PTC

Government of Odisha
Department of Higher Education
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No. VII-HE-COOD-PG-0033/14___20307___/H.E., Dated: 10/09/2015

From

Dr. Ajay Kumar Nayak, OAS
Joint Secretary to Government

To

The Principals all Govt. / Non-Govt. Colleges in the State

Sub: **Guidelines for Preparation and Submission of Self Study Report (SSR)/Visit of NAAC Peer Team**
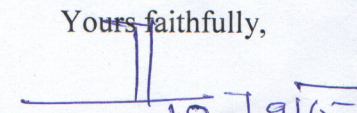
Madam/Sir,

I am directed to inform you that the self-evaluation process and the subsequent preparation of the Self-Study Report (SSR) to be submitted to NAAC involves the participation of all the stakeholders, management, faculty members, administrative staff, students, parents, employers, community and alumni. The NAAC has identified seven criteria to serve as the basis for assessment of Higher Educational Institutions (HEIs).

In order to acquaint the college authorities about the modalities for preparation of self-study report as well as for NAAC visit to their institutions, a set of guidelines in a nutshell has been prepared and posted on the DHE Website: www.dheodisha.gov.in .
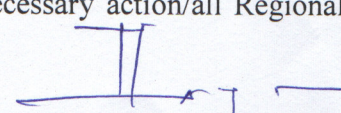
Hence, all the Higher Educational Institutions are requested to go through the above website in order to have a firsthand knowledge about the detailed procedure for filling up of SSR and about the necessary documents required for submission with LOI and SSR.

Yours faithfully,

Joint Secretary to Government

Memo No.: ___20308(4)___/HE, Dated: 10/09/2015

Copy forwarded to the Director, HE for information and necessary action/all Regional Directors of Education for information and necessary action.

Joint Secretary to Government

GUIDELINES FOR PREPARATION OF SELF STUDY REPORT (SSR) AND NAAC ACCREDITATION

1. Eligibility Criteria to apply for accreditation:

The Higher Educational Institutions (HEIs) are eligible to apply

- If they have a record of at least two batches of students graduated or been in existence for six years, whichever is earlier.
- Provided Teacher Education/Physical Education colleges shall have a standing of at least three years.
- However, colleges/institutions offering Programmes recognized by Statutory Professional Regulatory Councils concerned as equivalent to a degree programme of a university shall also eligible for assessment and accreditation even if such colleges/institutions are not affiliated to a university.

When an institution undergoes the accreditation process for the first time it is referred to as Cycle 1 and the consecutive five year periods as Cycles 2, 3 etc.

The procedure and time line has been revised and is applicable to those institutions, who have applied LOI on or after 1st August, 2015.For details please click the link "Revised time line and procedure for accreditation" on NAAC website **www.naac.gov.in**

2. Process of Assessment (**For first cycle accreditation**)
- On-line submission of the Letter of Intent (LOI)
- On-line submission of Institutional Eligibility for Quality Assessment (IEQA) for applicable institutions.
- Preparation of Self-study Report (SSR), it's uploading on the institution website and submission to NAAC.
- Peer team visit to the institution
- Final decision by NAAC**.**
3. Documents to be uploaded in pdf form during online submission of LOI

Colleges:

- Latest letter of affiliation from the parent university
- UGC 12B recognition certificate
- Latest grant certificate
- Latest recognition/approval letter from a regulatory authority, if the HEI is offering professional courses e.g., AICTE, NCTE etc.

- Letter from UGC regarding award and continuance of autonomy
- Letter from UGC regarding award of College of Potential for Excellence (CPE), if applicable.
- Suggestive format for Affiliation letter from the Universities.

4. The SSR should contain the following sections and annexures.

Section A: **Executive Summary**

Section B: **Profile of the College**

Section C: **Criterion-Wise Analysis**

Criterion –I: Curricular Aspects

Criterion-II: Teaching, Learning and Evaluation

Criterion-III**:**   Research, Consultancy and Extension

Criterion-IV: Infrastructure and Learning Resources

Criterion-V: Student Support and Progression

Criterion-VI: Governance and Leadership

Criterion-VII**:**   Best practices

Section D: **Evaluative Report of the individual Department**

Annexure I: College Registration certificate

Annexure II: Government Concurrence

Annexure III: UGC 2(f) & 12 (b) Certificate

Annexure IV: University Affiliation

Annexure V: Audit Report if any

Annexure-VI: Master Plan of the College

5. For Cycles 2, 3 etc. the following are essential.
- IQAC to be functional.
- Timely submission of AQARs annually.

On submission of SSR, following documents have to be enclosed.

- If there is a change in the name of the institution, necessary approvals from the affiliating university and UGC.
- Statement of Compliance.

For Reaccreditation: **Uploading of SSR in College website:**

- Executive Summary (Preface)
- Principal's Message
- SWOC analysis of the institution (Strength,Weaknesses,Opportunities and Challenges)
- College Profile
- Criteria wise inputs (I to VII)
- Evaluative Report of the departments
- Format for Presentation of Best practices
- Post-accreditation initiatives
- Declaration by the Head of the Institution
- Letter of Compliance
6. **Submission of SSR: 5 copies (Hard copies + 1 CD):**
a) **You must upload the SSR on your institutional website before submitting hard copies to NAAC.**
b) **The institution should upload "All India Survey on Higher Education" in MHRD website (http://aishe.gov.in) under intimation to NAAC with documentary proof of the Uploaded survey, at the time of submission of SSR to NAAC.**
- Provide 2 (f) & 12 (B) recognition letter and latest copy of document for XI th & XIIth plan & College Development Grant received from the UGC or pay the prescribed fees.
- Report on Post Accreditation initiatives (for 2nd cycle onwards) 5 copies.
- " Declaration by the Head of the Institution" (along with seal & signature 5 Copies)
- 'Certificate of Compliance' as per NAAC format'
- Annual Quality Assurance Report (AQAR) of last 5 years through E-mail only to capuaqar@gmail.com.Kindly refer NAAC website http://www.naac.gov.in/AQAR.asp
7. :**Eligibility for A & A fee exemption**
- The Assessment and Accreditation (A & A) fees are exempted only ti UGC 12(B) recognized Government Colleges and Grant-in-Aid Colleges (Salary Grant from State Government) who receives General Development Assistance/Grant for XII Plan period. The same is applicable for reimbursement of A & A expenditure.

- For the present, UGC will not be considering giving grants to un-aided/Self-financing colleges even if they are included under Section 12(B) of the UGC Act 1956.

NAAC Fee Structure (w.e.f. 15th November 2013)

1. **For Registration**: (applicable to all institutions i.e., recognized/not recognized u/s 12B of UGC Act.)

   Letter of Intent (LOI) with/without Institutional Eligibility for Quality Assessment (IEQA): Rs. 25,000/-+ Service Tax* as applicable from time to time

2. **For Universities and Professional Institutions**:

1 to 10 departments	Rs. 3,00,000/- + Service Tax* as applicable from time to time
➢ 10 departments	Rs. 6,00,000/- + Service Tax* as applicable from time to time

3. **For Colleges (Grant-in-Aid, Private and Government):**

General College with multi faculties i.e., Arts, Commerce and Science	Rs 1,50,000/- + Service Tax* as applicable from time to time
General College with mono faculty i.e., Arts/Commerce/Science/or any other	Rs 1,00,000/- + Service Tax* as applicable from time to time
Teacher Education/Physical Education	Rs 1,00,000/- + Service Tax8 as applicable from time to time

4. **Professional Institutions**:
   Professional Institutions will be charged as per the fee structure applicable to universities, i.e., Engineering and Technology, Management, Law, health sciences (Allopathy, Homoeopathy, Ayurveda, Dental, Pharmacy, and Nursing etc.).

5. **For subsequent cycles of accreditation:**
   The same fee structure as proposed for accreditation**.**
   (*Presently add Service Tax @ 14% on the total fee payable to NAAC.)

   In addition to the above, the institution shall pay TA/DA and honorarium to Peer Team Members.

Institutions which are recognized under section 2 (f) and 12B of UGC Act and receiving the developmental grants from UGC need not pay the assessment and accreditation fees. The expense on TA/DA of peer team would be reimbursed as per NAAC guidelines on submission of the latest development grant sanction letter of UGC with an attestation by the Head of the Institution and other necessary documents**.** The fee should be remitted through a Demand Draft drawn in favour of "The Director, NAAC", payable at Bangalore.

6. **NAAC visit to the Institution**:

- To suggest three suitable time slots covering 3 days each.
- The institution should be in session and students' presence is essential during the visit.
- Inform about nearest Airport/Railway station and their distance from your institution

Information from NAAC:

1. For any queries you may contact Dr.Vasanthy Vijay-Academic Consultant
   Tel: **080-23005184**   E-mail: **profvasanthy.vijay@gmail.com**
2. You can get detail instruction which is provided in the link
   www.naac.gov.in/sites/naac.gov.in/files/Duties and Responsibilities.pdf
   before the submission of SSR.

Important Points of Discussion with College/Universities authorities by NAAC Peer Team Members

Discussion with Management Committee	Filling of Vacancy
	Future Plan of college
	Goals and Objectives
	Grievance redressal mechanism
	Impact of autonomy(If Applicable)
	Discussion with various stakeholders regarding change of course
	Plans to generate resources.
	Problems faced in managing institution and solutions worked out.
	Translation of goals and objectives into Programmes.
	Welfare Programmes
Discussion with the Head of the Institution	Appointment of faculty and faculty evaluation.
	Faculty development Programmes.
	Confidential report and work efficiency charts
	Details of SWOT analysis if any.
	Encouraging staff and students participation in extension.
	Facilitating extension activities.
	Grievance redressal mechanism and welfare Programmes.
	Initiation of Programmes.
	Innovation carried out by the institution during your tenure.
	Interaction with various stakeholders. Change of course as a result of the same
	Modification of curriculum.
	Policy on the assessment of student performance.
	Training technical Staff
	Mechanism of the institution on initiation of new Programmes and modifying existing Programmes.
	Problems faced in managing the institution and solutions found.
	Facilitating faculty research and consultancy.
	Translation of goals and objectives in to programmes.
Discussion with Faculty	Initiation of programmes.
	Modifications in curriculum.

	Faculty evaluation through self- evaluation
	Teaching learning methods.
	Students' feedback
	Faculty development Programmes.
	Awards/Recognition
	Access to computer center. Level of computer literacy & use.
	Details of any innovative activity
	Participation in the preparation of the Self-Study Report.
	Grievance redressal mechanism and welfare Programmes.

Discussion with Students	Opportunities for practical and vocational experience.
	Reason for choosing course/institution.
	Students time table and workload.
	Range of teaching and learning methods experienced.
	Guidance and support for independent study
	Access to computer center.
	Health services and Canteen facilities.
	Grievance redressal mechanism and welfare Programmes.
	Relevance to prospective career/further study.
	Financial aid, Academic and personal counseling.
	Three things most appreciated in the institution.
	Three things that need attention to serve the student community even better.
	Feedback on assessed work.
	Match between curriculum and expectations(Flexibility,Choice,Content)
	Appropriateness of the curricular content to the developments of the knowledge and skills.
	Students 'views on quality of teachings.
	Students 'understanding of assessment methods and criteria.

Discussion with Staff	User friendly approach towards students.
	Staff development Programmes.
	Level of computer literacy and Use
	Relationship with faculty.
	Staff view on value of their contribution to the institution.
	Staff welfare Programmes.

	Grievance redressal mechanism.
Discussion with Parents	General impression about the institution.
	Suggestions as to how this institution can help its students even more
	Employment/Higher Education need/ plan for their wards.
	Facilities for overall development of the wards.
	Any positive note about the Institution
	The nature of interaction with the HOD / Faculty of the institution and frequency.

Discussion with Alumni	Alumni meeting-- nature and outcome.
	Alumni prominent positions.
	Competencies developed at the institution.
	Suggestions for active functioning of Alumni Association.
	Suggestions for the improvement of the institution and areas in which they can contribute.

Internal Quality Assurance Cell(IQAC)	Optimum utilization of the institution infrastructure.
	Acting on the first peer team report.
	Yearly external academic audit of the Department by the Academic peers
	Interaction with the potential employers in the concerned region.
	Feedback from parents, teachers and students.
	Surveys for need based and customized Programmes.
	Optimum utilization of UGC plan and outside plan allocations and other funding agencies.
	Identifying New Research area suitable to local and regional needs.
	Documentation of the activities of the colleges.
	Suggestion for augmentation of Infrastructure from parents ,teachers, students and Alumni

The College authorities are requested to go through the above aspects while preparing their Self-Study Reports and getting prepared for NAAC visit.

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