

## **Qualitative Metrics: Criterion 1 – Curricular Aspects (30)**

**1.1.1 QIM The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment (20)**

Write description in a maximum of 500 words.

### **File Description**

- Upload Additional information
- Provide Link for Additional information

**1.3.1 QIM Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum (10)**

Write description in a maximum of 500 words.

### **File Description**

- Upload Additional information
- Provide Link for Additional information

## **Quantitative Metrics: Criterion 1 – Curricular Aspects (70)**

**1.2.1 QnM Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed during the last five years) (15)**

1.2.1.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed during the last five years: \_\_\_\_\_

### **Upload the specific document as per description given below**

- Institutional data in the prescribed format (data template)
- Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes
- List of students and the attendance sheet for the above mentioned programs
- Evidence of course completion, like course completion certificate etc.

Apart from the above:

Provide Links for any other relevant document to support the claim (if any)

Note: No repeat count of courses will be considered.

**1.2.2 QnM Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years (15)**

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

|               |  |  |  |  |  |
|---------------|--|--|--|--|--|
| <b>Year</b>   |  |  |  |  |  |
| <b>Number</b> |  |  |  |  |  |

$$\text{Percentage} = \frac{\text{Total number of students enrolled in such programs/ during the last five years}}{\text{Total number of students during the last five years}} \times 100$$

**File Description (Upload)**

- Institutional data in the prescribed format (template merged with 1.2.1)
- Upload supporting document

**1.3.2 QnM Percentage of students undertaking project work/field work/internships (Data for the latest completed academic year) (20)**

1.3.2.1 Number of students undertaking project work/field work /internships:\_\_\_\_\_

$$\text{Percentage} = \frac{\text{Number of students undertaking project work/ field work / internships}}{\text{Total number of students during the latest completed academic year}} \times 100$$

**File Description (Upload)**

- Institutional data in the prescribed format
- Upload supporting document

**1.4.1 QnM 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 (Yes or No)**

**Feedback processes of the institution may be classified as follows: (20)**

**A. Feedback collected, analysed, action taken & communicated to the relevant bodies and feedback hosted on the institutional website**

**B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies**

**C. Feedback collected and analysed**

**D. Feedback collected**

**E. Feedback not collected**

**Upload the specific document as per description given below**

- Institutional data in the prescribed format (data template)
- At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.
- Feedback analysis report submitted to appropriate bodies
- Action taken report on the feedback analysis
- Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted

Apart from the above:

Provide Links for any other relevant document to support the claim (if any)

Note: The institution is expected to take feedback from at least two stake holders

### **Standard Operating Procedure**

| <b>Metric</b> | <b>Description</b>   | <b>Documents Required for Verification</b>  | <b>Specific Instructions to HEIs</b>   | <b>Not to be Included /Considered</b>   |
|---------------|--|---|--|---|
| 1.2.1         | Number of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have | Details of each program such as: Name of the program, duration, list of students enrolled (with signature of students), model certificates, curriculum, | Add on/Certificate/ <i>Value added programs (non-credit course) offered and online MOOC programs like SWAYAM, NPTEL etc</i> of minimum 30 hours duration to be considered. | Avoid programs conducted under regular university curriculum.<br><br>Avoid considering certificate / add on / value added |

|       |  |  |   |  |
|-------|--|--|---|--|
|       | benefitted during the last five years) (15)  | assessment procedures year-wise.   | DVV may ask for certificate of randomly selected students in selected courses and the attendances for specific date mentioned for the programme.<br><br>Numbers of Add on/Certificate/Value added programs offered are to be provided for Assessment (five) years<br><br>Repetition of Add on/Certificate/Value added programs in every year during assessment period to be counted one only.   | programmes of less than 30 hours.  |
| 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 the total number of students during the last five years (15) | Year-wise List of the students enrolled in the Program as defined in 1.2.1<br><br>Attendance sheet of Students participating with signature and Model Certificates.  | The DVV may seek for certificates of randomly selected students in selected courses and the attendance document for specific date mentioned in the course.  |  |
| 1.3.2 | Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year) (20)   | List of students along with the details of title, place of work, duration etc.,<br><br>Internship completion certificate / project work completion certificate from the organization where internship / project was completed.<br><br>Link to report of the field work/ sample photographs of the field work / permission letter only for field work from the competent authority will be considered | Only latest completed academic year data to be considered.<br><br>Students from all semesters taking internship / project may be considered.<br><br>One student involved in multiple field works and/or project work and/or internship in the same academic session should be counted as one.<br><br>Internship completion certificate / project work completion certificate given to the students by the host organisation may be asked during DVV process with specific student list. | Mere list of students cannot be considered without relevant supporting documents.<br><br>Training Internship during the job-enroll will not be considered. |

|       |  |   |   |   |
|-------|--|---|---|---|
|       |  |   | In case of field work, mentioning objectives and outcomes of field work along with field work report.   |   |
| 1.4.1 | 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<br>Feedback processes of the institution may be classified as follows:<br>(20)<br>A. Feedback collected, analysed, action taken and feedback hosted on the institutional website<br>B. Feedback collected, analysed and action has been taken<br>C. Feedback collected and analysed<br>D. Feedback collected (at least from any two stakeholders)<br>E. Feedback not collected | Sample Filled in feedback forms from at least two stakeholders.<br><br>Stakeholders' feedback analysis report.<br><br>Action taken Report on feedback.<br><br>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 report and the same to be uploaded on institutional website, then only the claim would be considered.<br><br>The DVV partner may ask for filled in forms of few randomly selected stakeholders.<br><br>Action taken by the affiliating university on the feedback if any. | Feedback reports reflected in other than the HEI websites will not be considered. |

### Recommended Benchmarks

| Metric | Description  | 4     | 3       | 2       | 1       | 0    |
|--------|--|-------|---------|---------|---------|------|
| 1.2.1  | 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 during the last five years) (15)                 | >=25  | 15-25   | 5-15    | 1-5     | 0    |
| 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 the total number of students during the last five years (15) | >=50% | 35%-50% | 20%-35% | 10%-20% | <10% |

|       |  |       |         |         |        |     |
|-------|--|-------|---------|---------|--------|-----|
| 1.3.2 | Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year) (20)   | >=35% | 20%-35% | 10%-20% | 5%-10% | <5% |
| 1.4.1 | <p>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</p> <p>Feedback processes of the institution may be classified as follows: (20)</p> <p>A. Feedback collected, analysed, action taken and feedback hosted on the institutional website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected (at least from any two stakeholders)</p> <p>E. Feedback not collected</p> | A     | B       | C       | D      | E   |