Guidelines

Academic and Administrative Audit
A.Y. 2022-23 Onwards

(For Departments offering Engineering, Management 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 understandingof concepts of (with sufficient practical exposure) (5 years data)		UG	UG	
	Basic curriculum components (a) basicscience, basic engineering, management & humanities, computer skills, professional ethics, environment and human values, (Basic Science, Humanities + Basic Engineering Skills) (b) Environment Science, Human Values (c) Programme core (d) Elective Program	35 30 10	Provide total credits for each program Provide list of subjects under relevant category with their credits for each program running in the department	Curriculumcopy UG Engineering	>15% credit score- 35; <5% - 0 mark;In between marks are linearly graded >45% credit score-40; <15% - 0 mark;In between marks are linearly graded
	Structure of the curriculum (L+T+P)	5			If available 5 marks else 0
	Projects/Internships/Selflearning practices	10			>5% credit score-10; <5% - 0 mark;In between marks are linearly graded
1.1.2	Do the curricula takecare of slow and fast learners learning simultaneously?	10	Do the curricula provide the flexibility for Learning extra credits? Yes/no	Curriculumcopy/ BOS/AC minutes	If yes – 10 marks Else – 0 marks
1.1.3	Revision/Upgradation of the curriculum to incorporate appropriatenew knowledge systems (based on no. of BOSmeeting)				
	Percentage of program where minor syllabus may be done every semester also (*Target 1 March per year) revision was carried out	5	No. of program where minor syllabus revision was carried	Copy of Revised curriculum/ BOS/AC minutes	If revision is done in at least <20% of total programme credit 172 <5 % 50 % program - 5 marks Else 0 marks
	Percentage of program where major syllabus revision was carried out in the last five years	5	No. of program where major syllabus revision was carried out,	Copy of Revised curriculum/ BOS/AC minutes	If at least > 50% of total programme credit 172 <5 % Else 0 marks

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Documents	Marking guidelines
			total no. of programmes		
1.1.4	Average percentage ofcourses having focus on employability/ Entrepreneurship/ skill development/ human values environment & Sustainability	5	Courses having focus on employability/ Entrepreneurship/ skill development, total no. of courses in all programmes	Copy ofrevised curriculum/ BOS minutes	If at least 1 course - 5 marks Else 0 marks
	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				
(a)	Student Feedback on design and review of Syllabus	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 marks
(b)	Faculty Feedback on design and review of Syllabus	4			
(c)	Employer's feedback on design and review of Syllabus	4			
(d)	Alumni Feedback on design and review of Syllabus	4			
(e)	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)	5	No. of courses for which feedback hasbeen collected Survey (2 Marks)	Feedback & Analysis (3 Marks)	>100% courses are covered- 5 marks Else 0 marks
1.2.3	Exit survey at the end of Program (2+3=5) Marks	5	Feedback review committee All departments should have one meeting per year	Feedback review committee meeting (2 Marks) Analysis (3 Marks)	2+3 - 5 marks Else 0 marks
1.2.4	Corrective action taken by department forpoint 1.2.1, 1.2.2 & 1.2.3	5	Mention CorrectiveActions taken if any (yes/no)	Minutes of the meeting	If yes- 5marks Else 0 marks
	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
a	Average percentage of students from other states	4	No. of outside Delhistudents, Total Students	List of Student along with their intermediate examination	>20%- 4 marks Else 0 marks

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Documents	Marking guidelines
				state and Hometown state as per and their Aadhaar card	
b	Average percentage of students from other countries/PIO/NRI/OSI/ Citizenship	4	No. of other country students, Total Students	List of Other Country Students in each program	At least 1 student - 4 marks Else 0 marks
c	Demand ratio UG Program	8	Total no. of UG applications, no. of seats	Admission application data	>1 –8 marks <1- 4 marks In between marks are linearly graded
d	Percentage of female students on roll	4	Provide the percentage of female students in each program	Program wise summary	>15%- 4 mark Less than 5% -0 marks
e	Student to Regular teacher ratio	10	No. of students, no. of teacher	Summary sheet for No. of students, no. of teacher	>25 – 0 marks <15 – 10 marks 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
a	Average percentage of Regular teachers against sanctioned post	9	No of sanctioned Posts, No. of Regular Teachers	Relevant data summary sheet	>80%- 9 mark <30%- 0 marks In between marksare linearly graded
b	Average percentage of regular teachers from other states/ countries against sanctioned post at the time of joining (Permanent Address)	5	No. of sanctioned Posts, No. of Regular Teachers from other states	Relevant data summary sheet	>20%- 5 marks <5%- 0 marks In between marksare linearly graded
c	Average percentage of Regular teachers with PhD degree	5	No. of teachers, No. of Regular Teachers with PhD Degree	Relevant data summary sheet	>70%- 5 marks <30%- 0 marks In between marks are linearly graded
d	Teaching Experience per Regular teacher in no. of years	5	List of Regular Teachers with their teaching experience	Relevant data summary sheet	>15 years- 5 marks <5year- 0 marks In between marks are linearly graded
e	Percentage of regular teachers who received awards, recognition, fellowship at State/ National/ International Level from Govt./ recognized bodies/ Regulatory bodies of state/Central Govt.)other than DTU	4	No. of Regular teachers who received award	Relevant data summary sheet	>5%- 4 marks <1%- 0 marks In between marksare linearly graded

f	Percentage of teachers using theICT bodies for effective teaching with LMS/ERP	4	No. of teachers using the ICT for effective teaching with LMS/ERP	Relevant data summary sheet	>50%- 4 marks <25%- 0 marks In between marksare linearly graded
g	E-content developed by Facultyfor e-PG Pathshala / CEC (UG)/ SWAYAM/ MOOCs platform/ NPTEL/ NMEICT/ Moodle/ any other	4	No. of teachers who have developed E-content in current cycle of NAAC	Relevant data summary sheet	>5%- 4 marks <1%- 0 marks In between marksare linearly graded
h	Ratio of Students to mentor for academic and stress related issues	4	List of students with mentors	Relevant data summary sheet	>25– 0 marks <15 – 4 marks 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 <60%- 0 marks In between marks are linearly graded
	Percentage of courses for which course file consisting of teaching plan, execution plan etc. available and updated	10	Total Courses ,No. of Courses for which course file consisting of teaching plan, execution plan etc.	course file	>90%- 10 marks <60% - 0 marks 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 <60%- 0 marks In between marks are linearly graded
	Availability of laboratory manual	5	Lab Manual available	Lab Manual	>90%-5 marks <60%- 0 marks In between marks are linearly graded
	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 marks Else – 0
2.3.3	**Theory attendance of students**				
	Average % of lectures attended by students	5	Total Theory lectures, lectures attended	Attendance Record/ERP record (Detention List of students for each semester)	>80%-5 marks <75%-0 marks (As per University norms) 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/ERP record	>80%-2 marks <60%-0 marks In between marksare 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 marks
2.3.6	Efforts taken by Department to improve performance of academically weaker students through remedial classes • Identification Mechanism - Yes/No • Remedial Classes -Yes/No • Analysis (Impact) -Yes/No	6	Remedial classes for improvement for weaker students (Yes/no)	Relevant data summary sheet	If yes- 2 marks(For each activities) Else – 0
2.3.7	Efforts taken by Department to improve overall performanceof students including Quality Circle/Workshop/Seminars conducted/Expert lectures etc.	5	Does the provision for improving performance of students including Quality Circle/Courses conducted/Worksh op/Seminars Expert lectures etc. exist? (yes/no)	Relevant data summary sheet	If 6 - 5 marks < 3- 0 In between marksare linearly grade
	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 – 10 marks Else 0
	Appropriate weight-age for continuous evaluation and end semester examination.	10	Total End Sem marks, marks Awarded for Conti. Evaluation	Marking Scheme (Componate weight-age for CWS, ETE, MTE, PRE/PRS	If yes- 10 marks, Else 0
2.4.2	Quality of MTE/ETE Question Papers	20	Question papers audit by the department/ university	Auditors report	If audit done- <100%- 20marks Less than 50% - 0 Marks In between marks are linearly graded
	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 marks In between marks are linearly graded
	Success rate with backlog in stipulated period	8			>70%- 8 marks <50%- 0 marks 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 students & Stake holders	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 marks 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		>100% -6 marks <10%- 0 marks In between marks are linearly graded
	Total	**30**			

3. Research, Innovation and Extension (250)

S. No.	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 seedmoney 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 1- 5 marks Else- 0 marks
	No. of JRF/ SRF/ PDF/ RA and other research fellows enrolled in the Department	5	List of Students	Letter from Agency	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 Mobilizationfor Research**				

	Grants for research received from Non- govt. sources such as Industry, International bodies, endowments, Chairs in the institution	5	Departmental/Individual	If yes – Supporting document (Sanction letter and Grant Utilization Certificate)	If 1 - 5 Marks Else 0 Marks
	Grants for research received from Govt. Sources	10	Departmental/Individual	If yes – Supporting document (Sanction letter and Grant Utilization Certificate)	If 1 - 10 Marks Else 0 Marks
	No. of research projects per teacher (funded from outside University) Sanctioned Date in the Year	5	List of research projects with PI name	Supporting document (sanction letter)	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 /PSU statuary/ Regulatory Govt. Bodies /Central/ NGO/Industry	15	No. of award for innovation won by department/ faculty/student	Attach supporting awardee letter	At least 01in last 5 years - 15 marks Else 0 marks
	No. of Start-ups incubated in DTU/ outside incubators by thedepartment/ faculty/ student	15	No. of Start-ups incubated in DTU/ outside incubators bythe department/ faculty/ student	List of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student	At least 01 in current NAAC cycle - 15 marks Else - 0 marks
	Total	**30**			
3.4	**Research Publicationand Awards**				
	No. of patents published/ granted • Granted (Awareness) • Published • Commercialization /Technology Transfer	20 8 4 8	No. of patents published/ granted	List of patents published/ granted	10% Percent of faculty strength - 20 marks
	No. of PhDs awarded per teacher	20	No. of PhDs awarded per eligible supervisor	List of PhDs awarded per eligible supervisor	At least 20% of eligible supervisor produced at least 01 PhD each – 20 marks < 10%- 0 marks In between marks are linearly graded
	No. of Research papers per teacher in indexed Journals (SCOPUS/ SCI/ SCIE/ Web of Science)	25	No. of Research papers per supervision in indexed Journals (individual/total)	List of Research papers per supervisor in indexed journals	At least two Researchpapers per supervisor in indexed Journal- 20 marks <0.5- 0 marks In between marks are linearly graded
	No. of Books Chapters in edited Volumes per teacher	5	No. of Books Chapters in edited Volumes by teachersin the department	List the edited chapter under faculty name	At least 20 % teacherscontributed - 5 marks <10 %- 0 marks 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 <5 %- 0 marks In between marks are linearly graded
No. of Papers published in National/ International Conference Proceedings	10	No. of Papers published in National/ International Conference Proceedings	Supporting docs. For published papers	At least one papers per teacher - 10 marks <0.25- 0 marks In between marks are linearly graded
Average h-index of the department as per SCOPUS/ Web ofScience	5	Average h-index of the department as perSCOPUS/ Web of Science	Data summary sheet	At least 3 per teacher - 5 marks <1- 0 marks In between marks are linearly graded
Average citation index of the department as per SCOPUS/ Web ofScience	5	Average citationindex of the department	Letter mentioning citation index	At least 10 per teacher - 5marks <1- 0 marks 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 < 25, 000-0 marks; In between marks are linearly
	Total	**20**			
3.6	**Extension Activities**				
	No. of awards and recognition received by teacher & Students for extension activities in the neighborhood communities in terms of impact & Sensitizing students to social issues & Holistic development from govt./ recognized bodies	10	No. of awards/recognition received for extension activities from govt./recognized bodies (NGO)	Record of such of awards and recognition received	At least 1 award/recognition at department level – 5 marks 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/clubs/organization of conferences/ Seminars / conclaves etc. (Not covered in point 2.3.7)	15	No. of extension andoutreach programs conducted	List the records of such extension and outreach programs conducted	>100 %- 15 marks < 50% - 0 marks In between marks are linearly

	Average percentage of students participating in extension activities (Swatch Bharat, AIDS awareness, Gender Issues, Unnat Bharatetc.) through Extension and Outreach office/ NSS/ NCC/ Red Cross/ YRC.	15	No. of students participating withtheir respective percentage	List Students participating with their respective percentage	>10 % Student enrolled in department - 15 marks < 5% - 0 marks 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 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	Yes – 5 Marks No - 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 Else 0 marks
	Total	**20**			

4. Infrastructure and Learning Resources (100)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting docs.	Marking guidelines
4.1	**Physical Facilities**				
	No of class rooms/tutorial (with AC/ Without AC)	10	No. of AC/Non-AC ClassRooms (L) Total number of classes in the department for all programs (K) Ratio=L/K	Summary data sheet	Ratio >0.5- 10 marks <0.2- 0 marks In between marks arelinearly graded
	No of laboratories/research lab (with AC/ Without AC)	10	No. of AC and Non-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	Relevant data summary sheet	If sufficient number as per faculty requirement-5 marks Else- proportionate marks as per availability
	Seminar/committee/conference Room	5	AC/Non AC		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 marks Else- 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	10	Details related to Departmental Library(yes/no)	Report on Departmental Library room no.	Yes – 10 Marks No - 0 Marks
	No. of books/journal/e-books/e-resources purchased on department recommendation	15	No of books, e-library, e-journals, e- sodh sindhu, e-database, e-books and printed journalsrelated to programme in the central library	Relevant data summary sheet and proof of purchased	If adequate as per committee judgment-15 Marks 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	100%- 10 marks Less than 75% - 0 marks In between marks arelinearly graded

S. No.		Marks Assigned	Self-Assessment Score	Supporting docs	Marking guidelines
	Student/ Computer ratio	10	Total students in the department. no. of computers in labs		>30- 0 marks < 10- 10 marks In between marks are linearly graded
	Total	**20**			
4.4	Expenditure on Physical Infrastructure augmentation	05	Total budget allocated to Department budget allocatedto 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 1. Career Counselling And Guidance for competitive examination 2. Soft skill development Remedial Coaching, Bridge courses 3. Language & Communication 4. Life Skills (Yoga and Meditation, Health's & Hygiene) 5. Personal Counselling Awareness of trends in technology	20	No. of capability enhancement and development schemes	Attach docs for each activities	If 5 activity -20 marks At least one 1 - 5 marks In between marks are linearly graded
	Mechanism for timely redressal of student grievances including sexual harassment (Yes/ No)	10	Mechanism for timely redressal ofstudent grievances including sexual harassment	Mention the details of Mechanism	If departmental committee exists & notice is circulated among the students 10 marks Else- 0 marks
	Total	**30**			
5.2	**Student progression**				
	Average percentage of placement of outgoing students	20	Total no. of studentsseating 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 highereducation	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 etc.)	10	Total Students, No. of students qualifyingin State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services examination etc.)	List of students qualifying in State/ National/ International al level of examinations ns (NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services examination etc.)	>10% of Outgoing 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 inter-university/State/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 affairsof the Department	List the record on Participation of Alumni in the affairs of the Department	1- 2 Marks 2- 4 Marks 3- 6 Marks 4- 8 Marks 2 per Aluminus subject to maximum of 10 Marks
	Total	**30**			

6. Governance, Leadership and Management (100)

222	Sub-parameter	Marks Assigned	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	20	Vision, Mission and quality prepared in consultative manner and displayed prominently (yes/no)	Attach report mentioning Vision, Mission and quality prepared	If yes- 20 marks Else 0
6.2	**Strategy development and deployment**				
	Strategic Plan of the department is documented and implemented intimelines	30	Details of Strategic Plan of the departmentis documented and implemented in timelines	Attach a report on thetopic	If yes- 30 Else – 0 marks
6.3	**Faculty Empowerment Strategies**				

	Sub-parameter	Mark	Information Details	Supporting docs	Marking guidelines
	Provision of welfare measures for Teaching and non- teaching staff (such as support for higher qualification), Financial support to attend conferences/workshop	10	Provision of welfare measures for Teaching and non-teaching staff	Attach a guidelines on welfare measure (Sanctioned order)	If yes- 10 marks Else 0
	Average number of professional development/administrative training Programmes organized by the institute/Department for teaching and non-teaching staff during the current cycle* (Current academic year also)	20	Provision for organizing FDP and STTP for teaching and non- teaching staff	List of faculty members with certificate	If yes- 20 marks Else 0
	Average percentage of teachers provided with financial support to attend conferences/ workshops Orientation course/FDP/ Refresher course/ STP and membership fee for professional bodies	20	Total No. of teachers, No. of teachers provided with financial support	List of teachers with their respective support amount	If at least 10 % receives financial support- 20 Marks <5%- 0 marks In between marks are linearly graded
	Total	**100**			

7.Values and Best Practices (100)

S. No.	Sub-parameter	Mark Assigned	Information Details	Supporting docs	Marking guidelines
7.1	Department values & social responsibility				
	Participation in gender equity promotion programs	5	Gender equity promotion programs organized/Participated	Attach a report/ document 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 (Paperless office/e-communication/ switch of lights of room/labs/room/no plastic/plantation drive)	10	Details of Extent of green practices in the department		All- 10 marks None- 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
Department 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/ participation appropriate activities to increaseconsciousness about National identities, symbols, fundamentalduties and rights of Indian Citizens	5	Details of Department plans and organizes participation 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 reporton respective topic	If yes- 5marks 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
Best practices in the department (provide list)	20	No. of best practices inthe department		At least 1- 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**			