



**3<sup>rd</sup> Cycle of  
ASSESSMENT AND ACCREDITATION  
by  
NAAC**

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**Internal Quality Assurance Cell (IQAC)  
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# Self-Study Report (SSR) Consists of

7 Criteria

32 Key aspects

204 Assessment Indicators

1000 Marks: CGPA on 4 Point Scale



## Criterion-wise Weightage for Universities

No.	Criteria	Weightages (University)
1.	Curricular Aspects	150
2.	Teaching-Learning and Evaluation	200
3.	Research, Consultancy and Extension	250
4.	Infrastructure and Learning Resources	100
5.	Student Support and Progression	100
6.	Governance, Leadership and Management	100
7.	Innovations and Best Practices	100
<b>Total Score</b>		<b>1000</b>



# 1. Curricular Aspects

Key Aspects		Weightage for Universities
1.1	Curriculum Design and Development	50
1.1	Curricular Planning and Implementation	Not Applicable
1.2	Academic Flexibility	50
1.3	Curriculum Enrichment	30
1.4	Feedback System	20
<b>Total</b>		<b>150</b>



## 2. Teaching-Learning and Evaluation

Key Aspects		Weightage for Universities
2.1	Student Enrolment and Profile	10
2.2	Catering to Student Diversity	20
2.3	Teaching-Learning Process	50
2.4	Teacher Quality	50
2.5	Evaluation Process and Reforms	40
2.6	Student Performance and Learning Outcomes	30
<b>Total</b>		<b>200</b>



# 3. Research, Consultancy and Extension



Key Aspects		Weightage for Universities
3.1	Promotion of Research	20
3.2	Resource Mobilization for Research	20
3.3	Research Facilities	30
3.4	Research Publications and Awards	100
3.5	Consultancy	20
3.6	Extension Activities and Institutional Social Responsibility	40
3.7	Collaborations	20
<b>Total</b>		<b>250</b>



## 4. Infrastructure and Learning Resources



Key Aspects		Weightage for Universities
4.1	Physical Facilities	30
4.2	Library as a Learning Resource	20
4.3	IT Infrastructure	30
4.4	Maintenance of Campus Facilities	20
<b>Total</b>		<b>100</b>



## 5. Student Support and Progression

Key Aspects		Weightage for Universities
5.1	Student Mentoring and Support	40
5.2	Student Progression	40
5.3	Student Participation and Activities	20
<b>Total</b>		<b>100</b>





# 6. Governance, Leadership and Management



Key Aspects		Weightage for Universities
6.1	Institutional Vision and Leadership	10
6.2	Strategy Development and Deployment	10
6.3	Faculty Empowerment Strategies	30
6.4	Financial Management and Resource Mobilization	20
6.5	Internal Quality Assurance System	30
<b>Total</b>		<b>100</b>



## 7. Innovations and Best Practices

Key Aspects		Weightage for Universities
7.1	Environment Consciousness	30
7.2	Innovations	30
7.3	Best Practices	40
<b>Total</b>		<b>100</b>



# Assessment Indicators for Universities



No.	Criteria	Assessment Indicators (University)
1.	Curricular Aspects	19
2.	Teaching-Learning and Evaluation	40
3.	Research, Consultancy and Extension	56
4.	Infrastructure and Learning Resources	23
5.	Student Support and Progression	23
6.	Governance, Leadership and Management	38
7.	Innovations and Best Practices	05
<b>Total assessment indicators</b>		<b>204</b>



# The Outcome of Assessment



## Grading:

Revised grading system of NAAC with effect from 1<sup>st</sup> July 2016

CGPA	Letter Grade	Status
3.76 – 4.00	A++	Accredited
3.51 – 3.75	A+	Accredited
3.01 – 3.50	A	Accredited
2.76 – 3.00	B++	Accredited
2.51 – 2.75	B+	Accredited
2.01 – 2.50	B	Accredited
1.51 – 2.00	C	Accredited
≤ 1.50	D	Not Accredited



# Responsibilities of the Head



# Evidences to be provided to the NAAC Peer Team at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Head of the Department

## ***1. Display of the following documents***

- Almanac/Academic Calendar
- Event Register--details of all the events including seminars, conference, student activities, etc.
- Laboratory/equipment log book and/or Stock Registers
- Minutes of the meetings of anti-ragging committee
- Minutes of the Departmental Committees
- Minutes of the Board of Studies
- Student Attendance registers
- Academic Diaries
- Course files and Course plan



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Head of the Department

## ***2. All documents pertaining to***

- Student advisory committee (composition of members and minutes of the meetings)
- Student mentoring committee (composition of members and minutes of the meetings)
- Lady Counsellor/s (Name/s, order copies)
- Mentors to mentees list
- Records of grievances and redressal (if any)



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Head of the Department

## ***3. Ensure that the following facilities for students are provided***

- Safe drinking water
- Suggestion/Grievance box
- Internet
- Reprography
- Syllabus copy with the scheme of evaluation to be placed at Seminar Library & Office





# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Head of the Department

## ***4. Documentary/Photo evidences of***

- Student seminars
- Wallpaper magazines
- Other academic activities like quizzes, group discussions, etc.
- Annual fests/events
- Outreach and extension programmes
- Extra-curricular activities
- Sports and recreation



# Evidences to be provided to the NAAC Peer Team at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Head of the Department

***5. Documents pertaining to student progression***  
(how many opted for higher education, jobs, etc.)

***6. Evidences of the following events conducted by the department***

- Seminars/symposia/conferences/workshops
- Extension/guest lectures by external experts
- Field/industrial/institutional visits/Internships
- Orientation/induction programmes for newly admitted students



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Head of the Department

- 7. Steps taken to identify the slow learners and necessary remedial measures taken***
- 8. Evidence of the additional skill-oriented programmes conducted by the department***
- 9. Evidence of updating the syllabi***
- 10. Steps to be taken to improve the academic, financial and other resources***
- 11. Installation of First Aid Boxes and Fire extinguishers***



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Head of the Department

- 12. Evidences of the MoUs with collaborating agencies***
- 13. Details on special recognition, grants, awards, etc. to faculty members***
- 14. Details on Research projects sanctioned by external funding agencies (both at departmental level and individual teacher level)***
- 15. Documentary evidence pertaining to patents filed and awarded***
- 16. Documentary evidence of certificate courses offered***



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Head of the Department

- 17. Samples of question papers of internal assessment/evaluation tests and semester-end examinations***
- 18. Ladies Lounge – working***
- 19. Clean restrooms (boys, girls and staff)***
- 20. Documentary evidence for student research projects (wherever applicable)***
- 21. Computer facility, with details on number of computers, and other peripherals***



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Head of the Department

***22. List of expertise (faculty members) available for consultancy services***

***23. Details on number of textbooks, reference books and other books available in Seminar/Department Library***

***24. Details of the alumni activities***



# Responsibilities of the Chairperson, BoS



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Chairperson, BoS

- 1. *List of members of the BoS***
- 2. *Minutes of the meetings of the BoS***
- 3. *Copies of the syllabus/syllabi***
- 4. *Feedback from the stakeholders on curriculum design and syllabus framing***





# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Chairperson, BoS

- 5. *List of Post-Doctoral fellows on rolls – department-wise***
- 6. *List of research scholars on rolls – department-wise***
- 7. *Ph.D. Rules and Regulations***
- 8. *List of Panel of Examiners – Theory and Practical (for UG and PG programmes), and Ph.D. programme***



# Responsibilities of the Dean of the Faculty



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Dean of the Faculty

- 1. *Almanac/Academic Calendar***
- 2. *Records of the registered research supervisors – department wise***
- 3. *List of recognized research centres***
- 4. *List of Post-Doctoral fellows on rolls – department-wise***
- 5. *List of research scholars on rolls – department-wise***



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Dean of the Faculty

- 6. *Minutes of the faculty meetings***
- 7. *Ph.D. Rules and Regulations***
- 8. *Syllabus copies of all the programmes offered***
- 9. *Progress reports of the research scholars – department-wise***



# Responsibilities of the Principal



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Principal of the College

- 1. Almanac/Academic Calendar***
- 2. Record of the activities of Placement Cells and placement drives undertaken***
- 3. Details on college-level seminars/symposia/conferences/workshops***
- 4. Evidence of the additional skill-oriented programmes conducted by the college***
- 5. Details of extension/guest lectures by external experts by the college***



# Evidences to be provided to the NAAC Peer Team at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Principal of the College

- 6. *Details on the supply of College Bulletin/Handbook/Magazine to the students***
- 7. *Ensure the college website is updated with all required information***
- 8. *Evidence on collection and forward submission of the student feedback***
- 9. *Details on the budgetary provisions for research and student facilities provided to departments***



# Evidences to be provided to the **NAAC Peer Team** at the time of assessment



**Period of visit:** 17<sup>th</sup> to 19<sup>th</sup> August, 2017

**Responsibility:** Principal of the College

***10. Ladies Lounge – working***

***11. Clean restrooms (boys, girls and staff)***

***12. Details on number of textbooks, reference books, other books, journals, magazines and newspapers available in College Library***

***13. Details of the alumni activities***





# QUALITY MONITORING CELLS (QMCs)



- College level Quality Monitoring Cells (QMCs) should be fully functional, which act as liaison between campus colleges and IQAC.
- QMC monitors academic and administrative activities and helps in implementing the IQAC recommendations.
- The QMC consists of one Coordinator and two members nominated by the Principal of each college.
- The QMC also keeps record of all the events like Seminars /Workshops/ Conferences and various research projects sanctioned by the National and International Organizations to the College Staff.
- QMC also helps the College to organize Cultural, Sports and Extracurricular activities.

A scenic autumn road with trees and a fence. The road is paved and covered with fallen orange and red leaves. On the right side, there is a wire fence supported by wooden posts, with a large tree trunk visible in the foreground. The background shows more trees and a hazy, overcast sky.

***THANK YOU***

July 17, 2017