# Guidelines

# Academic Audit (2021-22)

**(For Departments offering Engineering and Applied Science Programs)**

**DELHI TECHNOLOGICAL UNIVERSITY**

**New Delhi-110042**

# 1. Curricular Aspects (150)

## 1.1 Curricular Content (115)

| S.N. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|---|---|---|---|---|---|
| 1.1.1 | Curricula content to provide understanding of concepts of (with sufficient practical exposure) (5 years data) | | | | |
| | Basic curriculum components ( basic science, basic engineering, management & humanities, computer skills, professional ethics, environment and human values, | 35 | Provide total credits for each program | Curriculum copy | >20% credit score- 35; <5% - 0 mark; In between marks are linearly graded |
| | Programme core, department elective, open elective) | 40 | Provide list of subjects under relevant category with their credits for each program running in the department | | >60% credit score-40; <30% - 0 mark; In between marks are linearly graded |
| | Structure of the curriculum (L+T+P) | 5 | | | If available 5 marks else 0 |
| | Projects/Internships/Self learning practices | 10 | | | >10% credit score-10; <5% - 0 mark; In between marks are linearly graded |
| 1.1.2 | Do the curricula take care of slow and fast learners learning simultaneously? | 10 | Do the curricula provide the flexibility for earning extra credits? Yes/no | Curriculum copy/ BOS/AC mintutes | If yes – 10 marks Else – 0 marks |
| 1.1.3 | Revision/Upgradation of the curriculum to incorporate *appropriate new knowledge systems* (based on no. of BoS meeting) | | | | |
| | Percentage of program where minor syllabus revision was carried out | 5 | No. of program where minor syllabus revision was carried | Copy of revised curriculum/B OS minutes | If revision is done in at least 50 % program - 5 marks Else 0 marks |
| | Percentage of program where major syllabus revision was carried out | 5 | No. of program where major syllabus revision was carried out, total no. of programmes | Copy of revised curriculum/B OS minutes | If at least 1 program - 5 marks Else 0 marks |
| 1.1.4 | Average percentage of courses having focus on employability/ | 5 | Courses having focus on employability/ | Copy of revised | If at least 1 course - 5 marks Else 0 marks |

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|---|---|---|---|---|---|
| | Entrepreneurship/ skilldevelopment | | Entrepreneurship/ skill development, total no. of courses in all programmes | curriculum/B OS minutes | |
| | **Total** | **115** | | | |

## 1.2 Feedback and Corrective Action (35)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|---|---|---|---|---|---|
| 1.2.1 | **Feedback** | | | | |
| | Student Feedback on design and review ofSyllabus | 4 | Were all the stakeholders involved in designing of the curriculum? If yes provide feedbacks details from each category | Feedbacks from respective stakeholders | If feedback from each category received – 4 marks each Else 0 mark |
| | Faculty Feedback on design and review of Syllabus | 4 | | | |
| | Employer's feedback on design and review of Syllabus | 4 | | | |
| | Alumni Feedback on design and review of Syllabus | 4 | | | |
| | Parent's feedback on design and review of Syllabus | 4 | | | |
| 1.2.2 | Student Feedback at the end of semester (Overall impression reported by students) | 10 | No. of courses for which feedback hasbeen collected | Feedback data record | >80% coursesare covered- 10 marks Else 0 marks |
| 1.2.3 | Corrective action taken by department forpoint 1.2.1, 1.2.2 | 5 | Mention CorrectiveActions taken if any (yes/no) | Minutes of the meeting | If yes- 5marks Else 0 mark |
| | **Total** | **35** | | | |

# 2. Teaching - Learning Process and Evaluation (200)

## 2.1 Student Enrolment and Profile (30)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|---|---|---|---|---|---|
| | Average percentage of students from other states | 4 | No. of outside Delhi students, Total Students | Admission brochure | >10%- 4 marks Else 0 mark |
| | Average percentage of students from other countries | 4 | No. of other country students, Total Students | List of Other Country Students in each program | At least 1 student - 4 marks Else 0 mark |
| | Demand ratio UG/PG Program | 8 | Total no. of UG/PG applications, no. of seats | Admission application data | >1 –8 marks <1- 4 mark In between marks are linearly graded |
| | Percentage of female students on roll | 4 | Provide the percentage of female students in each program | Program wise summary | >10%- 4 mark Else 0 mark |
| | Student to full time teacher ratio | 10 | No. of students, no. of teacher | Summary sheet for No. of students, no. of teacher | >25 – 0 marks <15 – 10 mark In between marks are linearly graded |
| | **Total** | **30** | | | |

## 2.2 Faculty Profile (40)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Documents | Marking guidelines |
|---|---|---|---|---|---|
| | Average percentage of full time teachers against sanctioned post | 9 | No of. sanctioned Posts, No. of Full Time Teachers | **Rel**evant data summary sheet | >80%- 9 mark <br> <30%- 0 mark <br> In between marksare linearly grade**d** |
| | Average percentage of full time teachers from other states/ countries against sanctioned post | 5 | No. of sanctioned Posts, No. of Full Time Teachers from other states | Relevant data summary sheet | >20%- 5 marks <br> <5%- 0 mark <br> In between marksare linearly grade**d** |
| | Average percentage of full time teachers with PhD degree | 5 | No. of teachers, No. of Full Time Teachers with PhD Degree | Relevant data summary sheet | >70%- 5 marks <br> <20%- 0 mark <br> In between marks are linearly graded |
| | Teaching Experience per full time teacher in no. of years | 5 | List of full time Teachers with their teaching experience | Relevant data summary sheet | >5 years- 5 marks <br> <1 year- 0 mark <br> In between marks are linearly graded |
| | Percentage of full time teachers who received awards, recognition, fellowship at State/ National/ International Level from Govt./ recognized bodies | 4 | No. of fulltime teachers who received award | Relevant data summary sheet | >5%- 4 marks <br> <1%- 0 mark <br> In between marksare linearly graded |
| | Percentage of teachers using the ICT for effective teaching with LMS | 4 | No. of teachers using the ICT for effective teaching with LMS | Relevant data summary sheet | >20%- 4 marks <br> <5%- 0 mark <br> In between marksare linearly graded |
| | E-content developed by Faculty for e-PG Pathshala / CEC (UG)/ SWAYAM/ MOOCs platform/ NPTEL/ NMEICT/ Moodle/ any other | 4 | No. of teachers who have developed E-content | Relevant data summary sheet | >5%- 4 marks <br> <1%- 0 mark <br> In between marksare linearly graded |
| | Ratio of Students to mentor for academic and stress related issues | 4 | List of students with mentors | Relevant data summary sheet | >30 – 0 marks <br> <15 – 4 mark <br> In between marksare linearly graded |
| **Total** | | **40** | | | |

## 2.3 Teaching – Learning Process (60)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Docs. | Marking guidelines |
|---|---|---|---|---|---|
| 2.3.1 | **Theory lectures** | | | | |
| | Average % of lectures conducted | 10 | Total lectures, lectures conducted in each course | Relevant data summary sheet | >90%-10 marks <40%- 0 mark In between marks are linearly graded |
| | Percentage of courses for which course file consisting of teaching plan, execution plan etc. available and updated | 15 | Total Courses ,No. of Courses for which course file consisting of teaching plan, execution plan etc | course file | >80%- 15 marks <10% - 0 mark In between marks are linearly graded |
| 2.3.2 | **Practical** | | | | |
| | Average % of practical conducted compared with that minimum required as per curriculum: | 10 | Total no. of practical conducted, minimum no. of practical required as per curriculum | Relevant data summary sheet | >90%-10 marks <40%- 0 mark In between marks are linearly graded |
| | Availability of laboratory manual and its quality | 5 | Lab Manual available (yes/no) | Lab Manual | If yes- 5 marks Else 0 |
| | Maintenance of laboratory equipment and new addition | 5 | List of equipment not in working condition, list of newly added equipment ( yes/no) | Relevant data summary sheet | If non-working equipment's < 10% - 5 mark Else – 0 |
| 2.3.3 | **Theory attendance of students** | | | | |
| | Average % of lectures attended by students | 5 | Total Theory lectures, lectures attended | Attendance Record | >80%-5 marks <50%-0 mark In between marks are linearly graded |
| 2.3.4 | **Practical attendance of students** | | | | |
| | Average % of practical attended by students | 2 | Total Practical lectures, lectures attended | Attendance List | >80%-2 marks <50%-0 mark In between marks are linearly grade |
| 2.3.5 | Home assignments and its assessment. | 2 | List of Home assignments and its assessment summary. (yes/no) | Relevant data summary sheet | If at least 80% complied- 2 marks Else 0 |
| 2.3.6 | Efforts taken by Department to improve performance of academically weaker students through remedial classes | 2 | Remedial classes for improvement for weaker students (Yes/No) | Relevant data summary sheet | If yes- 2 marks Else - 0 |
| 2.3.7 | Efforts taken by Department to improve overall performance of students including Quality Circle/Courses conducted/ Expert lectures etc. | 4 | Does the provision for improving performance of students including Quality Circle/Courses conducted/ Expert lectures etc. exist? (yes/no) | Relevant data summary sheet | If yes- 4 marks Else- 0 |
| | **Total** | **60** | | | |

## 2.4 Examination System (40)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting Docs. | Marking guidelines |
|---|---|---|---|---|---|
| 2.4.1 | **Examination Process** | | | | |
| | Transparency in the processes like internal assessment; scrutiny and declaration of result | 10 | Does the Provision of Showing checked answer sheet to students for any query exist? (yes/no) | Relevant data summary sheet | If yes – 10marks Else 0 |
| | Appropriate weight-age for continuous evaluation and end semester examination. | 10 | Total End Sem marks, marks Awarded for Conti. Evaluation | Marking Scheme | If yes- 10 marks, Else 0 |
| 2.4.2 | Quality of MTE/ETE Question Papers (Coverage of syllabus, Difficulty level, mapping with CO/PO/PSO) - | 20 | Question papers audit by the department/ university | Auditors report | If audit done- 20 marks Else 0 |
| | | | | | |
| **Total** | | **40** | | | |

## 2.5 Students Performance and Learning Outcomes (30)

| S. N. | Sub-parameter | Marks Assigned | Self-Assessment Score | Marks Scored | Marking guidelines |
|---|---|---|---|---|---|
| 2.5.1 | **Student Performance in Exam** | | | | |
| | Success rate without backlog in stipulated period (Based on final year result) | 8 | Total students, pass students | Relevant data summary sheet | >70%- 8 marks <50%- 0 mark In between marks are linearly graded |
| | Success rate with backlog in stipulated period | 8 | | | >70%- 8 marks <50%- 0 mark In between marks are linearly graded |
| 2.5.2 | **Learning outcome** | | | | |
| | Program Outcomes, Program specific Outcomes and Course Outcomes for all programs offered by the department are stated and displayed on the prominent places including Website, communicated to teachers and students | 8 | List of Program Outcomes, Program specific Outcomes and Course Outcomes for all programs offered, Display information | Relevant proofs | If exist and displayed - 8 marks If exists not displayed -4 mark If neither-0 marks |
| | Percentage of Programs for which Attainment of Program Outcomes, Program specific Outcomes and Course Outcomes are calculated. | 6 | Number of courses for which exercise has been done | | >80%- 6 marks <10%- 0 mark In between marks are linearly graded |
| **Total** | | **30** | | | |

## 3. Research, Innovation and Extension (250)

| S. N. | Sub-parameter | Marks Assigned | Information Details | Supporting docs | Marking guidelines |
|---|---|---|---|---|---|
| 3.1 | **Promotion of Research & Facilities** | | | | |
| | Average seed money provided to faculty per year for research | 5 | Faculty list with seed money received for research | Relevant data summary sheet | >20,000 per year per full time faculty-5 marks; <5, 000- 0 marks. In between marks are linearly graded |
| | No. of teachers awarded international fellowship for advance study/ research | 5 | List of teachers awarded international fellowship for advance study/ research | Relevant data summary sheet | At least 01- 5 marks  Else- 0 marks |
| | No. of JRF/ SRF/ PDF/ RA and other research fellows enrolled in the Department | 5 | | | At least 1- 5 marks Else 0 marks |
| | Recognition of department from UGC-SAP, CAS, DST-FIST, DBT, ICSSR or any other similar Govt. agency | 5 | Yes/No | If yes – Supporting doc | If yes-5 marks Else 0 |
| | Total | 20 | | | |
| 3.2 | **Resource Mobilization for Research** | | | | |
| | Grants for research received from Non-govt. sources such as Industry, International bodies, endowments, Chairs in the institution | 5 | Yes/No | If yes – Supporting doc | If yes-5 marks Else 0 |
| | Grants for research received from Govt. sources | 10 | Yes/No | If yes – Supporting doc | If yes- 10 Marcks marks Else 0 |
| | No. of research projects per teacher (funded from outside University) | 5 | List of research projects with PI name | Supporting doc | At least 10% teachers have outside university funded project - 5 marks < 5% - 0 marks In between marks are linearly graded |
| | **Total** | **20** | | | |
| 3.3 | **Innovation Eco system** | | | | |
| | No. of award for innovation won by department/ faculty/ student | 15 | No. of award for innovation won by department/ faculty/ student | Attach supporting awardee letter | At least 01in last 5 years - 15marks Else 0 marks |
| | No. of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student | 15 | No. of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student | List of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student | At least 01 in last 5 years - 15 marks Else 0 marks |
| | **Total** | **30** | | | |

| 3.4 | **Research Publication and Awards** | | | | |
|---|---|---|---|---|---|
| | No. of patents published/ granted | 20 | No. of patents published/ granted | List of patents published/ granted | At least 01 in last 5 years - 20 marks<br>Else 0 marks |
| | No. of PhDs awarded per teacher | 20 | No. of PhDs awarded per teacher (individual/total) | List of PhDs awarded per teacher | At least 10% teachers produced at least 01 PhD – 20 marks<br>< 5%- 0 marks<br>In between marks are linearly graded |
| | No. of Research papers per teacher in indexed Journals (SCOPUS/ SCI/ SCIE/ Web of Science) | 20 | No. of Research papers per teacher in indexed Journals (individual/total) | List of Research papers per teacher in indexed journals | At least one Research papers per teacher in indexed Journal- 20 marks<br><0.25- 0 marks<br>In between marks are linearly graded |
| | No. of Books Chapters in edited Volumes per teacher | 5 | No. of Books Chapters in edited Volumes by teachers in the department | List the edited chapter under faculty name | At least 10% teachers contributed - 5 marks<br><5 %- 0 marks<br>In between marks are linearly graded |
| | No. of Books Published per teacher | 10 | No. of Books Published by teachers in the department | List the books with their author | At least 10% teachers contributed – 10 marks<br><5 %- 0 marks<br>In between marks are linearly graded |
| | No. of Papers published in National/ International Conference Proceedings | 15 | No. of Papers published in National/ International Conference Proceedings | Supporting docs. For published papers | At least one papers per teacher - 15 marks<br><0.25- 0 marks<br>In between marks are linearly graded |
| | Average h-index of the department as per SCOPUS/ Web of Science | 5 | Average h-index of the department as per SCOPUS/ Web of Science | Data summary sheet | At least 3 per teacher - 5 marks<br><1- 0 marks<br>In between marks are linearly graded |
| | Average citation index of the department as per SCOPUS/ Web of Science/ Indian Citation Index | 5 | Average citation index of the department | Letter mentioning citation index | At least 5 per teacher - 5 marks<br><1- 0 marks<br>In between marks are linearly |
| | **Total** | **100** | | | |
| 3..5 | **Consultancy** | | | | |
| | Revenue generated from Consultancy/ from Corporate Training/ any other source | 20 | | | >1 lakhs- 20 marks<br>< 25, 000-0 marks;<br>In between marks are linearly |
| | **Total** | **20** | | | |

| | | | | | |
|---|---|---|---|---|---|
| 3.6 | **Extension Activities** | | | | |
| | No. of awards and recognition received for extension activities from govt./ recognized bodies | 5 | No. of awards and recognition received for extension activities from govt./ recognized bodies | Record of such of awards and recognition received | At least 1 award at department level – 5 marks<br><br>Else -0 marks |
| | Average percentage of teachers/staff participating in extension activities (Swatch Bharat, AIDS awareness, Gender Issues, Unnat Bharat etc.) through Extension and Outreach office/ NSS/ NCC/ Red Cross/ YRC/ Professional Society/ Student Society | 15 | No. of extension and outreach programs conducted | List the records of such extension and outreach programs conducted | >10 %- 15 marks<br>< 2% - 0 marks<br>In between marks are linearly |
| | Average percentage of students participating in extension activities (Swatch Bharat, AIDS awareness, Gender Issues, Unnat Bharat etc.) through Extension and Outreach office/ NSS/ NCC/ Red Cross/ YRC/ Professional Society/ Student Society | 20 | No. of students participating with their respective percentage | List Students participating with their respective percentage | >10 %- 20 marks<br>< 5% - 0 marks<br>In between marks are linearly |
| | **Total** | **40** | | | |
| 3.7 | **Collaboration** | | | | |
| | No. of collaborative activities for Research, faculty exchange, student exchange per year | 5 | No. of collaborative activities for Research, faculty exchange, student exchange per year | List of activities with supporting docs. of such activities | At least 1 activity at department level – 5 marks<br><br>Else 0 marks |
| | No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities | 5 | No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities | Supporting doc. such linkages | At least one linkage with industry – 5 marks<br>Else 0 marks |
| | No. of functional MOUs with Institutions of National & International Importance/ Industry/ Corporate House/ Others | 10 | No. of functional MOUs with Institutions of National & International Importance/ Industry/ Corporate House/ Others | Mention such functional MOUs | At least 1- 10 marks<br><br>Else 0 marks |
| | **Total** | **20** | | | |

# 4. Infrastructure and Learning Resources (100)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supportingdocs. | Marking guidelines |
|---|---|---|---|---|---|
| 4.1 | **Physical Facilities** | | | | |
| | No of class rooms/tutorial (with AC/ Without AC) | 10 | No. of AC and Non-AC Class Rooms (L) Total number of classes in the department for all programs ( K) Ratio=L/K | Summary datasheet | Ratio >0.5- 10 marks <0.2- 0 marks In between marks are linearly graded |
| | No of laboratories/research lab (with AC/ Without AC) | 10 | No. of AC andNon-AC Labs | | If sufficient number asper curriculum-10 marks Else-proportionate marks as per availability |
| | No. of Faculty rooms/cabins | 5 | No. of Faculty Rooms | | If sufficient number as per faculty requirement-5 marks Else-proportionate marks as per availability |
| | No. of Seminar Room (with AC/ Without AC) | 5 | No. of AC and Non-AC Seminar Rooms | Relevant data summary sheet | If available- 5 marksIf not-0 marks |
| | Equipment available (Adequate as per curriculum) | 5 | The equipment req. and available equipment in labs (yes/no) | | If sufficient number as per curriculum-5 marks Else-proportionate marks as per availability |
| | No. of Computing hardware facilities | 5 | Computing hardware facilities | | If one computer lab inthe department -5 marks Else- 0 marks |
| | Class rooms furniture (Adequate quantity and quality) | 5 | Class rooms furniture (Adequate quantity and quality) | | If available as per requirement-5 marksElse-proportionate marks as per availability |
| | Laboratories furniture (Adequate quantity and quality) | 5 | Labs furniture (Adequate quantity and quality) | | If available as per requirement-5 marksElse-proportionate marks as per availability |
| | **Total** | **50** | | | |

| 4.2 | **Library as a learning resource** | | | | |
|---|---|---|---|---|---|
| | Departmental library | 15 | Details related to Departmental Library(yes/no) | Report on Departmental Library | If Books and dissertations reportsavailable -15 MarksIf only dissertations reports available- 10 marks If library room available – 5 marks If both not available If library not available- 0 marks |
| | No. of books/journal/e-books/e-resources purchased on department recommendation | 10 | No of books, e-library, e-journals, e-sodhsindhu, e-database, e-books and printed journals related to programme in the central library | Relevant data summary sheet | If adequate as per committee judgment-10Marks Else-proportionate marks as per availability |
| | **Total** | **25** | | | |
| 4.3 | **IT infrastructure** | | | | |
| | Percentage of classrooms and Seminar rooms with ICT enabled facilities such as LMS/ Smart class | 10 | Total Classrooms, No. of class rooms and Seminar rooms with ICT enabled facilities such as LMS/ Smart class | Relevant data summary sheet | At least 10%- 10 marks Less that 5% - 0 marks In between marks arelinearly graded |
| | Student/ Computer ratio | 10 | Total students, no. of computers | | >30- 0 marks < 10- 10 marks In between marks arelinearly graded |
| | **Total** | **20** | | | |
| 4.4 | **Expenditure on Physical Infrastructure augmentation** | 05 | Total budget allocated to university, budget allocated to Physical Infrastructure Augmentation | Report on budget allocated to Physical Infrastructure Augmentation | If adequate as per committee judgment-5Marks Else-proportionate marks as per availability |
| | **Total** | **05** | | | |

# 5. Student Support and Progression (100)

| S. No. | Student support | Marks Assigned | Self-Assessment Score | Supporting docs | Marking guidelines |
|---|---|---|---|---|---|
| 5.1 | **Student support** | | | | |
| | Participation of students in capability enhancement and development schemes <ul><li>Guidance for competitive examination</li><li>Career Counselling</li><li>Soft skill development</li><li>Remedial Coaching</li><li>Bridge courses</li><li>Yoga and Meditation</li><li>Personal Counselling</li></ul> | 20 | No. of capability enhancement and development schemes | Attach docs for each facility if provided | If at least 1 program - 20 marks Else 0 marks |
| | Mechanism for timely redressal of student grievances including sexual harassment (Yes/ No) | 10 | Mechanism for timely redressal of student grievances including sexual harassment | Mention the details of Mechanism | If departmental committee exist- 10 marks Else- 0 marks |
| | **Total** | **30** | | | |
| 5.2 | **Student progression** | | | | |
| | Average percentage of placement of outgoing students | 20 | Total no. of students seating for placement, No. of students placed | List of placed students | >50% batch – 20 marks <10% batch- 0 marks In between marks are linearly graded |
| | Percentage of student's progression to higher education | 10 | Total Students, No. of student's progression to higher education | List of student's progressions to higher education | >5% batch- 10 marks <1% - 0 marks In between marks are linearly graded |
| | Average percentage of students qualifying in State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOFEL/ Civil Services examination) | 10 | Total Students, No. of students qualifying in State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services examination) | List of students qualifying in State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services examination) | >10% batch- 10 marks <1% batch- 0 marks In between marks are linearly graded |
| | **Total** | **40** | | | |

| 5.3 | **Student Participation and Activities** | | | | |
|------|------|------|------|------|------|
| | No. of awards/ medals for outstanding performance in sports/ cultural activities at National/ International level | 20 | No. of awards/ medals for outstanding performance in sports/ cultural activities at National/ International level | Mention supporting Report on Awards, etc. | >5- 20 marks <1- 0 marks In between marks are linearly graded |
| | Extent of participation of Alumni in the affairs of the Department | 10 | Participation of Alumni in the affairs of the Department | List the record on Participatio n of Alumni in the affairs of the Department | At least 5 alumni – 10 marks Else 0 marks |
| | **Total** | **30** | | | |

# 6. Governance, Leadership and Management (100)

| S. No. | Sub-parameter | Marks Assigne d | Information Details | Supporting docs | Marking guidelines |
|------|------|------|------|------|------|
| 6.1 | **Department Visionand Leadership** | | | | |
| | Vision, Mission and Quality Objective are prepared in a consultative manner and displayed prominently | 30 | Vision, Mission and quality prepared in consultative manner and displayed prominently (yes/no) | Attach report mentionin g Vision, Mission and quality prepared | If yes- 30marks Else 0 |
| 6.2 | **Strategy development and deployment** | | | | |
| | Strategic Plan of thedepartment is documented and implemented intimelines | 20 | Details of Strategic Plan of the departmentis documented and implemented in timelines | Attach a report on thetopic | If yes- 20 Else – 0marks |
| 6.3 | **Faculty Empowerment Strategies** | | | | |
| | Minutes of meeting of Faculty meetings, DPC, DRC, BOS are documented andmaintained | 15 | Minutes of meeting ofFaculty meetings, DPC, DRC, BOS are documented and maintained (yes/no) | Relevant data summary sheet | If yes- 15marks Else 0 |
| | No. of welfaremeasures for Teaching and non- teaching staff (such as support for higher qualification) | 15 | No. of welfare measures for Teachingand non- teaching staff | Attach a report on welfar e measur es | If yes- 15marks Else 0 |

| | | 20 | | | |
|---|---|---|---|---|---|
| | Average percentage of teachers provided with financial support to attend conferences/ workshops Orientation course/FDP/ Refreshercourse/ STP and membership fee forprofessional bodies | 20 | Total No. of teachers, No. of teachers provided with financial support | List of teachers with their respective support amount | If at least 5 % receives financial support- 20 Marks <1% - 0 marks In between marks are linearly graded |
| | **Total** | **50** | | | |

# 7. Values and Best Practices (100)

| S. No. | Sub-parameter | Marks Assigned | Information Details | Supporting docs | Marking guidelines |
|---|---|---|---|---|---|
| 7.1 | **Department values & social responsibility** | | | | |
| | Participation in gender equity promotion programs | 5 | No. of gender equity promotion programs organized | Attach a report on respective topic | If yes- 5 marks Else 0 |
| | Common room facility available | 10 | Details of Common room facility available (yes/no) | | If yes- 10 marks Else 0 |
| | Extent of green practices in the department | 10 | Details of Extent of green practices in the department | | If yes- 10 marks Else 0 |
| | Availability of resources for differently abled persons | 10 | Details on Availability of resources for differently abled persons(yes/no) | | If yes- 10 marks Else 0 |
| | No. of specific initiative to address locational advantages and disadvantages | 5 | No. of specific initiative to address locational advantages and disadvantages | | If yes- 5 marks Else 0 |
| | Code of conduct handbook exist for students and teachers | 5 | Mention guideline details (yes/no) | Attach handbook | If yes- 5 marks Else 0 |
| | Core values are displayed in the department | 5 | List of Core values are displayed in the department | | If yes- 5 marks Else 0 |
| | Department plans and organizes appropriate activities to increase consciousness about National identities, symbols, fundamental duties and rights of Indian Citizens | 5 | Details of Department plans and organizes appropriate activities to increase consciousness about National identities, symbols, fundamental duties and rights of Indian Citizens (yes/no) | | If yes- 5 marks Else 0 |

| | | | | | |
|---|---|---|---|---|---|
| | Department follows approved Manual of official procedure Handbook? (yes/no) | 5 | If yes, List the details Department follows approved Manual of official procedure Handbook. | Attach a report on respective topic | If yes- 5 marks Else 0 |
| | Department observes complete transparency in its financial, academic, administrative and auxiliary functions | 10 | Details of Department observes complete transparency in its financial, academic, administrative and auxiliary functions (yes/no) | | If yes- 10 marks Else 0 |
| | No. of other best practices in the department (provide list) | 20 | No. of best practices in the department | | If yes- 20 marks Else 0 |
| | Describe one area where department is distinctive | 10 | Describe one area where department is distinctive with particular details | | If yes- 10 marks Else 0 |
| | **Total** | **100** | | | |