



## Most Important : important points for preparing Self Study Report and IQA for NAAC Second Cycle

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Dear Colleagues

IQAC is in the process of preparing Institutional Information for Quality Assessment(IQAA) and Self Study Report has to be ready **by January 15, 2019.**

On behalf of IQAC, I wish to share some of the important points for preparing Self Study Report (SSR) and Institutional Information for Quality Assessment(IQAA) for NAAC Second Cycle (Kindly read the attachment).

### **Standard Operating Procedure for Data Validation and Verification (Affiliated UG/PG)**

#### **Relevant Documents to be Available with TICs, Nodal Officers and Student/Subject Society Convener(s) at the time of Academic and Administrative Audit (AAA) as well as during NAAC Peer Team Visit**

1. **Nomination letter such BoS and Academic Council From University/ Autonomous college**
2. **Percentage of students undertaking field projects / internships - Internship completion certificate from the organization where internship was completed; In case field visit, course content mentioning in favour of field visit, along with field visit report of selected**
3. **Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the last five years - e-Copies of award letters (scanned or soft copy) for achievements**
4. **Grants for research projects sponsored by the government and non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during the last five years - e-copies of the grant award letters for research projects sponsored by government and non-government sources; Grant award letter must include the year of award and amount**
5. **E-copy of letter of recognition of teachers as research guide by affiliating university**
6. **Brochure/Detailed program report for each workshop, seminar etc with specific mention of number of students and collaborating agency participated; Photographs or any supporting document in relevance of the metrics**
7. **PhD Award letters/provisional certificate of students and Guideship letters of research supervisor**
8. **Web-link of the research paper, which redirects to the UGC notified listed journal webpage published in UGC website**
9. **Copy of books and chapters in edited volumes / books published, and papers in national/international conference proceedings per teacher during the last five years**
10. **E-copy of subscription letter/member ship letter or related document with the mention of year**
11. **Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg:NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) - Pass Certificates of the examination (In absence of certificate, the claim not to be considered.)**

With regards

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