**STANDARD-1**

**Mission Statement and Goals**

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| **S. No.** | **Question** | **Answer** | **Evidence /Annex** |
| 1 | When did the university conceive of and write the mission? When and whom was it approved? |  |  |
| 2 | Who was involved in the writing of the mission? |  |  |
| 3 | Has the mission been reviewed and renewed since the first writing and approval? If so, when and by whom? When it was last reviewed? |  |  |
| 4 | Where are the problems regarding living up to the mission? What is the University not doing that it should be doing to realize more fully its mission and goals? |  |  |
| 5 | How is it used to:   1. Guide personnel decisions?   (b) Determine program/course offering?  (c) Guide budget decisions? |  |  |
| 6 | How well do you believe that the mission clearly defines the purposes of the University? Please explain. |  |  |
| 7 | How well do you believe the mission and goals delineate what the University intends to accomplish? Please explain. |  |  |

**STANDARD-2**

**Planning and Evaluation**

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| --- | --- | --- | --- |
| S.No. | Question | Answer | Evidence /Annex |
| 1 | Describe your formal systems of planning and evaluation.  What committees are there with what composition?  How often do they meet?  What is the timeline for the plans?  Who approves the plans? |  |  |
| 2 | What other planning documents do you have?  A development plan for facilities?  A financial plan? |  |  |
| 3 | How are the plans incorporated into the budget?  Please provide copies of the budgets for last 3 years (highlighting the ways in which the budget related to those plans. |  |  |
| 4 | When are the plans evaluated and updated?  How? |  |  |
| 5 | Is there a campus master plan? |  |  |
| 6 | A Life Cycle Management plan for the University infrastructure? |  |  |
| 7 | Please list PC-1 for last year. |  |  |
| 8 | Are there any other plans? If so, please provide copies along with the dates when these plans are updated as well as by whom. |  |  |

**STANDARD-3**

**Organization and Governance**

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| S.No. | Question | Answer | Evidence /Annex |
| 1 | Please provide a report with the names of offices responsible and the systems used for meetings of the Senate; the Syndicate; the Board of Governors, Finance & Planning Committee, Academic Council, Board of Faculty, Board of Advanced Study & Research Board. |  |  |
| 2 | If you are a private non-profit or proprietary university, please describe in detail your governance system- the various committees, councils, etc. and provide TORs for each |  |  |
| 3 | Please provide a report concerning emergency powers: Have you used emergency powers in last three years. |  |  |
| 4 | Provide the SOPs for the use of the Emergency Powers; any other documents which recorded the was exercised in last three years |  |  |
| 5 | Who reports directly to the Vice-Chancellor? How often do they meet as a group? |  |  |
| 6 | Discuss your process for avoiding conflict of interest at the level of each statutory body. |  |  |
| 7 | Details of memberships of all statutory bodies and committees established |  |  |
| 8 | Please provide the dates of meeting and dates of distribution of minutes of the meetings for the last three years: | Meetings detail are Provided |  |

**STANDARD-4**

**Integrity**

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| --- | --- | --- | --- |
| S.No. | Question | Answer | Evidence /Annex |
| 1 | Is there a grievance procedure for faculty? For students? For staff? Please provide copies of each. |  |  |
| 2 | Describe your system for monitoring ethical standards in research/scholarly work. |  |  |

**Faculty**

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| --- | --- | --- | --- |
| S.No. | Question | Answer | Evidence /Annex |
| 1 | Faculty Appointments  Describe how you have implemented the appointment criteria of HEC? If not, what have been the obstacles to the implementation? |  |  |
| 2 | Faculty selection/appointment process. |  |  |
| 3 | Faculty Evaluation and Development |  |  |
| 4 | Research |  |  |
| 5 | Professional Development Faculty Development |  |  |
| 6 | Maintaining Integrity |  |  |
| 7 | Salaries and Benefits  How are faculty salaries and benefits set? Who sets them? Who approves them? Provide any date you have that shows comparable salaries and benefits at other institutions that you believe compete with you.  Does the University give merit pay? If so, please describe the process. |  |  |
| 8 | Faculty Satisfaction |  |  |
| 9 | Personnel Files |  |  |

**STANDARD-6**

**Students**

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| --- | --- | --- | --- |
| S.No. | Question | Answer | Evidence /Annex |
| 1 | Who developed the admissions policies?  How and where are admissions policies published and for whom? |  |  |
| 2 | How often are admissions policies reviewed/revised? By whom? |  |  |
| 3 | Is there a Student Guideline prepared by the university? How often the student Guidelines are reviewed/updated. |  |  |
| 4 | How does the general public find out about admissions policies? |  |  |
| 5 | What percentage of courses listed in the university prospectus/ catalog is actually offered each year?  Where can one find information regarding recognition of the university and accreditation status of individual programs? |  |  |
| 6 | What is the credit transfer policy of the university? How many students are transferred to this institution and how many are transferred from this institution in last three years? |  |  |
| 7 | Please provide a report of dropout of the students’ program wise, department wise of semester Fall 2018. |  |  |
| 8 | For each department/ program: within what time frame are marked assignments/ examination papers shared with students? What percentage of market assignments are given back to students? |  |  |
| 9 | What is the policy for awarding the scholarship/financial aid to the students? |  |  |
| 10 | Please provide the list of last two years examinations results? |  |  |

**STANDARD-7**

**Institutional Resources**

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| --- | --- | --- | --- |
| **S.#** | **Question** | **Answer** | **Evidence/ Annex** |
| 1 | Describe the budgeting process, How is faculty involved? How are departments involved? Deans? Students |  |  |
| 2 | How are priorities set? Who is involved in setting priorities and what criteria are used? |  |  |
| 3 | What is the system for purchasing educational items and equipment? If there is a committee, how are the members selected and for what terms? What are the SOPs for purchase/ procurement? |  |  |
| 4 | Details of University Resources |  |  |
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| 5 | Please provide last year budget with an analysis to show percentages: |  |  |

**STANDARD-8**

**Academic Programs and Curricula**

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| --- | --- | --- | --- |
| S.No. | Question | Answer | Evidence /Annex |
|  | Development, Approval, and Review of Academic Programs |  |  |
| 2. | How often are academic program /majors reviewed?  Do academic programs have learning outcomes for each major?  Do you use the alumni survey form QEC? |  |  |
| 2 | Assessment and Teaching Methodology |  |  |
| 3 | Integrity |  |  |

**STANDARD-9**

**Public Disclosure and Transparency**

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| --- | --- | --- | --- |
| S.No. | Question | Answer | Evidence /Annex |
| 1 | Do university have adopted right for information (RoI), Act  What methods/means university to use for dissemination of information, notices, and announcements.  Which office deals with the public.  How the university gets the feedback from the general public, how it is used. |  |  |
| 2 | When and where university publish merit lists for students’ admissions and semester results |  |  |
| 3 | Describe your communication strategy/processes for disseminating regulations, rules and policies for staff. |  |  |

**STANDARD-10**

**Assessment & Quality Assurance**

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| --- | --- | --- | --- |
| S.No. | Question | Answer | Evidence /Annex |
| 1 | What is the process of self-assessment at the program?  At the institutional level. |  |  |
| 2 | Is Quality Assurance Department (QEC) established as per HEC’s guidelines? |  |  |
| 3 | How many Programs’ SARs are completed/in process/not initiated |  |  |
| 4 | How are the SARs used to improve quality of academic programs | Self-Assessment process allows departments to do self-reflection and identify areas where improvement is required. It does provide the faculties with very practical and functional information about what students want from the course, the progress that they have made, their difficulties, their favorite activities or even some suggestions or improvements that a concerned faculty can implement later on. This all is done in Programme level SARs. Usually problems, difficulties that departments are facing are identified and implementation plan is set and corrective actions are taken to bring improvement if programs. |  |
| 5 | How many programs are accredited with concerned accreditation Council | List of accredited programs are mentioned in Annexure 10E. |  |
| 6 | Describe the system for bringing into the awareness of the students, faculty, and staff the importance of and means of implementing quality assurance. |  |  |
| 7 | Budget allocated to QEC in last year’s 2018-19 |  |  |
| 8 | How do you assure that the QA criteria and Standard Guidelines of HEC like Plagiarism Policy Faculty Appointment Criteria, Tenure Track System, Semester Guidelines Please provide evidence of implementation/notifications/circulars/minutes? |  |  |
| 9 | How the university is conducting QEC Surveys |  |  |
| 10 | Describe the initiatives of the Vice Chancellor and other university officials concerning quality assurance. |  |  |

**STANDARD-11**

**Student Support Services**

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| --- | --- | --- | --- |
| S.No | Question | Answer | Evidence /Annex |
| 1 | Do you have a career counseling center/department/facility? |  |  |
| 2 | Do you have student placement office? |  |  |
| 3 | How are students informed about the career counseling center? The placement office? Please provide student surveys related to these. |  |  |
| 4 | How many used each of these services (Career Counseling and Student placement center) in last three years? |  |  |
| 5 | How are these services evaluated? |  |  |
| 6 | Do the universities have financial aid office? |  |  |
| 7 | How the student support services (cafeteria, Hostel, Support Services etc) are managed: |  |  |
| 8 | Co-Curricular Activities |  |  |