

**Manual**

**PROVISIONAL ACCREDITATION FOR**

**COLLEGES (PAC)**

NAAC

**Vision**

***To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.***

**Mission**

* ***To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;***
* ***To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;***
* ***To encourage self-evaluation, accountability, autonomy and innovations in higher education;***
* ***To undertake quality-related research studies, consultancy, and training programmes, and***
* ***To collaborate with other stakeholders of higher education for quality evaluation, promotion, and sustenance.***

### Value Framework

***To promote the following core values among the HEIs of the country:***

* ***Contributing to National Development***
* ***Fostering Global Competencies among Students***
* ***Inculcating a Value System among Students***
* ***Promoting the Use of Technology***
* ***Quest for Excellence***

Content

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# 1. INTRODUCTION

India has one of the largest and diverse education systems in the world. Privatization, widespread expansion, increased autonomy, and introduction of Programmes in new and emerging areas have improved access to higher education. At the same time, it has also led to widespread concern on the quality and relevance of the higher education. To address these concerns, the National Policy on Education (NPE, 1986) and the Programme of Action (PoA, 1992) spelt out strategic plans for the policies, and advocated the establishment of an independent National accreditation agency. Consequently, the National Assessment and Accreditation Council (NAAC) was established in 1994 as an autonomous institution of the University Grants Commission (UGC), with its Headquarters in Bengaluru, Karnataka. The mandate of NAAC is to make quality assurance as an integral part of the functioning of Higher Education Institutions (HEIs) and to motivate them to build a strong quality culture within.

The NAAC functions through its General Council (GC) and Executive Committee (EC) comprising educational administrators, policy makers and senior academicians from a cross-section of Indian higher education system. The Chairperson of the UGC is the President of the GC of the NAAC, and the Chairperson of the EC is an eminent academician nominated by the President of GC (NAAC). The Director of NAAC is the academic and administrative head of NAAC and is the member-secretary of both the GC and the EC. In addition to the statutory bodies that steer its policies, expert advisory and consultative committees constituted from time to time and a committed team of core staff support and steer the activities of NAAC.

NAAC has been continuously striving for inculcating quality culture in higher education by enabling HEIs through Assessment and Accreditation (A&A) process of NAAC through NAAC awareness programs (NAP) and hand holding activities. Despite the UGC Regulation for all the HEIs to undergo mandatory Assessment and Accreditation in 2013, most of the institutions are not coming forward for A&A process because of various limitations. COVID pandemic has greatly affected the quality activities of the HEIs, because of these institutions are not confident to come forward for regular A&A process under RAF of NAAC.

As per AISHE 2019-20 annual report data, there are 42,343 Higher Education Institutions in the country and since the inception of the NAAC over the past two decades about 13,800 institutional accreditations have been carried out under different cycles (Cycle 1, Cycle 2, Cycle 3,…). All over the country out of 42,343 HEIs only 8,483 HEIs (i.e., 20% of the Colleges) have come forward and got accreditation by NAAC. Still, around 33,860 HEIs (i.e., 80% of the Colleges) are yet to come forward for A&A process of NAAC. PAN India accreditation details are depicted below.

*No. of Institutions Accredited in Past Decades*

# **Table 1: The Details of NAAC Accreditation status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | State /Union Territory | No. of Colleges | Percentage of Colleges accredited by NAAC | Percentage of Colleges yet to come forward for NAAC Accreditation |
| 1 | Andaman & Nicobar Islands | 5 | 38 | **63** |
| 2 | Andhra Pradesh | 2,381 | 13 | **87** |
| 3 | Arunachal Pradesh | 31 | 21 | **79** |
| 4 | Assam | 346 | 38 | **62** |
| 5 | Bihar | 710 | 19 | **81** |
| 6 | Chandigarh | 10 | 60 | **40** |
| 7 | Chhattisgarh | 673 | 17 | **83** |
| 8 | Dadra & Nagar Haveli | 5 | 38 | **63** |
| 9 | Daman & Diu | 8 | 20 | **80** |
| 10 | Delhi | 91 | 49 | **51** |
| 11 | Goa | 33 | 43 | **57** |
| 12 | Gujarat | 1,787 | 21 | **79** |
| 13 | Haryana | 755 | 31 | **69** |
| 14 | Himachal Pradesh | 273 | 21 | **79** |
| 15 | Jammu & Kashmir | 220 | 30 | **70** |
| 16 | Jharkhand | 206 | 36 | **64** |
| 17 | Karnataka | 3,183 | 21 | **79** |
| 18 | Kerala | 1,140 | 20 | **80** |
| 19 | Ladakh | 2 | 60 | **40** |
| 20 | Lakshadweep | - | - | **-** |
| 19 | Madhya Pradesh | 2,102 | 13 | **87** |
| 20 | Maharashtra | 2,698 | 40 | **60** |
| 21 | Manipur | 73 | 28 | **72** |
| 22 | Meghalaya | 45 | 33 | **67** |
| 23 | Mizoram | 10 | 71 | **29** |
| 24 | Nagaland | 36 | 46 | **54** |
| 25 | Odisha | 800 | 26 | **74** |
| 26 | Puducherry | 55 | 30 | **70** |
| 27 | Punjab | 801 | 26 | **74** |
| 28 | Rajasthan | 3,117 | 8 | **92** |
| 29 | Sikkim | 14 | 36 | **64** |
| 30 | Tamil Nadu | 1,798 | 31 | **69** |
| 31 | Telangana | 1,823 | 12 | **88** |
| 32 | Tripura | 31 | 42 | **58** |
| 33 | Uttar Pradesh | 7,191 | 8 | **92** |
| 34 | Uttarakhand | 391 | 14 | **86** |
| 35 | West Bengal | 1,016 | 28 | **72** |
| TOTAL | | **42,343** | **20 %** | **80 %** |

To encourage more and more Institutions to come forward for NAAC’s process of A&A and to overcome the concern of accreditation, Provisional Accreditation will help all those institutions to overcome the dismay.

## **Objectives of PAC:**

* To widen the horizon of accreditation adopting quality through accreditation
* To accommodate the Colleges which are not eligible for the Regular (Graded) Accreditation of NAAC
* To provide feedback to the applicant colleges regarding specific improvement needed for reaching the threshold level of quality.
* To identify, motivate and handhold the eligible institutions planning to apply for the Regular (Graded) Accreditation of NAAC.
* “Provisional Accreditation” is the opportunity to the institutions to get prepared, to be ready and build confidence for undergoing Regular (Graded) Accreditation of NAAC.

Essentially, this is a process which ascertains the readiness of the institution towards Assessment and Accreditation. Being an aspirant at this stage means in effect, that an institution is probably ready for undergoing Assessment and Accreditation. Provisional Accreditation approach is more comprehensive, directional, and with clear objectives. The status of institutional accreditation is based on the recommendation of the peer team/verification.

# GUIDELINES / ELIGIBILITY CONDITIONS

* Any College offering regular programs of Higher Education at undergraduate and above levels are eligible to apply for “**PROVISIONAL ACCREDITATION FOR COLLEGES (PAC)”** provided such Colleges must have completed at least **“*One Academic Year”*** (consider from student admission to announcement of results).
* The validity of PAC is for “**TWO YEARS”**.
* PAC shall not be associated to any cycles of accreditations
* Colleges that have completed the accreditation validity period under any cycle can apply for PAC
* Colleges that are not accredited by NAAC and colleges with “D” Grade accreditation status can apply for PAC.
* Colleges can opt PAC for a maximum of “**TWO CONSECUTIVE TIMES”** before or after Regular (Graded) Assessment & Accreditation process.
* The validity period of PAC does not restrict the Institution to proceed for **Regular (Graded) Assessment & Accreditation process**.
* **The accreditation fee for PAC shall be Rs. 10,000/- + GST.**
* **Colleges which are not registered with NAAC must register themselves by using the following link.**

[**https://assessmentonline.naac.gov.in/public/index.php/hei/registration\_new**](https://assessmentonline.naac.gov.in/public/index.php/hei/registration_new)

**After registration colleges can apply for PAC by submitting the filled PROFORMA through HEI portal.**

* **Data Validation and Verification (DVV) for the claims made for Quantitative Questions will be done by the third-party peer verification, and Virtual - Peer Team Visit (V-PTV) for the institution will be conducted online.**
* **However, onsite Peer Team Visit will be conducted if recommended. In such cases actual Logistics Fee + GST to be borne by the institution.**
* **Latest completed academic year data to be considered/provided for all the Quantitative and Qualitative Questions.**
* The College should comply with public disclosure/hosting of all the documents submitted to NAAC in the Institutional website in PDF format. Any violation or modification of documents shall be viewed seriously.
* **Peer Team shall comprise of Two-Member team, consisting of Vice Chancellor or equivalent/Professor/Principal.**
* Colleges who are **“Not Accredited**”, under PAC are eligible to apply again after a period of **Six Months** from the date of result declaration with a fee of **Rs.10,000/- + GST**.
* The outcome of PAC shall be binary in nature, viz., **“Provisionally Accredited”** or **“Not Accredited”**
* **The evaluation outcome of Qualitative and Quantitative Questions is on a Three-point scale (0, 1 and 2). That means each question is awarded with either 0 or 1 or 2 based on the verified input.**
* **Therefore, a college has to mandatorily secure a Minimum Score of 20 out of 50 for getting provisional accreditation.**
* **The OUTCOME of Provisional Accreditation is a Peer Team Report (PTR) and Digital Certificate.**
* Provisional Accreditation is similar to Graded Accreditation for any claim benefits, accorded to colleges wherever grade-based benefits are not insisted on.
* The Colleges shall be provisioned with independent ombudsmen for grievance redressal.
* **The Fees paid for PAC shall not be refunded/adjusted under any circumstances.**

# **INSTITUTIONAL BASIC INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **AISHE ID:** | **(Upload Certificate)** | | |
|  | **Institution Name** |  | | |
|  | **Date of establishment of the Institution** |  | | |
|  | **Institution has its own Building** | Yes /No | | |
|  | **Institutional Website Link** |  | | |
|  | **Name of the Head of the Institution and Designation** |  | | |
| **Address** |  | | |
| State/UT |  | | |
| City |  | | |
| Pin |  | | |
| Phone No |  | | |
| Mobile No |  | | |
| Registered Email |  | | |
|  | **Name of the Internal Quality Assurance System (IQAS) Co-ordinator /Director** |  | | |
| Phone No. |  | | |
| Mobile No. |  | | |
| Email: |  | | |
|  | **Location of the College** | Urban/Rural/Semi-urban  /Tribal/Hilly | | |
|  | **Has the institution completed One Academic Year?**  Upload Document | Yes/No  (If YES, mention the academic year and provide supporting document) | | |
| **Academic year** | XXXX-XXXX | | |
|  | **Type of the College** | By Shift | Day/ Night/Evening | |
| By Gender | Boys/Girls/Co-Education | |
| By Management | Private | Un-Aided |
| Aided |
| Government | |
|  | **Status of Affiliation**  Upload Document | Affiliated College  Stand Alone Institution | | |
|  | **Name of the Affiliating University**  Upload Document |  | | |
|  | **Statutory Regulatory Authorities (SRA)**  **(If applicable)**  Upload Document | NMC, DCI, PCI, INC, SNC, AICTE, BCI, COA, NCTE, AYUSH, Any other | | |
|  | **Association of Indian Universities (AIU) Degree Equivalence Certificate (Applicable to Stand Alone Institutions Only)**  Upload Document | Yes / No | | |
|  | **Number of Faculty with Doctoral Degrees or Equivalent** |  | | |
|  | **Number of Programs Offered\***  Upload Self Declaration | (Specimen copy is on page no. 23) | | |
|  | **List of Mandatory Committees** |  | | |
|  | **Management Information System is in place** | Yes/No | | |
|  | **CBCS Implemented** | Yes/No | | |
|  | **Undertaking in the prescribed format on college letterhead\***  Upload Undertaking | (Specimen copy is on page no. 24) | | |

# **QUANTITATIVE QUESTIONS**

**(Latest completed academic year data to be provided)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question Number** | **Questions** | **Scores and Benchmarks** | | |
| **0** | **1** | **2** |
|  | ***Percentage of teachers against sanctioned posts for full time teachers***  1.1 Total number of fulltime teachers appointed \_\_\_\_\_\_\_\_  1.2 Total number of fulltime teachers sanctioned \_\_\_\_\_\_\_  Formula= X100  Upload Documents | <50 | 50 - 75 | >75 |
|  | ***Student - Teacher Ratio***  **2.1** Total number of students in the institution \_\_\_\_\_\_\_\_  **2.2** Total number of fulltime teachers in the institution \_\_\_\_\_\_\_  *Formula = students: fulltime teachers*  Upload Documents | >50:1 | 30:1 - 50:1 | <30:1 |
|  | ***Percentage of students undertaking project work/ field work / internship /dissertation / skill-based learning***   * 1. Total number of students undertaking project work/ field work / internship /dissertation / skill-based learning in the institution \_\_\_\_\_\_\_\_   **3.2** Total number of students in the institution \_\_\_\_\_\_\_\_  Formula= X100  Upload Document | <10 | 10-20 | >20 |
|  | ***Pass percentage of students***  **4.1** Total number of students passed in the examination \_\_\_\_\_\_\_\_  **4.2** Total number of students appeared for the examination \_\_\_\_\_\_\_\_  Formula= X100  Upload Document | <30 | 30-50 | >50 |
|  | ***Number of research papers/books / book chapters/conference proceedings/patents published\_\_\_\_\_\_\_***  Upload Document | <2 | 2-5 | >5 |
|  | ***Student - Computer Ratio***  6.1 Total number of students in the institution \_\_\_\_\_\_\_\_  6.2 Total number of computers in the institution \_\_\_\_\_\_\_\_  *Formula* = *students*: *computers*  Upload Document | >50:1 | 30:1 - 50:1 | <30:1 |
|  | ***Percentage of classrooms and seminar halls with ICT facility***  **7.1** Number of classrooms and seminar halls with ICT facility in the institution\_\_\_\_\_\_\_\_  **7.2** Total number of classrooms and seminar halls in the institution\_\_\_\_\_\_\_\_  Formula= X100  Upload Document | 0 | 1-10 | >10 |
|  | ***Internet connection and / or Wi-Fi facility available in the Institution\_\_\_\_\_\_\_\_***  Upload Document | <3 MBPS | 3 - 10 MBPS | >10 MBPS |
|  | ***Number of curricular / co-curricular / extra-curricular/ cultural / sports programs organised by the institution\_\_\_\_\_\_\_\_\_***  Upload Document | 0 | 1 - 3 | >3 |
|  | ***Number of Faculty Development Programs/Professional Development Programs, administrative training, orientation, capacity building programs organised by the institution*** \_\_\_\_\_\_\_\_\_  Upload Document | 0 | 1 - 3 | >3 |

# **QUALITATIVE QUESTIONS**

**(Minimum 100 to 300 words for each Question to be written)**

1. ***How does the College assess the learning levels of the students after admission and what are the special measures taken to cater to the differential needs of students?*** Upload Document
2. ***Describe the student centric methods, such as experiential learning, participative learning, problem-solving methodologies etc., adopted for enhancing learning experiences?*** Upload Document
3. ***Specify the ICT- enabled tools, including online resources for effective teaching and learning processes used by the teachers?*** Upload Document
4. ***Mention the extension activities conducted in the neighbouring community in terms of impact and sensitizing the students to social issues and holistic development?*** Upload Document
5. ***Describe the facilities available for teaching - learning viz., classrooms, laboratories, computing equipment and other facilities for cultural activities, yoga, games and sports etc.,?*** Upload Document
6. ***Provide details regarding the library facilities available in the college?*** Upload Document
7. ***How does the college reflect academic and administrative pursuits in line with its vision and mission?*** Upload Document
8. ***How does the college effectively reflect leadership in various practices like decentralization and participative management?*** Upload Document
9. ***Explain the Institutional Developmental Plan (IDP) and strategies for achieving long and short-term goals fixed by the college?*** Upload Document
10. ***Describe the quality initiatives, sustenance and enhancement measures taken by the Internal Quality Assurance System (IQAS) of the College?*** Upload Document
11. ***Explain the capacity building and skills enhancement initiatives taken by the institution such as soft skills, language and communication skills, Life skills, yoga, physical fitness, health and hygiene, ICT/computing skills.*** Upload Document
12. ***Does the institution have a transparent mechanism for timely redressal of student’s grievances including sexual harassment and ragging cases?*** Upload Document
13. ***Describe the sensitization initiatives taken up by the institution, for students and employees regarding constitutional obligations: values, rights, duties and responsibilities of citizens.*** Upload Document
14. ***Describe the performance of the Institution in one area, distinctive to its priority and thrust.*** Upload Document
15. ***Describe the unique strength, weakness, challenges, opportunities and achievements of the College and why the College needs Provisional Accreditation?*** Upload Document

# **Standard Operating Procedure (SOP) for**

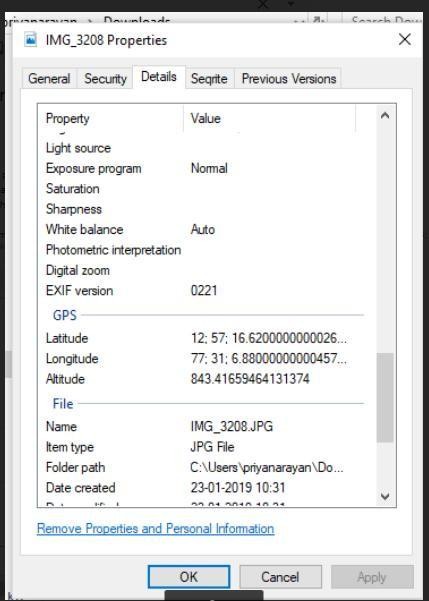
# **PROVISIONAL ACCREDITATION FOR COLLEGES (PAC)**

## **A: General Guidelines for HEIs:**

Note: Relevant original documents signed by the concerned authorities, and/or members of the committee should be scanned and uploaded. Insertion of signature(s) and insertion of the header of the Institutional letterhead in the documents for proof of evidence shall not be acceptable.

* The NAAC HEI Portal supports only 5MB data for each question. If the attachments exceed 5MB, the HEI should host the supporting documents on the HEI‟s website.
* **Provide the details and links for the relevant supporting documents as per the format provided under questions were ever necessary on the institutional letterhead with competent authority signature.**
* Data/supporting documents should not be provided on Google Drive, Microsoft one drive, Amazon Cloud or any third-party websites. Any such uploads will not be considered for the data validation and verification process.
* While providing the links of the HEI‟s website where the supporting documents are hosted, the institution should provide the link in the HEI‟s clarification box.
* While providing the links in the running text, to enable the hyperlink, press “Enter Key”, then paste the link, and again press, “Enter Key”. Provide the relevant supporting documents as per the SOP during the SSR submission to facilitate speedy DVV clarification process.
* It is mandatory to respond to all clarifications raised by the DVV for the items in the institutional basic information and Quantitative Questions, within the stipulated time.
* Once the data is uploaded and the links are submitted to the NAAC, changes/ additions are not permissible and such changes in the documents (if any) will be tracked and viewed seriously, which may lead to actions against the HEI. While providing links, the institution should ensure that links are operational.
* The institution should give the links as appropriate to the questions and not general links whose landing page is the HEI‟s home page. In case the links do not work during the DVV validation/clarification stage, the decision of NAAC will be final.
* If the content of the supporting documents are in regional language it should be translated to English and must be duly signed by the Head of the Institution. The translated copy should be uploaded along with the original regional language document for verification.
* **All supporting documents submitted along with the PAC SSR and additional documents submitted during the DVV clarification process should be duly certified by the competent authority.**

## B: Guidelines for specific operations:

**Geo-tagging:** Kindly follow the following steps to obtain a Geo-tagged photo:

* 1. While setting your digital camera, set the location on.
  2. If you are taking photos using a smart phone, then set the location on.
  3. Take pictures only after setting the location on‟ mode.
  4. Download the pictures on to a computer system and examine the properties. In properties, click on the details tab, scroll down to see GPS: you will see a picture as shown below, the value entries for latitude and longitude will determine the location where the photo is taken.
* Any other clarifications may be sought from the NAAC, by the HEIs

**Quantitative Questions - Standard Operating Procedure (SOP)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Questions** | **Documents Needed** | **Specific Instructions to HEIs** | **Not to be Included**  **/Considered** |
| 1. | Percentage of teachers against sanctioned posts for full time teachers  1.1 Total number of fulltime teachers appointed  1.2 Total number of fulltime teachers sanctioned | * Sanction letters indicating number of posts (including Management sanctioned posts) signed by competent authority. * Appointment order copies. * List of full-time teachers appointed along with their departmental affiliation on the institution letterhead signed by competent authority. *(For providing details use the format given below)* | * Appointment orders of selected teachers may be asked during clarification stage * All teachers with at least 90 percentage of prescribed workload should be counted as full-time teachers | * Mere appointment letters provided in regional language may not be considered. * Avoid inclusion of Part time teachers. |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Name of the teacher* | *Designation* | *Year of appointment* | *Nature of appointment (Against Sanctioned post, temporary, permanent)* | *Name of the Department* | |  |  |  |  |  | |  |  |  |  |  | | | | | |
| 2 | Student - Teacher ratio  2.1 Total number of students in the institution  2.2 Total number of fulltime teachers in the institution | * Provide copy of List of students approved by the affiliating University, duly certified by competent authorities * List of full time teachers appointed along with their departmental affiliation on the institution letterhead signed by competent authority. | * Include the total number of students on rolls across all the programs (consider 1st, 2nd, 3rd years etc., of each program) for latest completed academic year. * Consider only the students on rolls during the odd semesters (1st, 3rd, 5th…) if the program is of semester scheme for latest completed academic year. * All teachers with at least 90 percentage of prescribed workload should be counted as full-time teachers for latest completed academic year. | * Even semesters students not be considered/ included. * Avoid inclusion of Part time teachers. |
| 3 | Percentage of students undertaking project work/ field work / internship /dissertation / skill-based learning  3.1 Total number of students undertaking project work/ field work / internship /dissertation / skill-based learning in the institution  3.2 Total number of students in the institution | * The project work/ field work/ internship/dissertation / Skill based learning, program-wise in the latest completed academic year along with the details of title, place of work etc., to be provided for  1. Students list 2. Internship completion certificate/project work completion certificate, along with the duration to be provided 3. Report of the field work/ sample geo tagged photographs of the field work / permission letter from the competent authority to be provided. | * Only latest completed academic year data to be considered. * One student involved in multiple field works and/or project work and/or internship in the same academic session should be counted as one. * Internship completion certificate / project work completion certificate given to the students by the host organization will be asked during DVV process with specific students list. * In case of field work, mentioning objectives and outcomes of field work along with field work report. | * Mere list of students cannot be considered without relevant supporting documents. |
| 4 | Pass percentage of students  4.1 Total number of students passed in the examination  4.2 Total number of students appeared for the examination | * List of number of students appearing for the examination as reflected appearing sheet of examination section or Result Sheet signed by the competent authority.   *(For providing details use the format given below)* |  | * Mere list of students cannot be considered without relevant supporting documents. |
| |  |  |  | | --- | --- | --- | | *Program Name* | *Number of students appeared in the examination* | *Number of students passed in the examination* | |  |  |  | |  |  |  | | | | | |
| 5 | Number of research papers/books/book chapters/conference proceedings/patents published | * List of the research papers/books / book chapters/conference proceedings/ patents published and link landing to the paper/article /book/ journal website/e-book to be provided. * Indicating the presence of the paper in the UGC CARE list/Scopus/Web of Science etc., * The HEI to provide screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year and authors name. If the links and DOI number are not available.   *(For providing details use the format given below)* | * Publication of the authors with Institution affiliation will be considered only. * Journals with ISSN number, Books with ISBN number only to be considered. | * Incomplete information will not be considered. |
| |  |  |  | | --- | --- | --- | | *Name of the author/s, title of the research papers, journal name, Year of publication and ISSN number*  *and*  *Name of the author/s, title of the book /chapters/ conference proceedings/patents published and ISBN number* | *Link/ Digital Object Identifier (doi) number landing to the research papers published in UGC Care list/Scopus/Web of Science/other* | *Links to books/ chapters/conference proceedings/patents* | |  |  |  | | | | | |
| 6 | Student - Computer Ratio  6.1 Total number of students in the institution  6.2 Total number of computers in the institution | * Number of Computers available for academic use. * Bills for the purchase of computers. * Highlight the entries of computers purchased, entered in the stock registers. |  | * The computers for office and faculty use will not be considered. |
| 7 | Percentage of classrooms and seminar halls with ICT facility  7.1 Number of classrooms and seminar halls with ICT facility in the institution  7.2 Total number of classrooms and seminar halls in the institution | * Geo-tagged photographs of ICT enabled classrooms /seminar halls with caption | • Geo-tagged photographs of ICT enabled classrooms /seminar halls with caption to be considered | * Labs and workshops with ICT facility not to be considered. |
| 8 | Internet connection and / or Wi-Fi facility available in the Institution | * Bills for any one month/one quarter maximum three months old of the assessment year indicating internet connection and / or Wi-Fi in the HEI‟s name. * Portable data services may be considered for which bill should be in the name of HEI |  | Mere Snap shot of speed test for wifi/internet facility will not be considered |
| 9 | Number of curricular / co-curricular / extra-curricular/ cultural / sports programs organised by the institution | * Report of the program/along with photographs appropriately dated and caption * Copy of circular/brochure indicating such kind of activities. * List of students participated in different programs. | . | * The competitions organised by the institution without the participation of their own students will not be considered here |
| 10 | Number of Faculty Development Programs/Professional Development Programs, administrative training, orientation, capacity building programs organised by the institution | * Refresher course/Faculty Orientation or other programmes as per regulatory authority’s guidelines. * List of programs conducted with duration of the program not less than a week. * Annual reports highlighting the programs conducted.   *(For providing details use the format given below)* |  | * Certificates of selected Teachers may be asked. |
| |  |  | | --- | --- | | *Title of the program* | *Duration (from – to) (DD-MM-YYYY)* | |  |  | | | | | |

**Specimen Format**

**(The following should be given on letterhead of the Institution)**

**Date:**

Self Declaration

This is to declare that XYZ College, new Colony, West Bengal is affiliated to the ABC University and / or recognized by the SRA (if applicable) and the following programmes offered in the institution are listed here under.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No | Name of the Programme leading to Degree | Year of introduction of Programme | Programme Duration | Current Affiliation Status |
| Permanent/ Temporary |
|  | B.A. Hons. in Bengali, English, Hindi, Urdu, Sanskrit, | 1984 | Three years | Permanent |
|  |  |  |  |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_

SEAL

Name of the Institution/Head of the Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_

PS:

• If the institution gives false information with respect to affiliation and any other information the Accreditation given by NAAC will be withdrawn and disciplinary action initiated as per law.

**Specimen Format: Undertaking**

**(The following should be given on letterhead of the Institution) Undertaking**

This is to declare that.....................................................................................................College Address: …………………………………………………………………………………………………………………………………………………………………….................. adheres to the provisions of Statutory Regulatory Authorities (SRA- like UGC, AICTE, MCI, DCI, INC, AYUSH, PCI, RCI, BCI, and others) as applicable to the institution, and also undertakes to adhere to changes, if any, from time to time

Further this is to declare and undertake that:

1. The institution has valid approval / University affiliation for all the programme offered by the institution.
2. The institution has obtained necessary approval / permission / recognition from appropriate SRA as under law and is valid / applied for renewal as applicable.
3. The information / responses provided in PAC SSR are genuine and valid.
4. At the time of submission of PAC, it is certified that the institution is not debarred of made ineligible for further renewal of affiliation /recognition etc., by any competent authority / court of Law.
5. The students who have graduated from this Institution have been issued degree / PG certificate from the legally designated authorities.
6. No Government body has declared the institution as an illegal entity.
7. The institution undertakes to inform NAAC of any changes in the status indicated during / after submission of PAC SSR & thereof i.e., till the validation of the accreditation status bestowed upon them.
8. PAC SSR has been prepared & submitted online from within the institution with an IP address.......................................................................... of computer belonging to the Institution.
9. Acceptance of PAC SSR by NAAC is only provisional and the onus of adhering to eligibility norms lies with the Institution
10. Institutional website is fully functional.

In case information provided is found to be contrary to the fact, it shall result in cancellation of NAAC accreditation, along with initiation of legal action. It will be the total responsibility of the Institution to substantiate claims made by the Institution in its application to the satisfaction of NAAC when ever called for.

SEAL

Date: Name and Signature with seal of the

Head of the Institution

Note: The above declaration will be displayed in the website of institution from the date of submission of PAC SSR till the accreditation by NAAC is valid.

