



PONDICHERRY UNIVERSITY
(A Central University)

PLANNING & DEVELOPMENT SECTION
Bharat Ratna Dr.B.R. Ambedkar, Administrative Building
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PU/NAAC/Review/2010-11/ 1199

Date: 01.02.2011

To

All Deans / HODs/ Centre Heads / Officers -

with a request to circulate to all the
teaching and non-teaching functionaries,
please.

Dear Sir / Madam,

Sub: PU - AAAC Visit - Review the Implementation – Recommendations /
Suggestion of Committee - Reg.

Greetings to you

Your good office may be well aware that our University is going for NAAC Re-accreditation this year. In this connection, I am pleased to inform that the Academic and Administrative Audit Committee is going to review the implementation of the recommendations / suggestions of the committee in your School/Department/Centre/ Office/ Constituent Unit online with the Assessment Indicators of 7 Parameters of the NAAC.

The committee will be visiting to our University from 24.02.2011 to 26.02.2011. The schedule of visit of the committee with date and time will be intimated to you shortly. Meanwhile, the members of the faculty and officers of the sections are requested to prepare for presentation to the committee with proper documentary evidences, including facts and figures. I humbly request you to inform the teaching and non-teaching functionaries to be present during the visit of the committee without fail.

Further, I am to forward the "Key Aspect-wise Assessment Indicators and Best Practices of NAAC" to be considered at the micro level operation of your School/Department/ Centre/Section/Unit etc., so as to reach a collective consensus with maximum output at the macro level assessment of NAAC please.

Your kind co-operation is highly solicited in this regard.

Sincerely thanking you.

Yours faithfully,

Wg
1/2/2011

DEPUTY REGISTRAR (P&D)

Encl: As above

Copy to:

1. The A.R. O/o the V.C. – for kind information of the Vice-Chancellor, please.
2. The P.S. O/o the Director (SEI&RE) – for kind information of the Director, please.
3. The A.R. O/o the Registrar – for kind information of the Registrar, please.
4. The P.S. O/o the Finance Officer – for kind information of the F.O., please.
5. The P.S. O/o the Controller of Examinations – for kind information of the C.E., please.
6. ✓ The Systems Manager – with a request to host in our UMS immediately, please.

Enclosure : KEY ASPECT-WISE ASSESSMENT INDICATORS OF NAAC

PONDICHERRY UNIVERSITY
(A Central University)
PLANNING & DEVELOPMENT
INTERNATIONAL QUALITY ASSURANCE CELL

Dr. M. Rajendran
Co-ordinator, IQAC

KEY ASPECT-WISE ASSESSMENT INDICATORS OF NAAC

I. CURRICULAR ASPECTS

1.1 Curriculum Design and Development

- ❖ Curriculum design is aligned with the institutional goals and objectives
- ❖ Curricula developed / adopted have relevance to the regional / national developmental needs
- ❖ Curriculum design is suitable for meeting the overall development of the students
- ❖ Employability is a major consideration in the design and development of the curriculum
- ❖ Developing global competencies is evident in the curriculum design
- ❖ Curriculum has aspects on value based education
- ❖ Consultation with academic expert within and outside the institution is effectively done for developing the curricula
- ❖ Consultations are done with industry / employment sector in the curriculum development process.
- ❖ Faculty takes initiative (formally / informally) in the curriculum development process

1.2 Academic Flexibility

- ❖ Institution offers a number of program options leading to different degrees, diplomas and Certificates (UG/PG/PG Diploma/ Diploma Certificate)
- ❖ The curriculum offers a number of elective options
- ❖ A number of new programs and program combinations developed / adopted to meet the needs of the students and the society.
- ❖ Options are available for students to take additional / supplementary / enrichment courses alongwith their regular curricula. (Eg. UG Degree + a Certificate PG Degree + a Diploma and so on)
- ❖ Number of value-added courses offered (Eg. A course on entrepreneurship, personality development etc.)

- ❖ Institution provides for inter-institutional credit transfers
- ❖ Choice-based credit system (CBCS) and semester system are initiated in the institution

1.3 Feedback on Curriculum

- ❖ Feedback from students
- ❖ Feedback from alumni
- ❖ Feedback from parents
- ❖ Feedback from employers

1.4 Curriculum Update

- ❖ Frequency of curriculum revision
- ❖ National and International curricular modules are referred for curriculum update
- ❖ Curriculum has emerging thrust areas including inter- disciplinary areas
- ❖ Faculty takes initiative in the curriculum revision based on the feedback from stakeholders

1.5 Best practices in Curricular Aspects

- ❖ Best practices in curricular design and development / academic flexibility / feedback on curriculum / curricular update / or any other quality initiative the institution practices.

II. TEACHING – LEARNING AND EVALUATION

2.1 Admission Process and Student Profile

- ❖ Wide publicity and transparency in the admission process
- ❖ Admission process is systematically administered based on predetermined criteria
- ❖ Admission process caters to access and equity considering the applicable norms including applicable reservation policies
- ❖ Institution ensures due representation from different strata gender to locale

2.2 Catering in Diverse Needs

- ❖ Assess the students learning level after admission and conduct appropriate remedial courses
- ❖ Adopt appropriate strategies for advanced learners
- ❖ Conduct tutorial classes
- ❖ Has a mechanism for mentoring students

- ❖ Institution caters to the needs of differently – abled students

2.3 Teaching Learning Process

- ❖ The teaching program schedule and methodologies are planned and organized in advance
- ❖ Experiential learning methodologies for participative learning are used
- ❖ Educational technology is effectively used (audio-visual aids)
- ❖ Problem – solving approach as a teaching methodology is adopted
- ❖ Computer-aided information retrieval and teaching methodology is adopted
- ❖ Library resources are effectively used to augment Teaching-learning
- ❖ Use laboratory equipment / field experiences effectively to maximize the teaching – learning process
- ❖ Use wide range of techniques, materials and experiences to engage student interests.

2.4 Teacher Quality

- ❖ Percentage of teachers with Ph.D qualification
- ❖ Percentage of teaching positions filled against sanctioned posts
- ❖ Adherence to UGC/State Govt. / University norms with reference to teacher qualifications for recruitment
- ❖ Faculty recruitment process is systematic and rigorous
- ❖ Faculty development programs are initiated and utilized
- ❖ Incentives / awards / recognitions are received by faculty
- ❖ Faculty demonstrate creativity and innovation in teaching methodology

2.5 Evaluation Process and Reforms

- ❖ Provision for continuous evaluation and monitoring students progress
- ❖ Conducts mid-term / semester evaluations
- ❖ Declares results within two months of the examinations
- ❖ Reforms in examination procedures and processes are evident
- ❖ Examination processes are transparent and realizable
- ❖ Security of the evaluation system ensured
- ❖ Students grievances regarding evaluation results are addressed.

2.6 Best Practices in Teaching Learning & Evaluation

- ❖ Best practices in Admission process / Catering to diverse needs / Teaching – learning process / Teacher Quality / Evaluation process and reforms / or any other quality initiative the institution practices.

III. RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

- ❖ Institution facilitates faculty to undertake research by providing research funds (seed money)
- ❖ Provision for research facilities in terms of laboratory equipment, research journals and research incentives.
- ❖ Encourage and promote research culture (eg. Teaching work load remission, opportunities for attending conferences etc.)
- ❖ Initiate research by collaborating with other research organizations / industry
- ❖ Faculty recognition for guiding research
- ❖ Establishing research committees for promoting and directing research
- ❖ Establishment of specific research units / centers

3.2. Research and Publication Output

- ❖ Significant faculty involvement in research
- ❖ Recognized Research Centres (National & International, eg. UGC, SAP, DST, DBT, UNESCO, UNICEF)
- ❖ Significant number of major and minor research projects
- ❖ The institution receives significant quantum of research grants from external agencies
- ❖ Output in terms of M.Phil, Ph.D, students is significant.
- ❖ The institution has received research recognition and awards (including patents)
- ❖ The institution's research has contributed to the industry's requirements / productivity
- ❖ Research facilities are enhanced through research projects
- ❖ Significant number of research articles are published in reputed / referred journals.
- ❖ Published books and proceedings based on research work
- ❖ Citation Index / Impact Factor

3.3. Consultancy

- ❖ Publicize the expertise available for consultancy services

- ❖ Render consultancy services to industries
- ❖ Render consultancy services to be Government
- ❖ Render consultancy services Non-Government organizations / community / public
- ❖ Resources (financial and material) generated through consultancy services
- ❖ Mutual benefits accrued due to consultancy

3.4. Extension Activities

- ❖ Promotion of extension activities
- ❖ Organize need-based extension programme
- ❖ Participation of students and faculty in extension programs
- ❖ Organize NSC/NCC activities
- ❖ Awards and recognitions received for extension activities
- ❖ Impact of extension activities on the community evaluation, review and upgrading the extension programmes.
- ❖ Establish partnerships with external community and NGOs extension activities

3.5 Collaborations

- ❖ Institution level / local
- ❖ National / State
- ❖ International
- ❖ Industry / Service Sector / Agriculture

3.6. Best Practices in Research, Consultancy and Extension

- ❖ Best practices in promotion of research / Research and publication output / Consultancy / Extension activities / Collaborations / or any other quality initiative the institution practices.

IV. INFRASTRUCTURE AND LEARNING RESOURCES

4.1. Physical Facilities

- ❖ The institution provides necessary facilities for classrooms (furniture and fixtures)
- ❖ The institution provides necessary facilities for laboratories (Furniture, fixtures, equipment and good laboratory practices)
- ❖ Provides sports facilities for students / faculty
- ❖ The institution has necessary facilities for general computer education of students
- ❖ Infrastructural facilities are augmented from time to time

- ❖ Infrastructure facilities are being utilized optimally
- ❖ Additional facilities for sports and extracurricular activities (Gym, Swimming Pool, Auditorium etc.) are provided
- ❖ Adequate facilities for women
- ❖ Appropriate faculties for differently abled student

4.2 Maintenance of Infrastructure

- ❖ Has a maintenance budget for the physical facilities through existing / mobilized resources
- ❖ Utilizes the funds allocated for maintenance
- ❖ Adequate systems for maintaining and utilizing physical facilities
- ❖ Adequate systems for maintaining and utilizing library and information facilities
- ❖ Adequate systems for maintaining computer and network facilities

4.3. Library as a Learning Resource

- ❖ Number of titles of books in the library
- ❖ Number of journals (national + international) and other library resources (i.e. CDs/ Cassettes etc.)
- ❖ Library resources are augmented every year with newer editions and titles
- ❖ Effective and user-friendly library operations (issue of books, getting the necessary references, etc).
- ❖ Reading room facility for faculty and students
- ❖ Reprographic facilities
- ❖ Internet facility for information retrieval
- ❖ Library Advisory committee and its effective functioning
- ❖ Inflibnet / Delnet facilities
- ❖ Computerization of library and networking with other libraries

4.4. ICT as Learning Resources

- ❖ Has adequate / up to date computer facilities
- ❖ Provides access to computers for the faculty
- ❖ Provides access to computers for the students
- ❖ Provides internet facility for faculty and students
- ❖ Institution has a website facility, updated regularly

4.5. Other facilities

- ❖ Staff rooms
- ❖ Common rooms for students
- ❖ Rest rooms and toilets
- ❖ Health centre
- ❖ Vehicular parking
- ❖ Hostels
- ❖ Guest houses
- ❖ Canteen
- ❖ Communication facilities (Telephone; STD ; ISD)
- ❖ Electricity and lighting
- ❖ Transport
- ❖ Landscape (approach roads / gardens and general ambience)

4.6. Best Practices in Development of Infrastructure and Learning Resources

- ❖ Best practices in Physical facilities for learning / Maintenance of infrastructure / Library as learning resource / ICT as learning resources / other facilities / or any other quality initiative the institution practices.

V. STUDENT SUPPORT AND PROGRESSION

5.1. Student Progression

- ❖ Monitors student progression
- ❖ Makes efforts to reduce the drop – out rate
- ❖ Percentage progression to higher studies
 - From UG to PG
 - From PG to research
- ❖ Average institutional academic performance in relation to the university average
- ❖ Facilities progression to employment

5.2. Student Support

- ❖ Ensure institutional information access and dissemination
- ❖ Adequate student welfare measures (Scholarships, free ships, insurance etc.)
- ❖ Adequate counseling services

- ❖ Adequate placement services
- ❖ Provide health services optimally
- ❖ Make the campus safe for students with adequate security and lighting

5.3 Student Activities

- ❖ Organize student cultural activities
- ❖ Access to and use of recreational / leisure time activities to students
- ❖ Sports and games facilities for students (I. Indoor, II. Outdoor)
- ❖ Students participation in institutional sports events
- ❖ Students participation in state-level sports events
- ❖ Students participation in national – level sports events
- ❖ Students participation in international – level sports events

5.4. Best Practices in Student Support and Progression

- ❖ Best practices in Student progression / Student support / Student activities / or any other quality initiative the institution practices.

VI. GOVERNANCE AND LEADERSHIP

6.1. Institutional Vision and Leadership

- ❖ Vision, mission and goals of the institution in tune with the objectives of higher education
- ❖ Demonstration of effective leadership in institutional governance
- ❖ Management by fact, information and objectives
- ❖ Reforms in education (structure and resources)
- ❖ Valuing employees (faculty and non teaching staff)

6.2. Organizational Arrangements

- ❖ Structural organization as per norms
- ❖ Informal arrangements and committees
- ❖ Decentralization and participative management
- ❖ Coordination of all statutory bodies and advisory committees like BoS, AC,EC,
- ❖ Management and monitoring the affiliated colleges effectively
- ❖ Effective functioning the Governance cell
- ❖ Cell for preventing sexual harassment

6.3. Strategy Development and Deployment

- ❖ Perspective plan document
- ❖ Strategic action plan and schedules for future development
- ❖ Deployment with Systems Perspective
- ❖ Institutional approach to decision making

6.4. Human Resource Management

- ❖ Institutional initiatives in planning the manpower (teaching and non teaching staff)
- ❖ Institutional initiatives to fill up vacancies
- ❖ Compliances of GOI / State Govt. policies on recruitment (access, equity, gender sensitivity and differently-abled)
- ❖ Conducts self appraisal of teaching and non teaching staff
- ❖ Conducts performance appraisal regularly
- ❖ Specific complaints / legal enquiry about the institution's functioning
- ❖ Continuously makes efforts to improve the overall organizational effectiveness, capabilities, development, action and review
- ❖ Conducts programme for professional development of staff

6.5. Financial Management and Resource Mobilization

- ❖ Budgetary provisions for academic and administrative activities (including maintenance)
- ❖ Optimal utilization of budget
- ❖ Monitoring financial management practices through internal audit
- ❖ Regularity in external audit
- ❖ Institutional initiatives for mobilization of resources

6.6. Best Practices in Governance and Leadership

- ❖ Best practices in institutional vision and leadership / organization arrangements / strategy development and development / Human resource management / Financial Management and Resource Mobilization / or any other quality initiative the institution practices.

VII. INNOVATIVE PRACTICES

7.1. Internal Quality Assurance System

- ❖ System structure
- ❖ System Functions
- ❖ Student participation in quality enhancement / Quality Assurance
- ❖ Institutional initiatives in institution using and internalizing best practices and innovation
- ❖ Continuously add value to students through enhancement in quality of education

7.2. Inclusive Practices

- ❖ Practices of facilitate inclusion and academic performance of socially dis-advantaged groups
- ❖ Special initiatives to promote empowerment of students from rural / tribal area
- ❖ Institutional sensitivity towards gender and differently-abled wards.
- ❖ Incremental academic growth of the students admitted from disadvantaged sections.

7.3. Stakeholder Relationships

- ❖ Societal perception of stakeholders (includes-parents, alumni and others)
- ❖ Focus on social responsibilities
- ❖ Evidences for student satisfaction