

Metric	DVV Findings
1.2.1	<p>1.HEI should kindly note that Repetition of Add on/Certificate/Value added programs in every year during assessment period to be counted one only</p> <p>2.HEI is requested to not include programs conducted under regular university curriculum.</p> <p>3.Please provide the model certificate of the students with sealed and signed by the head of institute .</p> <p>4.Please provide certificate of programs completed by students. .As per revised data.</p> <p>5.Please provide Details of each program such as: Name of the program ,duration, list of students enrolled (with signature of students), model certificates, curriculum, assessment procedures year- wise.As per revised data.</p> <p>6.Please provide the attendance sheet of students participating with signature of students for the last five year with sealed and signed by the head of institute. As per revised data.</p> <p>7.Kindly note that less than 30 hours certificate / add on / value added programmes could not be considered. 8.Please provide any other relevant data/supporting in this metric, according to SOP ,if available.</p>
1.2.2	<p>1.HEI is requested to make changes in this metric according to the changes done in the above metric id 1.2.1.</p> <p>2.Please provide the certificate for the academic year 2019-20=29,2020-21=32,2021-22=36,2022-23=39 and 2023-24=87 of the student for each program year wise for last five year with sealed and signed by the head of the institute.</p> <p>3.Please provide Details of each program such as: Name of the program duration, list of students enrolled (with signature of students), model certificates, curriculum, assessment procedures year- wise. As per revised data.</p> <p>4.Please provide the attendance sheet of students participating with signature of students for the last five year with sealed and signed by the head of institute. As per revised data.</p> <p>5.kindly note that multiple counting for the same student for the same academic year should be counted as one</p> <p>6.Please provide any other relevant data/supporting in this metric, according to SOP ,if available.</p>

1,3.2	<p>1.HEI is requested to Please provide list of students along with the details of title, place, of work ,duration, etc with sealed and singed by the head of institute.</p> <p>2.Please provide report of the field work/ sample photographs with proper date and caption of the field work / permission letter only for field work from the competent authority. As per revised data.</p> <p>3.kindly note that only one student involved in multiple field works and/or project work and/or internship in the same academic session should be counted as one</p> <p>4.kindly note that only latest completed academic year data to be considered only.</p> <p>5.Kindly provide project work completion certificate by the organisation where project was completed with sealed and signed by the head of the institute. 6.Kindly note that Only latest completed academic year data only to be considered.</p>
1.4.1	<p>1.HEI is requested to provide Only filled –in feedback forms (at least from two stakeholders) along with action taken report and the same to be provided on institutional website for the last five years, then only the claim would be considered.</p> <p>2.kindly provide Stakeholders’ feedback analysis report for the last five year.</p> <p>3.kindly provide action taken report on feedback for the last five years.</p> <p>4.Please provide the documents showing the communication with the affiliating University for the Feedback provided.</p> <p>5.Please provide Action taken by the affiliating university on the feedback if any</p> <p>6.kindly note that Feedback reports reflected in other than the HEI website will not be considered.</p> <p>7.Please provide any other relevant data or documents related to this metrics if available.</p>

2.1.1	<p>1.HEI is requested to Kindly note that number of student admitted (total as well as program wise) should not be more than the number of seats sanctioned . so please check and provide data accordingly. 2.Please provide approved admission list year-wise (first year admission) program-wise from the Affiliating university, in a justified manner, which should be countable, for the total number of the first year/first semester students, for the last five year students. 3.Please provide year wise sanction of intake from affiliating University/ Government/statutory body for each program for first year students only for the last five years. As per revised data. 4. Kindly note that lateral entry admission not to be considered. 10.Kindly note that data should be same at all places (in HEI input in data template and in supporting documents) NOTE-kindly note that data for the only first year admissions data to be considered .</p>
2.1.2	<p>1.HEI is requested Kindly note that number of student admitted (total as well as category) should not be more than the number of seats earmarked.</p> <p>2. Please provide revised year-wise final admission list of students (first year admission) indicating their category published by the HEI and signed by the principal to be provided for the last five years ,except general category .</p> <p>3.Please provide copy of letter issued by state govt. or Central Government indicating the reserved categories(WITH HIGHLIGHTING) to be considered as per the state rule.</p> <p>4.Please provide number of seats year wise earmarked for the reserved categories for the last five year.</p> <p>5.Please provide admission extract submitted to the state OBC, SC and ST cell every year of the students (first year admission) with seal and signature of the principal.</p> <p>6. Please provide approval of additional intake of students has to be submitted for the claim.</p> <p>7. Kindly note that the data for the metric id 2.1.2.2 should be (according to the state reservation policy)</p>
2.2.1	<p>1. HEI is requested to provide following supporting documents:</p> <p>1. Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.</p>

	<p>2. List showing the number of students across all year in each of the programs in the latest completed academic year. No. of students should match total enrolled no. of students at extended ID 1.1. 3. Please also refer DVV findings provided at extended id 2.1 & 2.2 for librarian/physical director.</p> <p>Note: a. A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher. b. Part-time/Adhoc / visiting faculty not be included/ considered</p>
2.4.1	<p>1.HEI is requested please provide year wise Sanction letter (including Management sanctioned posts) indicating number of posts by competent authority for the last five years.</p> <p>2.Please provide appointment letters of all the full time teachers in last five years.</p> <p>3.Please provide list of full time teachers for the last five years.</p> <p>4.Please provide any other relevant data or documents related to this metrics if available</p>
2.4.2	<p>1.HEI is requested to kindly provide year wise list of faculties having Ph. D. / D.M. / M.Ch. / D.N.B Super speciality / D.Sc. / D.Litt certificate should be provide as per academic session wise along with particulars of degree awarding university, subject and the year of award and provide the relevant documents in the same order. 2.Kindly note that Doctorate Degrees awarded by UGC recognised universities only to be considered. 3.Kindly note that the teachers those who have less than one year of experience could not be considered. 4.Kindly provide any other relevant data or documents related in this metrics (if available).</p>
2.6.3	<p>1.HEI is requested to provide year-wise result sheet published by the affiliating university for the last five years .</p> <p>2.Please provide 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, with sealed and signed by the head of the institute.</p> <p>3.kindly note that Only final year student data will be considered for all the years of the assessment.</p>

3.1.1	<p>1.HEI is requested to Please must provide year-wise all sanction letters from the funding agency and highlight the relevant amount and financial year in it ,for the last five year, to support the claim .</p> <p>2.Please provide list of grants for research projects received during the assessment years along with the nature of the award,and the awarding agency with amount for the last five years .</p> <p>3.kindly note that research project grants should be reflected in audited statements / utilisation certificates.</p> <p>4.Kindly note that only research grants are to be considered</p>
3.2.2	<p>1.HEI is requested to kindly note that focus of this metric is on the number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights(IPR) and entrepreneurship conducted during the last five years. so please relook and provide data accordingly.</p> <p>2.Please provide Brochure/Geo tagged Photograph with date and captions; title of the workshops /seminars conducted.</p> <p>3.Please provide revised detailed report for each program with seal and sign from the head of the institute.</p> <p>4.Please provide any other relevant data or documents related to this metrics if available.</p>
3.3.1	<p>1.HEI should kindly note that the metrics related to publication calendar year is to be considered , but here in data template data are provide academic year wise which is incorrect .so please check and provide data calendar year wise. for ex paper published in 2019 will comes under 2019-20 and so on , so please provide data accordingly.</p> <p>2.kindly note that multiple counting of the same publication with same ISSN number by the same or different author should be counted as one .</p> <p>3.Please provide clearly scanned screenshot of research articles clearly showing the title of the article , affiliation, name of the journal, year and authors name and should be sealed and singed by the head of the institute(in ENGLISH translated version). As per revised data.</p> <p>4.Please provide link landing to research paper. As per revised data.</p>

	<p>5.Please provide link to journal website . As per revised data. 6.kindly note that Publication in the current UGC CARE with ISSN will only be considered.</p>
3.3.2	<p>1.HEI is requested to provide required details in the data template as the incomplete entries should not be considered .</p> <p>2. Please provide ISBN number in the data template column :” ISBN number of the proceeding ” other entries should not be considered ,so please check and provide correct data.</p> <p>3.HEI is requested to kindly note that multiple counting of the same publication with same ISBN number by the same or different author should be counted as one.</p> <p>4.Please provide Cover page, content page and first page of the selected publication, to be sealed and signed by the head of the institute. As per revised data.</p> <p>5.Please provide web links of books .</p> <p>6.kindly note that publication with ISBN number only to be considered</p> <p>7.Kindly note that books without ISBN number title, author, Department/ School/ Division/ Centre/ Unit Cell, name and year of publication not be considered.</p>
3.4.3	<p>1.HEI is requested to Kindly note that awareness program on the generic themes should not be considered so please relook and provide correct revised data.</p> <p>2.Please provide Photographs (preferably with banner) and any other supporting document of relevance should have proper captions and dates with sealed and signed by the head of the institute. As per revised data.</p> <p>3.Please provide year wise report for Each extension and outreach program for the last five year and should be sealed and signed by the head of the institute, As per revised data</p> <p>4.kindly note that Only extension activities for the benefit of community will be considered.</p>

3.5.1	<ol style="list-style-type: none">1. HEI is requested to kindly note that some provided MOUs is beyond the assessment period which should not be considered.2. HEI is requested to kindly note that there is multiple counting of MoUs, collaborations in same academic year which should be counted as one please relook and provide correct revise data.3. Please provide academic year wise E-Copies of MoUs/collaboration/ related documents indicating the nature of collaboration and activities year-wise and should be sealed and signed by the both parties.4. Please provide list of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties.5. Kindly note that if the MoU is for three years viz 2018-2020, it shall be counted only once.6. Kindly note at least one activity should have been conducted under an MoU during the assessment period to qualify as a functional MoU with institutions.7. kindly note that MoU should functional during the assessment period.
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4.1.2	<p>1.HEI is requested to kindly note that Focus of this metric is on to acquiring new infrastructure. Thus Expenditure on the Camera ,Computer & Accessories ,Gym Material ,Library Books ,Software & Networking .etc are not considered . So please relook and provide correct revised data.</p> <p>2. Kindly note that Audited statement of Income and Expenditure should be in the name of applicant HEI only, but not in the name of TRUST./ SOCIETY./FOUNDATION</p> <p>3.Kindly Must provide Year-wise audited income and expenditure statement and highlight the expenditure, excluding salary for infrastructure augmentation during the last five years, duly sealed and signed by the head of the institute and C.A both. As per revised data.</p> <p>4.Kindly provide a CA certificate for Expenditure for infrastructure augmentation, excluding salary year- wise during the last five years (INR in lakhs) duly signed and sealed by the Head of the Institute and C.A. both.</p> <p>5. Kindly provide any relevant data or documents related in this metrics (if available).</p>
4.3.2	<p>1.HEI is requested to Please provide stock register and HIGHLIGHT the entries of computers purchased in the stock register.</p> <p>2.Please provide bills for the purchase of computers and kindly HIGHLIGHT the revelant entries bills for the purchased of the computer.</p> <p>3.Kindly note that number of computer available for students use only to be considered.</p> <p>4.Please note that computer purchased after the latest completed A.Y will not be considered.</p> <p>5.Please note that computer for office and faculty will not be considered under this metric.</p>
4.4.1	<p>1. HEI is requested to kindly note that Focus of this metric is only on the repair and maintenance of physical facilities and AMC for academic facility. Thus Expenditure on Examination Fee Paid ,Vehicle Maintenance , Remuneration to exam conduction ,Electricity Charges ,Mess Bill Housekeeping Expenses ,etc., should not be considered, So please relook and provide correct revised data. 2.Kindly note that Audited statement of Income and Expenditure should be in the name of applicant HEI only, but not in the name of TRUST./SOCIETY./FOUNDATION.</p>

3. Kindly Must provide Year-wise Audited income and expenditure statement and HIGHLIGHT the expenditure, excluding salary for maintenance during the last five years, duly sealed and signed by the head of the institute and C.A both. As per revised data.
4. Kindly provide a CA certificate for Expenditure for maintenance, excluding salary year- wise during the last five years (INR in lakhs). duly signed and sealed by the Head of the Institute and C.A. both.
5. Kindly provide any other relevant data or documents related in this metrics (if available).

5.1.1	<p>1.HEI is requested to Kindly provide year wise list of students in each scheme for the last five year ,which should be COUNTABLE to be attested by the competent authority.</p> <p>2.kindly provide policy document of the HEI for award of Non government scholarship and free ships with sealed and singed by the head of the institute .</p> <p>3.please provide year wise sanction letter of scholarship and free ships for the last five year.</p> <p>4.For HEI input ,please avoid multiple counting of the same student getting more than one scholarship in an academic year. please mention year wise number of students without multiple counting</p> <p>5.Kindly provide any other relevant data or documents related in this metrics (if available).</p> <p>NOTE:- 1.kindly note that some provided documents are in Regional language which should not be considered please provide ENGLISH translated version of such documents 2.Kindly note that all the attached documents should be clearly scanned and sealed and singed by the head of the institute.</p>
5.1.2	<p>1.HEI is requested to kindly note that the programs should be conducted periodically during the assessment period so please relook and provide data accordingly.</p> <p>2.Please provide soft copy of circular /Brochure with sealed and singed by the head of the institute.</p> <p>3.Please provide web link to particular program /scheme/Report of the event .</p> <p>4.Please provide the Photographs with date and caption for each scheme or event, with sealed and singed by the head of the institute.</p> <p>5.Please provide List of programs conducted and the number of students enrolled for each of the events for the last five years with sealed and singed by the head of the institute .</p> <p>6.Please provide the certificate of the students for the last five years .</p> <p>8.Please provide the attendance sheet of students of last five year with signature of the students and sealed and signed by the head of the institute. As per revised data.</p>

5.1.3	<p>1.HEI should kindly note that there is a data mismatched in the HEI input and in the prescribed data template for all academic year .so please check and provide correct revised data.</p> <p>2.kindly note that multiple counting of same students in same academic year should be counted as one. please relook and provide correct and revise data .</p> <p>3.Kindly provide attendance sheet of the students attending these program for the last five year by sealed and signed by the head of the institute..</p> <p>4.Provide the Soft copy of Circular / brochure / report of program with photographs with date and captions of such programs along with details of the resource.</p> <p>5.Please provide year wise list of students attending these schemes ,signed by competent authority. in a justified manner which should be countable ,for the last five year.</p>
5.1.4	<p>1.HEI should note that provided supporting documents are not justifying the HEI input . so please relook and provide the correct revise data.</p> <p>2.kindly provide Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.</p> <p>3.please provide Circular/web-link/ committee report justifying the objective of the metric for the last five years .</p> <p>4. Please provide report of Minutes of the meetings of student grievance committee, as per metric. for the last five years .</p> <p>5.Please provide statutory regulations /norms of UGC/SRA</p> <p>6.kindly note that The mechanism of redressal should be available as document and should be hosted in the HEI"s Website. The link of the same shall be provided to validate the same.</p> <p>7.Please provide report of Minutes of the meetings of grievance committee from the concerned committee is essential.</p>

5.2.1	<p>1.HEI should note that there is a logical correlation between 5.2.1.2 and 2.6.3.1 , so both the data should be matched. Please check</p> <p>2.Please provide the list number of outgoing students year wise during the last five years which should be matched with the 2.6.3.1 and sealed and signed by the head of the institute.</p> <p>3.Please provide list of students placed along with placement details year wise for the last five year and with sealed and signed by the head of the institute.</p> <p>4.Please provide list of the students who have joined the higher education in the last five year with sealed and signed by the head of the institute.</p> <p>5.kindly note that multiple offers to the same students to be counted once.</p>
5.2.2	<p>1.Please provide any other relevant data/supporting in this metric ,according to SOP ,if available</p>
5.3.1	<p>1.HEI is requested to kindly note that same student in multiple sports in same academic year should be considered as one please relook and provide the correct revise data.</p> <p>2.Kindly note that appreciation/Participation certificates could not be considered.so please check and provide correct revise data</p> <p>3.Please provide e-copies of award letters and certificates, As per revised data.</p> <p>4.kindly note that Only University / state/ national or international achievements will be considered. so please check and provide correct revise data</p> <p>5.kindly note that without e-copies of award letters and certificates claim would not be considered</p>
5.3.2	<p>1.HEI should kindly note that Events can not be split into activities and Multiple activities on the relatively closer dates to be considered as one only.</p> <p>2.Please provide the reports of the events/along with photographs appropriately date and caption year- wise for the last five year with sealed and signed by the head of the institute .</p>

3. please provide soft copy circular/brochure indicating such kind of activities with sealed and signed by the head of the institute..
4. Please provide the List of events along with the list of participants and year wise sealed and signed by the Principal.
5. Please provide the participation Certificates of Specified students for the last five year with sealed and signed by the head of the department.

6.2.2	<p>1.HEI should kindly note that provided Link to the ERP Document and Screenshots of user interfaces of each module reflecting the name of the HEI, only should be considered.so please check and provide HEI input accordingly.</p> <p>2. Please provide Bills for the expenditure on implementation (HIGHLIGHTING the heads)of e-governance in the areas of operation. 3.Please provide ERP document.</p> <p>4.Please provide policy document on e-governance.</p> <p>5.please provide annual e-governance report approved by governing council for the last five year .</p>
6.3.2	<p>1 HEI is requested to kindly note that as per manual financial support of less than 5000 rupees per teacher per year, should not be considered so, Please relook and provide correct revised data.</p> <p>2.Please provide e-copy of letter/s indicating financial assistance to teachers year-wise for the last five years.</p> <p>3.please provide the Audited statement of account highlighting the financial support with sealed and signed by the head of the department and CA Both.</p> <p>4.Please provide list of teachers receiving financial support year wise, As per revised data.</p> <p>5.kindly note that Receipts / vouchers of Institution in favour of teacher with amount given should be considered.</p> <p>6.kindly note that Without proof of payment on financial support for faculty development, mere name-list of the faculty will not considered.</p> <p>7. kindly note that Mere cash vouchers for payment will not be considered.</p>
6.3.3	<p>1.HEI is requested to Kindly note that FDPs less than five days are not to be considered., please relook and provide correct and revise data.</p> <p>2.kindly note that program held on 03-06-2024 to 08-06-2024 etc are beyond the assessment period so please relook and provide correct revised data.</p> <p>3. kindly provide Annual reports HIGHLIGHTING the programs undertaken by the teaching faculties and non-teaching staff.</p> <p>4.Kindly note that Multiple participation of the faculty in the same academic year to be considered as one.</p>

	<p>5. Please provide e-copy of the certificates of the program attended by teaching and non- teaching staff for the last five year. As per revised data.</p> <p>6.Please provide list of participating teaching and non-teaching staff as per the year-wise during the last five years. .</p> <p>7.Kindly provide event brochures and reports year wise .</p> <p>8.Please provide list of Number of non-teaching staff year wise during the last five years.</p> <p>9.Please provide list for 6.3.3.2- Total number of non- teaching staff/technical staff working /worked in the institution year-wise during last five year.</p> <p>10.Kindly provide any other relevant data or documents related in this metrics (if available). NOTE:- Kindly note that all the Attached documents should be sealed and signed by the head of the institute.</p>
6.5.2	<p>1.HEI should note that provided supporting document are not justifying the chosen options, so please provide required supporting documents as per SOP for chosen options.</p> <p>2. Kindly provide data in the prescribed format of the data template in this metric as data template is not provided.</p> <p>3.Please provide proceedings of meetings of IQAC and action taken report on feedback analysis for the last FIVE years.</p> <p>4.Please provide Supporting documents Links pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). NAAC / ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment period.</p> <p>5. Kindly provide Reports for Academic Administrative Audit (AAA) and follow- up action taken during the assessment period.</p> <p>6. Kindly note that Internal Audit done by the Same HEI are not to be considered.</p> <p>7. Kindly provide any other relevant data or documents related in this metrics (if available)</p>

7.1.2	<ol style="list-style-type: none">1. HEI is requested to please provide any other Geo tagged photographs with proper captions for the selected options , as provided photographs are not justifying all the options.2 . Please provide Any other relevant proof for the selected options.
7.1.3	<ol style="list-style-type: none">1. HEI is requested to please provide any other Geo tagged photographs with proper captions for the selected options , as provided photographs are not justifying all the options.2. Kindly provide Action taken reports and achievement report as clean and Green campus initiatives.3. Kindly note that Auditing from Government / Govt. recognized organizations, University departments, recognized / certified non-profit NGOs shall be considered.4. Kindly provide Certificate from the external accredited auditing agency (preferably government, concern department of affiliating university).5. kindly provide the reports of audits.6. Kindly note that Internal Audit done by the same HEI are not to be considered.7. Please provide Any other relevant proof for the selected options.