

## ANNEXURE

### List of Files/Documents for documentary evidence

S. No	Key Indicator	List of files/Documents
1	Curricular planning and Implementation	<ol style="list-style-type: none"> <li>1. Semester wise curriculum plan</li> <li>2. Course Outcomes</li> <li>3. Teaching Diary</li> </ol>
2	Curriculum enrichment	<ol style="list-style-type: none"> <li>1. Additional inputs</li> <li>2. Certificate/Value added courses (Syllabus, Resolutions, Model Certificate, Certificate Issue Register)</li> </ol>
3	Feedback system	Feedback on curriculum by students and other stake holders, Analysis of feedback and follow up with University
4	Student enrolment and profile	Student profiles to be maintained by class counselors
5	Catering to Student Diversity	<ol style="list-style-type: none"> <li>1. Analysis of students- grouping of students into slow, moderate and advanced learners</li> <li>2. Remedial coaching</li> <li>3. Assignments-Critical, innovative, text book and Internet based</li> </ol>
6	Teaching-Learning process	<ol style="list-style-type: none"> <li>1. Teaching notes</li> <li>2. Use of ICT in teaching and learning</li> <li>3. Computer/Internet assisted learning</li> <li>4. Student seminars</li> <li>5. Conduct of Quiz/ Group discussion</li> <li>6. Field trips</li> <li>7. Student Study projects</li> <li>8. Use of LMS</li> <li>9. Involvement in development of LMS in the concerned subject</li> </ol>
7	Teacher profile and quality	<ol style="list-style-type: none"> <li>1. Profile of the Teacher</li> <li>2. Organization of Seminars/conferences/workshops and Participation in Seminars/conferences/workshops</li> <li>3. Innovations in teaching and learning</li> <li>4. List of Research Publications/Details of Paper presentations at seminars/workshops</li> <li>5. STCs(Short Term Courses)/FDPs/ToTs attended/ToTs as resource persons</li> <li>6. Awards and recognition</li> <li>7. Participation in short term courses/restructuring of courses</li> <li>8. e- Content /MOOCs</li> </ol>
8	Evaluation process and reforms	<ol style="list-style-type: none"> <li>1. Formative and summative evaluation</li> <li>2. Use of ICT in evaluation</li> </ol>

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9	Student Performance and Learning outcomes	<ol style="list-style-type: none"> <li>1. Programme Register</li> <li>2. Analysis of group /subject wise results</li> </ol>
10	Student Satisfaction Survey(SSS)	<ol style="list-style-type: none"> <li>1. Student feedback on the quality of teaching learning process adopted by the teachers. Feedback must be collected twice a year by IQAC per semester for every teacher.</li> <li>2. It is also mandatory to fill online survey (SSS) of student feedback on teachers. The Principal and IQAC Coordinator must enable students to fill online survey. At least 20% students shall be made to fill online survey.</li> </ol>
11	Resource Mobilization for Research	<ol style="list-style-type: none"> <li>1. Minor and major research projects</li> <li>2. Consultancy projects</li> </ol>
12	Research Publications and Awards	<ol style="list-style-type: none"> <li>1. Publications in Journals/ Author of Books/ Author of Book Chapters</li> <li>2. Awards in recognition of research work</li> </ol>
13	Extension Activities	Involvement in activities related to community service
14	Collaboration	Collaboration with University/ Industry/NGO
15	Infrastructural facilities	Log Book to be verified
16	Student Support	<ol style="list-style-type: none"> <li>1. Counseling of students as mentor/ class teacher</li> <li>2. Remedial coaching</li> <li>3. Bridge course for 1<sup>st</sup> year students</li> <li>4. Progression Register</li> </ol>
17	Student Progression	<ol style="list-style-type: none"> <li>1. Number of students going for further studies</li> <li>2. Number of students employed</li> </ol>
18	Student Participation and activities	Encouraging students participation in social, cultural and leisure activities
19	Participation in Institutional Governance and Leadership	Participation in Institutional Governance and Leadership as member of different committees and cells
20	Best Practices	List of Best practices followed with details