

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

Internal Quality Assurance Cell (IQAC)

AQAR – 2019

List of Supporting Documents

Criteria I to VII

***Kindly note that it is mandatory to attach appropriate supporting documents as notified below for the justification of the claims made in AQAR.**

Sr. No.	Criteria	Metric No. as per Software	Headings	List of Supporting Documents
1.	Criteria I	1.1.2	Details of programmes where syllabus revision was carried out during 2018-19	<ul style="list-style-type: none">Scanned copy of Minutes of DC/Approval of BoS
2.		1.1.3	Details of courses having focus on employability/ entrepreneurship/ skill development during 2018-19	<ul style="list-style-type: none">Copies of the activity report, photographs,
3.		1.2.1	Details of new courses introduced of the total number of courses across all programmes in the department offered during 2018-19	<ul style="list-style-type: none">Minutes of the DC/ Governing Body/ Approval of Hon'ble VC
4.		1.2.2	Details of programs in which Choice Based Credit System (CBCS)/elective course system has been implemented	<ul style="list-style-type: none">Minutes of the DC/ Academic Council/ Approval of Hon'ble VC

5.		1.3.2	Details of value-added courses imparting transferable and life skills offered during 2018-19	<ul style="list-style-type: none"> • Departmental Circular, Brochures, Photos etc
6.		1.3.4	Details of students undertaking field projects / internships during 2018-19	<ul style="list-style-type: none"> • Completion Certificate of the Student
7.		1.4.2	Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for the 2018-19	<ul style="list-style-type: none"> • Copies of the Analyzed Feedback and Action Taken Reports or DC Minutes where Actions were taken
8.	Criteria II	2.1.1	Details of students from other States and Countries during 2018-19	<ul style="list-style-type: none"> • Copy of Marksheet completing previous educational level in outside state, outside country / Degree Certificate
9.		2.1.1-a	Details of the students from other States and Countries during 2018-19. *Kindly note that only other state and other countries students details need to be fill up.	<ul style="list-style-type: none"> • Copy of Marksheet completing previous educational level in outside state, outside country / Degree Certificate
10.		2.1.2	Details for Demand Ratio during 2018-19	<ul style="list-style-type: none"> • Copy of approved intake, Copies of Applications Received, List of students enrolled endorsed by Head
11.		2.1.3	Details of seats filled against seats reserved for various categories as per applicable reservation policy during 2018-19	<ul style="list-style-type: none"> • Reservation Policy Document • Student Admission List Reservation wise endorsed by HoD
12.		2.2.2	Details for Student - Full time teacher ratio during 2018-19	<ul style="list-style-type: none"> • List of Students & Teachers endorsed by HoD
13.		2.2.3	Details of differently abled students (Divyangjan) on rolls during 2018-19	<ul style="list-style-type: none"> • Copy of Certificate of Disability
14.		2.3.2	Details of teachers using ICT for effective teaching with Learning Management Systems (LMS), e-learning resources etc. during 2018-19	<ul style="list-style-type: none"> • Geotagged Photos while using ICT, Copies of LMS Screen Shots etc.
15.		2.3.3	Details of students to mentor for academic and stress related issues during 2018-19	<ul style="list-style-type: none"> • Copy of Mentor:Mentee distribution by Head • Copy of activites by each mentors

16.		2.3.3-a	Details of students to mentor for academic and stress related issues during 2018-19	<ul style="list-style-type: none"> • Copy of Mentor:Mentee distribution by Head • Copy of activites by each mentors
17.		2.4.1	Details of full time teachers during 2018-19	<ul style="list-style-type: none"> • Copy of Appointment Letter • Copy of CAS Promotion Letter
18.		2.4.1-a	Details of full time teachers during 2018-19	<ul style="list-style-type: none"> • Copy of Appointment Letter
19.		2.4.2	Details of full time teachers with Ph.D. during 2018-19	<ul style="list-style-type: none"> • Ph.D. Notification/Degree • Guideship Letter
20.		2.4.2-a	Details of full time teachers with Ph.D. during 2018-19	<ul style="list-style-type: none"> • Ph.D. Notification/Degree • Guideship Letter
21.		2.4.3	Details of teaching experience of full time teachers in number of years during 2018-19	<ul style="list-style-type: none"> • Copy of first approved Appointment Letter
22.		2.4.4	Details of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during 2018-19	<ul style="list-style-type: none"> • Copy of Award, Recognition
23.		2.4.5	Details of full time teachers from other States against sanctioned posts during 2018-19	<ul style="list-style-type: none"> • Qualifying Degree of other state
24.		2.5.1	Details of number of days from the date of last semester-end/ year- end examination till the declaration of results during 2018-19	<ul style="list-style-type: none"> • Copy of Result Declaration, Copy of Time Table
25.		2.5.2	Details of student complaints/grievances about evaluation against total number appeared in the examinations during 2018-19	<ul style="list-style-type: none"> • Copy of Complaints
26.		2.5.3	Details of applications for revaluation leading to change in marks during 2018-19	<ul style="list-style-type: none"> • Copy of revaluation leading to change in marks

27.		2.5.5	Status of automation of Examination division along with approved Examination Manual during 2018-19	<ul style="list-style-type: none"> • Screenshots of the system regarding automation of examination
28.		2.6.1-a	Weblink of program outcome for 2018-19	<ul style="list-style-type: none"> • Mandatory Attachment (Link of Pos, PSOs, Cos)
29.		2.6.3	Details of the passing percentage of students for 2018-19	<ul style="list-style-type: none"> • Statement showing passing percentage endorsed by HoD
30.		2.7.1	Student Details during 2018-19	--
31.	Criteria III	3.1.1	Policy for promotion of research and the same is uploaded on the institutional website	<ul style="list-style-type: none"> • http://bamu.ac.in/Portals/o/Policy_Promotion_Research_Final.pdf • Everyone should know that University has its policy for promotion of research
32.		3.1.2	Details of the seed money to teachers for research (INR in Lakhs) during 2018-19	<ul style="list-style-type: none"> • Copies of the seed money award
33.		3.1.3	Details of teachers awarded international fellowship for advanced studies/ research during 2018-19	<ul style="list-style-type: none"> • Copies of the Certificates • Photos of the Award
34.		3.1.4	Details of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the department enrolled during 2018-19	<ul style="list-style-type: none"> • Copy of Award Letter
35.		3.1.5	University has the following facilities 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/Business Lab/Studios 5. Research/Statistical Databases	<ul style="list-style-type: none"> • Geotagged Photographs • Screenshots etc.
36.		3.1.6	Details of UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by government agency during 2018-19	<ul style="list-style-type: none"> • Copies of the Award Letter

37.		3.2.1	Details of grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during 2018-19	<ul style="list-style-type: none"> • Copies of the Sanction Letter / Utilization Certificates (if available)
38.		3.2.3	Details of research projects per teacher funded by government and non-government agencies during 2018-19	<ul style="list-style-type: none"> • Copies of the Sanction Letter / Utilization Certificates (if available)
39.		3.3.2	Details of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during 2018-19	<ul style="list-style-type: none"> • Copies of the brochures • Copies of Photos / Attendance etc
40.		3.3.3	Details of awards for innovation won by institution/teachers/research scholars/students during 2018-19	<ul style="list-style-type: none"> • Copies of Award
41.		3.3.4	Details of start-ups incubated on campus during 2018-19	<ul style="list-style-type: none"> • Start Up Sanction Letter
42.		3.4.1	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research (Yes/No)	<ul style="list-style-type: none"> • http://bamu.ac.in/Portals/o/Policy_Code_Ethics_Plagiarism_Final.pdf • Everyone should note that University has its Code of Ethics to check malpractices and plagiarism in research
43.		3.4.2	Details of the incentives to teachers who receive state, national and international recognition/awards	<ul style="list-style-type: none"> • Copy of concerned letters
44.		3.4.3	Details of Patents submitted/published/awarded during 2018-19	<ul style="list-style-type: none"> • Award Letter/Certificate/Filed Copy of the Patent
45.		3.4.4	Details of Ph.D.s awarded per teacher during 2018-19 *Only for University teachers as guide	<ul style="list-style-type: none"> • Copy of Ph.D. Degree/Notification
46.		3.4.5	Details of research papers per teacher in the Journals notified on UGC website during 2018-19	<ul style="list-style-type: none"> • UGC Link
47.		3.4.7	BiblioMetrics of the publications during 2018-19 based on average citation index in Scopus/	<ul style="list-style-type: none"> • Links/Screenshots

			Web of Science or PubMed/ Indian Citation Index	
48.		3.5.1	Institution has a policy on consultancy including revenue sharing between the institution and the individual (yes/No)	<ul style="list-style-type: none"> • http://bamu.ac.in/Portals/o/Policy_of_Consultancy_Final.pdf • Everyone should note that University has its Consultancy Policy
49.		3.5.2	Revenue generated from consultancy during 2018-19	<ul style="list-style-type: none"> • Copies of Receipt
50.		3.6.2	Details of number of awards and recognition received for extension activities from Government/recognized bodies during 2018-19	<ul style="list-style-type: none"> • Copies of the Awards
51.		3.6.3	Details of number of extension and outreach programs conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/YRC etc., during 2018-19	<ul style="list-style-type: none"> • Photos of the Activity • Attendance of Programme • Brochures of the Programmes • Attendance of Students
52.		3.6.4	Details of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during 2018-19	<ul style="list-style-type: none"> • Copies of Brochures • Copies of Photos • Attendance of Students
53.		3.7.1	Details of Collaborative activities for research, faculty exchange, student exchange during 2018-19	<ul style="list-style-type: none"> • Document of Collaboration
54.		3.7.2	Details of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during 2018-19	<ul style="list-style-type: none"> • Copies of Linkages
55.		3.7.3	Details of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during 2018-19 (only functional MoUs with ongoing activities to be considered)	<ul style="list-style-type: none"> • Copies of the MoU

56.	Criteria IV	4.1.2-a	Details of the Facilities in the Department during 2018-19	<ul style="list-style-type: none"> • Geotagged Photographs
57.		4.1.3	Details of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc. during 2018-19	<ul style="list-style-type: none"> • Geotagged Photographs/Screenshots of the LMS
58.		4.1.4	Details of budget allocation, excluding salary for infrastructure augmentation during 2018-19 (INR)	<ul style="list-style-type: none"> • Copies of the Budget Book Page • Audited Statements by CA
59.		4.2.1-a	Details of the Library facilities during 2018-19	<ul style="list-style-type: none"> • Photographs of KRC • Links of the Digital Database
60.		4.2.3	Does the institution have the following: 1. e ? journals 2. e-ShodhSindhu 3. Shodhganga membership 4. e-books 5. Databases	<ul style="list-style-type: none"> • Screenshots of the software • Photographs of KRC • Links of the Digital Database
61.		4.2.4	Details of annual expenditure for purchase of books and journals in the department (if any) during 2018-19 (INR)	<ul style="list-style-type: none"> • Purchase Orders • Photographs of KRC • Links of the Digital Database
62.		4.2.5	Availability of remote access to e-resources of the library (Yes/No)	<ul style="list-style-type: none"> • Screenshots of the software
63.		4.2.6	Details of per day usage of library by teachers and students during 2018-19	<ul style="list-style-type: none"> • Copies of the Logbook
64.		4.2.7	Details of E-content is developed by teachers : 1. For e-PG-Pathshala 2. For CEC (Under Graduate) 3. For SWAYAM 4. For other MOOCs platform 5. For NPTEL/NMEICT/any other Government initiatives 6. For institutional LMS during 2018-19	<ul style="list-style-type: none"> • Links of the platforms
65.		4.3.1-a	Details of the IT Infrastructure in the department during 2018-19	<ul style="list-style-type: none"> • Photographs, Purchase Orders etc
66.		4.3.2	Details of the Students & Computers in the department during 2019	<ul style="list-style-type: none"> • Photographs of students while using computers • Stock Entries Copies etc.

67.		4.3.4	Details of the Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System(LCS) (1) (Yes/No)	<ul style="list-style-type: none"> • Links of the E-Content Developed • Photographs of the Facilities
68.		4.4.1	Details of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during 2018-19	<ul style="list-style-type: none"> • Copies of the Provision Watch Register (If expense incurred) • Statement endorsed by HoD • Audited Statements by CA
69.		4.4.2-a	Details of the procedures and policies for the maintenance of physical facilities (Writeup upto 500 words)	<ul style="list-style-type: none"> • Copies of the Drafts of the Policies
70.	Criteria V	5.1.1	Details of students benefited by scholarships and freeships provided by the Government during 2018-19	<ul style="list-style-type: none"> • Award Letters of the Scholarships • List of students forwarded to Concerned sections etc. • Statement showing beneficiaries of the scholarships endorsed by HoD
71.		5.1.1-a	Details of students benefited by scholarships and freeships provided by the private sources during 2018-19	<ul style="list-style-type: none"> • Award Letters of the Scholarships • List of students forwarded to Concerned sections etc. • Statement showing beneficiaries of the scholarships endorsed by HoD
72.		5.1.3	Details of capability enhancement and development schemes ? (9) 1. Guidance for competitive examinations, 2. Career Counselling, 3. Soft skill development, 4. Remedial coaching, 5. Language lab, 6. Bridge courses 7. Yoga and Meditation 8. Personal Counsell during 2018-19	<ul style="list-style-type: none"> • Attendance of Students • Brochures / Photos
73.		5.1.4	Details of students benefited by guidance for competitive examinations and career counselling offered by the institution during 2018-19	<ul style="list-style-type: none"> • Attendance of the Students • Brochures / Photographs
74.		5.1.6	Details of timely redressal of student grievances including sexual harassment and ragging cases during 2018-19	<ul style="list-style-type: none"> • Copies of Cases (if available)

75.		5.2.1	Details of placement of outgoing students during 2018-19	<ul style="list-style-type: none"> • Communication Details of the students • Appointment letters
76.		5.2.2	Details of student progression to higher education (previous graduating batch) 2018-19	<ul style="list-style-type: none"> • Admission Letter/Bonafide Certificate from the concerned HEI • Identity Card of the Admission
77.		5.2.3	Details of students qualifying in state/ national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) during 2018-19	<ul style="list-style-type: none"> • Copy of Certificates
78.		5.3.1	Details of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) during 2018-19	<ul style="list-style-type: none"> • Copies of Certificates/Awards
79.		5.3.2	Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)	<ul style="list-style-type: none"> • Copies of the Student Council Documents (If available) • Nomination of Students on committees etc.
80.		5.3.3	Details of sports and cultural activities / competitions organized at the institution during 2018-19	<ul style="list-style-type: none"> • Copies of Certificates • Photos/Brochures/Circulars etc
81.		5.4.1	Alumni Association Details during 2018-19	<ul style="list-style-type: none"> • Copy of Registration Alumni Association, Photos, attendance of the meetings
82.		5.4.2	Alumni contribution during 2018-19	<ul style="list-style-type: none"> • Copy of Registration Alumni Association, Photos, attendance of the meetings
83.		5.4.3	Alumni Association /Chapters meetings held during 2018-19	<ul style="list-style-type: none"> • Copy of Registration Alumni Association, Photos, attendance of the

				meetings
84.	Criteria VI	6.1.1	Details of practices of decentralization & participative management during 2018-19	<ul style="list-style-type: none"> Copies of the relevant document (If any)
85.		6.2.1	Details of the quality improvement strategies implemented by the department (Writeup max 100 words each to 7 Criteria)	<ul style="list-style-type: none"> Copies of the relevant document (Compulsory)
86.		6.2.3	Details of the Implementation of e-governance in areas of operation 1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination for 2018-19	<ul style="list-style-type: none"> Screenshots (if available at the departmental level)
87.		6.3.2	Details of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during 2018-19	<ul style="list-style-type: none"> Copies of Financial Support
88.		6.3.3	Average number of professional development / administrative training programs organized by the University for teaching and non-teaching staff during 2018-19	<ul style="list-style-type: none"> Copies of Certificates
89.		6.3.4	Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during 2018-19	<ul style="list-style-type: none"> Copy of Certificates
90.		6.3.4-a	Faculty Staff recruited during 2018-19	<ul style="list-style-type: none"> Copies of the Appointment Letters
91.		6.3.5	Details of the welfare schemes (Writeup max to 100 words) during 2018-19	<ul style="list-style-type: none"> Copies of the Photographs/Circulars etc.
92.		6.4.1	Details of the Internal/External Quality Audits (Writeup max to 100 words)	<ul style="list-style-type: none"> Copies of the Audit Activity Reports / photographs etc.

93.		6.4.2	Funds / Grants received from non-government bodies, individuals, philanthropers during 2018-19	<ul style="list-style-type: none"> • Copies of the sanction letters • Audited Statement by CA
94.		6.5.1-a	Details of the Academic & Administrative Audit during 2018-19	<ul style="list-style-type: none"> • Copies of the AAA Report
95.		6.5.3	Details of quality initiatives by Departmental IQAC per year for promoting quality culture during 2018-19	<ul style="list-style-type: none"> • Relevant Documents (Compulsory) • Departmental IQAC (Minutes of Meetings etc.)
96.		6.5.3-a	Activities & Support from the Parent-Teacher Association (at least three) upto 500 words	<ul style="list-style-type: none"> • Minutes of the Parents/Teachers Meetings • Activity Reports etc.
97.		6.5.4	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC), timely submission of Annual Quality Assurance Report (AQAR) to NAAC, Feedback collected, analysed and used for improvements 2. Academic	<ul style="list-style-type: none"> • Relevant Documents (Compulsory) • Departmental IQAC (Minutes of Meetings etc.)
98.		6.5.4-a	Development Programmes for Support Staff (at least three) max upto 500 words	<ul style="list-style-type: none"> • Copies of the Circulars / Attendance / Photographs
99.		6.5.5	Post Accreditation initiatives (mention at least three)	<ul style="list-style-type: none"> • Relevant Documents (Developmental Activity Reports/ Action Plan/Compliance Reports etc)
100.		7.1.1	Details of gender equity promotion programs organized by the institution during 2018-19	<ul style="list-style-type: none"> • Copies of Certificates
101.		7.1.2	Environmental Consciousness & Sustainability/ Alternate Energy initiatives	<ul style="list-style-type: none"> • Copies of the Photographs/ Attendance / Circulars etc.
102.		7.1.3	Details of Alternate Energy initiatives such as: Percentage of annual power requirement of the Institution met by the renewable energy sources during 2018-19	<ul style="list-style-type: none"> • Copies of the Photographs/ Attendance / Circulars etc.

103.	Criteria VII	7.1.4	Annual lighting power requirements met through LED bulbs during 2018-19	<ul style="list-style-type: none"> • Relevant document (if available)
104.		7.1.7-a	Initiatives taken by the department to make the campus Eco-friendly during 2018-19	<ul style="list-style-type: none"> • Photographs/Circulars/Activity Reports (Compulsory)
105.		7.1.8	Expenditure on green initiatives and waste management excluding salary component during 2018-19	<ul style="list-style-type: none"> • Statement showing expenses on green initiatives • Activity Reports etc.
106.		7.1.9	Resources available in the institution 1) Physical facilities 2) Provision for lift Lift 3) Ramp / Rails 4) Braille Software/facilities 5) Rest Rooms designated 6) Scribes for examination 7) Special skill development for differently abled students 8) Any	<ul style="list-style-type: none"> • Photographs /Screenshots / Circulars etc.
107.		7.1.9-a	Resources available in the institution	<ul style="list-style-type: none"> • Geotagged Photographs
108.		7.1.10	Number of specific initiatives to address locational advantages and disadvantages during 2018-19	<ul style="list-style-type: none"> • Photos/ Brochures etc
109.		7.1.14	Details of plans and organizes appropriate activities to increase consciousness about national identities and symbols, Fundamental Duties and Rights of Indian citizens and other constitutional obligations	<ul style="list-style-type: none"> • Circulars/Notices / Photographs/ Attendance etc.
110.		7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace), national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental rights.	<ul style="list-style-type: none"> • Circulars/Notices / Photographs/ Attendance etc.
111.		7.2.1-a	Describe the Best Practices (At least two)	<ul style="list-style-type: none"> • Relevant Document (Compulsory)

112.		7.3.1-a	Describe the performance of the department in one area distinctive to its vision, priority & thrust	<ul style="list-style-type: none"> • Relevant Document (Compulsory)
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