

Annexure- I

Criterion I – Curricular Aspects

1.2.1 Number of new courses / subjects introduced of the total number of courses across all programmes offered during the last five years

Department	Programme name	Name of the Course	Course Code	Year of introduction	Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development	Link to the relevant document

Supporting documents required:

- List of new courses introduced program-wise during the assessment period certified by the Registrar.
- Minutes of relevant Academic Council/BOS meetings highlighting the name of the new courses introduced.

Special Instructions:

- Refer to the Glossary in the manual to understand the terminologies: COURSE, PROGRAM.
- Avoid courses with change of title of the course without substantial changes in the course content.

Annexure -II

Standard Operating Procedure for Data Validation and Verification (Dual Mode University/HEIs)

General Guidelines:

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

- Provide the relevant supporting documents during the SSR submission to facilitate speedy DVV clarification process.
- It is mandatory to fill the templates in format provided by NAAC and attach the same in SSR. The HEI is not supposed to alter the format in which data is sought in the template. The documents uploaded should be clearly readable for the claims to be considered. It is mandatory to respond to all the DVV clarifications raised within the stipulated time. Whenever the data is large, the DVV Partner might seek for details from selected sample documents for validation. Ascertain that all documents sought by the DVV Partner are uploaded.
- In exceptional cases data provided may be considered pro rata.
- Data should not be hosted on Google drive and on any third party websites. The data should be both on the NAAC portal & on the HEI website.
- Note that once the data is uploaded and the links are submitted to NAAC changes/ additions are not permissible and any changes in the documents will be tracked such incidences will be viewed seriously as misappropriation of data and may lead to actions against the HEI. While providing links, the institution should ensure that the links are working properly and are operational.
- The institution also should give the links as appropriate to the metric and not general links whose landing page is the HEI's home page. In case the links do not work during DVV clarification, the decision of NAAC will be final.
- Content of the supporting documents in regional languages should be translated in English and should be duly signed by the head of the institution. The translated copy should be uploaded along with the regional language document.
- All supporting documents submitted along with the SSR and additional documents submitted during DVV Clarification process should be signed by the competent authority.