

General Guidelines for the Stakeholders of the OSHEC Web Application Designed for Academic Performance Audit

1. Log in Page

Welcome to
Academic Performance Audit (APA)

Log in Here

Select User Type ▼

User Name

Password

Enter Captcha

5228E

Sign in

[Forgot Password ?](#)

Department Sign up

IQAC Sign up

Guidelines

This is a sign-in/sign-up page. Choose your type from the drop-down menu. Determine your user's name and password.

2. Department Sign-up Page

Department Registration

Select Institution/University/College

Select Department

HOD Name*

User Name*

Mobile No*

Email ID*

Password *

Confirm Password *

Submit

Reset

Guidelines

This is a sign-up page for the individual department. Choose your institution and department from the drop-down menus. Determine your user's name and password.

3. IQAC Sign up

IQAC Registration

Select Institution/University/College

Full Name*

User Name*

Mobile No*

Email ID*

Password *

Confirm Password *

Submit

Reset

Guidelines

This is a sign-up page for the IQAC. Choose your institution from the drop-down menu. Determine your user's name and password.

4. Department Audit Form

Fakir Mohan (Autonomous) College, Balasore - Home Science Department - Academic Year (2022 - 23)

1. Category *	<input type="text" value="University"/>	
2. (a) Are you a University Teaching Department? *	<input type="text" value="Yes"/>	
2. (b) Name of the Department, and University. *	<input type="text" value="ssd"/>	
3. Year of establishment of the department *	<input type="text" value="3232"/>	
4. Programs offered by the department *	Year of initiation of the program *	Affiliation Status *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Guidelines

Serial Number #1: From the dropdown menu, choose your user type

Serial Number #2 (a): Are you a University Teaching Department? If 'YES,' then #2 (b) will appear to be filled out. If 'NO' then you are a department of a college, then #2 (c) will appear to be filled out.

From the drop-down menu choose either 'YES' or 'NO.'

Serial Number #2 (b): Fill in the name of the department and the name of the university

Serial Number #2 (c): Fill in the name of the department, the name of the college, and the name of the affiliating university.

Serial Number #3: Enter the year of establishment of your department.

Serial Number #4: Enter the name of the programs (such as UG, PG, PhD, PG Diploma, Diploma, Certificate, etc.) you are offering, the year of establishment of the program, and the affiliation status (permanent/temporary). If affiliation is temporary, write down the year up to which affiliation has been granted.

As per your requirement, you may insert extra rows.

There is a difference between program and course. For example, MA in History or MSc in Physics is a Program, whereas the papers taught in this program are Courses. In some programs, there are Lab Courses too.

If the department is offering both UG and PG programs, then insert additional rows by clicking on the '+' sign shown on the right.

For example,

First Row: BSc Hons. Physics or BA Hons. History

Second Row: MSc Physics or MA History


Department Question Forms

1. Student-related Data

1. A

Question: Results (Average % of all Programs)

Criteria: Results (Average % of all Programs) For securing 75% and above, for every 1%=1; <75% and up to 60%, for every 1%=0.75; <60% and up to 45%, for every 1%=0.5; <45% and above pass mark, for every 1%=0.25

Sl. No.	Program Name	Number of students securing marks in the categories					
		≥75%	<75% to 60%	<60% to 45%	<45% to Pass Mark	Total	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Percentage		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Actual Score	<input type="text"/>						

Guidelines

There is a difference between program and course. For example, MA in History or MSc in Physics is a Program, whereas the papers taught in this program are Courses. In some programs, there are Lab Courses too.

If the department is offering both UG and PG programs, then insert additional rows by clicking on the '+' sign shown on the right.

For example,

First Row: BSc Hons. Physics or BA Hons. History

Second Row: MSc Physics or MA History

Documents Required

Summary of the results duly certified by the competent authority

1. B

Question: Seminars delivered

Criteria: 1 seminar (per student per semester) = 2; 2 seminars = 4; 3 seminars = 6; 4 seminars = 8; > 4 seminars = 10

Is document available for verification :

SL No.	Name of the Program	Number of seminars delivered by students per semester	
1	<input type="text" value="asda"/>	<input type="text" value="2"/>	
Avg. Score	<input type="text" value="2.0"/>		
Actual Score	<input type="text" value="4.0"/>		

Close

Save As Draft

Guidelines

Refer to guidelines for 1. A

Documents Required

Certification from the competent authority detailing the number of seminars delivered by each student in each semester. A certified copy of the timetable showing seminar schedules.

1. C

Question: Project work/Field Study/Internship

Criteria: Successful completion 75-100% = 10; between 40-74% = 5; Less than 40% = 0

SL No.	Name of the Program	Number of Project work etc. Assigned	Number of Project work, etc. completed	%
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.0"/>
Total		<input type="text" value="0"/>	<input type="text" value="0"/>	
Total Percentage	<input type="text" value="0"/>			
Actual Score	<input type="text" value="0.0"/>			

Guidelines

Refer to guidelines for 1. A


Documents Required

Project/Field study/Internship completion certificates from the competent authority

1. D

Question: Progression to higher studies [UG to PG and/or PG to PhD]

Criteria: >10% = 10; Between 5 and 10% = 5; <5% = 3

SL No.	Name of the Program	Total number enrolled in UG	Total number admitted in PG	Percentage	Total number enrolled in PG	Total number admitted in Phd	Percentage	
1	<input type="text" value="as"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.0"/>	
Total		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
Avg. Percentage		<input type="text" value="0.00"/>						
Actual Score		<input type="text" value="0"/>						

Close

Save As Draft

Guidelines

Refer to guidelines for 1. A. The data should be based on the department's students. Lateral entries should not be shown. However, if a UG student of your department is admitted to a PG program at another HEI should be included.

Documents Required

Copy of the students' I-Card or admission confirmation letter or registration letter (in case of PhD enrolment)

1. E

Question: Dropout

Criteria: <1% = 10; Between 1 and 5% = 5; greater than 5% = 2

SL No.	Name of the Program	No. of Students Enrolled	Number of students who have left the program	Dropout (%)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.0"/>
Total		<input type="text" value="0"/>	<input type="text" value="0"/>	
Percentage	<input type="text"/>			
Actual Score	<input type="text" value="0"/>			

Guidelines

Refer to guidelines for 1. A.

A student leaving the HEI for taking admission into another HEI should not be considered a dropout.

Documents Required

Relevant documents to show the actual dropout.

1. F

Question: PTR

Criteria: Current Pupil Teacher Ratio (average across all disciplines) $\leq 15:1 = 10$; $>16:1$ to $50:1 = 5$; $>50:1 = 2$

Ad-hoc/Part-time teachers/Guest teachers with at least nine-ten months of continuous teaching in a year shall be considered.

Is document available for verification

SL No.	Regular Teachers	Ad-hoc Teachers/ Part-time Teachers	Guest Teachers	Total Teachers (a)	Total Students (b)	PTR [b/a]
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
Actual Score	<input type="text"/>					

Guidelines

Refer to guidelines for 1. A.

A student leaving the HEI for taking admission into another HEI should not be considered a dropout.

Documents Required

Relevant documents to show the actual dropout, such as documents showing the number of students admitted to a program and the number of students out of those who appeared at the examination.

1. G

Question: Achievements

Criteria: Participation in Co-curricular and Extra-curricular activities: 1st prize = 10; 2nd prize = 8; 3rd prize = 5; Participation = 2

SL No.	Activity	First Prize	Second Prize	Third Prize	Total No. of Participation
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Total Score	0 <input type="text"/>				
Actual Score	0 <input type="text"/>				

Guidelines

Here activity means an event. For example, the interuniversity athletic competition is an event.

Documents Required

Copy of the certificates showing receipt of awards/prizes and participation.

1. H

Question: Research fellowship/ scholarship

Criteria: RA/PDF: 1 = 10; National level fellowship [NET/GATE etc.]/ Scholarship: 1 = 8; State/ University level: 1 = 5; Research Assistant: 1 = 3

Is document available for verification

SL No.	RA/PDF / NET/GATE / Scholarship / State / University Level / Research Assistant	Number	Total
1	<input type="text" value="Select"/>	<input type="text"/>	0 <input type="text"/>
Total Score	0 <input type="text"/>		
Actual Score	0 <input type="text"/>		

Guidelines

Documents Required

Copy of the award letters.

1.I

Question: Number of skilling courses offered beyond the syllabus

Criteria: 1 Course = 5; ≥ 2 Courses = 10

SL No.	Name of the skilling course	Date Introduced (DD/MM/YY)
1	<input type="text"/>	<input type="text" value="dd/mm/yy"/>
Total Course	<input type="text" value="1"/>	
Actual Score	<input type="text" value="0"/>	

Close

Save As Draft

Guidelines

Documents Required

Documents showing the number of students enrolled for the skilling course and official notification regarding course introduction and implementation. Copy of the syllabus.


2. Faculty-related Data

2. A

Question: Teaching (Number of classes taught/ total classes assigned during the academic session)

Criteria: $\geq 80\%$ = 10; $< 80\%$ to 70% = 8; $< 70\%$ = 5

Is document available for verification

SL No.	Name of the Faculty	Number of periods assigned in the time table (a)	Number of periods actually engaged (b)	Percentage (b/a)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Avg Percentage	<input type="text"/>	Actual Score	<input type="text"/>		

Close

Save As Draft

Guidelines

Documents Required


Copies of the timetables and certification regarding periods engaged from a competent authority. Separate certificates are required for each faculty or a consolidated certificate showing the periods engaged by all faculty of a department.

2. B

Question: Research Guidance

Criteria: Post-doctoral guidance, such as DLitt. /DSc.: 1 = 12; PhD: 1 = 10; MPhil/MTech: 1 = 5; PG level: 1 = 3; UG level: 1 = 1

Is document available for verification

SL No.	Name of the faculty	Numbers guided						
		DLitt	DSc	PhD	MPhil / MTech	PG	UG	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Score		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Total Score	<input type="text" value="0.00"/>							
Actual Score	<input type="text"/>							

Close

Save As Draft

Guidelines

Documents Required

Copies of the notifications showing awards of degrees or completion of guidance. Thesis submission letters or project completion letters showing guidance.

2. C

Question: Research projects by the individual teacher

Criteria: Major [≥ 10.0 lakh] = 20; Minor [≤ 10.0 lakh] = 10

Is document available for verification

SL No.	Name of the faculty	Project Details							
		Title of the project	Funding agency	Tenure: From	Tenure: To	Amount sanctioned	Major/ Minor	Ongoing / Completed	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="DD/MM/YY"/>	<input type="text" value="DD/MM/YY"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>	<input data-bbox="1342 846 1362 875" type="button" value="+"/>
Total Amount	<input type="text" value="0"/>	Total Score	<input type="text" value="0"/>	Actual Score	<input type="text"/>				

Guidelines

Documents Required

Project sanction letters showing the amount of grants sanctioned by the funding agency/sponsor.

2. D

Question: Publication by the individual teacher

Criteria: 1 Book = 20; 1 in WoS/Scopus listed journals = 20; 1 in UGC-CARE Journal other than the above = 15; 1 Chapter in Book = 10.0; 1 in ISSN Journal = 10; 1 Conference Paper in Proceedings = 5.0; 1 Others (popular article; magazine article etc.) = 3

Is document available for verification

SL No.	Type of publication	Name of the author/s	Name of the Teacher	Year of publication	Title of paper	Name of Journal with Impact Factor	Volume and Page numbers	WoS/Scopus/UGC-Care/Others	ISSN/e-ISSN, if any	
1	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input data-bbox="1385 1655 1406 1684" type="button" value="+"/>
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text"/>							

* In case of multiple authors for the same department only one entry will be done.

Guidelines

Documents Required


A copy of the first page of your publication showing DOI number, and Name of the Journal/Publisher with ISSN or ISBN or e-ISSN or e-ISBN. The journal impact factor published in JCR (Clarivate) will be considered.

2. E

Question: Patent/Products/Copyright/Policy Document

Criteria: 1 International = 10; 1 National = 8

Is document available for verification

SL No.	Name of the faculty	Patent/Product/Copyright/Policy document	International/National	Date submitted	Date registered	Date approved	
1	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="dd/mm/yy"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text" value="0"/>				

Close

Save As Draft

Guidelines

Documents Required

A copy of the certificates showing submission/ registration/ approval of the IPR. A certificate showing acceptance of a policy document.


2. F

Question: Seminar/ Symposium etc. attended by the individual teacher

Criteria: Papers presented in International: 1 = 5; National: 1 = 3; Attended International: 1 = 3; National: 1 = 2

International events should have at least six participants from abroad

Is document available for verification

SL No.	Name of the seminar/symposium, etc.	International/ National	Paper presented/Attended	Date: From	Date: To	
1	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="dd/mm/yy"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text"/>			

Close

Save As Draft

Guidelines

Documents Required


Copy of the certificates showing presentation and/or participation in the event.

2. G

Question: Served as resource person etc. by the individual teacher

Criteria: International - Chairman/ Keynote speaker/ Co-chairman/ Invited speaker/
Resource person: 1 = 8; National - Chairman/ Keynote speaker/ Co-chairman/
Invited speaker/ Resource person: 1 = 4

Is document available for verification

SL No.	Name of the Faculty	Name of the seminar/symposium, etc.	International/ National	Type of Contribution	Date: From	Date: To	
1	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="dd/mm/yy"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text" value="0"/>				

Close

Save As Draft

Guidelines

Documents Required


Copy of the certificates showing the levels of participation in the event.

2. H

Question: Membership in the editorial board of research journals

Criteria: Editor/Associate/Assistant Editor: 1 = 10; Member: 1 = 5

Is document available for verification

SL No.	Name of the Faculty	Status(Editor/ Associate Editor/Assistant Editor/Member)	Name of the Research Journal	ISSN/ e-ISSN	
1	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text" value="0"/>		

Close

Save As Draft

Guidelines

Documents Required


Copy of the certificates showing appointment as Editor/Associate/Assistant Editor, etc., or the live link (URL) of the journal showing the name of the faculty on the editorial board.

2. I

Question: Executive position in professional bodies

Criteria: President/ Vice-president/ Secretary/ Treasurer: 1 = 10

Is document available for verification

SL No.	Name of the Faculty	Name of the professional body	Type of position	Tenure: From	Tenure: To	
1	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="dd/mm/yy"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text"/>			

Close

Save As Draft

Guidelines

Documents Required


Copy of the certificates showing appointment as President/Vice president/ Secretary/ Treasurer, etc., or the live link (URL) of the professional body showing the name of the faculty on the Executive Body.

2. J

Question: Membership in professional bodies

Criteria: 1 Foreign = 5; 1 Indian = 3

Is document available for verification

SL No.	Name of the faculty	Name of the professional body	Foreign/Indian	Life member/ Annual/ Sessional member	Tenure: From	Tenure: To	
1	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="dd/mm/yy"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text" value="0"/>				

Close

Save As Draft

Guidelines

Documents Required


Copy of the certificates showing membership in a professional body.

2. K

Question: Training program [FDP/FIP] attended

Criteria: International: 1 = 10; National: 1 = 5

Is document available for verification

SL No.	Name of the Faculty	FDP/ FIP	International/ National	Name of the Organizer of the FDP/ FIP	Tenure: From	Tenure: To	
1	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="dd/mm/yy"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text" value="0"/>				

Close

Save As Draft

Guidelines

Documents Required


Copy of the attendance certificates.

2. L

Question: Awards/Honors

Criteria: Only by the National/State Academies/ Government: 1 = 10

Is document available for verification

SL No.	Name of the Faculty	Name of the Fellowship/ Award	Name of the National/ State Academy	Type of Sponsors	Year of the Award	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text"/>			

Close

Save As Draft

Guidelines

Documents Required


Copy of the award letters/certificates.

2. M

Question: Current administrative position

Criteria:In the University/College: 1 = 5

Is document available for verification

SL No.	Name of the Faculty	Administrative position	Mention others, if any	
1	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text"/>	

Close

Save As Draft

Guidelines

Documents Required


Copy of the orders/notifications/appointment.

2. N

Question: Contribution to university examination

Criteria: Superintendent/ Assistant Superintendent: 1 = 8; Others (Paper setting/ Invigilation, etc.): 1 = 5

Is document available for verification

SL No.	Name of the Faculty	Contribution to University/College	Mention others, if any	
1	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	
Total Score	<input type="text" value="0"/>			
Actual Score	<input type="text"/>			

Close

Save As Draft

Guidelines

Documents Required

Copy of the orders/notifications/appointment.


3. Infrastructure-related Data

3. A

Question: Computers added to the Department

Criteria: 1 computer = 2

Is document available for verification

SL No.	Computers added in the current academic session		
	Number of Computers	Specifications	
1	<input type="text"/>	<input type="text"/>	
Computer Score	<input type="text" value="0"/>		
Actual Score	<input type="text" value="0"/>		

Close

Save As Draft

Guidelines

Documents Required

Copy of the purchase orders and bills.

3. B

Question: Total Books [titles] including e-books added to the department library/main library

Criteria: >200= 20; >100 to 200 = 10; ≤100= 5; For Colleges [AU/PG/UG] >20 = 20; >10-20 = 10; ≤10= 5

Is document available for verification

SL No.	Book/e-Books added		
	Number of books added	e-books added	Total number
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Total Score	<input type="text" value="0.00"/>	Actual Score	<input type="text" value="0"/>

Close

Save As Draft

Guidelines

Documents Required

Copy of the purchase orders and bills.

3. C

Question: Internet facility [LAN/Wi-Fi] with coverage in the department

Criteria: Network with 1-5 PC = 5; Network with 6-10 PC = 10; Network with ≥ 10 PC = 20

Is document available for verification

SL No.	Internet coverage		Total
	Number of computers with LAN connectivity	Number of computers with wifi connectivity	
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Actual Score	<input type="text" value="0"/>	Total Score	<input type="text" value="0"/>

Close

Save As Draft

Guidelines

Documents Required

Copy of the purchase orders and bills. Physical verification

3. D

Question: Lab equipment added to the department

Criteria:Up to 2 lakh = 5; Up to 10 lakh = 10; More than 10 lakh = 20

Is document available for verification

--Select--

SL No.	Equipment added (exact value in lakhs)	
1	<div></div>	
Total Amount	<div>0</div>	
Actual Score	<div>0</div>	

Close

Save As Draft

Guidelines

Documents Required

Copy of the purchase orders and bills. Physical verification

3. E

Question: Smart/Semi-smart classrooms available in the department

Criteria: Up to 2 = 4; Up to 4 = 8; Up to >4 = 10

Is document available for verification --Select-- 

SL No.	Smart/Semi-smart classroom available
1	<input type="text"/>
Total Score	<input type="text" value="0"/>
Actual Score	<input type="text" value="0"/>

Close

Save As Draft

Guidelines

Documents Required

Copy of the purchase orders and bills. Physical verification

3. F

Question: Expenditure made on other infrastructure, excluding the items mentioned in 3 (A-E), in the department.

Criteria: Up to 1 lakh = 2; Up to 5 lakh = 4; Up to or more than 10 lakh = 10

Is document available for verification Yes 

SL No.	Other Items	Other infrastructure added, other than mentioned under 3 (A-E)	
1	<input type="text" value="safs"/>	<input type="text" value="12"/>	
Total Amount	<input type="text" value="12"/>		
Actual Score	<input type="text" value="2"/>		

Close

Save As Draft

Guidelines

Documents Required

Copy of the purchase orders and bills. Physical verification

4. Activity-related Data

4. A

Question: The popularity of courses offered based on SAMS data (Ratio of number of first preference and number of available seats)

Criteria: Up to 1 = 5; Up to 3 = 10; > 5 = 20

Is document available for verification

SL No.	Name of the Program	Number of first Preferences based on SAMS data (a)	Total number of approved and available seats [b]	Popularity Index (a/b)	
1	<input type="text" value="jjj"/>	<input type="text" value="12"/>	<input type="text" value="121"/>	<input type="text" value="0.10"/>	
2	<input type="text" value="sas"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="1.00"/>	
Avg. Popularity Index:			<input type="text" value="0.55"/>		
Actual Score			<input type="text" value="5"/>		

Close

Save As Draft

Guidelines

Documents Required

First preference for admission from SAMS

4. B

Question: Seminar/ Symposium, including Webinars, etc., organized

Criteria: International: 1 = 10; National: 1 = 7.5; State/ Regional Level: 1 = 5

Is document available for verification

SL No.	Name of the Event	Date [dd/mm/yy]: From	Date [dd/mm/yy]: To	International/National/State/Regional	Number of Participants	Number of Invited Speakers	
1	<input type="text"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	
Total Score			<input type="text" value="0"/>				
Actual Score			<input type="text" value="0"/>				

Close

Save As Draft

Guidelines

Documents Required


Copy of the proceedings or abstract booklet. Copy of the flyer and geo-tagged pictures of the event.

4. C

Question: Staff Council Meeting (College)/Department Staff Council Meeting (University)

Criteria: 1 meeting = 5

Is document available for verification

SL No.	Date of Meeting	Number of Members Attended	Staff Council Meeting (College)/Department Staff Council Meeting (University)	Proceedings Circulated [Y/N]	Posted to the HEI's Website [Y/N]	
1	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	Staff Council Me▼	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	
Total Score			<input type="text" value="0.00"/>			
Actual Score			<input type="text" value="0"/>			

Close

Save As Draft

Guidelines

Documents Required


Copy of the notification for the meeting and the minutes of the meeting. Geo-tagged pictures of the meeting.

4. D

Question: DRC meeting [Only for U/AU]

Criteria: 1 meeting = 5

Is document available for verification

SL No.	Date of Meeting	Number of Members Attended	DRC meeting [Only for U/AU]	Proceedings Circulated [Y/N]	Posted to the HEI's Website [Y/N]	
1	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	DRC meeting (C▼	<input type="text" value="No"/>	<input type="text" value="No"/>	
Total Score			<input type="text" value="5"/>			
Actual Score			<input type="text" value="5"/>			

Close

Save As Draft

Guidelines

Documents Required

Copy of the notification for the meeting and the minutes of the meeting. Geo-tagged pictures of the meeting.

4. E

Question: BoS meeting/ Syllabus revision [Only for U/AU]

Criteria: 1 meeting = 5; 1 revision = 5;

Is document available for verification

SL No.	BoS meeting	Number of Members Attended	Proceedings Circulated [Y/N]	Posted to the HEI's Website [Y/N]	Syllabus revision (in%)
1	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Total Score			<input type="text" value="0"/>		
Actual Score			<input type="text" value="0"/>		

Guidelines

Documents Required


Copy of the notification for the meeting and the minutes of the meeting. Geo-tagged pictures of the meeting.

4. F

Question: Visit of peers/experts

Criteria: Foreign: 1 visit = 10; Indian: 1 = 5

Is document available for verification

SL No.	Name of the visitor	Specialization of the visitor	Date of visit [dd/mm/yy]	Foreign/Indian	Delivered lecture [Y/N]	Interaction with students and teachers [Y/N]	
1	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	
Total Score			<input type="text" value="0"/>				
Actual Score			<input type="text" value="0"/>				

Close

Save As Draft

Guidelines

Documents Required


Views/remarks of the expert/peer on the Visitor's book. Geo-tagged pictures showing the visit

4. G

Question: Grants received from the funding agency, other than research projects of individual faculty

Criteria: Up to 5 lakh = 5; up to 10 lakh = 10; More than 10 lakh = 30

Is document available for verification

SL No.	Title of the project	The thrust area of research	Name of the funding agency	Amount of grants received [in lakh]	Tenure of the project: From	Tenure of the project: To	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yy"/>	<input type="text" value="dd/mm/yy"/>	
Total Amount			<input type="text" value="0"/>				
Actual Score			<input type="text" value="0"/>				

Close

Save As Draft

Guidelines

Individual projects are not eligible in this category. Institutional projects, like the Special Assistance Program [SAP] of UGC, Fund for Improvement of S&T Infrastructure [FIST] of DST, Intensification of Research in High Priority Areas [IRHPA] of DST, Projects under RUSA, World Bank sponsored-OHEPEE projects, etc., will be eligible.

Documents Required


Copy of the sanction letter showing the amount of grants sanctioned by the funding agency/sponsor

4. H

Question: Department journal/ magazine/ newsletter

Criteria: 1 Journal with ISSN = 10; 1 Journal without ISSN = 8; 1 Magazine = 5; 1 Newsletter = 3

Is document available for verification Select

SL No.	Type of Publication	Title of the serials/ periodicals	Broad area of coverage	If submissions are peer-reviewed [Y/N]	Frequency	ISSN/e-ISSN or Registration No.	If cited in UGC-CARE list of journals [Y/N]	
1	Select			Select			Select	
Total Score			<input type="text" value="0"/>					
Actual Score			<input type="text" value="0"/>					

Close Save As Draft

Guidelines

Documents Required


To be physically verified from the copy of the publications.

4. I

Question: Consultancy offered

Criteria: Up to 1 lakh = 5; More than 1 lakh = 10

Is document available for verification Select

SL No.	Areas in which consultancy offered	Names of the faculty involved	Funds mobilized through consultancy		If consultancy offered is published on the website	
			Up to 1.0 lakh	>1.0 lakh		
1					Select	
Total Amount			<input type="text" value="0"/>			
Actual Score			<input type="text"/>			

Close Save As Draft

Guidelines

Documents Required

Copies of the consultancy offer, completion, and consultancy fee receipts

4. J

Question: Department Alumni association registration

Criteria: Yes = 10

Is document available for verification

SL No.	If Alumni Association is registered [Y/N]	Frequency of meetings of the Alumni Association	If details of the Alumni Association are published on the website
1	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>
Total Score		<input type="text" value="0"/>	
Actual Score		<input type="text" value="0"/>	

Close

Save As Draft

Guidelines

Documents Required

Copy of the registration letter

4. K

Question: Department Alumni meeting

Criteria: 1 meeting = 10

Is document available for verification

SL No.	Frequency of meetings of the Alumni Association	If Proceedings of the Alumni Association are published on the website
1	<input type="text"/>	<input type="text" value="Select"/>
Total Score		<input type="text" value="0"/>
Actual Score		<input type="text" value="0"/>

Close

Save As Draft

Guidelines

Documents Required

Copy of the notification for the meeting and the minutes of the meeting. Geo-tagged pictures of the meeting.

4. L

Question: Contributions from the department's alumni

Criteria: Per each 10 thousand or part thereof = 5

Is document available for verification

SL No.	Funds mobilized through Alumni	If details of the contributions from the Alumni Association are published on the website
1	<input type="text"/>	<input type="text" value="Select"/>
Total Score	<input type="text" value="0"/>	
Actual Score	<input type="text"/>	

Close

Save As Draft

Guidelines

Documents Required

Copy of the receipts of the funds from the alumni.

4. M

Question: Parent-teacher meeting

Criteria: 1 meeting/ Year = 10

Is document available for verification

SL No.	Frequency of Parent-Teacher meeting Per year	Date of the last meeting held [dd/mm/yy]	Number of parents attended the last meeting	If, action taken report (ATR) is generated	If, ATR is published on the website
1	<input type="text"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Total Score	<input type="text" value="0"/>		Actual Score	<input type="text"/>	

Close

Save As Draft

Guidelines

Documents Required


Copy of the notification for the meeting and the minutes of the meeting. Geo-tagged pictures of the meeting.

4. N

Question: Collaborative joint programs with other institutions [Only for U/AU]

Criteria: 1 Foreign = 15; 1 National = 10; 1 State/ Regional level = 5

Is document available for verification

SL No.	Name of peer institutions with whom collaborative programs/ MoUs signed	Category of programs/Agreement	Output: Publication/ Product/Programs [Give numbers only]	If, collaborative programs and MoUs are published on the website [Y/N]	
1	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text"/>		

Close

Save As Draft

Guidelines

Documents Required


Copy of the letter of agreement/MoU for collaboration. Copy of the outputs, if any. Link to the documents on the web pages of the HEI.

4. O

Question: MoUs signed [Only for U/AU]

Criteria: 1 MoU = 10; More than 1 = 20

Is document available for verification Select ▼

SL No.	Date of Signing of the MoUs	Name of the peer institutions with whom MoUs signed	Number of MoUs	Output: Publication/ Product/Programs [Give numbers only]	If MoUs are published on the website [Y/N]	
1	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	Select ▼	<input type="text"/>	Select ▼	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text" value="0"/>			

Close

Save As Draft

Guidelines

Documents Required


Copy of the MoU. Copy of the outputs, if any. Link to the MoU on the web pages of the HEI.

4. P

Question: Outreach activity conducted by the department

Criteria: 1 Program = 5

Is document available for verification Select ▼

SL No.	Do you have a public outreach cell (POC) in your HEI? [Y/N]	Type of outreach activities	If, POC activities are published on the website [Y/N]	
1	Select ▼	Select ▼	Select ▼	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text"/>	

Close

Save As Draft

Guidelines

Documents Required


Copy of the notification/flyer for the outreach activity. Link to the activity on the web pages of the HEI. MoU.

4. Q

Question: Mentor-Mentee Meetings/Proctorial Meetings per Semester

Criteria: 1 meeting = 10; 2 Meetings = 20; >2 meetings = 30

Is document available for verification

SL No.	Type of Meeting	Number of Meetings	The number of mentees who benefited	If proceedings of the meeting drafted [Y/N]	If, proceedings are published on the website	
1	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	
Total Score	<input type="text" value="0"/>	Actual Score	<input type="text"/>			

Close

Save As Draft

Guidelines

Documents Required

Copy of the notification for the meeting and the minutes of the meeting. Geo-tagged pictures of the meeting.

IQAC Report

IQAC Report		Academic Year (2022 - 2023)
1. Year of Establishment *	<input type="text" value="YYYY"/>	
2. (a) Vision *	<input type="text"/>	
2. (b) Mission *	<input type="text"/>	
3. SWOC Analysis		
Strength [Maximum 5] *	<input type="text"/>	
Weakness [Maximum 5] *	<input type="text"/>	
Opportunity [Maximum 5] *	<input type="text"/>	
Challenge [Maximum 5] *	<input type="text"/>	
4. IQAC Status *	<div>Select</div>	
5. Status of AQAR and its publication on the Website. *	<div>Select</div>	
6. Is IQAC conducting an Internal Academic and Administrative Audit? *	<div>Select</div>	
7. NAAC Accreditation Status [Input CGPA with remarks] *	<input type="text"/>	
8. NIRF Rank [Input Rank with remarks] *	<input type="text"/>	
9. Any other accreditation [Input accreditation grade/rank with remarks] *	<input type="text"/>	
10. Benchmarks with timeline		
a. Finishing school *	<input type="text"/>	
b. Quality of teaching and learning *	<input type="text"/>	
c. Graduation outcome *	<input type="text"/>	
d. Research [For U/AU] *	<input type="text"/>	
e. Fund mobilization [For U/AU] *	<input type="text"/>	
f. Outreach activity *	<input type="text"/>	
g. Alumni engagement in academics *	<input type="text"/>	
h. Industry knowledge partnership *	<input type="text"/>	
i. Digital footprint *	<input type="text"/>	
<div>Submit</div>		

Guidelines

This page is self-explanatory.

For point #10, please enter your timeline apropos the parameters outlined therein.

Auditor Observation Form

FAKIR MOHAN (AUTONOMOUS) COLLEGE, BALASORE

Back

1. Observations of Academic Performance Auditors and Task Assignment (Academic Year: 2022-2023)

a. About SWOC [in about 100-150 words] *	<input type="text"/>
b. Academic Performance Index [in about 100-150 words] *	<input type="text"/>
c. Benchmarks and timeline [in about 100-150 words] *	<input type="text"/>
d. Library and Laboratory [in about 100-150 words] *	<input type="text"/>
e. Functioning of IQAC [in about 100-150 words] *	<input type="text"/>
f. About the Website and Digital Footprint of the HEI [in about 100-150 words] *	<input type="text"/>
g. Status of examination and confidential section [in about 100-150 words] *	<input type="text"/>
h. Status of sports and games [in about 100-150 words] *	<input type="text"/>
i. Status of website *	<input type="text"/>
j. Status of automation, such as ERP-based management, e-file processing, etc. *	<input type="text"/>
k. Task assignment [Up to 10 bullet points] *	<input type="text"/>
2. Detailed Report [No word restriction] *	<input type="text"/>

Submit

Guidelines

This page is self-explanatory and is for the esteemed Academic Performance Auditors. The auditors need to enter their observations against each parameter and assign tasks for the HEI under review. The auditors are also required to write a detailed report based on their observations of the functioning of the HEI.