Benchmark Document - General University Manual
Criterion1–CurricularAspects (150)

Key Indicator – 1.2 Academic Flexibility

Metric	Description	4	3	2	1	0
1.2.1 QnM	Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years **(30)**	>=20	15-20	10-15	5-10	<5

Key Indicator – 1.3 Curriculum Enrichment

Metric	Description	4	3	2	1	0
1.3.2 QnM	Number of certificate / value-added courses / Diploma Programme/ online courses like MOOCS / SWAYAM / e_Pathshala/ NPTEL etc. where the students of the institution have enrolled and benefitted **(30)**	>=50	40-50	20-40	5-20	<5
1.3.3 QnM	Percentage of Programs that has components of field projects / research projects / internships during last five years **(5)**	>=80	60-80	40-60	20-40	<20

Key Indicator – 1.4 Feedback System

Metric	Description	4	3	2	1	0
1.4.1 QnM	Structured feedback for curriculum and its transactions is obtained regularly from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes of the institution may be classified as follows **(20)** A. Feedback collected, analysed, action taken & communicated to relevant body and feedback hosted on the institutional website B. Feedback collected, analysed, action has been taken and communicated to the relevant body C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	A	B	C	D	E

Criterion 2 – Teaching-Learning and Evaluation (200)

Key Indicator - 2.1 Student Enrolment and Profile

Metric	Description	4	3	2	1	0
2.1.1 QnM	*Enrollment Percentage* **(5)**	**>=90**	**80-90**	**70-80**	**50-70**	**<50**
2.1.2 QnM	*Percentage of seats filled against reserved categories (SC, ST, OBC, etc.) as per applicable reservation policy for the first year admission year-wise during the last five year* **(5)**	**>=80**	**70-80**	**50-70**	**40-50**	**<40**

Key Indicator -2.2 Catering to Student Diversity

Metric	Description	4	3	2	1	0
2.2.2 QnM	**Student - Full time teacher ratio (Data for the latest completed academic year)** **(15)**	**<=20:1**	**20:1-30:1**	**30:1 – 50:1**	**50:1 – 60:1**	**>60:1**

Key Indicator - 2.4 Teacher Profile and Quality

Metric	Description	4	3	2	1	0
2.4.1 QnM	*Percentage of full time teachers appointed against the number of sanctioned posts during the last five years* **(10)**	**>=90**	**80-90**	**70-80**	**50-70**	**<50**

Metric	Description	4	3	2	1	0
2.4.2 QnM	*Percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Super specialty during the last five years* **(40)**	**>=80**	**70-80**	**60-70**	**50-60**	**<50**
2.4.3 QnM	*Average teaching experience of full time teachers (Data to be provided only for the latest completed academic year, in number of years)* **(10)**	**>=15**	**12-15**	**9-12**	**6-9**	**<6**

Key Indicator - 2.5 Evaluation Process and Reforms

Metric	Description	4	3	2	1	0
2.5.1 QnM	*Number of days from the date of last semester-end/ year- end examination till the last date of declaration of results year-wise during the last five years* **(10)**	**<20**	**20-30**	**30-40**	**40-50**	**>=50**
2.5.2 QnM	*Percentage of student complaints/grievances about evaluation against total number of students appeared in the examinations during the last five years* **(10)**	**<1**	**1-5**	**5-10**	**10-15**	**>=15**
2.5.3 QnM	*Status of automation of Examination division along with approved Examination Manual /ordinance* **(10)** A. *100% automation of entire division & implementation of Examination Management System (EMS)* B. *Only student registration, Hall ticket issue & Result Processing* C. *Only student registration and result processing* D. *Only result processing* E. *Only manual methodology*	**A**	**B**	**C**	**D**	**E**

Key Indicator - 2.6 Student Performance and Learning Outcomes

Metric	Description	4	3	2	1	0
2.6.2 QnM	*Pass percentage of students (excluding backlog students) (Data to be provided only for the latest completed academic year)* **(15)**	**>=90**	**80-90**	**70-80**	**60-70**	**<60**

Key Indicator - 2.7 Student Satisfaction Survey

Metric	Description	4	3	2	1	0
2.7.1 QnM	*Online Student Satisfaction Survey regarding the teaching-learning process.* **(30)** (Online survey to be conducted)					

Criterion 3 – Research, Innovations and Extension (250)

Key Indicator - 3.1 Promotions of Research and Facilities

Metric	Description	4	3	2	1	0
3.1.2 QnM	*The institution provides seed money to its teachers for research (average per year; INR in Lakhs)* **(3)**	**>=50**	**40-50**	**30-40**	**20-30**	**<20**
3.1.3 QnM	*Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years* **(5)**	**>=20**	**15-20**	**10-15**	**5-10**	**<5**
3.1.4 QnM	*Percentage of JRFs, SRFs among the enrolled PhD scholars in the institution during the last five years* **(10)**	**>=70**	**60-70**	**50-60**	**40-50**	**<40**

Key Indicator - 3.2 Resource Mobilization for Research

Metric	Description	4	3	2	1	0
3.2.1 QnM	*Research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, Endowment Research Chairs during the last five years (INR in Lakhs)* **(25)**	**>=2000**	**1500-2000**	**1000-1500**	**500-1000**	**<500**
3.2.2 QnM	*Number of research projects per teacher funded by government, non-government , industry, corporate houses, international bodies during the last five years* **(15)**	**>=2**	**1.5-2**	**1-1.5**	**0.5-1**	**<0.5**

Key Indicator - 3.3 Innovation Ecosystem

Metric	Description	4	3	2	1	0
3.3.2 QnM	*Number of awards received for research/innovations by the institution/teachers/research scholars/students during the last five years* **(5)**	**>=30**	**20-30**	**10-20**	**5-10**	**<5**

Key Indicators - 3.4 Research Publications and Awards

Metric	Description	4	3	2	1	0
3.4.1 QnM	*The institution ensures implementation of its stated Code of Ethics for research* (5) 3.4.1.1 The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of institutional Ethics committees (Animal, chemical,bio-ethics etc.,) 3. Plagiarism check 4. Research Advisory Committee **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	A	B	C	D	E
3.4.2 QnM	*Number of Patents awarded during the last five years* (15)	>=7	5-7	3-5	1-3	<1
3.4.3 QnM	*Number of Ph.Ds awarded per recognized guide during the last five years* (15)	>=5	4-5	2-4	1-2	<1
3.4.4 QnM	*Number of research papers published per teacher in the Journals as notified on UGC website during the last five years* (20)	>=10	7-10	4-7	1-4	<1
3.4.5 QnM	*Number of books and chapters in edited volumes published per teacher during the last five years* (10)	>=10	7-10	4-7	1-4	<1
3.4.6 QnM	*E-content is developed by teachers :* (15) 1. *For e-PG-Pathshala* 2. *For CEC (Undergraduate)* 3. *For SWAYAM* 4. *For other MOOCs platforms* 5. *Any other Government Initiatives* 6. *For Institutional LMS*	A	B	C	D	E

<table>
<tr><td colspan="2" rowspan="6">Options:
   A. Any 4 or all of the above
   B. Any 3 of the above
   C. Any 2 of the above
   D. Any 1 of the above
   E. None of the above   (Opt any one)</td></tr>
</table>

Metric	Description					
3.4.7 QnM	*Bibliometrics of the publications during the last five years based on average Citation Index in Scopus/ Web of Science/PubMed* **(20)**	**>=10**	**5-10**	**2-5**	**0.5-2**	**<0.5**
3.4.8 QnM	*Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-Index of the University* **(20)**	**>=35**	**25-35**	**15-25**	**5-15**	**<5**

Key Indicators - 3.5 Consultancy

Metric	Description	4	3	2	1	0
3.5.1 QnM	*Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs)* **(20)**	**>=200**	**150-200**	**100-150**	**50-100**	**<50**

Key Indicators - 3.6 Extension Activities

Metric	Description	4	3	2	1	0
3.6.2 QnM	*Number of extension and outreach programs conducted by the institution during the last five years* **(10)**	**>=100**	**80-100**	**60-80**	**40-60**	**<40**

Key Indicator - 3.7 Collaboration

Metric	Description	4	3	2	1	0
3.7.1 QnM	*Number of functional MoUs /linkage with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years* **(10)**	**>=40**	**30-40**	**10-30**	**5-10**	**<5**

Criterion 4 – Infrastructure and Learning Resources (100)

Key Indicator - 4.1 Physical Facilities

Metric	Description	4	3	2	1	0
4.1.2 QnM	*Percentage of expenditure excluding salary, for infrastructure development and augmentation during the last five years (INR in Lakhs)* (10) 4.1.2.1: Expenditure for infrastructure augmentation excluding salary, during the last five years (INR in lakhs)	>=40	30-40	20-30	10-20	<10

Key Indicator - 4.2 Library as a Learning Resource

Metric	Description	4	3	2	1	0
4.2.2 QnM	*Percentage expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)* (5)	>=10	8-10	6-8	2-6	<2

Key Indicator – 4.3   IT Infrastructure

Metric	Description	4	3	2	1	0
4.3.2 QnM	*Student - Computer ratio (Data to be provided only for the latest completed academic year* (10)	<=5:1	5:1-10:1	10:1-15:1	15:1-25:1	>25:1
4.3.3 QnM	*Institution has the following Facilities for e-content and other resource development* (5) 1. Audio visual center, mixing equipment, editing facilities center and Media Studio 2. Lecture Capturing System(LCS) 3. Central Instrumentation Centre 4. Animal House 5. Museum 6. Business Lab 7. Research/statistical database 8. Moot court 9. Theatre	A	B	C	D	E

	10. Art Gallery 11. Any other facultiy to support research A. Any 7 or more of the above B. Any 6 of the above C. Any 5 of the above D. Any3-4 of the above E. Any 2 or below					

Key Indicator - 4.4 Maintenance of Campus Infrastructure

Metric	Description	4	3	2	1	0
4.4.1 Q_nM	*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years* **(10)**	>=30	20-30	10-20	5-10	<5

Criterion 5 - Student Support and Progression (100)

Key Indicator - 5.1 Student Support

Metric	Description	4	3	2	1	0
5.1.1 Q_nM	*Percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years* **(15)**	>=60	50-60	40-50	20-40	<20

5.1.3
Q_nM
	Following Capacity development and skills enhancement initiatives are undertaken by the institution for **(5)**
	    1. Soft skills
	    2. Language and communication skills
	    3. Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)
	    4. Awareness of trends in technology
		A	B	C	D	E

	Options:
	   A. All of the above
	   B. Any 3 of the above
	   C. Any 2 of the above
	   D. Any1of the above
	   E. None of the above - opt any one					

5.1.4
QₙM
 	
E
	The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases **(5)**
	
	  1. *Implementation of guidelines of statutory/regulatory bodies*
	  2. *Organisation-wide awareness and undertakings on policies with zero tolerance*
	  3. *Mechanisms for submission of online/offline students' grievances*
	  4. *Timely redressal of the grievances through appropriate committees*
	
	Options:
	
	  A. All of the above
	  B. Any 3 of the above
	  C. Any 2 of the above
	  D. Any1 of the above
	None of the above
		A	**B**	**C**	**D**	**E**

Key Indicator - 5.2 Student Progression

Metric	Description	4	3	2	1	0
5.2.1 **Qnm**	*Percentage of placement of outgoing students during the last five years***(15)**	**>=70**	**60-70**	**50-60**	**40-50**	**<40**
5.2.2 **Qnm**	*Percentage of graduated students who have progressed to higher education year-wise during last five years* **(15)**	**>=40**	**30-40**	**20-30**	**5-20**	**<5**
5.2.3 **Qnm**	*Percentage of students qualifying in state/National/International level Examination during last five years (eg. SLET, NET, UPSC etc)* **(10)**	**>=1.0**	**0.8-1.0**	**0.6-0.8**	**0.4-0.6**	**<0.4**

Key Indicator - 5.3 Student Participation and Activities

Metric	Description	4	3	2	1	0
5.3.1 QnM	*Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the last five years)* **(10)**	**>=80**	**50-80**	**20-50**	**20-10**	**<10**
5.3.3 QnM	*The institution conducts /organizes following activities* **(5)** 1. Sports competitions/events 2.Cultural competitions/events 3. Technical fest/academic fests 4. Any other events through active clubs and forums **Options:** A. All four of the above B. Any three of the above C. Any two of the above D. Any one of the above E. None of the above	**A**	**B**	**C**	**D**	**E**

Key Indicator - 5.4 Alumni Engagement

Metric	Description	4	3	2	1	0
5.4.1 QnM	*Alumni contribution during the last five years (INR in lakhs)to the University through registered Alumni Association* **(5)**	**>=100**	**50-100**	**20-50**	**5-20**	**<5**

Criterion 6 – Governance, Leadership and Management (100)
Key Indicator - 6.2 Strategy Development and Deployment

Metric	Description	4	3	2	1	0

6.2.2 QnM	*Institution Implements e-governance in its areas of operations* **(5)**
	 6.2.2.1 e-governance is implemented covering the following areas of operations:
	 1. Administration
	 2. Finance and Accounts
	 3. Student Admission and Support
	 4. Examinations
	 Options:
	   A. All of the above
	   B. Any3 of the above
	   C. Any2 of the above
	   D. Any1 of the above
	   E. None of the above
		A	B	C	D	E

Key Indicator - 6.3 Faculty Empowerment Strategies

Metric	Description	4	3	2	1	0
6.3.2 QnM	*Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years* **(15)**	>=60	40-60	25-40	10-25	<10
6.3.3 QnM	*Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/Management Development Programs(MDP))during the last five years (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course)* **(6)**	>=60	40-60	25-40	10-25	<10

Key Indicator – 6.4 Financial Management and Resource Mobilization

Metric	Description	4	3	2	1	0
6.4.2 QnM	*Funds / Grants received from government bodies/non government during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs) (12)*	**>=100**	**80-100**	**60-80**	**30-60**	**<30**

Key Indicator - 6.5 Internal Quality Assurance System (IQAS)

Metric	Description	4	3	2	1	0
6.5.2 QnM	*Institution has adopted the following for Quality assurance:* **(10)** *1. Academic and Administrative Audit (AAA) and follow up action taken 2.Conferences, Seminars, Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4.Orientation programme on quality issues for teachers and students 5. Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking, Times Ranking etc 6.Any other quality audit recognized by state, national or international agencies* **Options:** A. Any 5 or all of the above B. Any4 of the above C. Any3 of the above D. Any2 of the above E. Any1of the above opt any one	**A**	**B**	**C**	**D**	**E**

Criterion VII–Institutional Values and Best Practices (100)

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric	Description	4	3	2	1	0
7.1.2 QnM	*The Institution has facilities for alternate sources of energy and energy conservation measures* **(5)** 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment 6. Wind will or any other clean green energy **Options:** A. Any 4 or more of the above B. Any3 of the above C. Any2 of the above D. Any1of the above E. None of the above **(Opt any one)**					
E		A	B	C	D	E
7.1.4 QnM	*Water conservation facilities available in the Institution:* **(5)** 1. Rainwater harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Wastewater recycling 5. Maintenance of water bodies and distribution system in the campus **Options:** A. Any 4 or all of the above B. Any3 of the above C. Any2 of the above D. Any1of the above E. None of the above **(Opt any one)**					
E		A	B	C	D	E

7.1.6 **QₙM** **E**	*Quality audits on environment and energy are regularly undertaken by the institution* **(5)** 7.1.6.1.The institutional environment and energy initiatives are confirmed through the following 1.Green audit /Environment audit 2. Energy audit 3.Clean and green campus initiatives 4. Beyond the campus environmental promotion and sustainability activities **Options:** A. Any 4 of the above B. Any3 of the above C. Any2 of the above D. Any1of the above E. None of the above **Opt any one)**	**A**	**B**	**C**	**D**	**E**
7.1.10 **QₙM** **E**	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.* **(5)** 1. The institutional Code of Conduct principles are displayed on the website 2. There is a committee to monitor adherence to the institutional Code of Conduct principles 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized **Options:** A. All of the above B. Any3 of the above C. Any2 of the above D. Any1of the above E. None of the above	**A**	**B**	**C**	**D**	**E**