

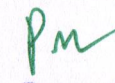
Standard Operating Procedure for Data Validation and Verification (Affiliated UG/PG)

For HEIs - (updated as on 9/7/19)

General Guidelines:

- The NAAC Portal supports only 5MB data for each metric. To the extent possible, kindly upload the data in NAAC website only. If the attachments exceed 5MB, host the supporting documents in the HEI's website and provide the link of the same in the template and/or in the HEI-DVV clarification space.
- While providing the links of the HEI's website where the supporting documents are hosted, provide the link in the HEI clarification box. While providing the links in running text, press "enter" and then paste the link and again press "enter". This will enable hyperlink.
- Provide the supporting documents during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to fill the templates in format provided by NAAC and attach the same in SSR. The HEI is not supposed to alter the format in which data is sought in template.
- **The documents uploaded should be clearly readable for the claims to be considered.**
- It is mandatory to respond to all the DVV clarification raised in extended profile and metrics within stipulated time. If the data is large, ensure to fill the data template. During DVV clarification, the DVV will seek for sample selective documents for validation. It is mandatory to provide documents of all the samples sought by DVV, failing which pro rata data will be implemented.
- Data should not be hosted in Google drive and in any third party websites. The data should be both in the NAAC portal and in the HEI website.

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.

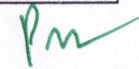


Principal,

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		financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies.		
62.	6.3.3 Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the last five years	<ul style="list-style-type: none"> • List of professional development / administrative training programs organized by the institution • Brochures • Reports year-wise • List of participants of each programme • Photographs with date and caption. 		
63.	6.3.4 Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during the last five years	<ul style="list-style-type: none"> • Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated period participated year-wise. • E-copy of the certificates of the program attended by teachers. • List of participants for each programme during last five years. • Annual reports of the 	<ul style="list-style-type: none"> • One teacher attending one or more professional development Program in a year to be counted as one only. • The DVV will ask for certificates of specific faculty during DVV process as a part of validation 	

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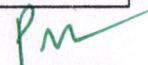


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		AQAR submitted to NAAC		
64.	6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III) (INR in Lakhs)	<ul style="list-style-type: none"> • Annual statements of accounts. • Copy of letter indicating the grants/funds received by respective agency as stated in metric • Provide the budget extract of audited statement towards Grants received from non-government bodies, individuals, philanthropist duly certified by chartered accountant 		<ul style="list-style-type: none"> • Avoid duplication • Funds from own institutions/own trust and sister institutions not to be considered
65.	6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year	<ul style="list-style-type: none"> • IQAC link verification for upload of data/information • Copy of circular/reports/newsletter/invitation letter/brochure per event 	<ul style="list-style-type: none"> • The initiatives should be through IQAC and should have special focus on promoting quality culture in the institution. 	<ul style="list-style-type: none"> • Activities other than quality initiatives not to be considered.
66.	6.5.4 Quality assurance initiatives of the institution include:	<ul style="list-style-type: none"> • Annual reports of IQAC • AQARs of IQAC • e-Copies of the 	<ul style="list-style-type: none"> • AQAR not applicable for cycle I 	

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded.


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