CRITERIA & WEIGHTAGES

NAAC has identified a set of seven criteria to serve as the basis of its assessment procedures. NAAC has categorized the Higher Educational Institutions into three major types (University, Autonomous College, and Affiliated/Constituent College) and assigned different weightages to these criteria under different key aspects based on the functioning and organizational focus of the three types of HEIs.

Key Indicators and Weightages

Criteria No	Name of Criteria
I	**CURRICULUM ASPECTS (100 MARKS)**
1.1	**Curriculum design & development (--)**
1.1	**Curriculum planning & implementation(20)**
	Vision, Mission, Quality Policy, Quality Objective of the Institute.(Designed by Criteria VI head)
	Give details of how institute develop & deploy action plan for effective implementation of the curriculum (Course file, Academic audit, Continuous assessment of test, Guest lectures, mentoring of students).
	Procedural & practical Support received by teacher from university & institute to improve curriculum & teaching practices.
	Institute network with university, Industry, research bodies for effective operationalization of the curriculum.
	Contribution of staff for the development of curriculum
	Other courses run by the institute
	Stated objectives of curriculum are achieved in the course implementation(Feedback system, Course end survey,
	Graduate exit survey, Alumni survey, Employer survey)
1.2	**Academic flexibility(30)**
	Goals & Objective offered by the institution

	Elective core options offered by the university.	
	Skill oriented programme list	
1.3	**Curriculum enrichment (30)**	
	Industrial visit record	
	MOU department wise	
	Apart from University subject any course offered by department (Soft Skill development, Corporate Employability, Aptitude development course, Global Certification by Oracle).	
	Course end survey, Graduate Exit survey, Alumni Survey, Employer Survey.	
	Activities to integrate the cross cutting issues gender, Climate change, Environmental education, Human rights, ICT, Vishaka cell Constitution (Require Activity).	
	List of Curriculum Activity(List of activities department wise	
1.4	**Feedback system(20)**	
	Feedback taken from Alumni(Analysis)	
	Feedback taken from student(Analysis)	
	Feedback taken from employer(Analysis)	
	Feedback taken from experts(Analysis)	
II	**TEACHING LEARNING & EVALUATION (350)**	
2.1	**Student enrollment and profile (30)**	
	In admission procedure reservation criteria followed by the institution(office Scholarship Section)	
	How does the institute ensure publicity & transparency in the admission process?(Website, Prospects, Newsletters)	
	Maximum & Minimum marks require for each of the programmes provide by the institute.	
	Last four years admission status. Reason for increase or decrease admission and actions initiated for improvement.	
2.2	**Catering to student diversity (50)**	
	Strategies adopted to facilitate weak & talented students.	
	How to identify and respond to special educational & learning needs of advanced learners.	
	Strategies adopted by the institution to bridge the knowledge gap of the enrolled students(Experts from industries, Special training to students, useful practical training, industrial visits, In-plant training, Additional laboratory exercises, Special training)	
	How institute sensitize its staff and students on issues such as gender, inclusion, environment	

	Method of collecting, analyze and use the data and information on the academic performance of the students at risk of drop out (Special remedial classes, surprise test, free ship, mentoring).	
2.3	**Teaching –learning process (100)**	
	Institute website	
	IQAC contribution to improve teaching learning process	
	GFM Record	
	Guest lecture record	
	Academic Calendar	
	Assessment Schedule(Examination Dept.)	
	Sport Schedule	
	List of Holidays	
	Library resources used to augment the teaching learning process.	
2.4	**Teacher Quality (80)**	
	Process of recruitment (HRD cell Constitution)	
	Staff retention policy of the institute(Performance Appraisal form Designed by Criteria VI head)	
	Last 4 years organized staff development programmes	
	Faculty training programmes –HRD cell functioning.	
	Policies are in place to recharge teachers.(Research grant, study leave, support for research & academic publications)	
	No of faculty received awards.	
	Evaluation of teacher through student feedback	
	Schedule of Co-curricular and Extra-curricular activities	
2.5	**Evaluation process and reforms (50)**	
	How students & faculty aware about evaluation process of institute.	
	Major evaluation reforms of the institute that the institution has adopted	
	Internal Evaluation method to measure student achievement(Internal examination record)	
	Examination record (Exam Dept.)	
	Define graduate attributes & attainment of these attributes by the students (e.g. Engineering knowledge, Communication, Ethics, Individual & team work, Modern tool usage)	
2.6	**Student performance & Learning Outcomes (40).**	
	Result Analysis department wise (Collected from Examination Dept.)	
	Measures taken up by the institution to enhance social & economic	

	relevance(Quality jobs, entrepreneurship, innovations and research aptitudes)
	Test conducted details. (Collected from Examination Dept.)
	Pre-Examination process, examination fee, Time table, Examination Process, Post examination process, Publication of result.(Examination Dept.).
	Student and faculty awareness about learning outcomes.
III	**Research, Consultancy & Extension (150)**
3.1	**Promotion of research (20)**
	Year wise R & D cell Constitution, recommendations of committee and their impact
	Year wise available library facility
	Department wise prioritized research areas and the expertise available
	Research projects sponsored by various funding agencies.
	Utilization of Sabbatical leaves for research activities.
	Programmes conducted/organized by imbibing research culture among the students.
3.2	**Resource Mobilization for research(10)**
	Total budget is earmarked for research.
	Research proposal submitted for funding.
	Year wise research proposal submission
	Grants received from industry.
3.3	**Research Facilities(10)**
	Research facilities available to the students and research scholars
	Institute strategies for planning, upgrading and creating infrastructural facilities to meet needs of researcher.
	Institute receives any special grant or finance from industry or agency to develop research facilities.
	Library resources for research work.
	Collaborative facilities developed and created by research institutes in the institutes. E.g., Library, Laboratories, computers, new technology etc.
3.4	**Research publications and awards(20)**
	Research achievements of staff
	Institute publishes or partner in publication of research journal.
	Publication by the faculty & students.
3.5	**Consultancy(10)**
	Explain your institute, Industry-Institute interaction.

	Sponsored projects details of final year students.	
	MOU details (collected from Criteria I respective person)	
	Industrial Visits (collected from Criteria I respective person)	
	Policy of the institute to promote consultancy.	
	How institute encourage staff to utilize their expertise and available facilities for consultancy services.	
	Year wise workshop details	
	Consultancy assignments carried by various departments	
	Policy of the institute in sharing the income generated through consultancy	
3.6	**Extension Activities and Institutional Social responsibilities (ISR)(60)**	
	Extension activities and social responsibility taken by the institute	
	Institutional mechanism to track student's involment in various social movements/activities which promote citizenship roles.	
	Percentage of total budget is enmarked for research	
	Research fund details received from funding agency	
	The budgetary details of last four years for major extension and outreach programmes.	
	Participation of students and faculties in extension activities such as NSS, NCC and other international agencies.	
	Social extension activities and collaborative institutes.	
	Awards received by the Institution for extension activities and social development	
3.7	**Collaborations(20)**	
	How does the institution collaborate and interact with research laboratories, institutes and industry for research.	
	MOU with corporates.(collected from Criteria I respective person)	
	Industry institute interaction detail (collected from Criteria I respective person)	
	Eminent Scientists contributed to the events	
	List of collaborations made by the institute and actually beneficiaries	
	Consultancy assignments carried out by various dept.	
IV	**Infrastructure and learning resources (100)**	
4.1	**Physical facilities (30).**	
	Facilities available for curricular, co-curricular activities and extra-curricular activities.	
	Requirements of physical disabilities students.	

	Residential facility and various provisions available(Hostel, staff quarter, Water supply, Water purification, Security, Transport facility, Health care)
	Common facilities like IQAC, Grievance Redressal, Women's Cell, Counseling and career Guidance, Placement unit, Health Center, Canteen recreational spaces for staff and students.
	Training and placement facility, Food Court, Recreational Space for staff & Students, Maintenance of the campus, Swimming Pool, Auditorium.
4.2	**Library as a learning resource (20)**
	Library Advisory committee's minutes of meeting year wise and initiative taken.
	Central Library details(Area, seating capacity, Working hours, Layout of the library, usage report(Issue return register, Particular item usage history in software, Reference section entry register, No of visits/hits to e-journal sides.
	Year wise number & amount spent on procuring new books, journals, Library membership, Book bank and e-resources during the last four years.
	Library ICT details. • Completed Bar-coding of all the books • Completed Classification of all books • OPAC access through LAN • Departmental Library extension • Provision of Mobile / Laptop charging points • Current awareness service • Scan copy of University old question papers made available on library, website. • Arranging Library services awareness programs • Arranged book exhibition.
	Facility offered by the visually/Physically handicapped challenged persons
	Feedback from user with proper analysis.
4.3	**IT infrastructure facility (30).**
	Hardware, Software, Computer & Internet facility available to the faculty & students all details.
	Institutional plans and strategies for deploying & upgrading IT infrastructure.

	Year wise last four years annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institutions.
	Use of computer-aided teaching/learning materials by its staff and students.
	Provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the Institutions.(year wise details)
4.4	**Maintenance of Campus Facilities (20).**
	Last 4 years maintenance record (Repair &maintenance, Vehicle, Equipment, Housekeeping etc.
	Institutional mechanism for maintenance and upkeep of the infrastructure, facilities and equipment of the college
	Major steps taken for location upkeep and maintenance of sensitive equipment (Voltage fluctuations, constant supply of water etc.)
V	**STUDENT SUPPORT AND PROGRESSION (100)**
5.1	**Student Mentoring & Support(50)**
	Annually published updated prospectus/Handbook
	Last four year the type, number and amount of institutional scholarships/free ships given to the student's course wise.
	Percentage of students received financial assistance from state govt., Central govt., and national agencies.
	Support services available (participation in national, international level competitions, medical assistance, Ambulance service, Gymnasium, coaching classes of competitive exam, skill development programme)
	Entrepreneurship Development Cell activities, training programmes.
	Extracurricular and co-curricular activities(sports, games, quiz competitions, cultural activities, debate and discussions
	Central cultural, sports, magazine committee constitutions
	Course wise no of students appeared for competitive exams & qualified in the exam.
	Counseling service available in the campus (academic, personal, career, psycho-social etc.)
	Year wise & Course wise placement report, Counseling & carrier guidance details.
	Student's grievance Redressal cell, Disciplinary committee,

		Female Internal Complaint committee functioning, Anti-ragging committee, Anti ragging squad, student welfare committee
		Grievances reported and redressed during the last four years.
5.2		**Student Progression. (30)**
		Student progress to higher education or employment
		Last 4 years year wise, course wise result Analysis (Collected from Examination dept.)
5.3		**Student Participation and activities (20).**
		List of sports, games, cultural and other extracurricular activities.
		Academic calendar(Collected from Criteria II respective person)
		Students achievements in co-curricular, extracurricular and cultural
		Student feedback(Collected from Criteria I respective person)
		Employer feedback(Collected from Criteria I respective person)
		Magazine committee, student council & R&D cell constitution activities and funding.
		Academic bodies (CR committee, Innovative project committee, seminar conference committee, Magazine committee, Newsletter committee, Co-curricular committee) Administrative bodies (Anti-ragging committee, Anti ragging squad, Cultural committee, Fest Committee, Canteen committee.
VI		**GOVERNANCE, LEADERSHIP AND MANAGEMENT. (100)**
		Institutional Vision and Leadership (10).
		Vision , Mission statement
		Role of top management, director, faculty to design
		Quality Policy
		Quality Objective
		Core values.
		Policy evaluation
		Functioning of available cell.
6.2		**Strategy Development and Deployment (10)**
		Institutes have formally stated quality policy.
		Institute have perspective plan for development
		Internal organization structure.
		Quality improvement strategies of the institution
		Teaching & Learning
		Research & Development
		Community engagement

		Human resource management
		Industry interaction(TPO Cell)
6.3		**Faculty Empowerment Strategies. (30)**
		Efforts made by the professional development of teaching and non-teaching staff
		Faculty empowerment through training, retaining and motivating the employees
		Performance appraisal system of the staff(Better appraisal method)
		Welfare scheme available for teaching and Non-teaching staff.
		Majors taken by the institute for attracting and retaining eminent faculties.
6.4		**Financial management & resource Mobilization(20)**
		Institutional mechanism to monitor effective & efficient use of financial resources.
		Institutional mechanism for internal & external audit. Last audit compliance details.
		Audited income & expenditure statement of academic & administrative activities(Last 4 year)
6.5		**Internal Quality Assurance system (IQAS)(30)**
		IQAC constitution & functions
		Institute has an integrated framework for quality assurance of the academic and administrative activities.
		Institute provides training to its staff for effective implementation of the quality assurance procedures.
		Academic audit or other external review of the academic provisions.
		Alumni feedback(Collected from Criteria I Head)
		Method adopted to take a review of teaching learning process.
VII		**INNOVATIONS AND BEST PRACTICES.(100)**
7.1		**Environment Consciousness(30)**
		Through external agency Green Audit of Campus.
		For campus eco-friendly
		Energy conservations
		Use of renewable energy
		Water harvesting
		Plantation
		Hazardous waste management(e-waste Management)
7.2		**Innovations(30)**
		E.g. Paperless office

	ERP system
	Research activities
	Faculty seminars
	Encouragement of higher studies
	FDP programme
	Performance Monitoring
	Mentorship programme
	Course plan
	Remedial classes
	E-learning
	MOU signed with industries(collected from Criteria I respective person)
	Entrepreneurship Cell
	Latest & Sophisticated equipment added every year.
7.3	**Best Practices-(40)**
	E.g. 1) Quality enhancement Initiatives for development of faculties.
	Goals
	Context
	Practices
	Constraints & Limitations
	Evidence of success
	2) Online feedback system
	Goals
	Context
	Practices
	Constraints & Limitations
	Evidence of success
	Problems encountered & Resources required.