

Guidelines for data submission in Academic and Administrative Audit for College/Institute software.

Software consists of two units General Information and Criteria Information.

General Information is for College/Institute information and Criteria Information is for evaluation purpose.

Step 1- Fill General Information details for all parameter. Compulsory upload documents wherever necessary.

Step 2-Preview can be viewed from PREVIEW/PRINT REPORT TAB time to time.

Step 3- After filling all information press button “Finalise General Info “button present at the bottom of report.

Step 4- Use “Not applicable button” if that parameter is not applicable to College.

Step 5- Now fill Criteria Information. Compulsory upload documents wherever necessary. Select Menu Criteria info- Key Indicator. Select Criteria from drop down menu. Then list key indicator will appear then select key indicator and click button Applicable. Then a window will appear having Yes radio button. Read instructions carefully. Click “Yes” radio button to display form for submission. “Add more “button for additional record. And “Add upload” for additional upload document. Enter the information and Click Save button to save data. Now if you want to change or add records then then click View/EDIT button. After filling all criteria, Key indicator data. Click main menu Criteria info- Finalise key indicator for printing report. Then finalise one by one all 7 criteria then “Generate Report “button will become visible. Click that button to view college submitted report.

Step 6 – It is compulsory to fill information of all key indicator. If college have no data for any key indicator then fill it by none or zero but don’t skip the key indicator for proper evaluation. Ensure General Info and Criteria info finalized properly then only evaluation will be done properly. Take print out of both General Info and Criteria info and Submit the hard copy to Academic Section of University.