyzed D. Feedback collected (at least two) E. Feedback not collected | Feedbacks from Students, Parents, Alumni and Employer shall be collected, analyzed and action taken report shall be uploaded it on website every semester. | □-□ | -- | | | |
| | | Rules and SOP on feedback collection, Analysis form different stockholders | □-□ | | | | |
| | | Performa for collection of feedback on curriculum by student mandatory semester wise. | □-□ | | | | |
| | | Collect feedback from teachers one in semester- on curricular | □-□ | | | | |
| | | Collect feedback from alumni, employ and peers parents randomly. | □-□ | | | | |
| | | Different of specific perform for each of stake holders (6 types) follow online mechanism. | □-□ | | | | |
| | | IQAC to analysis collected feedback and list out the observation, suggestion and recommendations (feedback analysis). | □-□ | | | | |
| | | Prepare the list of recommendations to initial suitable actions on feedback analysis (feedback analysis outcome) | □-□ | | | | |
| | | Upload the and feedback analysis action taken report on website ( URL) | □-□ | | | | |

## Criteria 2- Teaching- Learning and Evaluation

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|-----|--------|--------------------|---------------------------------|-------------|-------------------------------|-------------------------------|----------|
| 2.1.1 QnM [4.1] | Enrolment percentage | 85-100% Admissions (only 1st Year admission with sanctioned intake). | ☐-☐ | 85-100% | | | |
| | | Map no. of students enrolled against sanctioned intake for 1st year admission | ☐-☐ | | | | |
| 2.1.2 QnM | Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, etc. as per applicable reservation policy (Exclusive of supernumerary seats) | >=80% | ☐-☐ | 80% | | | |
| | | Ensure reservation min or over and above the Govt norms | ☐-☐ | | | | |
| | | | ☐-☐ | | | | |
| | | <=15:1( for  AICTE / NBA HEI | | | | | |
| 2.2.1 QnM [5.1] | Student – Full time Teacher Ratio (Data for the latest completed academic year) Formula: Students: Full time teacher | <=20:1 Others (as per AICTE/UGC Norms) | ☐-☐ | -- | | | |
| | | Ensure that a teacher who has seven more than 8 to 9 months in a given year is considered as regular teacher | ☐-☐ | | | | |
| | | calculating no. of students, take the count of students who enroll and register for odd sem exam (1,3,5,7 sem) | ☐-☐ | | | | |
| 2.3.1 [5.5, 2.2.3] | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools | Record of innovative teaching practices | ☐-☐ | -- | | | |
| | | Project rooms for the display of Department Project | ☐-☐ | | | | |
| | | ICT tools available -list | ☐-☐ | | | | |
| | | Prepare the reports on student centric methods following in a tabular statement. | ☐-☐ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| | | Assignments group discussion, small GD, experimental learning, tutorial participate case studies problem based learning ICT enable teaching | □-□ | | | | |
| | | Record of mini and major projects for the display of individual department projects | □-□ | | | | |
| | | Ensure that teacher record these actives in teachers dairy | □-□ | | | | |
| | | Upload the PPT's online guest teachers video clipping on LMS and prepare report on it | □-□ | | | | |
| | | Prepare a report on student projects, map these students centric active with subject and Program | □-□ | | | | |
| 2.4.1 QnM [5.3] | Percentage of full-time teachers against sanctioned posts | 80 to 85% | □-□ | 85% | | | |
| | | Sanctioned posts are in line with AICTE /UGC Norms | □-□ | | | | |
| 2.4.2 QnM [5.3] | Percentage of full time teachers with NET/ SET/ SLET/ Ph. D. / D.Sc. / D.Litt. (consider only highest degree for count | >=85% of faculty | □-□ | 85% | | | |
| 2.5.1 [2.2.2] | Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- | Exam Manual and methods | □-□ | | | | |
| | | Procedure & record for the conduct of CIE | □-□ | | | | |
| | | Valuation of CIE | □-□ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| | bound and efficient | Question Paper setting as per blooms taxonomy (approved by module coordinator) | ☐-☐ | | | | |
| | | Display of CIE marks list | ☐-☐ | | | | |
| | | Record of Grievance Redressal by Faculty regarding CIE | ☐-☐ | | | | |
| 2.6.1 [3.1,3.2,3.3] | Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated | POs, PSO, COs are defined and displayed on website for both UG & PG | ☐-☐ | | | | |
| | | Attainment of COs, PSOs & POs for both UG & PG | ☐-☐ | | | | |
| 2.6.2QnM | Pass percentage of Students | >=95% | ☐-☐ | 95% | | | |
| | | Result sheet published by the parent university Certified report from Head of the institution / Controller of Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree program wise / year-wise. | ☐-☐ | | | | |
| 2.7.1. | Online student satisfaction survey regarding to teaching learning process. (Online survey to be conducted) | Record of Data base of students- Name, register No, email ID, Mobile number | ☐-☐ | | | | |

**Criteria 3- Research, Innovations and Extension**

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 3.1.1 QnM [5.7.2] | Grants received from Government and non-governmental agencies for research projects / endowments in the institution (INR in Lakhs) | >=5 lakhs (Do not include funds for lab development) | ☐-☐ | 5 lakh | | | |
| | | Include funds received for research projects only | ☐-☐ | | | | |
| | | List of grants for research projects received during the assessment years along with the nature of the fund, and the funding agency with amount. (sanctioned letter highlighting the required parts) | ☐-☐ | | | | |
| 3.2.1 | Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge (patents filed, published, incubation center facilities in the HEI to be considered). | Research promotion policy, Institute Innovation Counsil (IIC) establishment and activities., support and facility. Documents of copy wrights design patents and patents files and published. Technology transfer consultancy policy. | ☐-☐ | | | | |
| | | Incubation center and activities | ☐-☐ | | | | |
| 3.2.2 QnM | Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted | 15 Number of workshops/seminars/conferences | ☐-☐ | | | | |
| | | Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars/conference conducted. | ☐-☐ | | | | |
| | | Link to the detailed report for each program as in the template. | ☐-☐ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| | | Year, Name of the event, No. of Participants, Date to and From. | ☐-☐ | | | | |
| | | Level of the event (International/national/state/regional) | ☐-☐ | | | | |
| 3.3.1. QnM [5.7.1] | Number of research papers published per teacher in the Journals notified on UGC care list | Each faculty must publish 2 Journal papers (notified on UGC care list) / SCI/SCOPUS Peer reviewed - per year. | ☐-☐ | | | | |
| | | Link landing to the research paper | ☐-☐ | | | | |
| | | Link to the journal website. Bibilometrics of Publications / Institutional | ☐-☐ | | | | |
| 3.3.2. QnM | Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher | Each faulty must try to publish 2 Book/Book chapters/articals in national/ international conference indexed proceedings (notified on UGC care list) per year | ☐-☐ | | | | |
| | | Cover page, content page and first page of the selected publication. | ☐-☐ | | | | |
| | | Web-link of books | ☐-☐ | | | | |
| 3.4.1 [9.7] | Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof | 12 activities per year | ☐-☐ | | | | |
| | | Reports of extension activities organized | ☐-☐ | | | | |
| | | Activities related to sensitizing students to social issues./Rural development, community development / Hygiene health nutrition disuses, food environment related water ,air ,soil ,eco , scientific attitude education poverty etc | ☐-☐ | | | | |
| | | Format: Sl.No. Title, Place, No. of students, impacts. | ☐-☐ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 3.4.2 [9.7] | Awards and recognitions received for extension activities from government / government recognized bodies | Communication letters and certificates of recognition/ appreciation. Level of the event (International/national/state/regional) | □-□ | | | | |
| 3.4.3 QnM [9.7] | Number of extension and outreach programs conducted by the institution through NSS/NCC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) | 12 activities per year Duration as per NAAC SOP | □-□ | 12 | | | |
| | | Reports of extension and outreach activities organized through NSS/ NCC/ NGOs. | □-□ | | | | |
| | | Can be supplemented with media reports of the events. | □-□ | | | | |
| | | Exclude National festivals, Days celebrations like Yoga day, Women's day etc., Level of the event (International/national/state/regional) | □-□ | | | | |
| | | Format: Sl.No., Title, Place, No. of students, impacts.[literary health, Hygiene, Swatch Bharat, Swast Bharat, tree plantation ,Water, Bodies, WWT, soak pits etc] | □-□ | | | | |
| 3.5.1. QnM [2.2.5] | The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field Project, On-the- job training, research and other academic activities | 5 active MoU with at least one activity under that MoU per year | □-□ | | | | |
| | | MoU's with the sister institutions under the same Trust not to be included. | □-□ | | | | |
| | | MoU's for academics and coacademics(Faculty Student exchange, sharing of facilities experiments support, VAC, Research and extension | □-□ | | | | |

## Criterion 4 - Infrastructure and Learning Resources

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 4.1.1 [6.1] | Availability of adequate infrastructure and physical facilities viz., Classrooms, Laboratories, ICT facilities, Cultural activities, Gymnasium, Sports room, Hostel facility, Canteen, Ladies Room, Toilet for physically handicapped, Yoga center, Childcare Room, etc. in the institution. | A paragraph on campus infra (area, landscape, location) | ☐-☐ | | | | |
| | | List of major buildings | ☐-☐ | | | | |
| | | List of Classrooms, ( With ICT-Without ITC) | ☐-☐ | | | | |
| | | List of laboratories (Academic lab + Research lab + Industry supported lab) Corridors and other common facilities. Workshops. | ☐-☐ | | | | |
| | | ICT facility (No. of computers, Computers labs, LCD Projectors, Smart boards, Software's.) | ☐-☐ | | | | |
| | | Other facilities: Sports room (Indoor, outdoor, Gym) Cultural facility and Yoga. | ☐-☐ | | | | |
| | | Hostel facility ( No. of Hostels, No. of rooms, Occupancy) Canteen, Ladies Room, facility for physically handicapped, Childcare Room, Bank ATM, etc | ☐-☐ | | | | |
| 4.1.2 QnM | Percentage of expenditure, excluding salary for infrastructure augmentation (INR in | 30-35 % of total expenditure excluding salary | ☐-☐ | 35% | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| | Lakhs) | Provide the consolidated fund allocation towards infrastructure augmentation facilities duly certified by Principal and CA. | □-□ | | | | |
| | | Infrastructure augmentation means creation of new infrastructure, physical facility, Instrumentation, Lab development, IT, Interior decoration, renovation (Amounts spent on assets should show as Non recurring expenditure in balance sheet.) | □-□ | | | | |
| | | Highlight the relevant items in the audited income and expenditure statement. | □-□ | | | | |
| | | Avoid recurring expenditure on laboratory, maintenance of infrastructure and acquisition of books and journals under this metric. | □-□ | | | | |
| 4.2.1 [10.4.1] | Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library | Extent of Automation – OPAC, Link to web site. Record of IMS, Usage, e-resources, Financial records, Library Display boards | □-□ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 4.3.1 [10.4.2] | Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection | Existing IT facility and infrastructure, IT Specifications and Configuration | ☐-☐ | | | | |
| | | Record of Updating of IT facilities every year<br>Format: Details till previous year + added during current year. | ☐-☐ | | | | |
| 4.3.2. QnM | Student – Computer ratio (Data for the latest completed academic year) | <=5:1 (As per AICTE/UGC Norms) | ☐-☐ | | | | |
| | | Bills for the purchase of computers to be provided. • The stock entry of computers allotted for student use to be highlighted. | ☐-☐ | | | | |
| | | The computers for office and faculty use will not be considered. | ☐-☐ | | | | |
| 4.4.1 QnM | Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component (INR in Lakhs) | More than 25% of total expenditure excluding salary | ☐-☐ | | | | |
| | | Expenditure towards maintenance of physical and academic support (Chemicals, Glass wear, Spare parts, stationeries, AMC's, consumabals, etc). | ☐-☐ | | | | |
| | | 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 | ☐-☐ | | | | |

## Criterion 5- Student Support and Progression

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 5.1.1 QnM | Percentage of students benefited by scholarships and freeships provided by the Government , Non-Government agencies and Philanthropists | >=70% of total students | ☐-☐ | 70% | | | |
| | | Upload sanction letter of scholarship and free ships (in English). | ☐-☐ | | | | |
| | | Year-wise list of students in each scheme to be attested by the competent authority. | ☐-☐ | | | | |
| | | Upload policy document of the HEI for award of Non-government scholarship and free ships | ☐-☐ | | | | |
| 5.1.2 QnM [9.5] | Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skill | Minimum 21 hours for each programme, Spread across semester or 03 full day working. | ☐-☐ | | | | |
| | | Ensure that every student undergo these selected programmes ( 01 to 04) for minimum of 21 hours per programme | ☐-☐ | | | | |
| | | Soft copy of Circular /Brochure. | ☐-☐ | | | | |
| | | Web-link to particular program/scheme/ Report of the event | ☐-☐ | | | | |
| | | Photographs with date and caption for each scheme or event. | ☐-☐ | | | | |
| | | Soft skills – 1$^{st}$ and 2$^{nd}$ year student | ☐-☐ | | | | |
| | | Language and communication skills - 1$^{st}$ and 2$^{nd}$ year students | ☐-☐ | | | | |
| | | Life skills -  3$^{rd}$  and 4$^{th}$  year students | ☐-☐ | | | | |
| | | ICT/computing skill - 3$^{rd}$  and 4$^{th}$  year students | ☐-☐ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 5.1.3 QnM | Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution | At least One event per year in each category and cover all eligible students. Mandatory for pre final and final year students | ☐-☐ | | | | |
| | | Soft copy of Circular / brochure / report of program with photographs with captions of such programs along with details of the resource persons | ☐-☐ | | | | |
| | | Year-wise list of students attending these schemes, signed by competent authority (Event or Spread over Semester for 20-40hrs for register | ☐-☐ | | | | |
| 5.1.4 QnM | The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies 2. Organization wide awareness and undertakings on | Anti ragging, cell / Internal complaint cell (ICC), Grievance readdress cell / Equal opportunity cell / as per guidelines of UGC upload the document on portal. | ☐-☐ | | | | |
| | | All cell reports. 2 to 5 activities per year. 4 meeting in a year. Action taken report. | ☐-☐ | | | | |
| | | Proof of constitution of these committed Internal committees / anti raging Grievances Committee formation / other committees as per UGC norms. | ☐-☐ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| | policies with zero tolerance<br>3. Mechanisms for submission of online/offline students' grievances<br>4. Timely redressal of the grievances through appropriate committees | Circular/web-link/ committee report justifying the objective of the metric | □-□ | | | | |
| | | Minutes of the meetings of student grievance committee, as per metric. | □-□ | | | | |
| 5.2.1 QnM [4.5] | Percentage of placement of outgoing students and students progressing to higher education | >=75%, Placemat registration, training details | □-□ | 75% | | | |
| | | Record of offer letters for placements, (on campus + off campus) List of students placed along with placement details (List of companies / recruiters, No. of placements, highest salary package. | □-□ | | | | |
| | | Supporting data for students who have joined for higher education. Record of admission card and ID Card for Higher studies.[Placement + HE+ EP= 100%] | □-□ | | | | |
| 5.2.2 QnM [4.5] | Percentage of students qualifying in state/national/ international level examinations (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil | >=20% | □-□ | 20% | | | |
| | | Strategies for motivating students (Guest lecture, Workshops, coaching, counseling, registration support)  for | □-□ | | | | |
| | | Take up JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations. | □-□ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| | Services/State government examinations) | Collect details like Hall Ticket, Selection letter, and Joining letter or JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL scorecards | □-□ | | | | |
| 5.3.1 QnM [4.6.3] | Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) | >=10 per year | □-□ | 10 | | | |
| | | Levels: International, National, State, regional and college wise. | □-□ | | | | |
| 5.3.2 QnM [4.6.1] | Average number of sports and cultural programs in which students of the Institution participated | 10 activities per year including sports and cultural. | □-□ | 10 | | | |
| | | Soft copy of circular/brochure indicating such kind of activities. | □-□ | | | | |
| | | List of events along with the list of participants and year wise signed by the Principal. [Events cannot be split into activities.] | □-□ | | | | |
| 5.4.1 | There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other | Alumni registration details: Office barrows. | □-□ | | | | |
| | | Esteemed alumni list to be prepared and displayed | □-□ | | | | |
| | | Record of alumni meets organized | □-□ | | | | |
| | | Events such as Guest Lectures, Seminars, Workshops organized with the help of Alumni, Use of Alumni Engagement software | □-□ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| | support services | Donation of funds from Alumni and its record to be maintained, | □-□ | | | | |
| | | Alumni Association registration records | □-□ | | | | |

## Criterion 6- Governance, Leadership and Management

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 6.1.1 [1.1,10.1] | The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan. | De-centralized administration, Participative management, involvement of stake holders for the growth. | ☐-☐ | | | | |
| | | Display of Boards at prime locations and at all departments (Institute/Dept Vision Mission, Organization Chart, Quality Policy & Objectives, Perspective Plan) | ☐-☐ | | | | |
| | | Roles & responsibilities | ☐-☐ | | | | |
| | | NEP implementation documents | ☐-☐ | | | | |
| | | Short term & long term perspective plans | ☐-☐ | | | | |
| 6.2.1 [10.1] | The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc | Governing council record | ☐-☐ | | | | |
| | | Institution Committee records | ☐-☐ | | | | |
| | | Appointment & Service rules records | ☐-☐ | | | | |
| | | HR policies and other policies, Up to Date Work Diary of Staff. | ☐-☐ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 6.2.2 Qnm [10.2] | Implementation of e-governance in areas of operation<br>1. Administration<br>2. Finance and Accounts<br>3. Student Admission and Support<br>4. Examination | Write a paragraph on e - governance in the areas of operation ( 1 to 4) | ☐-☐ | | | | |
| | | Record of ERP bills paid | ☐-☐ | | | | |
| | | Consolidated Reports of ERP Modules: | ☐-☐ | | | | |
| | | 1) Course wise Monthly Fee Receivables, Budget Utilization Report, Monthly Financials (I/E Accounts & Balance Sheet) | ☐-☐ | | | | |
| | | 2) Total Playbill for Month & Difference w.r.t previous month | ☐-☐ | | | | |
| | | 3) Consolidated Academic & LMS Reports for month. | ☐-☐ | | | | |
| | | 4) Institution Website: Complete Information as per Regulatory Bodies and Updates for Month | ☐-☐ | | | | |
| | | 5) Consolidated Report with Goods & Service Receipt details with Actual Delivery Date, GRN Date & Payment Date | ☐-☐ | | | | |
| | | 6) Upto Date Institute Goods Inward/outward Records with proper labeling including depart wise issue reports. | ☐-☐ | | | | |
| | | 7) Institute Asset Management Records | ☐-☐ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 6.3.1 | The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff | Welfare policies and measures for Teaching & Non-Teaching Staff (PF/ EPS/ ESIC/ BLDE Health Card provision of Festival Advance, Admission of Non-Teaching Staffs ward) | ☐-☐ | 75% | | | |
| | | Performance appraisal of Teaching & Non-Teaching Staff | ☐-☐ | | | | |
| | | >=75% start the covered (AICTE OR University model) | ☐-☐ | | | | |
| 6.3.2 QnM | Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies | Record of application form, Vouchers, bank statement, audited statements | ☐-☐ | | | | |
| | | Incentive per teacher is Min. of Rs.5000/- per year | ☐-☐ | | | | |
| 6.3.3 QnM [5.6] | Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs | All Teaching staff and Technical staff (Instructors) must attend at least one STTP / FDP of one week per year. | ☐-☐ | | | | |
| | | Record of STTP / FDP/ Training programme's Brochure and certificates attended to be maintained. | ☐-☐ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| | | Faculty with less than 05 years' experience (Preferably FDP on teaching learning and evaluation) | ☐-☐ | | | | |
| | | Faculty with 15 years' experience - Preferably FDP / PDP on advanced technology, etc. | ☐-☐ | | | | |
| | | Senior faculty preferably administrative trainings ( OBE / NBA / NAAC ) | ☐-☐ | | | | |
| | | FDP / PDP for min one week duration or 30hrs spread over a Semester. | ☐-☐ | | | | |
| 6.4.1 [7.2] | Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audit regularly (internal and external) | Internal & External financial audits | ☐-☐ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 6.5.1 [5.8] | Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities | • Monitoring and review of teaching and learning. <br>• Academic Policies <br>• Code of Conduct <br>• Quality initiatives (teaching, learning, research, innovation Incubation student IPR support / Facilities / curriculum / Co-curriculum) <br>• Outcome based education (CO, PO mapping and attainment) <br>• Mentoring ( specific case) <br>• Feedback from Stake Holders <br>• Performance Appraisal all Faculty Deot AICTE / University. <br>• Academic & Administrative audit <br>• Timely submission of AQAR,NIRF,AISHE | □-□ <br> □-□ <br> □-□ <br> □-□ <br><br> □-□ <br><br> □-□ <br> □-□ <br> □-□ <br><br> □-□ <br><br> □-□ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 6.5.2 Qnm | 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)/ membership of international networks 3. Participation in NIRF 4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc | • Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements<br>• Collaborative quality initiatives with other institution(s)/ membership of international networks<br>• Participation in NIRF<br>• NAAC status – Grade and certificate<br>• NBA Status - Score and Accreditation validity.<br>• ISO certification – Certification proof.<br>• any other quality audit/accreditation recognized by state, national or international agencies | ☐-☐<br><br>☐-☐<br><br><br>☐-☐<br>☐-☐<br><br>☐-☐<br><br><br>☐-☐<br><br><br>☐-☐ | | | | |

## Criterion7–Institutional Values and Best Practices

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 7.1.1 | Institution has initiated the Gender Audit and measures for the promotion of gender equity. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words | • Constitution of Woman Empowerment cell and CICC, record its activities ( seminars, guest lectures, etc) <br> • Record of Gender equity-Faculty and students Gender Statistics data. <br> • CICC & Constitution Activate meetings / ATR <br> • Ladies common room facility <br> • Gender equity in curricular and co-curricular activities <br> • Facilities for Women in Campus include Separate Parking facility, Child care room, Ladies common room separate for Staff & Students, Sanitary Napkin Vending machines, Napkin Incinerator, Separate reading room facility in Library, Separate Transport Facility for Girls. <br> • Socio Economic and psychological Carrer Counseling and Empowerment | □-□ <br><br> □-□ <br><br> □-□ <br> □-□ <br> □-□ <br><br> □-□ <br><br><br><br> □-□ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 7.1.2 Qnm | 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 4. Green campus initiatives 5. Disabled-friendly, barrier free environment | • Create all the facilities and ensure their functioning • Reports, Gio tag photos and its impact and outcomes. | □-□ □-□ | | | | |
| 7.1.3 Qnm | Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following 1. Green audit / Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Environmental promotion and sustainability activities | • Form the forum and initiate all the Audits and activities • Certificates should be valid during the year. | □-□ □-□ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| 7.1.4 | Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens | • Activities / Initiatives for constitutional Obligation National Integration<br>• Independence Day, Republic Day, Constitution Day, etc.<br>• Cultural- Festivals, national, State, regional- local<br>• Linguistic kannada Rajyothsava DU, Hindi Day, Sanskrit Day,<br>• Celebration of Festivals of the Communities Commemorative days, Environment Day NSS Activities related to this metric – Erath Day, Water Day<br>• Reports of all the activities | □-□<br><br>□-□<br><br>□-□<br><br>□-□<br><br>□-□<br><br><br>□-□ | | | | |
| 7.2.1 | Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual | • Identify 2-best practices and conduct the activities with minimum one-activity for each per year. | □-□ | | | | |
| 7.3.1 | Portray the performance of the Institution in one area distinctive to its priority and thrust | • Identify 1- distinctive practice and conduct the activities | □-□ | | | | |

| No. | Metric | Targeted Documents | Tick the related doc. HEI - SOP | Bench marks | Target Achieved (No. / %) HEI | Target Achieved (No. / %) SOP | Remarks* |
|---|---|---|---|---|---|---|---|
| | Other Facilities | E-vehicle charging point, Napkin dispenser, Waste collection Bins, Disable friendly toilet, Disable friendly software, Disable friendly helpline and contact numbers, Bore well recharge, Rainwater harvesting-restoration, Water pond cleaning and painting, Water cooler- replace and maintenance, E waste storage point, Vermicomposting pit- Restoration, Replacement of old tube light and LED, Liquid waste recycler for boys hostel and girls hostel, Landscaping and plantation (herbal plantation) | ☐-☐ | | | | |

IQAC Coordinator
(Seal and Sign)

Principal
(Seal and Sign)

AAA Members
(Seal and Sign)