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ADAMAS
UNIVERSITY
KOLKATA
PURSUE EXCELLENCE

**INTERNAL
QUALITY ASSURANCE
FRAMEWORK & GUIDELINES
FOR ASSESSMENT**

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PREFACE

The establishment of an internal quality assurance system is the most critical element in creating a sustainable framework for maintaining quality of any Higher Education Institution. The need for internal quality enhancement demands establishment of a continuous and sustainable quality improvement schemes at the institutional level and at the level of academic disciplines. It will also help in improving the effectiveness and efficiency of the overall system through identification of gaps and timely action to bridge them effectively.

Internal Quality Assurance Framework (IQAF) has been attempted as a continuance vision of the Hon'ble Chancellor Prof. Samit Ray ensuring that all process and policy of Adamas University are in tune with the needs and changes in the national and global scenario of Higher Education, specifically with New Education Policy 2020, NIRF, NAAC, NBA and other International rankings.

The main focus of the framework is to have a mechanism for Self-Evaluation of Schools & Departments of Adamas University & benchmarking the schools with International & National Standards. The Guidelines for assessment and the IQAF rubrics forms the backbone of the entire process of evaluation of Schools of Adamas University.

Internal Quality Assurance Framework (IQAF) is one of the Projects (AU/Proj/05) from the special 30 Strategic Project-2020 initiated by the Hon'ble Vice Chancellor Prof. (Dr.) Deependra Kumar Jha and is completed by the Office of Quality Assurance & Accreditation of Adamas University under his guidance.

October 2021   **Jyoti Bansal**
   **Director, QAA**

QUALITY POLICY

Adamas University is committed to deliver and continually improve in all its activities and aspire to be recognized as a leader in terms of innovation and creativity in the areas of Research, Teaching, Learning and Assessment, contributing to higher standards of quality and to achieve international standing by implementing robust quality assurance framework.

The objectives are as follows:

* Develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance.

* Promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

* Optimize and integrate modern methods of teaching, learning and assessment

* Develop and apply quality and efficiency benchmarks, and parameters for various academic and administrative activities of the institution.

* Ensure value additions to academic processes to the satisfaction of all stakeholders
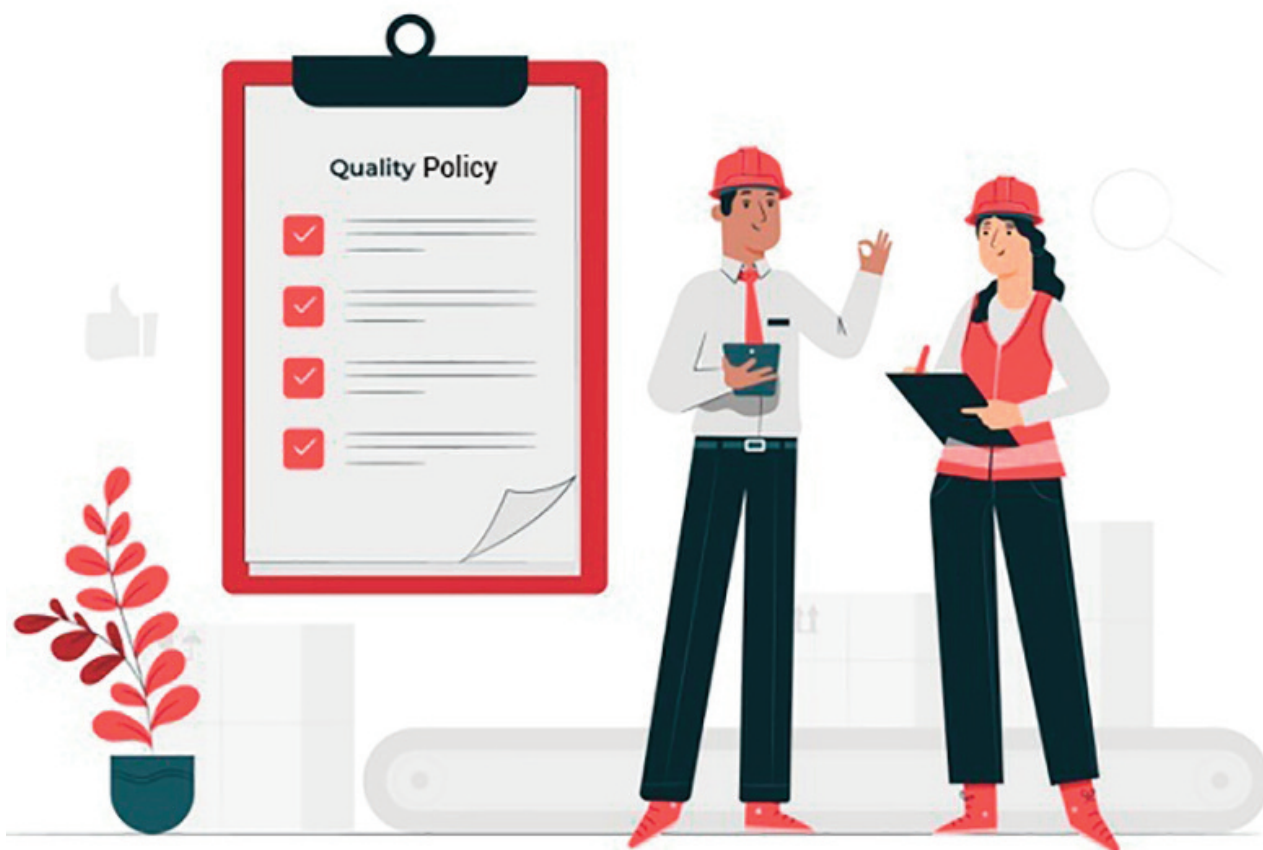
VISION AND MISSION OF IQAC

VISION

To ensure quality culture as the prime concern for Adamas University through institutionalizing and internalizing all the initiatives taken with internal and external support.

MISSION

1. To implement national and international best practices in all areas of work of the University.

2. To develop and implement systems for ensuring a rich learning experience for students, and an intellectually vibrant environment that supports and enhances the academic and administrative performance of the University.

3. To promote measures for self-reflection, peer review, and continuous quality enhancement through internalization of quality culture and institutionalization of best practices.

OVERVIEW

In the context of Adamas vision and mission, Internal Quality Assurance at Adamas University provides a framework within which its schools can examine and enhance quality of teaching, learning and assessment, ensuring that they achieve this aspiration of excellence. The Adamas University IQAF (Internal Quality Assurance Framework) designed to improve performance, and achieve sustainable growth, operating in accordance with industry and regulatory standards, which will satisfy all stakeholders and expectations thereby, protecting the reputation and standing of the Adamas University with present and future students and stakeholders. The Adamas Internal Quality Assurance Framework is structured to ensure the Schools conduct all of its activities efficiently and effectively, with appropriate governance maintaining Quality, while complying with all relevant government and statutory regulations.

Through IQAF implementation, Adamas University is committed ensuring effective Academic governance and quality assurance across the Schools, Departments and Support Offices of the Adamas University.

PURPOSE and MISSION

This Internal Quality Assurance Framework will contribute to development of an Institute-wide culture of ongoing quality assurance and quality improvement. This will be achieved through a whole-of-organisation approach to linking strategic principles and direction with planning and quality management, supported by Regular Annual Academic Audit for Self-Evaluation of Schools and Departments of Adamas University and benchmarking the schools with International and National Standards.

MISSION

1. Periodic assessment of Schools of Adamas University or Units thereof, or Specific Academic Programs and Projects.
2. Stimulate Academic Environment for Promotion of Quality of Teaching and Learning and Research in Schools of AU.
3. To encourage self-evaluation, accountability and autonomy and innovations in Schools of AU
4. To undertake quality related research studies, consultancy and training programs.
5. To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

SCOPE

This Quality Assurance Framework will apply to all Schools and Departments, all Employees and all functions of the Institute.
1. Contributing to National Development
2. Fostering Global Competencies among Students
3. Inculcating Quality System in Academics
4. Promoting Quality Culture
5. Quest for Excellence

ADAMAS INTERNAL QUALITY ASSURANCE FRAMEWORK (IQAF) – DESCRIPTION

The IQAF focus of assessment is on the quality culture of the University in terms of Quality Initiatives, Quality Sustenance and Quality Enhancement, as reflected in its vision & mission statements. It's a criteria-based assessment on five-point scale. The six criteria represent the core areas of functions and activities of Adamas University Schools. In the framework not only the academic and administrative aspects of schools functioning are considered but also the emerging issues of higher education have been included. Evaluation criteria of Times Higher Education Rankings, NAAC, QS I gauge ratings/ Rankings, Malcolm Baldrige Quality Award, Shanghai Rankings, National Institutional Ranking Framework – NIRF, UGC guidelines, ISO 21001 Educational organizations — Management systems for educational organizations were referred while developing the framework.

Since students are the major stakeholder of any higher education Institution, a separate criterion on Students perception about the School is included.

Criteria -1 Curricular Aspect and Academic Governance (Total=120)
Criteria -2 Teaching, Learning and Evaluation (Total=90)
Criteria -3 Research and Innovation (Total=105)
Criteria -4 Faculty, Student Quality and Intellectual Capital (Total=90)
Criteria -5 Internationalization (Total=40)
Criteria -6 Placement, Internship and Industry Connect (Total=50)

Under each Criterion key Meso Indicators (KIs) are identified. These meso Key Indicators are further delineated as micro indicators which are actually meant to elicit responses from the Schools. These Six criteria along with their details are detailed below explicating the aspects they represent:

Criteria -1 Curricular Aspect and Academic Governance (Total=120)

Curricular Aspects are the mainstay of any educational institution. However, the responsibilities of various Schools in this regard vary depending on their administrative standing. That is, a School recognised by a regulatory body like AICTE, PCI, MCI or BCI depends on the regulations prescribed by those bodies for legitimizing its academic and administrative processes. Its engagement with curricular aspects is mainly in their implementation while its participation in curriculum development, procedural detailing, evaluation procedures as well as certification is peripheral and these are "givens". A School has the mandate to visualize appropriate curricula revise/update them periodically, ensure that the outcomes of its programmes are defined by its bodies.

Criterion 1 pertains to the practices of a school in initiating a wide range of programme options and courses that are in tune with the emerging national and global trends and relevant to the local needs. Apart from issues of curriculum design, aspects on school

governance, offering of value added courses, feedback system, involvement of stakeholders in curriculum updating & initiatives taken by School in network building will also be assessed.

Meso Indicators and Micro Indicators:

1.1   Curriculum design and development

1.1.1   Constitution of Board of Studies (BOS)
1.1.2   Review in the Curriculum Design & Course Structure
1.1.3   Implementation of Outcome Based Education across programs
1.1.4   Percentage of new courses added
1.1.5   Implementation of Choice based credit system
1.1.6   Curriculum enhancement (Need Analysis)
1.1.7   Circulation of the draft curriculum obtaining feedback
1.1.8   Curriculum benchmarked with Vision, Mission and core values of the university and school
1.1.9   External curriculum benchmarking
1.1.10   Constitution of Faculty Council (FC)
1.1.11   Value added courses offered by the school
1.1.12   IDP

1.2   Feedback

1.2.1   Student-course feedback
1.2.2   Faculty- course feedback
1.2.3   Industry
1.2.4   Alumni

1.3   Governance

1.3.1   Strategic plan of the school
1.3.2   Grievance Redressal committee
1.3.3   School membership
1.3.4   Budget Utilization & Financial Planning of School
1.3.5   Revenue vs expenditure of the school
1.3.6   Laboratory maintenance and overall ambience
1.3.7   Strategic plan of the school

1.4   Academic Network Building

1.4.1   Number of new initiatives
1.4.2   Implementation of new initiatives
1.4.3   FDP
1.4.4   Type of FDPs organised
1.4.5   Availability of reports of FDPs
1.4.6   Number of seminars/ workshops arranged for the students by academic experts for employability/ skill development/ entrepreneurship organised by the school
1.4.7   School Newsletter

Criteria -2 Teaching, Learning and Evaluation (Total=90)

Criterion 2 pertains to the efforts of an institution to serve students of different backgrounds and abilities, through effective teaching-learning experiences. Interactive instructional techniques that engage students in higher order 'thinking' and investigation, through the use of interviews, focused group discussions, debates, projects, presentations, experiments, practicum, internship and use of ICT/LMS resources are important considerations. School is expected to have provision for value added courses to sensitize students to cross cutting issues relevant to current and concerns through MOOCs'. The highlights of this Criterion are the efforts of school to engage students, to enable them to acquire meaningful experiences of learning at the campus and to facilitate their holistic development and progression.

The methodology of the techniques used to continuously evaluate the performance of students is also a major concern of this Criterion.

2.1 Student Faculty Engagement

2.1.1   Student-Faculty Ratio (SFR)
2.1.2   Orientation Program for students
2.1.3   Orientation program for staff and faculty members
2.1.4   Implementation of mentor-mentee system
2.1.5   Identification of slow learners and advanced learners
2.1.6   Case studies and assignments based on real time situations
2.1.7   Percentage of students earned industry-oriented value added courses from Other platform including Coursera/Simplilearn/LinkedIn/Swayam/NPTEL etc.
2.1.8   Number of sports/cultural events/competitions organised by school.
2.1.9   Percentage of students participating in the club and extracurricular activities
2.1.10 Percentage of students participating in conferences/seminars/symposiums as a presenter
2.1.11 Percentage of students publishing project work/dissertation/patents etc.

2.2 Teaching- Learning & Pedagogical Innovations

2.2.1   Bridge-remedial/add on courses
2.2.2   Planning and organization
2.2.3   Student registration at LMS/TCSion
2.2.4   Percentage of Active Published Courses on LMS
2.2.5   Number of course-specific participative learning activities (case studies/field trips/industrial visits/story-telling/group discussion) organised
2.2.6   Field/Research based pedagogy

2.3 Evaluation

2.3.1   Percentage of students appeared in final year examination of all UG/PG degree course
2.3.2   Success rate

2.3.3   Percentage of student complaints/grievances about evaluation

2.3.4   Students ACE Score

2.3.5   Teaching Quality Score

Criteria -3 Research and Innovation (Total = 105)

This criterion seeks information on the school's policies, practices, and outcomes, with a focus on research, publications - patents, and entrepreneurship & innovations.

It is concerned with the school's efforts to promote a "research culture" through research collaborations and other activities. The School, in collaboration with the University's R&D office, is responsible for enabling faculty to conduct research projects that benefit society. The School must encourage faculty and staff to participate in interdisciplinary / multidisciplinary / interdepart-mental research activities in order to share resources and conduct collaborative research. Schools also to create an ecosystem for innovation and to support the University's incubation centre as well as other initiatives for knowledge creation and transfer. Schools will hold workshops/seminars on Intellectual Property Rights (IPR) and Innovative Research Practices. This criterion takes into account awards for research and innovation won by institutions/teachers/research scholars/students, start-ups incubated, and faculty members with entrepreneurship experience.

University is a resource pool with several persons engaged in research at various levels activity organized or managed by the faculty for an external agency for which the expertise and the specific knowledge base of the faculty becomes the major input is to be recognised under this metric.

3.1 Research

3.1.1   Percentage of faculty member receiving seed money

3.1.2   Number of research grants/projects from Govt. Agency (ongoing/completed) in last 3 academic year (AY)

3.1.3   Number of research grants/projects from Non-Govt. Agency/ Industry etc. (last 3 AY)

3.1.4   Sanctioned amount for the project (Govt./ Non-Govt/ Industry etc.) for last 3 AY

3.1.5   Number of new project proposals submitted (*Counted for PI and Co-PI both to promote interdisciplinary projects amongst schools*)

3.1.6   In-house Scopus/UGC care/ ABDC or equivalent indexed journals in school level

3.1.7   Specialized research centres (Proposal/ Sanctioned / Vision Mission etc.)

3.1.8   a) Doctoral Scholars (full time/part time)*Percentage of faculty recognised as active research guide

b) Number of research scholars per active research guide

c) Percentage of scholars awarded doctoral degree out of enrolled doctoral students (Current Academic Year-3)

3.1.9   Number of seminars/workshops organized on research methodology, IPR etc.

3.1.10   Number of research awards (National/ International) received by the faculty members of the school in last AY

3.1.11   Number of functional MoUs with research institutions for Collaborative Research/Conference/Seminar etc.

3.2 Publication and Patent

3.2.1   Publications per faculty (Original research article/ review article/ case studies)
3.2.2   Publications in indexed/ peer reviewed conference proceedings/ in-house journals per faculty
3.2.3   Edited Book and Book Chapters
3.2.4   Citations per paper under AU affiliation (last 3 years)
3.2.5   h- index of the school (Scopus)
3.2.6(a, b) Patents/ Copyrights/ creative field of Arts (Under AU as applicant)

3.3 Entrepreneurship and Innovations

3.3.1   Number of Consultancy & MDP's assignments
3.3.2   Revenue generated through the Consultancy & MDP's
3.3.3   Percentage of student's member of Institutional Innovation Cell
3.3.4   Faculty with entrepreneurship experience
3.3.5   Students with entrepreneurship aspirations
3.3.6   Incubated start-ups by the school students

Criteria -4 Faculty- Student Quality and Intellectual Capital (Total=90)

The highlights of this criterion are the school's efforts to bring diversity and inclusivity to Adamas University, which has faculty and students from all over the world, including a diverse gender ratio.

The schools are expected to meet the needs of students from a variety of backgrounds, including those from minor communities, as well as from various locations. The schools will promote inclusive practices in order to achieve social justice and improve stakeholder relationships. The school promotes value-based education in order to instill social responsibility and good citizenship in its student body. The school shall have the necessary infrastructure and encourages students to participate actively in social, cultural, and recreational activities. Encouraging students to participate in activities promotes the development of a variety of skills and competencies, as well as holistic development.

"Faculty quality" and intellectual capital of the school will be determined by the quality of teachers in terms of qualification and characteristics, the adequacy of recruitment procedures and faculty availability, professional development, and recognition of teaching abilities. Faculty members at the school must take initiative to learn and stay up to date on the latest developments in core and auxiliary subjects, to innovate, to seek continuous improvement in their performance, and to strive for individual and institutional excellence.

4.1 Student Quality and Diversity

4.1.1   Percentage of International Students
4.1.2   Gender ratio (Student)

4.1.3   Representation of students from different states and UTs

4.1.4   Demand ratio

4.1.5   Sanctioned Intake Vs. Actual Admissions

4.1.6   Students' Scholarships/ Fee Waiver

4.1.7   No. of awards won by students in extracurricular activity (State/ National/ International level)

4.1.8   Overall Net Promoter Survey

4.1.9   No. of student's member of various clubs of the university/ school level

4.2 Faculty Quality and Diversity

4.2.1   Gender ratio (faculty)

4.2.2   International faculty

4.2.3   Representation of faculty members from different states and UTs

4.2.4   Percentage of Full Time Teachers against sanctioned posts

4.2.5   Percentage of Full Time Teachers with Ph.D.

4.2.6   Proportion of faculty with Ph.D./ Highest Qualification(Post-Doc) from top 20 institution of the country (As per NIRF)/ or top QS 500 or ranked under top 500 by Times Higher Education

4.2.7   Percentage of faculty with work experience outside academics

4.2.8   Faculty representation in various university level committees

4.3 Intellectual Capital

4.3.1   Percentage of Full Time Teachers received Awards, Recognition and Fellowships at the State/National/International Level

4.3.2   E-content developed by Faculty members under various MOOCs platform/Institutional Platform

4.3.3   Percentage of teachers attending conferences/ workshops in their area of interest.

4.3.4   Percentage of teachers attending refresher course/ orientation course/ FDP

4.3.5   Employee Engagement Score

4.3.6   Exceptional Faculty/School recognition at International or National Forum

Criteria -5 Internationalization (Total=40)

Through international collaboration, schools can keep in touch with their work field at a global scale. It contributes by keeping the academic activities at the School in a more realistic perspective while also broadening the scope of students' learning experiences. Collaboration can be sought with academic institutions of international repute. Training, student exchange, faculty exchange, research, and resource sharing are examples of possible activities. A formal agreement or understanding between the school/Adamas University to implement such

activities is required to make collaborative endeavours impactful.

5.1   MOU's (Memorandum of Understanding)

5.1.1   Number of strategic international MoUs/ Partners per programme
5.1.2   Student exchange program (Outbound)- Minimum 3 months
5.1.3   Short term International Visits - Minimum two weeks - Outbound
5.1.4   Short term International Visits - Minimum two weeks - Inbound
5.1.5   Student exchange program (Inbound)

5.2   International Collaborations

5.2.1   Joint Conference
5.2.2   Joint Research
5.2.3   Joint Programs
5.2.4   Representation of Adamas University at international forums (as a panellist/ speaker/ expert/ presenter/visiting faculty/guest lecture etc.)
5.2.5   Number of seminars/ lectures organized by the school with international speakers
5.2.6   Faculty exchange program

Criteria -6 Placement, Internship and Industry connect (Total=50)

Concerns about student progression to higher education and/or employment is a pertinent issue, in today's globalised world. The Schools, in collaboration with the University's Career Development Cell, will be responsible for sustaining good practices that effectively support students and facilitate optimal progression. Schools must have provisions in place to allow students to move vertically from one level of education to the next higher level and/or into gainful employment. Schools should identify students who qualify for state/national/international level examinations or competitions.

The Industry Connect & Internships programme, which is supported by various industry associations, aims to prepare students to be industry competent in today's world while also bridging the gap between industry and academia.

The main focus of this criterion is efforts to establish strategic industry alliances and memorandums of understanding for internships. Experienced industry mentors help students understand industry expectations and the current industry requirements, needs, and challenges.

6.1 Placements

6.1.1   Employment rate
6.1.2   Initiatives taken by the school to assist students for placements in association with CDC
6.1.3   Further studies

6.1.4   Trainings for competitive examinations/higher education qualifying examinations (GRE/GATE/GMAT etc.)

6.1.5   Graduating Students registration at Superset

6.1.6   Median salary of the graduating students

6.2 Industry Connect

6.2.1   Strategic Industry Alliance per programme

6.2.2   Number of seminars/ workshops arranged for the students by industry professional for employability/ skill development/ entrepreneurship organised by the school

6.2.3   Number of MoU with industry for internship and placement

6.3 Internships

6.3.1   Percentage of students going for Internship

6.3.2   Percentage of students going for International Internship

6.3.3   Percentage of students going for Internship outside state

6.3.4   Percentage of students going for state level Internship

6.3.5   Percentage of students going for in-house Internship

SUMMARY

Name of the Criteria	Meso Indicator	Weightage	Number of Micro Indicators	Max points
Curricular Aspect and Academic Governance (Total=120)	Curriculum design and development	10	12	48
	Feedback	5	4	16
	Governance	5	7	28
	Academic Network Building	5	7	28
Teaching Learning and Evaluation (Total=90)	Student, Faculty Engagement	10	11	46
	Teaching, Learning Pedagogical Innovations	10	6	24
	Evaluation	5	5	20
Research and Innovation (Total=105)	Research	10	13	53
	Publication and Patent	15	7	28
	Entrepreneurship and Innovations	5	6	24
Faculty, Student Quality and Intellectual Capital (Total=90)	Student Quality and Diversity	5	9	36
	Faculty Quality and Diversity	5	8	32
	Intellectual Capital	10	6	22
Internationalization (Total=40)	MoUs	5	5	18
	International Collaborations	5	6	22
Placement, Internship and Industry Connect (Total=50)	Placements	10	5	18
	Industry Connect	5	3	12
	Internship	5	5	20
	Total	**130**		**495**
Students' perception about the school		20		5
	Total	**Total Weightage= 150**		**500**

ASSESSMENT INDICATORS (MACRO, MESO AND MICRO) FOR SCHOOLS

Criteria -1 Curricular Aspect and Academic Governance (Total = 120)						
1.1 Curriculum Design and Development						
Metric No.	**Micro Indicator**	**Excellent (4)**	**Very good (3)**	**Good (2)**	**Satisfactory (1)**	**Unsatisfactory (0)**
1.1.1	Constitution of Board of Studies (BOS)	All the criteria are followed	Agenda is capturing the requirements partially along with other criteria	If the guidelines are not followed but meeting has taken place and minutes are recorded	BOS is conducted but no proper minutes are recorded	None of the criteria fulfilled by the school
1.1.2	Review in the Curriculum Design & Course Structure	≥60%	≥35%	≥20%	≥5%	Less than 5%
1.1.3	Implementation of Outcome Based Education across programs	≥80%	≥70%	≥60%	≥50%	less than 50%
1.1.4	Percentage of new courses added	≥20%	≥15%	≥10%	≥5%	Less then 5%
1.1.5	Implementation of Choice based credit system	100%	≥80%	≥70%	≥60%	Less than 60%
1.1.6	Curriculum enhancement (Need Analysis)	Need analysis to change the curriculum is done based on statutory requirements and feedback received from expert with documentation and action has been taken	Need analysis to change curriculum is done based on statutory requirements and feedback received from expert with documen-tation. (No action is taken)	Need analysis to change the curriculum is done based on statutory and feedback received from the experts	Need analysis to change the curriculum is done based on the statutory guidelines only	Need analysis to change curriculum is not done

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
1.1.7	Circulation of the draft curriculum obtaining feedback	Curriculum is circulated for feedback to all the stakeholders. (Students, faculty, Industry & Academic Experts)	Curriculum is circulated for feedback to faculty members, student representatives and experts in the field	Curriculum is circulated for feedback to faculty members and student represen-tatives	Curriculum is circulated to all faculty members for feedback	Curriculum is not circulated for feedback
1.1.8	Curriculum benchmarked with Vision, Mission and core values of the university and school	All the criteria are followed	Criteria 1,2,3,5 are fulfilled	Criteria 1,2,3,4 are fulfilled	Criteria 1,3,5 are fulfilled	Criteria1,2 fulfilled
1.1.9	External curriculum benchmarking	Curriculum is benchmarked with International and National both	Curriculum is benchmarked with International Universities	Curriculum is benchmarked with National Universities	The process of benchmarking has started in the institution	No benchmarking
1.1.10	Constitution of Faculty Council (FC)	All the criteria are followed	Criteria 1,2 and 3 is followed and feedback from few stakeholders is taken into consideration	Criteria 1,2 and 3 is followed completely	Criteria 1,2 is fulfilled along with partial implement-ation of action items	Criteria 1 and 2 are fulfilled only
1.1.11	Value added courses offered by the school	(16-20)	(11-15)	(6-10)	(1-5)	0
1.1.12	IDP	≥25%	≥20%	≥15%	≥10%	Less than 10%

1.2. Feedback

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatis-factory (0)
1.2.1	Student-course feedback	Formal feedback with other periodic surveys like open house is taken, Gaps are identified and action is taken and routed through BOS	Formal feedback with other periodic surveys like open house is taken, Gaps are identified and action is taken but not routed through BOS	Feedback is taken, Gaps identified and action is taken on only few items	Only feedback is taken.	
1.2.2	Faculty-course feedback	Formal Feedback is taken in the special/monthly meeting along with the formal feedback with documentation and gaps are identified, action is taken and routed through BOS.	Formal feedback is obtained from the faculty members and during special meetings gaps are identified, proper action is taken but not routed through BOS	Circulation of feedback form to all faculty members for their comments and inputs. Only gaps are identified	Only feedback is taken.	Feedback not taken
1.2.3	Industry	Formal feedback with other periodic surveys during pre-placement talks and campus interview is taken, Gaps are identified and incorporated in the curriculum and routed through BOS	Formal feedback with other periodic surveys, Gaps are identified, proper action is taken but not routed through BOS	Formal feedback is taken and gaps are identified only	Only feedback is taken	
1.2.4	Alumni	Formal feedback with other periodic surveys like open house is taken, Gaps are identified and action has been taken with proper documentation.	Formal feedback with other periodic surveys during alumni meets or directly through open house is taken, Gaps are identified and action is taken. (Without documentation & records)	feedback is taken, only gaps are identified.	Only feedback is taken with no further action to it.	

1.3 Governance

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatis-factory (0)
1.3.1	Academic Advisory Board (AAB)	All the criteria are followed	Criteria 1,3,4 and 5	Criteria 1,2,4	Criteria 1,2,3	Criteria 1
1.3.2	Strategic plan of the school	Strategic plan is available and fully implemented with proper documentation	Strategic plan is available with the school and fully implemented.	Strategic plan is available and partially implemented	Strategic plan is available but not implemented	No strategic plan.
1.3.3	Grievance redressal committee	All the criteria are followed	Presence of the committee and faculty, students are aware about it. Meetings are conducted along with proper records of minutes	Presence of the committee and faculty, students are aware about it. Meetings are conducted but minutes are not recorded	Presence of the committee and faculty, students are aware about it.	Committee constituted only.
1.3.4	School membership	≥4	3	2	1	0
1.3.5	Budget Utilization & Financial Planning of School	Budget is prepared, shared and utilized as per the planning with thorough documentation and records	Budget is prepared, shared and utilized as per the planning	Budget prepared and shared with the management	Budget prepared.	No budget is prepared.

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatis-factory (0)
1.3.6	Revenue vs. Expenditure of the school	Expenditure on salary >= 30% of the revenue generated by the school	Expenditure on salary >= 40% of the revenue generated by the school	Expenditure on salary >= 50% of the revenue generated by the school	Expenditure on salary >= 60% of the revenue generated by the school	Expenditure on salary >= 70% of the revenue generated by the school
1.3.7	Laboratory maintenance and overall ambience	All the laboratories are well maintained with proper docu-mentation (like stock reg., in-out entry…)	All the laboratories are well maintained with partial documentation	Laboratories are partially maintained with partial documen-tation	Laboratories are maintained with no documentation	Not maintained at all.

1.4 Academic Network Building

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatis-factory (0)
1.4.1	Number of new initiatives.	4 or more	3	2	1	0
1.4.2	Implemen-tation of new initiatives	100% of the initiatives implemented.	75% of the initiatives implemented.	50% of the initiatives implemented.	25% of the initiatives implemented.	Less than 25%
1.4.3	FDP	≥4	3	2	1	0

Metric No	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatis-factory (0)
1.4.4	Type of FDPs organised	>50% International participants.	>30% International participants.	>10% International participants.	Only National representation.	Nil
1.4.5	Availability of reports of FDPs	NA				
1.4.6	Number of seminars/ workshops arranged for the students by academic experts for employability/ skill development/ entrepren-eurship organized by the school	≥10	(7-9)	(4-6)	(1-3)	0
1.4.7	School Newsletter	Yes-4 No-0				

Criteria 2 Teaching, Learning and Evaluation (Total = 90)

2.1 Student-Faculty Engagement

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatis-factory (0)
2.1.1	Student-Faculty Ratio (SFR)	01:10 or less than that	01:15	01:20	01:25	>1:25
2.1.2	Orientation Program for students	Orientation program is organised and communicated to the students well in advance and includes industry experts and alumni along with other activities with documentation.	Orientation program is organised and communicated to the students well in advance and includes industry experts and alumni along with other activities but no documentation is available at the school	Orientation program is organised and communicated to the students well in advance and includes industry experts and alumni, with partial implemen-tation.	Orientation program is organised and communicated to the students well in advance. It doesn't include industry / alumni or other experts.	No orientation programme is organised.

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatis-factory (0)
2.1.3	Orientation program for staff and faculty members	Yes-6 No-0				
2.1.4	Implementation of mentor-mentee system	All the criteria are fulfilled	All the criteria are fulfilled with documentation & actions taken partially on the issues raised by students	All the criteria are fulfilled without closure of issues raised	Criteria 1 to 4 is fulfilled	No mentor-mentee list is prepared
2.1.5	Identification of slow learners and advanced learners	Policy of Advanced and Slow learners is present in sync with the policy of the university and it is circulated to all the faculty members, implemented and executed. Also, action is taken for the same with proper documentation and records	Policy of Advanced and Slow learners is present in sync with the policy of the university and circulated to all the faculty members for implementation and execution. Action is taken but no records available	Policy of Advanced and Slow learners is present and in sync with the policy of the university and it is circulated to all the faculty members and partially implemented	Policy of Advanced and Slow learners is present in sync with the policy of the university and it is circulated to all the faculty members	Only Policy of Advanced and Slow learners is available at the school
2.1.6	Case studies and assignments	Topics/Cases/ Problems are chosen from newspaper/ journals and industry of national and international repute.	Topics/Cases/ Problems are chosen from newspaper/ inhouse (within university), industry etc	Topics/Cases/ Problems are chosen from previous lists.	Topics/Cases/ Problems are chosen by Students	No cases given.
2.1.7	Percentage of students earned industry-oriented value-added courses from another platform including Coursera/ Simplilearn/ LinkedIn/ Swayam/ NPTEL etc	>80%	>70%	>60%	≥50%	less than 50%

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatis-factory (0)
2.1.8	Number of sports/ cultural events/ compe-titions/tech-nical events organized by school	>8	(6-8)	(4-6)	(2-4)	Less than 2
2.1.9	Percentage of students participating in the club and extracurricular activities	≥40%	≥30%	≥20%	≥10%	less than 10%
2.1.10	Percentage of students parti-cipating in con-ferences/ sem-inars/ sym-posiums as a presenter	≥25%	≥20%	≥15%	≥10%	Less than 10%
2.1.11	Percentage of students publishing project work/ dissertation/ patents etc	≥25%	≥20%	≥15%	≥10%	Less than 10%

2.2 Teaching, learning and pedagogical innovations

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatis-factory (0)
2.2.1	Bridge-remedial/ add on courses	All the criteria are fulfilled	All the criteria are fulfilled with documentation without analysis	All the criteria are fulfilled with partial documentation	All the criteria are fulfilled without documentation	School is not conducting any bridge/ remedial course
2.2.2	Planning and organization	All the criteria are fulfilled with 100% uploading on LMS	All the criteria are fulfilled with at least 80% uploading on LMS	All criteria are fulfilled with at least 70% uploading on LMS	All criteria are fulfilled with at least 60% uploading on LMS	Only time table is available
2.2.3	Student registration at LMS/TCSion	≥95%	≥90%	≥85%	≥80%	Less than 80%

Metric No.	Micro Indicator					
2.2.4	Percentage of Active Published Courses on LMS	100%	≥95%	≥90%	≥85%	Less than 85%
2.2.5	Number of course-specific participative learning activities (case studies/field trips/industrial visits/story-telling/group discussion) organized	>4	4	3	2	Less than 2
2.2.6	Field/Research based pedagogy	Pedagogy = 30:40:30 (Lecture:Field: Research)	Pedagogy = 40:40:20 (Lecture:Field: Research)	Pedagogy = 60:30:10 (Lecture: Field:Research)	Pedagogy = 80:10:10 (Lecture: Field: Research)	Pedagogy = 80:20:0 (Lecture: Field: Research)

2.3 Evaluation

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
2.3.1	Percentage of students appeared in final year examination of all UG/PG degree course	≥90%	≥80%	≥60%	≥40%	Less than 40%
2.3.2	Success rate	≥95%	≥85%	≥75%	≥65%	Less than 65%
2.3.3	Percentage of student complaints/ grievances about evaluation	Less than 5%	≤10%	≤15%	≤20%	More than 20%
2.3.4	Students ACE Score	100%	≥80%	≥60%	≥40%	Less than 40%
2.3.5	Teaching Quality Score	>4.5	(4-4.5)	(3-3.9)	(2.5-2.9)	Less than 2.5

Criteria - 3: Research & Innovation (Total=105)

3.1. Research

Metric No.	Micro Indicator		Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
3.1.1	Percentage of faculty member receiving seed money		≥40%	(30-39.9) %	(20-29.9) %	(10-19.9) %	Less than 10%
3.1.2	Number of research grants/ projects from Govt. Agency (ongoing/ completed) in last 3 academic year (AY)	Non-STEM:	≥5	4	3	2	Less than 2
		STEM:	≥7	6	5	4	Less than 4
3.1.3	Number of research grants /projects from Non-Govt. Agency/ Industry etc. (last 3 AY)	Non-STEM:	≥5	4	3	2	Less than 2
		STEM:	≥7	6	5	4	Less than 4
3.1.4	Sanctioned amount for the project (Govt./ Non-Govt./ Industry etc.) for last 3 AY	Non-STEM:	≥25 Lakh	≥20 Lakh	≥10 Lakh	≥5 Lakh	Less than 5 Lakh
		STEM:	≥ 1 Cr	≥80 Lakh	≥60 Lakh	≥40 Lakh	Less than 40 Lakh
3.1.5	Number of new project proposals submitted (Counted for PI and Co-PI both to promote interdisciplinary projects amongst schools)	STEM:	>80% faculty submitted project	>60%	>50%	>40%	<40%
		Non-STEM	>60% faculty submitted project	>50%	>40%	>30%	<30%
3.1.6	In-house Scopus/UGC Care/ ABDC or equivalent indexed journals school level		Yes-5 Marks No-0 Mark				

Metric No.	Micro Indicator		Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
3.1.7	Specialized research centres (Proposal/ Sanctioned / Vision Mission etc.)		Research centre established, functional and activities are conducted with proper documentation	Research centre is established and fully functional with documentation without any activities	Research centre is established and partially functional (e.g., Meeting conducted etc)	Research centre is sanctioned with proper vision and mission covering operational aspect	Research centre is proposed with proper vision and mission covering operational aspect
3.1.8 (a, b & c)	Doctoral Scholars (full time/part time) *Percentage of faculty recognised as active research guide		≥70%	(60-70) %	(50-60) %	(40-50) %	less than 40%
	Number of research scholars per active research guide		≥4	3	2	1	0
	Percentage of scholars awarded doctoral degree out of enrolled doctoral students (Current Academic Year-3)		≥50%	≥40%	≥30%	≥20%	Less than 20%
3.1.9	Number of seminars/ workshops organized on research methodology, IPR etc.		≥10	(7-9)	(4-6)	(1-3)	0
3.1.10	Number of research awards (National/ International) received by the faculty members of the school in last AY		≥10	(7-9)	(4-6)	(1-3)	0
3.1.11	Number of functional MoUs with research institutions for collaborative research/Conference/Seminar etc.		≥5	4	3	2	1

3.2 Publications and Patents

Metric No.	Micro Indicator		Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
3.2.1	Publications per faculty (Original research article/ review article / case studies)		>3 times the faculty strength	3 times the faculty strength	2 times the faculty strength	1 time the faculty strength	<1 time the faculty strength
3.2.2	Publications in indexed/ peer reviewed conference proceedings/ inhouse journals per faculty		≥4	2	1.5	1	0
3.2.3	Edited Book and Book Chapters		≥1	0.7-0.9	0.4-0.6	0.1-0.3	Less than 0.1
3.2.4	Citations per paper under AU affiliation (last 3 years)		≥10	(7-9)	(4-6)	Up to 4	0
3.2.5	h- index of the school (Scopus)	Non-STEM:	≥8	≥6	≥4	≥2	Less than 2
		STEM:	≥12	≥9	≥7	≥4	Less than 4
3.2.6 (a & b)	Patents/ Copyrights/ creative field of Arts (Under AU as applicant)	Number of patents filed (till date)	>15% of faculty strength	15% of faculty strength	10% of faculty strength	5% of faculty strength	less than 5% of faculty strength
		Percentage of patent granted out of patent filed (till date)	≥30%	(20-30) %	(10-20) %	Up to 10%	0

3.3 Entrepreneurship and Innovations

Metric No.	Micro Indicator		Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
3.3.1	Number of Consultancy assignments		≥4	3	2	1	0
3.3.2	Revenue generated through the consultancy		≥50 lakhs	≥35 Lakhs	≥25 Lakhs	≥10 Lakhs	Less than 10 Lakhs
3.3.3	Percentage of student's member of Institutional Innovation Cell		≥20%	(15-20) %	(10-15) %	(5-10) %	less than 5%
3.3.4	Faculty with entrepreneurship experience		≥10%	(7-9) %	(4-6) %	(2-4) %	Less than 2%
3.3.5	Students with entrepreneurship aspirations		≥10%	(7-9) %	(4-6) %	(2-4) %	Less than 2%
3.3.6	Incubated start-ups by the school students		>3	3	2	1	0

Criteria - 4: Faculty, Student quality & Intellectual Capital (Total=90)

4.1 Student Quality and Diversity

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
4.1.1	Percentage of International Students	≥8%	≥6%	≥4%	≥3%	Less than 3%
4.1.2	Gender ratio [Percentage of female student]	≥50%	≥40%	≥30%	≥20%	Less than 20%
4.1.3	Representation of students from different states and UTs [Number of domicile states outside W.B]	(8-10)	(6-7)	(4-5)	(2-3)	Less than 2
4.1.4	Demand ratio	≥ (1:20)	≥ (1:15)	≥ (1:10)	≥ (1:05)	< (1:05)
4.1.5	Sanctioned Intake vs. Actual Admissions	≥90%	≥80%	≥70%	≥60%	Less than 60%
4.1.6	Students' Scholarships/ Fee Waiver	≥30%	≥20%	≥10%	≥5%	Less than 5%
4.1.7	--	(20-25)	(15-20)	(10-15)	(5-10)	Less than 5
4.1.8	Overall Net Promoter Score	>10	(5.1-9.99)	(0-5)	(-10- to -0.01)	Less than -10.1
4.1.9	Number of student member of various clubs of the university/ school level	≥60%	(50-59.9) %	(40-49.9) %	(30-39.9) %	Less than 30%

4.2 Faculty Quality & Diversity

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
4.2.1	Gender ratio (% of Female Faculty)	≥50%	≥40%	≥30%	≥20%	Less than 20%
4.2.2	International faculty	≥ 10%	(5-9.9) %	(2-4.9) %	(1-1.9) %	Less than 1%
4.2.3	Percentage of representation of faculty members from different states/UTs [Outside W.B]	≥ 30%	≥ 20%	≥ 10%	≥ 5%	Less than 5%
4.2.4	Percentage of Full Time Teachers against sanctioned posts	100%	(80-99) %	(60-79) %	(40-59) %	Less than 40%
4.2.5	Percentage of Full Time Teachers with Ph.D.	100%	(80-99) %	(60-79) %	(40-59) %	Less than 40%
4.2.6	Proportion of faculty with Ph.D./ Highest Qualification (Post-Doc) from top 20 institution of the cou-ntry (As per NIRF)/ or top QS 500 or ran-ked under top 500 by Times Higher Education	≥20%	≥15%	≥10%	≥5%	Less than 5%
4.2.7	Percentage of faculty with work experience outside academics	≥50%	(40-49.9) %	(30-39.9) %	(20-29.9) %	Less than 20%
4.2.8	Faculty representation in various university level committees	≥80%	(60-79.9) %	(40-59.9) %	(20-39.9) %	Less than 20%

4.3 Intellectual Capital

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
4.3.1	Percentage of full-time teachers received Awards, Recognition and Fellowships at the State/ National/ International Level	≥25%	≥20%	≥15%	≥10%	Less than 10%
4.3.2	E-content developed by faculty members under various MOOCs platform/ Institutional Platform	>10%	>8%	>5%	>=2%	Less than 2%
4.3.3	Percentage of teachers attending conferences/ workshops in their area of interest.	100%	>90%	>80%	>70%	less than 70%
4.3.4	Percentage of teachers attending refresher course/ orientation course/FDPs	>90%	>80%	>70%	>=60%	less than 60%
4.3.5	Employee Engagement Score	>79	75 to 79	70 to 74	65 to 69	Less than 65
4.3.6	Exceptional Faculty/School recognition at International or National Forum (Govt. recognized or equivalent)	Yes-2 No-0				

Criteria - 5: Internationalization   (Total=40)

5.1 MoUs

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
5.1.1	Number of strategic international MoUs/ Partners per programme	>1.5	1.5	≥1	≥0.5	Less than 0.5
5.1.2	Student exchange program (Outbound)- Minimum 3 months	≥5%	≥4%	≥3%	≥1%	Less than 1%
5.1.3	Short term International Visits - Minimum two weeks - Outbound	Yes-3 No-0				
5.1.4	Short term International Visits - Minimum two weeks - Inbound	Yes-3 No-0				
5.1.5	Student exchange program (Inbound)	≥5%	≥4%	≥3%	≥1%	Less than 1%

5.2 International Collaboration						
Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
5.2.1	Joint Conference	>2	2	1	Planned but not executed	No planning
5.2.2	Joint Research	>1 * faculty strength	1* faculty strength	0.75* faculty strength	0.5* faculty strength	<0.5* faculty strength
5.2.3	Joint Programs	>3	3	2	1	No Program
5.2.4	Percentage of representation of Adamas University at international forums (as a panellist/ speaker/ expert/ presenter/visiting faculty/guest lecture etc.)	≥20%	≥15%	≥10%	≥5%	Less than 5%
5.2.5	Number of seminars/ lectures organized by the school with international speakers	≥15	≥10	≥5	≥2	Less than 2
5.2.6	Faculty exchange program	Yes-2 No-0				

Criteria - 6: Placement, industry connect and internship   (Total=50)

6.1 Placements

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
6.1.1	Employment rate	>80%	70.1%-80%	65%-70%	50%-64.99%	<50%
6.1.2	Initiatives taken by the school to assist students for placements in association with CDC	All 4 types of initiatives are taken with greater than 90% attendance of eligible/ registered students	All 4 types of initiatives are taken with greater than 80% attendance of eligible/ registered students	All 4 types of initiatives are taken with greater than 75% attendance of eligible/ registered students	All 4 types of initiatives are taken with greater than 70% attendance of eligible/ registered students	All 4 types of initiatives are taken with less than 70% attendance of eligible/ registered students
6.1.3	Further studies	≥80%	≥60%	≥40%	≥20%	Less than 20%
6.1.4	Trainings for competitive examinations/ higher education qualifying examinations (GRE/GATE/ GMAT etc.)	Yes-1 No-0				
6.1.5	Graduating Students registration at Superset	≥95%-1 0, else.				
6.1.6	Median Salary of the graduating students.	≥10% higher than the previous year	≥8% higher than the previous year	≥5% higher than the previous year	Same as previous year	If the salary is lower than the previous year.

6.2 Industry Connect

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
6.2.1	Strategic Industry Alliance per programme	>1 per programme	1 per programme	1 per department	1 for atleast 1 program	No strategic alliance
6.2.2	Number of seminars/ workshops arranged for the students by industry professional for employability/ skill development/ entrepren-eurship organised by the school.	≥10	(7-9)	(4-6)	(1-3)	0
6.2.3	Number of MoU with industry for internship and placement.	>3	3	2	1	0

6.3 Internship

Metric No.	Micro Indicator	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
6.3.1	Percentage of students going for Internship	100%	>95%	>90%	≥80%	<80%
6.3.2	Percentage of students going for International Internship	≥10%	(5-9.9) %	(1-4.9) %	Less than 1%	0
6.3.3	Percentage of students going for International Internship	≥30%	(20-29.99) %	(10-19.99) %	(5-9.99) %	Less than 5%
6.3.4	Percentage of students going for state level Internship	≥40%	(30-39.99) %	(20-29.99) %	(10-19.99) %	Less than 10%
6.3.5	Percentage of students going for in house Internship	0%	<5%	<10%	<=20%	>20%

POLICY GUIDELINES FOR EVALUATION

METRIC WISE GUIDELINES FOR EVALUATION				
Criteria - 1 Curricular Aspect and Academic Governance (Total=120)				
1.1 - Curriculum design and development				
Metric No.	**Micro Indicator**	**Documents required for verification**	**Calculations/formulae (If any)**	**Any other specific instruction**
1.1.1	Constitution of Board of Studies (BOS)	1. Composition of BOS as per Adamas University Act. 2. Circulation of agenda capturing all the regulatory and accreditation require ments. 3. Minutes of the meeting. 4. Action taken report to be evident in a follow up meeting of BOS/any other special meeting conducted either by dept./school.	70.1%-80%	1.Adamas University act to be referred. 2. For agenda items mail sent by IQAC can be referred.
1.1.2	Review in the Curriculum Design & Course Structure	1. Percentage of revision in programs and courses compared to previous year 2. Minutes of the BOS/ Faculty Council reflecting the changes in curriculum. 3. Approved course structure of all the programs (Previous year 2019-20 and current year 2020-21). 4. Mere name of the course changed/ code changed is not considered. 5. The auditor will verify the actual course content of the program.	(Number of Programmes in which syllabus was revised during the last year)/ (Total Number of Programmes offered by the institution during the last year) X 100	1. List of the programs where syllabus revision was carried out in last AY. 2. Implementation of OBE is not considered.
1.1.3	Implementa-tion of Out-come Based Education across pro-grams	1. POs, PSO, PEOs, COs are defined for all the programs. 2. Course files of all the courses. 3. CO-PO attainment sheet for each course. 4. Improvement strategy by the faculty member based on the CO-PO attainment sheet analysis course wise.		
1.1.4	Percentage of new courses added	1. List of new courses intro duced program wise. 2. Minute of the relevant BOS/ Faculty council. 3. List of total courses offered program wise. 4. School to highlight the new courses in the course structure for AY 20-21 in all the programs.	(Number of new courses introduced in AY20-21/ Total number of courses offered in AY20-21) *100	

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
1.1.5	Implementation of Choice based credit system. (*Regulated courses may be exempted. % Will be calculated excluding regulated programs by regulatory bodies.)	1.List of programmes offering CBCS in last AY and list of all programmes. 2. Structure of programs following CBCS pattern (mentioning courses, credits/ Electives as approved by competent board). 2. Minutes of BOS mentioning CBCS implementation.	(Number of programs having CBCS implemented/ Total number programmes offered by the school) *100	Percentage will be calculated based on the non-regulated courses by regulatory bodies like PCI, BCI etc.
1.1.6	Curriculum enhancement (Need Analysis)	1. Mails from the experts and stakeholders receiving comments on the curriculum. 2. Minutes of BOS/Faculty Council depicting the need of changing curriculum based on feedback. 3. Action taken report at the school.		
1.1.7	Circulation of the draft curriculum obtaining feedback	Proof of circulation of draft curriculum to Students, Faculty, Industry & Academic Experts via email/structured feedback form.		Screenshot/ printout of the communication mail.
1.1.8	Curriculum benchmarked with Vision, Mission and core values of the university and school.	1. Documents for Vision Mission statement of the School and De partment. 2. Curriculum design has been done in sync with the statement of vision mission statements of Department, school and University. 3. Display of Vision, Mission statement of the school. 4. Communication mail to faculty and students regarding School Vision and mission.		

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
1.1.9	External curriculum benchmarking	1. Curriculum design is benchmarked with International Standards. 2. Curriculum design is benchmarked with national Standards and A or above Grade University/ ranked by QS and Times Higher Education in top 500 universities. 3. Process of benchmarking to be reflected in the BOS/ Faculty Council meeting or any other platform like special meetings by the Dean or HOD through minutes signed and certified.	(Number of programs having CBCS implemented/ Total number programmes offered by the school) *100	Percentage will be calculated based on the non-regulated courses by regulatory bodies like PCI, BCI etc.
1.1.10	Constitution of Faculty Council (FC)	1. Composition of FC as per Adamas University Act. 2. Circulation of agenda within timeframe. 3. Minutes of the meeting. 4. Action taken report to be evident in a follow up meeting of BOS/any other special meeting conducted either by dept./school.		
1.1.11	Value added courses offered by the school	Notification of value-added courses offered exclusively from school.		
1.1.12	IDP	1. List of faculty members offering IDP. 2. List of all faculty members.	(Number of faculty member offering IDP/Number of total faculty members of the school) *100	

1.2 – Feedback

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
1.2.1	Student-course feedback	1. Feedback form. 2. Proof of circulation of the feedback. 3. Feedback analysis report. 4. Department wise action taken report through BOS signed by the competent authority.	(Number of programs having CBCS implemented/ Total number programmes offered by the school) *100	Percentage will be calculated based on the non-regulated courses by regulatory bodies like PCI, BCI etc.
1.2.3	Industry	1. Feedback form. 2. Proof of circulation of the feedback. 3. Feedback analysis report. 4. Action taken report through BOS signed by the competent authority.		
1.2.4	Alumni	1. Feedback form. 2. Proof of circulation of the feedback. 3. Feedback analysis report. 4. Action taken report through BOS signed by the competent authority.		

1.3 - Governance

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
1.3.1	Academic Advisory Board (AAB)	1. Constitution of the board as per policy (Annexure-6) 2. Copy/ Email of the formal letters sent to all the members by Dean/Registrar. 3. AAB updated on the website 4. Meeting conducted (with minutes) 5. Action taken report - Prepared and circulated		
1.3.2	Strategic plan of the school	1. Documents on strategic plan. 2. Implementation of strategic plan to be evaluated by the auditor during discussion with the Dean (Only for this audit). 3. Document reflecting implementation of the activities under strategic plan.		

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
1.3.3	Grievance redressal committee	1. Constitution of the committee as per the UGC guidelines of 2018. 2. Awareness about the committee to members and students to be verified during interaction. 3. The committee is operational with regular meetings. 4. Minutes of the meeting. 5. Action taken report or follow-ups in the subsequent meetings.		
1.3.4	School membership	Memberships/ recognition certificate of the school with institute/ organizations/ society of national/ international repute.		
1.3.5	Budget Utilization & Financial Planning of School	1. Copy of the budget. 2. Communication of sharing the budget with University Finance Committee and management. 3. Document reflecting utilization of the budget.		To be verified by the finance officer.
1.3.6	Revenue vs. expenditure of the school	Certified calculation documents by the Dean of the school.		To be verified by the finance officer.
1.3.7	Laboratory maintenance and overall ambience	1. Physically verified during audit and assessment. 2. Records to be checked (Stock reg, in-out entry, AMC) 3. List of laboratories.		

1.4 - Academic Network Building

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
1.4.1	Number of new initiatives.	1.Summary of the initiatives taken. 2. Approval of the new initiative from competent authority. 3. Circulation to all stake holders regarding the initiative. 4. Impact for new initiatives taken to be verified during audit while interaction with students and faculties.		
1.4.2	Implementation of new initiatives	1. Report of the initiative taken (For report Annexure-I can be referred). The report necessarily not to include all the points mentioned in the report format. 2. Impact analysis reflecting the impact statistically.		

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
1.4.3	FDP	Reports of the FDP with proper sign (For report Annexure-I can be referred).	Numbers of FDP organised.	FDP with minimum 40 hours duration will be considered.
1.4.4	Type of FDPs organised	1.Flyer of the FDP. 2. List of registered candidates with domicile/ university/ organization. 3.List of the attendees. 4. Report of the FDP.	Percentage of international participants need to be calculated.	Participation from outside India
1.4.5	Availability of reports of FDPs	Reports for each FDP must be available in prescribed format.		
1.4.6	Number of seminars/ workshops arranged for the students by academic experts for employability/ skill development/ entrepreneurship organized by the school	1. Flyer of the event. 2. Reports for each event must be available in prescribed format (Annexure-I).		Event must be arranged by academic experts aims to employability/ skill development/ entrepreneurship.
1.4.7	School Newsletter	Copy of the school newsletter covering all activities done by the school.		

Criteria -2 Teaching Learning and Evaluation   (Total =90)

2.1. Student-Faculty Engagement

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
2.1.1	Student-Faculty Ratio (SFR)	1. Total number of students enrolled in the school 2. Certified list of total number of full-time teachers in the school along with the departmental affiliation as on date.	Total number of students enrolled in the school/ Total number of full-time teachers in the school	1. A teacher employed for at least 90% of the normal or statutory number of work hours in an academic year. 2. Part-time/Ad-hoc/Visiting Faculty/Teaching Assistant/Lab Assistant not to be included. 3. Faculty members can be verified from the Registrar office.
2.1.2	Orientation Program for students	1. Detailed report (in specified format attached as Annexure 1). 2. Communication email to students along with schedule.		Only school specific orientation program for the latest academic year will be considered. University specific activities not be to included
2.1.3	Orientation program for staff and faculty members	1. Detailed report (in specified format attached as Annexure 1). 2. Communication email to faculty and staff along with schedule.		School specific orientation program for the latest academic year will be considered. University orientation program for faculty members and staff not to be considered.
2.1.4	Implemen-tation of mentor-mentee system	1. Mentor-mentee policy 2. Mentor-mentee list 3. Circulation via email or circular to faculty members about mentor-mentee system. 4. Mentor-Mentee Records/Files. 5. Action taken reports on the issues raised by the students.		Only full-time teachers can be considered as mentors. Data to be provided for the latest completed academic year only.

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
2.1.5	Identification of slow learners and advanced learners	1. Policy of Advanced and Slow learners in sync with the policy of the university at school level. 2. Proof of circulation of the policy to all faculty members via email. 3. List of slow and advanced learners identified at school. 4. List of actions taken for the slow and advanced learners. 5. Analysis reports showing outcome of specific actions with milestones.		
2.1.6	Case studies and assignments	1. Samples from the previous year/semester about the internal assessment including case studies and assignments to be checked randomly across the programs /courses. 2. 10-15% of the sample to be taken.		1. OBE course file can be referred only. 2. Courses including case studies/ problems as a method of assessment or pedagogy to be considered.
2.1.7	Percentage of students earned industry-oriented value-added courses from another platform including Coursera/Simplilearn/ LinkedIn/ Swayam/NP TEL etc.	1.List of students who have earned certificates on industry-oriented value-added courses from another platform including Coursera/ Simplilearn/ LinkedIn/ Swayam/NPTEL etc. from the current total list of students. 2. Certificates of completion of value-added courses	(No. of Students earned industry-oriented value-added courses/Total No. of current students in School) *100	1. Students only from the current batches of all the programs will be considered for calculation. 2. If a student has earned multiple certificates, he/she will be considered as one.
2.1.8	Number of sports/ cultural events/ competi-tions/ technical events organized by school.	Detailed report (in specified format attached as Annexure 1)		Report must include the followings: 1. Date, time and title of the events organised 2. List of resource per sons invited if any. 3. List of participants /attendees with evidence of attendance/ participation. 4. Online Meeting Links for virtual events. 5. Duly signed by Con-vener of the event/Dean of school

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
2.1.9	Percentage of students participating in the club and extra-curricular activities	1. List of students participating in the club and extra-curricular activities verified either by the Dean of the school or faculty coordinator of the event. 2. Certificate of participation if given.	(No. of students participating in the club and extra- curricular activities /Total No. of students enrolled in School)*100	1. Only certificate earned between 1st Sept 2020 to 31st Oct 2021 to be considered. 2. If a student has participated in multiple events, he/she will be considered as one. 3. Report of the event can be referred for attendance.
2.1.10	Percentage of students participating in conferences/ seminars/ symposiums as a presenter	1. List of students have earned presentation certificate with name of the conferences/ seminars/ symposiums. 2. Certificate of participation in conferences/seminars/ symposiums as a presenter.	(No. of students presenting paper or posters /Total No. of students in School) *100	1. Only certificate earned between 1st Sept 2020 to 31st Oct 2021 to be considered. 2. If a student has participated in multiple events, he/she will be considered as one.
2.1.11	Percentage of students publishing project work/ dissertation/ patents etc.	1. List of students have published project work/dissertation/patents in latest academic year. 2. Evidence of publications	(No. of students have published project work/dissertation/ patents /Total No. of students in School) *100	1. Paper/Patents accepted for the publication not to be included with evidences. 2. If a student has published multiple papers, he/she will be considered as one.

2.2. Teaching, Learning Pedagogical Innovations

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
2.2.1	Bridge-remedial/add on courses	1. Communication email to faculty and students along with schedule. 2. Copy of the Time Table 3. List of students attending the bride and remedial courses. 4. Statistical Analysis on the classes taken.		

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
2.2.2	Planning and organization	1. Communication mail to all faculty members and students about timetable (TT) 2. Credit allocation to a course as per UGC norms depicting in the TT. 3. 100% of Time Table is uploaded on LMS. 4. Program wise copy of Time Table.		1. Program specific UGC Guidelines to be referred. 2. Random verification of LMS. 3. To be verified by ERP
2.2.3	Student registration at LMS/Teams	List of students have completed registration on LMS	Total number of students have registered on LMS/ Total number of students in the school	1. Percentage of Students' registration within the timeframe as prescribed by Registrar's office. 2. To be verified by Office of Registrar
2.2.4	Percentage of Active Published Courses on LMS		(No. of Published Courses/Total No. of Running Courses)*100	Randomly LMS of faculty members needs to be checked.
2.2.5	Number of course-specific participative learning activities (case studies/field trips/ industrial visits/story-telling/ group discussion) organized	1. Samples from the previous year/semester about the internal assessment including case studies and assignments to be checked randomly across the programs /courses. 2. 10-15% of the sample to be taken.		1. OBE course file can be referred 2. Courses including case studies/problems as a method of assessment or pedagogy to be considered. 3. Number of activities per program to be considered.
2.2.6	Field/ Research based pedagogy	1. Records on Lesson Plan 2. Samples from previous year/semester file to be checked randomly across the programs/courses 3. 10-15% of the sample to be taken.		1. Course-plan specific (Experiential Learning activities)/ Student led instructions/activities - Inquiry based study: Research) 2. Courses under all the programs will be considered for ratio.

Criteria - 3: Research and Innovation				(Total=105)
3.1. Research				
Metric No.	**Micro Indicator**	**Documents required for verification**	**Calculations/formulae (If any)**	**Any other specific instruction**
3.1.1	Percentage of faculty member receiving seed money	1. List of faculties who have been provided with seed money for research along with the title of the project, duration and amount year-wise. 2. Sanction letters of seed money to the teachers. 3. Progress report of the project along with the expenditure statement (if money has already been credited to the account of faculty).	No. of Faculty received seed money/total faculty strength × 100	
3.1.2	Number of research grants/ projects from Govt. Agency (ongoing/ completed) in last 3 academic year (AY)	1. List of project titles with details of Principal Investigator, and sanctioning agency etc. 2. E-copies of the grant award letters for research projects sponsored by government agencies. 3. The duration of the grant period should align with the last three years.		
3.1.3	Number of research grants/ projects from Non-Govt. Agency/ Industry etc. (last 3 AY)	1. List of project titles with details of Principal Investigator, and sanctioning agency etc. 2. E-copies of the grant award letters for research projects sponsored by Non-Government agencies/industry. 3. The duration of the grant period should align with the last three years.		
3.1.4	Sanctioned amount for the project (Govt./ Non-Govt./ Industry etc.) (last 3 AY)	Same as 3.1.2 & 3.1.3	Summation of all grants values in INR mentioned in 3.1.2 & 3.1.3	

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
3.1.5	Number of new project proposals submitted	1. List of new project proposals submitted with proposed titles. 2. Details of funding agency, date of submission etc. 3. E-mail confirmation/ acknowledgement from the funding agency sent to PI (project investigator).	No. of faculty submitted project proposal/total faculty strength × 100	Counted for both PI & Co-PI
3.1.6	Inhouse Scopus/UGC Care/ABDC & by equivalent indexed journals school level	1. Name of journal(s) 2. Issue of ISSN numbers- letter/documents to be checked 3. Indexing details- documents to be checked	YES=4 NO=0	To be verified by Dean, R&D
3.1.7	Specialized research centres (Proposal/ Sanctioned / Vision Mission etc.)	1. Official proposal along with the vision, mission & objective of the research centre sent to management. 2. Sanctioned letter. 3. Details of the activities conducted under research centre. 4. Report as per Annexure-1 for all the activities conducted.		
3.1.8 (a, b & c)	a. Percentage of faculty recognised as active research guide	1. List of active research scholars doing Ph.D./post-doctoral research in schools. 2. E-copies of Ph.D. enrolment letter/joining letter issued from Registrar's office to the candidate.	No. of research scholars / total no. of faculty as active research guide	To be verified by Dean, R&D
	b. Doctoral Scholars (full time/part time). Number of research scholars per active research guide	1. List of active research scholars doing Ph.D./ post-doctoral research in schools. 2. E-copies of Ph.D. enrolment letter/joining letter issued from Registrar's office to the candidate.	No. of research scholars / total no. of faculty as active research guide	To be verified by Dean, R&D
	c. Percentage of scholars awarded doctoral degree out of enrolled doctoral students (Current Academic Year-3)	1. Ph.D. degree award certificate/letter	No. of Ph.D. awardees / total no. of students enrolled for doctoral studies	To be verified by CoE.

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
3.1.9	Number of seminars/ workshops organised on research methodology, IPR etc.	1. Detailed report (in specified format as Annexure-1) for each program mentioning i. Details of resource person(s) ii. Date & time of the seminar iii. Online Meeting Link iv. Faculty & Students attendance roof/screenshots v. Duly signed by Convener of the event/Dean of school 2. List of seminars/ workshops 3. Only activities with a bearing on Research methodology, Intellectual Property Rights (IPR), entrepreneurship and skill development are to be considered here.	Summation of all such events mentioned in 3.1.9	
3.1.10	Number of research awards (National/ International) received by the faculty members of the school in last AY.	1. E-copies/printout of the award letters of the faculty. 2. Nature of award and the awarding agency name. 3. Month & year of the award in the list. (List has to be provided by the school).	Summation of all such awards mentioned in 3.1.10	To be verified by Dean, R&D
3.1.11	Number of functional MoUs with research institutions for collaborative research/ Conference/ Seminar etc.	1. Copy of ctive/functional** MoU. 2. E-copy of the MoUs indicating the objectives of the MoU as endorsed by both the parties. 3. List of activities conducted under each MoU along with dates of starting and completion year-wise as endorsed by both parties. [If the MoU is for three years viz 2020-2023, it shall be counted only once]. [**At least one activity should have been conducted under a MoU to qualify as a functional MoU].	Summation of all active MoU mentioned in 3.1.11	

3.2. Publication & Patents

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
3.2.1	Publications per faculty (Original research article/ review article/ case studies)	1. The school should provide data against each paper about the presence of the paper in the Scopus/Web of Science/ UGC CARE indexed journals ONLY. 2. Research articles clearly showing the following: i. Title of the article, ii. Author name with Adamas University affiliation, iii. Name of the journal, iv. Year of publication & DOI number, [Only full-length research article, review article, case studies will be counted].	No. of publications/total faculty strength	To be verified by Dean, R&D
3.2.2	Publications in indexed/ peer reviewed conference proceedings/ inhouse journals per faculty	1. The school should provide data against each paper about the presence of the paper in the indexed journals only with ISSN number. 2. Details of the conference proceedings 3. Research articles clearly showing the following: i. Title of the article, ii. Author/Co-author name with Adamas University affiliation, iii. Name of the journal, iv. Year of publication & DOI number, [Only full-length research article, review article, case studies will be counted].	No. of such publications/total faculty strength	
3.2.3	Edited Book and Book Chapters	E-copy of the Cover page, content page and first page of the publication indicating i. ISBN number and year of publication for books/chapters and conference proceedings ii. Web-link of research papers by title, author, name and year of publication [Book's publication year and publisher name should be checked].	Total number of book chapters written/edited by faculty/ Total Number of faculties	To be verified by Dean, R&D

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
3.2.4	Citations per paper under AU affiliation (last 3 years)	Number of citations to be counted from PubMed/ Scopus	Total number of citations for the school/ total number of papers	To be verified by Dean, R&D
3.2.5	h-index of the school	To be counted from Scopus/IRINS portal		To be verified by Dean, R&D
3.2.6 (a & b)	Patents/ Copyrights/ creative field of Arts (Under AU as ap plicant)	a. Letter/Email proof of patent filing from IPR cell Letter from IPR - Govt agency on grant of patent b. List of patents granted/ awarded [Patents awarded should be supported with award letter and the unique Patent number].	No. of patents awarded or granted/No. of patents filed × 100	

3.3 Entrepreneurship and Innovations

Metric No.	Micro Indicator	Documents required for verification	Calculations/ formulae (If any)	Any other specific instruction
3.3.1	Number of Consultancy & MDP's assignments	1. Letter from the Beneficiary consultancy along with the details of Consultancy fees (proforma invoice)		
3.3.2	Revenue generated through the consultancy & MDP's	Same as above	Summation of all such consultancy generated values in INR	
3.3.3	Percentage of student's member of Institutional Innovation cell (IIC)	1. Notification from the Registrars' office through IIC to the students	No. of student member of IIC/total students' strength × 100	
3.3.4	Faculty with entrepreneurship experience [Proportion of faculty with an experience of working in or running their own/ co-founded a start-up]	1. Experience letter of faculty members/company registration certificate in the name of the faculty	No. of Faculties as entrepreneur/total faculty strength × 100	

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
3.3.5	Students with entrepreneur-ship aspirations	1. Sample forms/confirmation from Superset/feedback obtained by the CDC from school	No. of students as registered incubate/total students' strength × 100	
3.3.6	Incubated start-ups by the school students	1. Letter/document from Director Innovation about the Start-ups. 2. List of start-ups, status & incubatees.	No. of students involved in start-ups/total students' strength × 100	

METRIC WISE GUIDELINES FOR EVALUATION

Criteria - 4 Faculty, Student quality & Intellectual Capital   (Total=90)

4.1 Student Quality & Diversity

Metric No.	Micro Indicator	Documents required for verification	Calculations/ formulae (If any)	Any other specific instruction
4.1.1	Percentage of International Students	1. Verification through passport-duly stamped 2. Study visa/any other certified documents from Govt. authority (for Nepal, Bhutan students)	No. of International students/total students' strength × 100	
4.1.2	Gender ratio (Student) [Percentage of female students]	Claim by the school to be verified by the office of Registrar as per the registration in TCSiON registration	No. of female students/total students' strength × 100	
4.1.3	Representation of students from different states & UTs [Number of domicile states (outside W.B)]	Verification through Aadhaar Card/Domicile certificate/ passport/10th Marksheet		
4.1.4	Demand ratio	Sample application forms		To be verified by Admission Office [Till 31st October, 2021]
4.1.5	Sanctioned Intake vs. Actual Admissions	1. Minutes of Academic Council Meeting 2. Actual registration of students for the session 2021-2022		Till 31st October, 2021 To be verified by Registrar Office

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific in-struction
4.1.6	Students' Scholarships/ Fee Waiver	1. Notification from Registrar's office or Proof of any other government scholarships.	No. of students received scholarship/total students' strength × 100	Includes all types of scholarships offered by the University.
4.1.7	No. of awards won by students in extracurricular activity (State/ National/ International level)	1. Evidence - Official letter/certificate from concerned authority giving the awards.	No. of students involved in start-ups/total students' strength × 100	
4.1.8	Overall Net Promoter Survey	Not valid for this evaluation		
4.1.9	No. of student's member of various clubs of the uni versity/ school level	1. Students' registration forms [Dean, Student's affairs]/ Notification from Registrar or Dean Student Affairs / List of Students involved verified by the Dean of School.	No. of students of various clubs/total students' strength × 100	To be verified by the SPOC /Faculty Coordinator of Club activities

4.2 Faculty Quality & Diversity
(Only full time/Regular Faculty member is considered)

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
4.2.1	Gender ratio (% of Female Faculty)	Only current faculty strength - full time /regular will be considered	No. of female faculty members /total faculty strength × 100	
4.2.2	International faculty	Passport only	No. of International faculty/total faculty strength × 100	
4.2.3	Percentage of representation of faculty members from different states & UTs (Out-side W.B)	Verification through Aadhaar Card/Domicile certificate/ passport/10th Marksheet	No. of States /total faculty strength × 100	If more than two faculty members belongs to same state, it will be counted as one

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
4.2.4	Percentage of Full Time Teachers against sanctioned posts	Minutes of Academic Council meeting for sanctioned posts.	No. of Full-time Teachers/No of Sanctioned Post×100	
4.2.5	Percentage of Full Time Teachers with Ph.D.	Ph.D. award letter from recognised University	No. of Full Time Teachers with Ph.D. /total faculty strength × 100	May be verified by HR office/Registrar office
4.2.6	Percentage of faculty with Ph.D. or Post-Doc experience from top 20 institution of the country (As per NIRF)/ or ranked by QS/THE under top 500 institutions in the world. [Rankings of last 5 years will be considered]	Ph.D. / Post-Doc award letter from University	No. of Full Time Teachers with Ph.D. or Post-Doc /total faculty strength × 100	Rankings to be checked by the official website of NIRF/QS/THE
4.2.7	Percentage of faculty with work experience outside academics	Experience letters from the firm	No. of faculty with industry experience/total faculty strength × 100	[Minimum 2 years (part time/ full time) in external non-academic organization/Research/ Consultancy firms] For SOE, experience in academic organisation like Edu next, Edu comp, schools etc. will be counted
4.2.8	Faculty representation in various university level committees	Office order or email invitation from the office of Registrar	No. of International faculty/total faculty strength × 100	Can be verified from Registrar office

4.3 Intellectual Capital

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
4.3.1	Percentage of full-time teachers received Awards, Recognition and Fellowships at the State/ National/ International Level	Copy of the certificates/award letters from the awarding agency	(No. of faculty members have receiving awards/total faculty strength) × 100	
4.3.2	E-content developed by faculty members under various MOOCs platform/ Institutional Platform	1. Screenshots of the MOOCs platform interface reflecting the name of the faculty member. 2. Link of the platform reflecting the module developed by the faculty member under Adamas University affiliation 3. MOOCs like e-pathshala, Swayam, NPTEL, any other private platform is considered.	(No. of faculty members involved in developing MOOCs/total faculty strength) × 100	Institutional platform does not include LMS. [The platform is under progress to be developed by TechVerita]
4.3.3	Percentage of faculty with Ph.D. or Post-Doc experience from top 20 institution of the country (As per NIRF)/ or ranked by QS/THE under top 500 institutions in the world. [Rankings of last 5 years will be considered]	Certificate of attendance/ invitation letter/email mentioning about attending the conference or workshop	(No. of faculty members attending conference or workshop/total faculty strength) × 100	Data is considered till 31st October 2021 Mere confirmation of participation will not be considered
4.3.4	Percentage of teachers attending refresher course/ orientation course/ FDP's	Certificate of attendance/ invitation letter/email mentioning about attending the refresher course/ orientation course/ FDP's	(No. of faculty members attending refresher course or orientation course or FDP/total faculty strength) × 100	Only FDPs of minimum 40 hrs of duration will be considered.

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
4.3.5	Employee Engagement Score	Not valid for this evaluation		
4.3.6	Exceptional Faculty/School recognition at International or National Forum (Govt. recognised or equivalent)	Copy of the certificates/award letters from the awarding agency		

Criteria 5: Internationalization (Total=40)

5.1 MoU

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
5.1.1	Number of strategic International MoUs/ Partners per programme	1. Active/functional** MoUs to be considered. 2. E-copy of the MoUs indicating the objectives of the MoU as endorsed by both the parties. 3. Evidence/documentary proof of the activity conducted under each MoU. List of activities conducted along with MoUs with dates of validity of MoUs. [If the MoU is for three years viz 2020-2023, it shall be counted only once]. [**At least one activity should have been conducted under a MoU to qualify as a functional MoU].		
5.1.2	Student exchange program (Outbound)-Minimum 3 months	1. Acceptance letter/email issued by international university for 'student exchange' program.	No. of Outbound students /total students' strength × 100	
5.1.3	Student exchange program (Inbound)	1. Acceptance letter/email issued by international university for short term international visits.	No. of Inbound students/total students' strength × 100	
5.1.4	Short term International Visits (Outbound)-Minimum two weeks	1. Acceptance letter/email issued by international university for short term international visits.		
5.1.5	Short term International Visits (Inbound)-Minimum two weeks	1. Acceptance letter/email issued by international university for short term International visits.		

5.2 International Collaboration

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
5.2.1	Joint Conference	1. Detailed report (in specified format as Annexure-1) for each conference organised mentioning i. Details of resource person(s) ii. Date & time of the conference iii. Online Meeting Link iv. Faculty & Students attendance proof/screenshots v. Duly signed by Convener of the event/Dean of school. vi. Flyer/email communication 2. List of Conferences conducted along with brochures and geo-tagged photos with caption and date (for offline events).		
5.2.2	Joint Research	1. Lists of the publications by the school in the Scopus/Web of Science/ UGC CARE indexed journals ONLY. 2. Research articles with the following details: i. Title of the article, ii. Author name with Adamas University affiliation & co-authors names with international affiliation iii. Name of the journal, iv. Year of publication & DOI number, [Only full-length research article, review article, case studies will be counted].		1. Random samples to be available in hard copies 2. To be verified by Dean, R&D
5.2.3	Joint Programs	1. Minutes of Academic Council meeting/BoS along with the name of the programs offered jointly with any foreign university. 2. Letter from different universities for joint programs		

Metric No.	Micro Indicator	Documents required for verification	Calculations/formulae (If any)	Any other specific instruction
5.2.4	Percentage of representation of Adamas University at international forums (as a panellist/ speaker/ expert/ presenter/visiting faculty/guest lecture etc.)	1.Email copies/official letter to the faculty member on the letter head of the international organization inviting the faculty 2. Acceptance letter/copy of email by the faculty member to international organization 3. Proof of the event held (YouTube link / photos / social media etc.) 4. Copy of certificate as a panellist/ speaker/ expert/ presenter/visiting faculty/guest lecture etc.		
5.2.5	Number of seminars/ lectures organized by the school with international speakers	1. Detailed report (in specified format as Annexure 1) for each program mentioning i. Details of resource person(s) ii. Date & time of the seminar iii. Online Meeting Link iv. Faculty & Students attendance proof/screenshots v. Duly signed by Convener of the event/Dean of school 2. List of the seminars and lectures organized		
5.2.6	Faculty exchange program	1. Signed agreement between Adamas University and other foreign university/institute for faculty exchange program. 2. Acceptance letter/email issued by international university for 'faculty exchange' program.		

Criteria - 6: Placement, industry connect and internship (Total=50)

6.1 Placements

Metric No.	Micro Indicator	Documents required for verification	Calculations/ formulae (If any)	Any other specific instruction
6.1.1	Employment rate	1. Offer letters/joining letter to the company 2. Letter from institutions of admission of students 3. Company registration certificate from the entrepreneurial firm.	No. of employed students/total students' strength × 100	Students employed within 12 months of graduation (placements, higher studies, entrepreneurship) will be counted
6.1.2	Initiatives taken by the school to assist students for placements in association with CDC.	Documentary proof of conduct of following activities by the school 1. Interview 2. Training 3. CV writing workshops 4. Counselling sessions	No. of female students/total students' strength × 100	
6.1.3	Further studies	Letter from institutions of admission of students. List of Students from pass out batch going for higher studies.	No. of students doing higher studies/total students' strength × 100	No backlogs will be considered. Only 2020-21 passed out batch will be considered.
6.1.4	Trainings for competitive examinations/higher education qualifying examinations (GRE/GATE/ GMAT etc.)	Email/ Circular by the School to students for the conduct of Trainings for competitive examinations/higher education qualifying examinations (GRE/GATE/GMAT etc.)		
6.1.5	Graduating Students registration at Superset	Sample checking from the superset portal	No. of students registered for Superset/total students' strength × 100	To be verified by CDC
6.1.6	Median salary of the graduating students	Calculations by the School along with list of students placed with name of company & salary		To be verified by CDC. Multiple offers to a single student will be counted as 1.

6.2 Industry Connect				
Metric No.	**Micro Indicator**	**Documents required for verification**	**Calculations/ formulae (If any)**	**Any other specific instruction**
6.2.1	Strategic Industry Alliance per programme	Copy of agreement/MoU/ Contract signed by both the parties.		
6.2.2	Number of seminars/ workshops arranged for the students by industry professional for employability/ skill development/ entrepreneur- ship organised by the school.	1. Detailed report (in specified format as Annexure 1) for each program mentioning i. Details of resource person(s) ii. Date & time of the seminar iii. Online Meeting Link iv. Faculty & Students atten dance proof/screenshots v. Duly signed by Convener of the event/Dean of school 2. List of the seminars and lec- tures organized		
Metric No.	**Micro Indicator**	**Documents required for verification**	**Calculations/ formulae (If any)**	**Any other specific instruction**
6.3.1	Percentage of students going for Internship	1. List of students going for in- ternship program-wise/depart- ment-wise with name of the firm/organization 2. Internship letters of all students 3. Internship certificates 4. List of all eligible students' program wise	No. of students with intern ship/total students' strength × 100	Multiple internships by a one student will be counted as one.
6.3.2	Percentage of students going for International Internship		No. of students with international internship/total students' strength × 100	
6.3.3	Percentage of students going for Internship outside state		No. of students registered for Superset/total students' strength × 100	
6.3.4	Percentage of students going for state level Internship		No. of students with internship in other institutes outside AU /total students' strength × 100	
6.3.5	Percentage of students going for in-house Internship		No. of students with internship in AU/total students' strength × 100	

CALCULATIONS OF GRADE POINT

The calculations of School-wise CGPA (*sCGPA*) for IQAF involves the predetermined weightage for each 18 Meso-indicator for the whole evaluation. It will be obtained by the help of Meso-indicator wise grade point (MesoGP), Meso-indicator wise weighted grade point (*MesoWGP*) and with pre-determined weight (*w*). The details of *sCGPA* are as follows:

Calculation of sCGPA:

IQAF has assigned pre-determined weightages for all 18 Meso-indicators under six (6) criteria. Using the guideline and based on the observations and documents, the audit team is expected to provide a grade point for each of the micro indicator by using a 5-point scale (0-4). These grade points are assigned as 0/1/2/3/4 without using any decimal points and referred as micro indicator wise grade point. The sum of all micro indicator under each meso indicator is called Meso-indicator wise grade point (*MesoGP*).

The Meso-indicator wise weighted grade point (*MesoWGP*) is arrived by the multiplication of predetermined weightage(*w*) of a meso indicator and with Meso-indicator wise grade point (*MesoGP*).

If there are n meso-indicators, then School-wise CGPA (*sCGPA*) will be obtained by dividing Meso-indicator wise weighted grade point (*MesoWGP*) by the total weightage of the criteria, which is given below,

$$sCGPA = \frac{\sum_{i=1}^{n}(MesoWGP)_i}{\sum_{i=1}^{n}w_i}$$

For the reference, a sample calculation is provided here

A sample calculation of sCGPA of a School

Name of the Criteria	Meso-indicator wise grade point (*MesoGP*)	Weightage (*W_i*)	Meso-indicator wise weighted grade point (*MesoWGP*)
CRITERIA 1	MI1	w_1	$MI1 * w_1$
	MI2	w_2	$MI2 * w_2$
CRITERIA 2	MI3	w_3	$MI3 * w_3$
	MI4	w_4	$MI4 * w_4$

$$sCGPA = \frac{(MI1 * w_1) + (MI2 * w_2) + (MI3 * w_3) + (MI4 * w_4)}{(w_1 + w_2 + w_3 + w_4)}$$

On the basis of CGPA obtained by the school, Grade of the school will be calculated.

LIST OF ANNEXURES
ANNEXURE-1
REPORT FORMAT

CONTENT/ FORMAT FOR REPORT WRITING OF ANY

CONFERENCE/SEMINAR/WORKSHOP/GUEST LECTURE etc. ORGANIZED BY SCHOOL, DEPARTMENT OR SUPPORT OFFICE

Format of the Report:

1.   Logo of the University

2.   Title of the Report

3.   Introduction – Short description, Objective/Purpose of the event

4.   Date of the event – If the event is of more than one days then both starting and end date of the event.

5.   Venue of the event

6.   Schedule of the event with the date, time and speaker of the session

7.   Total number of participants

8.   Convener / Chief Guest / Speaker / Organizer of the event- In case of collaboration, complete name of other party etc.

9.   Outcome of the event.

10.   Photographs with descriptive caption specific to the event.

11.   Flyers/Brochures/Pamphlet etc.

12.   Other supporting documents:

   a.   Copy of email of convey of the information to students, faculty, external members.

   b.   Attendance list of the participants.

   c.   Short Video of 2-5 minutes of the event, which captures the guest, audience, key highlights of the event.

ANNEXURE-2

ALUMNI FEEDBACK

Name of the Alumni:

Father's Name:

Graduating Batch: Program & Course Name:

Mobile No.:   Email Id.:

Details of organization currently working (with designation):

Full-time / Part-Time:

Kindly select the appropriate option for the following criteria. Your response will be helpful for the continuous quality improvement of Adamas University.

1. Overall, how satisfied are you with your education at Adamas University?

   □ Very Satisfied   □ Satisfied   □ Ambivalent   □ Dissatisfied

2. Would you like to recommend aspiring students to come to Adamas University?

   □ Definitely would   □ Probably would   □May be   □ Definitely not

3. Evaluate the following descriptors by marking "√" in the box of the corresponding column

Descriptors	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
Course curriculum is tailored for future application in higher education and / or employment					
The curriculum offers courses with practical and hands-on learning experience.					
Faculty members are knowledgeable and helped in improving your learning quotient					

Descriptors	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
Provided sufficient opportunities to participate in extra curricula activities					
University offered you a good learning ambience					
Rate the following initiatives taken by the department / University					
Industry oriented Projects (if applicable)					
Seminars / Workshops / Guest Lectures					
Training / Placements by Career Development Cell					
Alumni Association/ Network of Old Friends					

4. Have you enrolled yourself into PhD or any other knowledge / skill enhancement?

   ☐ Yes   ☐ No

5. How many years after you finished degree you went for higher studies?

   ☐ Immediately   ☐ 1 year later   ☐ 2 years later   ☐ 3 years later

Suggestions/ Remarks:

6. Is there a need to improve the teaching and learning process?

7. Is there a need for any change in curriculum and syllabi?

8. What help did you get through your Project work and Industrial Training?

9. Any skills you want Adamas University should focus on for the grooming of students?

10. Please use this space to make any other comments you would like about any of the topics raised in the form or any other matter of concern to you.

Date

Name & Signature

ANNEXURE-3

FACULTY – SEMESTER COURSE FEEDBACK

(To be submitted by the Course Faculty to the Director/ Dean after the results of Semester Exam)

Name and code of Course:	**Name of Faculty:**
Batch:	**Regular/Visiting/Contract:**
Class:	
Semester:	

1. Did you use Blooms taxonomy to design your course modules, set Course Outcomes and select appropriate teaching tools to deliver your course?

   Yes ☐   No ☐

   If Yes, what was an impact of this planning on the effective teaching-learning? Where did you lag behind, and would like to improve, prior to delivery of this course the next academic year? (Write in not more than 100 words)

2. Did you have a well-written lesson plan for every topic?

   Yes ☐   No ☐

   If Yes, was it contemporary to enhance employability of the students? Are you satisfied with the effectiveness of the teaching tools? How would you wish to improve it prior to the next academic year? (Write in not more than 100 words)

3. Are you satisfied with the relevance of the Course, its structure and course content? Is it relevant and contemporary? Does it deliver on the industry requirement as well as professional/skill needs of the students?

Yes ☐   No ☐

If Not, what are your recommendations which could be forwarded to the affiliating university?

(a)

(b)

(c)

(e)

4. Have you correlated Course Outcomes and Assessment tools with POs and PSO?

Yes ☐   No ☐

If No, why not?

5. Are you satisfied with the system of assessment and evaluation, currently in practice? Does it have larger emphasis on assessing a student on practical and skill competencies?

Yes ☐   No ☐

If No, recommend any two major reforms.

6. Did you assess your students on the given course outcomes by using appropriate internal assessment tools? Did you make use of rubrics where required?

Yes | No
[ ] | [ ]

If Yes, in what course outcomes students performed poorly? What are your recommendations to improve the results in this course?

(a)

(b)

(c)

7. What is the level of attainment of your course outcome of your course?
   Note: Mention the level (3,2,1) based on pre-set percentage

8. With reference to paragraph 7 above, give your reasons for not meeting the desired level set up by you as a target at the beginning of the course.
   Suggest how this can be improved upon for the upcoming course.

(a)

(b)

(c)

9. Do you feel, you personally need special training and competence-building to deliver the course better?

Yes | No
[ ] | [ ]

If Yes, specify the precise area of development needed and how the department can assist you.

10. Are you satisfied with the supporting academic infrastructure provided by the institute for delivery of this course?

Yes | No
[ ] | [ ]

If No, give your brief recommendations
(a)

(b)

(c)

(d)

11. List of weak students and meritorious students (last 5 and top 5 in the class)

Weak students	Meritorious students

12. How did you enable weak students during the course to help learn and perform better? Can you show progression of each weak student after your enablement? Do they further need your support?

13. Were the majority of students interested in the course and found it useful to their attribute's attainment?

(Rank 1 to 5 in the 5-point scale, 5 stands for Highly interested and 1 stand for Not interested)

If Not Interested, what were the reasons of their lack of interest?

(a)

(b)

(c)

14. Were you able to cover the course with ease or was the curriculum too vast?

15. Do you have any recommendation for review and revision of course? Describe in not more than 150 words (Please remember your recommendations shall have substantial bearings on the future of the course)

Name _____

Signature _____

Date _____

Remarks of the Director/ Dean

ANNEXURE-4

EMPLOYER FEEDBACK

(Adamas University is looking for your response in the following areas and your participation will help us to record and undertake the needed correction. To be submitted by employer only.)

Name of the Employer:

Name of Respondent:

Designation: **Company Location:**

Mobile No.:   **Email Id:**

Streams:

Job Roles:

A. Evaluate the following criteria by marking "√" in the box of the corresponding column in the scale of 1 to 5 (1 being the lowest & 5 being the highest)

1. **About the University campus**

Sr.	Parameter	1	2	3	4	5
1	Infrastructure					
2	Ambience					
3	Hospitality					

2. **Feedback on Students**

Sr.	Feedback Criteria	1	2	3	4	5
1	Domain & Subject Knowledge of students meet Industry standard					
2	Quality of Knowledge transfer and application of subject knowledge					
3	General Knowledge & Awareness of students					
4	Interpersonal Skills of the students					
5	Communication Skills					

7	Overall Performance of the students is as per industry expectation					

B. Suggestion and Remarks:

1. **About the Campus**

2. **About the Students**

   a. **Knowledge & Skills**

   b. **Overall Development**

3. **Any other comments / suggestions**

Name & Designation of the Respondent	*Seal of the Organization*

ANNEXURE-5

1.1 ADAMAS UNIVERSITY

END SEMESTER- FEEDBACK ON TEACHING, LEARNING & COURSE DESIGN

Name of Faculty:		Semester:	
Program:		Course:	

2 Section 1 (Teaching & Learning)

Qs	Please tick your level of agreement with the following:	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)
1	Faculty encourages students to ask questions and is approachable for discussion and advice.					
2	Faculty demonstrates in-depth subject matter knowledge.					
3	Satisfied with the mentoring and teaching abilities of faculty and usage of innovative teaching-learning tools.					
4	Clear understanding of Program Outcomes, PSOs and Course Outcomes as explained by Faculty					

V.O Internal Quality Assurance Framework and Guidelines for Assessment, Oct 2021

5	Faculty created opportunities for experiential learning, participative learning and use of problem solving methodologies.					
6	Faculty relate theoretical knowledge and concepts to real life cases					
7	The academic infrastructure particularly, workshops, labs, library and software are contemporary and relevant to skill-building for the industry.					
8	The assessment and evaluation system is fair, transparent and appropriate.					

| What are the Faculty's strength? |
|---|
| |
| What suggestion do you have for Faculty Teaching? |
| |

Section 2 (Course Structure and Design)

Qs	Please tick your level of agreement with the following:	Strongly Disagree	Disagree	Neutral l	Agree	Strongly Agree
1	Satisfied with the relevance of the course, its structure and course content.	1	2	3	4	5
2	Course syllabus helped you to enhance your ability to meet your career aspirations.	1	2	3	4	5
3	Lectures, Group discussions, & other teaching learning activities in the course have helped to achieve intended course outcomes.	1	2	3	4	5
4	Satisfied with the correlation between COs & POs-PSOs and COs & Assessment tools.	1	2	3	4	5
5	Recommendation of this course for next year (Applicable only for Electives)	1	2	3	4	5

Section 3 (Overall Quality of Course)

Comment 1. List the topics that can be added or deleted & overall comments about the course content.
Comment 2. What do you think that Institute must do more in improving the Program or its courses you attended?

ANNEXURE-6
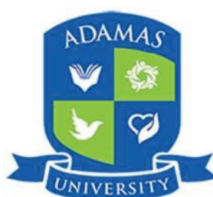
ACADEMIC ADVISORY BOARD

AY 2020-21

EFFECTIVE FROM JANUARY 2021, REV 0.0

ADAMAS UNIVERSITY

Barasat – Barrackpore Road, Barbaria, P.O. Jagannathpur, District – 24 Parganas (North), Kolkata – 700126, West Bengal

1. PREAMBLE

In order to ensure excellent academic delivery in lieu of the current global scenario and industry requirements, Adamas University have constituted an Advisory Board that oversees the course content and delivery of academic inputs to our students. The Board meets to build stronger international dimensions and provides perspective that adds depth and breadth by inculcating latest business concepts, technologies, research and teaching methodologies into our curriculum to equip our students with the necessary skills to make a difference in the constantly changing business world.

2. OBJECTIVES

The purpose of the Academic Advisory Board is to provide guidance to the University on academic endeavors and industry interface / corporate relations initiatives of each School

- Advise on a range of topics to enhance the University's global stature and expand the scope of its international activities, including
- Provide input on important strategic choices for the University and its program
- Guidance on academic quality parameter and measures to be adopted to evaluate and benchmark academic rigour
- Develop best practices and innovation in education leading to new educational programs and initiatives.
- Developing new international research and teaching initiatives and centres. Generate support for these by attracting researchers from leading universities to engage with Adamas University.
- Strategies to leverage online platform like MOOC & SWAYAM capability to enhance impact.
- Hiring top notch faculty from across the world and to advise on generating interest in Adamas University among potential recruits at international forums.
- To build and strengthen knowledge exchange partnerships with leading international academic institutions and industry

3. ACTIVITIES

    a. The Academic Advisory Board would meet twice a year on virtual platform

4. COMPOSITION OF THE BOARD

    a. The Board will comprise of a Nine-members will be formed for each school, comprising of four National and five International members

    b. The Vice Chancellor of Adamas University will be the Chairperson of the Board

    c. The Board will have eminent members from academia and industry who have been well recognized in their respective areas / fields

    d. Dean of the School will be one of the members of the Board of the respective School

    e. Registrar will be the Member Secretary of the Board

5. TERMS OF REFERENCE

    a. The members will serve two-year term, renewable with mutual consent.

    b. The Dean of the School will propose the names of potential Board Members

    c. The proposed Board member names will be collated and a high-powered committee will finalize the names, whose consent will be obtained.

    d. Vice Chancellor will issue the decree for the formation of the Board.

    e. The Registrar's Office will serve as the office of the Academic Advisory Board All records of meetings, recommendations and action taken reports are to be maintained at the Registrar office

Prepared by   **Reviewed by**   **Approved by**

This publication is from the Office of Quality Assurance and Accreditation at Adamas University

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