

CRITERIA 1				
1 . 1	Curricular Planning and Implementation	Academic Schedule/Calender, Minutes of Council Meeting ratifying	Council Secretary, Academic calender committee	
		General Time Table/ Department Time table	Departments	https://docs.google.com/forms/d/e/1FAIpQLSdN AKIaLofu46ccHEG5idBv-Tb_xShrOtsBNLTB-fZitWL8Rw/viewform?usp=sf_link
		Teacher diary, tutorial diary	Departments	
		Attendance Register	Departments	
		Internal Examination details - Question papers, grade sheets, Report	Departments	
1.1 .2	Institution adheres to academic calendar for conduct of CIE	Academic Schedule/Calender, Minutes of Council Meeting ratifying	Council Secretary, Academic calender committee	
		General Time Table/ Department Time table	Departments	
1.1 .3	Teachers participate in activities related to affiliating Uty	Copies of letter of appointment as BoS, Academic council, question paper setter or any other position in Uty level	Faculty	Form for 1.1
		Duty certificates of participation in various board meetings	Faculty	Form for 1.1
1 . 2	Academic flexibility	Syllabi of programmes in which choice based credit system is implemented	IQAC	
		Minutes of board meeting implementing CBCS	IQAC	

1.2 .2	Add on programmes	Brochure, certificate. Enrollment list	Departments	
1.2 .3	Average percentage of students enrolled in add on courses during last five years against the total number of students in last five years	Total number of students in last five years	Departments	Google form

1.3.1	Institution integrates cross cutting issues like professional ethics, gender, human values, environmental issues	Courses on gender issues, environmental issues, ethics etc including common courses like English - with course code; Audit course on environmental studies details	Departments	Form for 1.1
		Women cell activities as pertaining to human values and gender equality	Women's cell	
1.3.2	Average percentage of courses that include experiential learning through project work, internship etc	number of courses that include projects, internship etc - with syllabi pages indicating project work details and study tour details, minutes of board of studies implementing the course	Departments	https://docs.google.com/forms/d/e/1FAIpQLSe95CAarhwSHdjkogbcSFHj_tWvk3ekPwpmgWsxIF2r5voWuQ/viewform?usp=sf_link
		MoUs with other institutions for internship	Departments	Form for 1.3.2
1.3.3	Percentage and Number of students undertaking project work/ internship	List of students undertaking project work/internship latest academic year including student name and programme code	Departments	Form for 1.3.2
		Title and front pages of project and tour reports	Departments	Form for 1.3.2
1.4.1	Feedback	Feedback statistics	Feedback Committee	
		Feedback report including action taken report	Feedback Committee	

FBF FOR 2018,2019,2020*

Employer feedback

https://docs.google.com/forms/d/e/1FAIpQLSeKpdCLDDL3asf3FH76aDuqd4s_h8jN8x2f2CkPaEH9O7D8Dw/viewform?usp=sf_link

Students feedback

https://docs.google.com/forms/d/e/1FAIpQLScj_cJ2PTip9eDbIRIEgRvBWKkqkzz7SPOIAsGb2ZyNhiLO4Q/viewform?usp=pp_url

Alumni feedback

https://docs.google.com/forms/d/e/1FAIpQLSeKy57L7KSydN76s5Fpuhmi5CKNINUGkZC-lsFOKsB9YBLlRA/viewform?usp=pp_url

Faculty feedback

https://docs.google.com/forms/d/e/1FAIpQLSdsvsFF0S6p7kyjkZmNZ8aAGHxOQRDLXR_-ezdRO9kWUoKinA/viewform?usp=pp_url

Parents feedback

<https://forms.gle/xYjS7PfZfVrDXUVRA>

FBF for period 2020-21 and 2021-22*

Student feedback

<https://forms.gle/zeiLJum53oJTQqyeA>

Faculty feedback

<https://forms.gle/V8CCfbXbTXZ2vkbV7>

Parent's feedback

<https://forms.gle/eZLrC5ejmeER1f276>

Employer feedback

<https://forms.gle/9xMSscUTUBGyha2M6>

Alumni feedback

<https://forms.gle/QMiazty8sAwLxi2Q7>

Remarks: * indicates that the said google form have already shared

Criterion 2 TEACHING LEARNING EVALUATION

Criteria		Data Needed	Data From	Collected as	Supporting Documents
2.1.1	2.1.1.1: No. Of admitted Students	Past five year data needed	Department	Google Form	Consolidated nominal roll attested by Principal
	2.1.1.2: No. Of sanctioned Seats	Past five year data needed from departments	Department	Google Form	Consolidated data in word format from office/Nodal office attested by Principal/Uty
2.1.2	2.1.2.1: No. of reserved category students admitted	Past five year data needed from departments	Department	Google Form	Consolidated nominal roll attested by Principal
	2.1.2.2: No. of seats reserved for reserved category students	Past five year data needed from departments	Department	Google Form	Consolidated data in word format from office/Nodal office attested by Principal/Uty
2.2.1	Student Teacher Ratio Last AY	Total No. Of Students in 2021-22 Total no. Of full time teachers in 2021-22	Office	Certificate in PDF or Word format	A certificate from office attested by Principal
2.3.1	Teaching Learning Process	A write-up from each department (Model to be given)	Department	Word format	
2.4.1	No. Of Full time teachers during last 5 yrs No. Sanctioned post in each dept. for last 5 yrs	Past five year data needed from departments	Department	Google Form	Consolidated list attested by Principal for each AY
2.4.2	Full time teachers with NET/SET/Ph. D	Past five year data needed from departments	Department	Google Form	NET/Ph. D certificate copy

2.5.1	Internal assessment and grievance redressal s/m	A write-up from each department (Model to be given)	Department	Word format	Copy of minutes of internal grievance etc.
2.6.1	PO and CO	A write-up from each department (Model to be given)	Department	Word/Excel format	
2.6.2	2.6.2.1: Final year students passed exam in previous 5 AY	Past five year data needed from departments	Department	Google Form	Consolidate result from Uty website and attested by Principal
	2.6.2.1: Final year students appeared in previous 5 AY	Past five year data needed from departments	Department	Google Form	Consolidate result from Uty website and attested by Principal
2.7.1	Student satisfaction survey	Online Survey	Department	Word/Excel format	Online survey data base:

***Google form link:** <https://forms.gle/ymUzgMW36ssHv5wD6>

Criterion 3 – Research innovations and Extensions (110)

3.1.1	Grants received from Govt, NGO for research project, endowment	Total amount in last five years in Lakhs	Departments, office	Direct
3.1.1.1	Same as above with year wise splitting	Title of project, name of PI, dept of PI, Name of Co-investigator, total amount, duration, Name of funding agency, Type- Govt/NGO, link to funding agency website- scanned copies of all	Departments	Googleform https://forms.gle/AACcmHJToGGnbqUh7
3.1.2	Percentage of teachers as research guides	Name of full-time teacher with PhD, year of PhD, Whether guide, year of guideship, whether teacher still serving in institute, Name of scholar, year of joining of scholar, title of thesis, year of submission if completed- scanned copies of all	Departments	Research guides https://forms.gle/YthJKGsAmuTnyVk99
3.1.2.1	Number of teachers as research guides			Research Scholars https://forms.gle/dWcJ2DsYsyyqfWt5
3.1.3	Percentage and number of dept. sharing research projects last 5 yrs	Same as 3.1.1.1	Departments	Googleform for 3.1.1.1
3.1.3.1				
3.2	Created an ecosystem for innovations and has initiatives for creation and transfer of knowledge	Write up includes research projects, funding for research, book and paper publications; weblink to research page of institute	Departments	Googleform <u>Dept Level :</u> https://forms.gle/rs9wV6BDDsSFQd4k9
3.2.2	Number of seminar on IP Retc	seminar reports, brochure, year wise split up	Departments, IQAC	<u>Faculty Level details</u> https://forms.gle/zmXNoJFDWhKNNrwP8
3.3.1	Number of research scholars registered, PhDs registered, teachers recognized as guides etc	Same as 3.1.2, 3.1.2.1, research page weblink		

3.3.2	Number of research papers published in Journals notified in UGC website	number of papers published yearwise,	Departments	Googleform https://docs.google.com/forms/d/e/1FAIpQLSeCCmSpjCA4777xXKwBGVVH8AIA_MoTXnVSHRooSmBilB3nr/viewform?usp=sf_link
3.3.2.1		Title of paper, name of authors, Dept. of authors, name of journal, year of publication, ISSN, Link to website of the Journal, Link to article/paper/abstract of the article, Is it listed in UGC Carelist/Scopus/Web of Science/other, mention, Scanned copies of all - may be given as weblink to corresponding website of the institution		
3.3.3	No. of chapters, books published	Total number in last five years	Departments	Googleform https://docs.google.com/forms/d/e/1FAIpQLSdGP8ZjqQCWMycQZ0xQbnGXSHJ-LpnBAxrZqLge_XCVtSfDtQ/viewform?usp=sf_link
3.3.3.1		Total number yearwise		
		Name of teacher, title of chapter, book, title of paper, title of conference proceedings, name of conference, national/international, year of publication, ISSN, ISBN of proceedings, name of publisher, scanned copies of all - may be given as weblink to corresponding website of the institution		
3.4	Extension activities	Write up - NCC, NSS, Sasthraphatham, Sasthrajalakam, Bhoomithrasena, Womens cell, environmental cell, nature club, malayalabhasha cell, departmental level activities	Departments, cells	Write up
		Table of activities including name of cell, year of activity and name of activity		
		Reports of activities		
		weblink to institutewebpage for extension activities including photos		

3.4.2	Number of awards for extension activities from Govt/NGO setc	Total number in the last five years	Departments, Cells	<p>Google Form & Direct interaction with cell conveners</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSfTqsud5xna845U_9C62wXvFFGt9VfYGBSggOWPhvTyQul_Fw/viewform</p>
3.4.2.1	total number of awards	Yearwise split up		
		Name of award, year of award, name of award winner, name of awarding agency, whether Govt or Non Govt scanned copies of all		
3.4.3	Number of extension activities done through NCC, NSS, etc	Total number in the last five years	Departments, Cells	<p>Google Form & Direct interaction with cell conveners</p> <p>https://docs.google.com/forms/d/e/1FAIpQLScpAssW8ix120V1kRBPMI_1h_qLlazrckwN81VzbrGgim95w/viewform</p>
3.4.3.1		Name of activity, organizing unit, year of activity, Name of Scheme, number of students participated		
		scanned copies of report of activity. The report includes, brief description, photos, newspaper cuttings of the event, tables indicating number of students participated, date of activity, approximate monetary estimate etc.		
3.4.4	Average percentage of students participated in above	average number for last five years - total number of students participated in activities in last five years / total number of students in last five years	Can be calculated from above data	
3.4.4.1	total number of students participating in extension activities	Total number of students participated yearwise split up	Can be calculated from above data	
		Name of activity, organizing unit, year of activity, Name of Scheme, number of students participated	Same as 3.4.3.1	

3.5.1	Number of collaborative activities for research, internship etc	Total number in last five years	Departments	GoogleForm https://docs.google.com/forms/d/e/1FAIpQLSdsT_xVdq6n6H5qeJ0rsa80gZprUDI5KQsMLdygGIIeQU_lkQ/viewform
		Yearwise split up		
		Title of the collaborative activity, Name of the collaborating agency with contact details, Name of the participant, Year of collaboration, Duration, Link to the relevant document		
		Scanned copies of reports		
3.5.2	Number of functional MoUs	Total number in last five years	Departments	
3.5.2.1		Yearwise split up		
		scanned copies of documents		

Criteria 4

Infrastructure and Learning Resources

Key Indicator 4.1 Physical Facilities ***Google form Link** <https://forms.gle/yzBwoFvFBR8j2Hab6>

Metric No	Criteria	Qualitative/Quantitative	Data To be collected	Data Source	Collection Mode	File Description
4.1.1	Availability of Infrastructure	Qualitative(Description upto 500 words)	Number of class rooms(Smart+non smart), Laboratory Computer Lab, Seminar halls, Edusat , Library, Auditorium, Open Stage, Common room, Sick Room Sports and Games facilities, Hostel, Others	All Departments, Library, Hostel	Word Document/ Excel sheet	<ul style="list-style-type: none"> Information to be uploaded Link for additional information to be provided
4.1.2	Percentage of Expenditure	Quantitative	Expenditure for infrastructure augmentation for past five years (yearwise)	Office, Hostel	Excel Sheet	<ul style="list-style-type: none"> Institutional Data Supporting documents to be uploaded

Key Indicator 4.2 Library as a Learning Resource

Metric No	Criteria	Qualitative/Quantitative	Data To be collected	Data Source	Collection Mode	File Description
4.2.1	Automation Details	Qualitative	Automation details, Software for plagiarism check, E-resources, Books, Journals, Infilbnet, others	General Library	Word Document	Upload Information
4.2.2	Subscription Details	Quantitative	Year wise Expenditure for all kinds of purchase	Office, Library	Word Document	Upload Information
4.2.3	Expenditure Details	Quantitative	Year wise Expenditure for all kinds of purchase	Office, Library	Excel Sheet	Details&Audited statement of Accounts

4.2.4	Percentage of Library Usage	Quantitative	Number of teachers and students using library per day	Library	Excel Sheet	Upload supporting document
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Key Indicator 4.3 IT Infrastructure

Metric No	Criteria	Qualitative/Quantitative	Data To be collected	Data to be collected from	Collection Mode	File Description
4.3.1	Updates in IT facilities and internet connection details	Qualitative	Computer/laptop facilities, Projectors, ICT details, Edusat DDFS, Printer, Scanner, photocopier etc	Departments, Office, EdusatConvenor, Library	Word Document	<ul style="list-style-type: none"> • Upload Information • Provide link
4.3.2	Student computer ratio	Quantitative	Number of computers available for students usage	Computer Lab, Departments	Word Document/Excel	Upload supporting documents

Key Indicator 4.4 Maintenance of Campus Infrastructure

Metric No	Criteria	Qualitative/Quantitative	Data To be collected	Data to be collected from	Collection Mode	File Description
4.4.1	Percentage of Expenditure for Maintenance of infrastructure	Quantitative	Yearwise expenditure details for maintenance	Office, Hostel	Excel Sheet	Details and Audited statements
4.4.2	Systems and procedures for maintaining the available infrastructure	Qualitative	Sources for maintenance like PTA fund, CDC fund etc	Departments, Office, Hostel, PTA	Word document/Excel Sheet	Upload/provide link regarding information

Criterion5:Student Support and Progression

Key Indicator	Metric No.	Criterion Description	QnM/ QIM	Weigh tage	Who should provide data	How to collect data	Supporting Documents	Remarks
5.1. Student Support	5.1.1	Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during the last five years	QnM	20	Departments	Google form https://forms.gle/STdPhfTDc89ZvyDD7 (Link to collect data from UG Students) https://forms.gle/UFMyy8hZCsirQgUv6 (For PG Students) https://forms.gle/DF3iVuQUg6as8KJV8 (For MPhil and PhD Students)	Scholarship RenewalApplication form (From Office)	
					Scholarship Cell	National and DCE Scholarships Website	Downloaded Consolidated report of DCE and National Scholarship details from website	
					Office	e-grant Website	Consolidated details of e-grant and other Scholarship given by the Institution	

					Alumni	Report	Details of endowment and other scholarship given by the Alumni	
					PTA		Cash Receipt	
5.1.2.	Capacity building and skills enhancement initiatives taken by the institution include the following	QnM	10	All Departments	Year wise Report	Report should include programme brochure, attendance statement, feedback forms, photographs	Programs for differently abled students must be included	
				NSS				
				NCC				
				Women Cell				
				Career Guidance Cell				
				ASAP				
				SSP				
				WWS				
				Remedial Coaching				
				Tutorial System				
				ED Club				
				College Union				
				IQAC				
				Spoken Tutorial				
				Jeevani				

	5.1.3.	Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years	QnM	10	Career guidance cell Departments	Year wise Report		
	5.1.4.	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	QnM	10	Anti-ragging cell Women cell ICC Grievance redressal cell	Year wise Report	Report should include programme brochure, attendance statement, feedback forms, photographs	
	5.2.1.	Percentage of placement of outgoing students and students progressing to higher education during the last five years	QnM	20	Departments	*Google form https://forms.gle/EQHncgw3fM6jjxmEA		
	5.2.2.	Percentage of students qualifying in state/national/international level examinations during the last five years (eg: JAM/CLAT/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations)	QnM	10	Departments	Google form https://forms.gle/VFKVR5tKu8xVXjMo8 Google form link to collect data from UG, PG, M.Phil&Ph.D students are given		
5.3. Student Participation and Activities	5.3.1.	Number of awards/medals for outstanding performance in sports/cultural activities at University/state/national/international level during the last five years	QnM	25	Physical education department. College Union Arts club presidents.	Year wise Report	The report should include the details of students have participated and the details of students have got awards/medals. Copies of certificates	Google Form https://form.jotform.com/223253530682048

	5.3.2.	Average number of sports and cultural programs in which students of the Institution participated during last five years (organized by the institution/other institutions)	QnM	25	Physical education department.	Year wise Report		Google Form https://form.jotform.com/223253530682048
5.4. Alumni Engagement	5.4.1.	There is a registered Alumni Association that contributes significantly to the development of the Institution through financial and/or other support services	QIM	10	Alumni association secretary.	Report in 500 words from Alumni association.		Financial and Non- financial

Criteria 6

Governance Leadership and Management

6.1 Institutional vision and Leadership

Metric No	Criteria	Qualitative/Quantitative	Data To be collected	To be prepared By	File Description
6.1.1	Governance of Institution with tune with vision mission	Qualitative Write up (500 words)	Council Minutes Department Minutes PTA Class PTA Administrative Charges handled by Department Research and Development Infrastructure Files Co-curricular&extracurricular activities	College Council Department College PTA Department Department Building Committee	Link College Web site
6.2	Institutional Strategy development and deployment				
6.2.1	Institutional Strategic Development plan deployed	Qualitative (Write UP)	Infrastructure Achievement RUSA fund and its utilisation Research Department Recognition New courses started New courses applied for research department geographical lab construction Development plans Ambedkar park Hostel Infrastructure Vanajam	Department files IQAC Minutes Council Minutes RUSA Minutes Plan Fund Plan Fund Alumni	Details should be provided in the college website
6.2.2	Efficiency of functioning of institutional bodies	Qualitative (Write UP)	Appointment order of Faculty PTA IQAC College Council Discipline Committee	Concerned Committees Department Bodies	Details should be provided in the college website

			Anti-sexual Harassment Anti-Ragging Committee SC ST Cell CDC Course Placement Cell Women Cell Anti-Ragging Examination Committee Attendance Committee Internal mark Grievance Cell		
6.2.3	E Governance 1.Administration 2.Finance and Account 3.Student Admission and Support Examination	Option selection	DDFS Interface E Tender Interface GEM INTERFACE Epos Digital Payment of the Institution Egrants & scholar ship Digital library Inflibnet Online UG Admission Portal CCTV University Examination	Screen Shots	link
6.3 Faculty Empowerment Strategies					
6.3.1	Welfare measures for Teaching & non-teaching Staff	Qualitative	Cooperative Society Staff Club minutes Fitness club for training & Non-teaching Staff First Aid Box College Canteen	Orders, Reports, minutes Photos, Photos	College website
6.3.2	Financial Support to Teachers		Receipts of financial support from teachers Participation certificate	Receipts of financial support	Direct

6.3.3(A)	Training programmes by Institution-Faculty and Non teaching staff		Brochure from IQAC PARTICIPATION CERTIFICATE	IQAC Co-Ordinator Google forms prepared for faculty	https://docs.google.com/forms/d/e/1FAIpQLSes_RFZVbbOZETZpc7SU8_ExYrnVQzWT1OhaJ-koVY_92TnOQ/vi/ewform?usp=sf_link
6.3.3.(b)	Training programme of Faculty RC OC,STC				https://forms.gle/4RBUf2o8yrsRxnea9
6.3.5	Institutional Performance and Appraisal System	Self-Appraisal of Teachers Student feedback from IQAC	Department IQAC	All Departments	
6.4 Financial Management and Research Mobilisation					
6.4.1	Internal & External Financial Audit	Qualitative	External Audit Report (DC & AG) Internal Audit Report (PTA COOPERATIVE) Store Stock Verification	office	
6.4.2	Fund Received from NGO Charitable Trust, Individual Alumni	Quantitative	Proof for Fund Received	Direct from office,	
6.4.3	Institutional	Qualitative	MRP DST FIST PWD MATCHING GRANTS	Faculty, Office	

	strategies for mobilization of fund				
6.5.1	Contribution of IQAC	Qualitative	IQAC MINUTES, Brochure, Photos, Activity & Programme, periodic internal learning outcome	IQAC	
6.5.2	Quality Assurance Initiative	Option selection	Regular meeting minutes Feedback collected analysed and measures taken for improvement Collaboration& participation of NIRF	IQAC	

Details of data required for preparing the section under criterion 7

All the formats can be downloaded (including the Appendices) from <https://sites.google.com/view/gcchitturnaac7ic/downloads>

Criterion Description	Data required	How to provide data	Who should provide	File link / Form URL	Supporting evidence
7.1.1 QIM : Measures initiated by the Institution for the promotion of gender equity during the last five years	Details programmes conducted falling under/related to the concepts mentioned in Appendix 1 in the format provided	1. Event report format in docx format	All the departments, cells (IQAC, NSS, Environment Club, Nature Club, Bhoomithrasena, Green Protection Cell, Women's Cell, Jeevani, Internal grievance redressal cells, Anti Ragging cell, NCC, ED Club, Career guidance cell, Placement Cell, etc.)	Event report : naacc7-event-details-data-format.docx	Programme brochure, photographs, attendance statements, feedback analysis, photographs
Additional steps taken to provide support to women/differently abled	1. Details about systems or facilities in place for support 2. Measures taken to evaluate their effectiveness, for example through surveys	1. Report formats in docx format	Women's cell/NSS/Gender equity forums/IQAC/Jeevani/ED Club/ Career guidance cell/ Placement Cell	1. Support system description : naacc7-effectiveness-of-support-systems.docx 2. Survey report : naacc7-survey-report-format.docx 3. New media activity report : naacc7-new-media-programmes.docx 4. Annual gender sensitization action plan and implementation status (500words)	Reports of surveys, mentor-mentee diary reports, photographs of systems /supporting infrastructure in place, internet media links, action plan and implementation documents

7.1.2 Q _n M : Alternate sources of energy and energy conservation measures	Details about sources of energy (solar, biogas, power efficient equipments)	1. Questionnaire in docx format	IQAC/office/ Environment Cell, Nature Club, Green Protection Cell/ Bhoomithrasena/ Physics/ Electronics departments	naacc7-energy-related.docx	Photographs, tables of data
Management of the various types of degradable and non-degradable waste,	Steps taken to manage various type of waste (solid, liquid, chemical, e-waste)	1. Questionnaire in docx format	NSS/Green Protection Cell/Environment/Nature clubs/ Bhoomithrasena/ IQAC/ Electronics/ Chemistry Departments	naacc7-waste-management.docx	Action plan and implementation reports, Photographs, tables of data
Conservation of water Green campus initiatives	Steps taken to preserve water, Details on Innovative steps to protect environment	1. Questionnaire in docx format	NSS/ Environment Club/Nature Club/Green Protection Cell/ Bhoomithrasena	naacc7-water-recycling-green-initiatives.docx	Action plan and implementation reports, Photographs, tables of data
Disabled-friendly, barrier free environment	Facilities made available to support them, and the effectiveness measured	1. Questionnaire in docx format	Library, College office, Departments, IQAC, Infrastructure committee	naacc7-differently-abled-friently-initiatives.docx	Photographs, feedback reports, audited reports/certificates
7.1.3 Q _n M : Quality audits on environment and energy regularly undertaken by the Institution.	Green audit / Environment audit, Energy audit	1. PDF format reports	IQAC in collaboration with Botany department, Green Protection Cell, Environment/Nature clubs, Bhoomithrasena, Botany, Physics, Electronics departments	Please refer to previous SR of GCChittur or other government colleges	Detailed audit report with photographs and comments on measures to be taken
7.1.4 QM: Describe the Institutional efforts/initiatives in providing an inclusive environment	Scholarship details, reservation details, additional facilities and opportunities provided to linguistic and other	1. Questionnaire in docx format 2. docx format to give details of programmes	All the departments, NSS, Red Ribbon Cell	Scholarship details to be collected from Criterion 5 team Blood donation camps like initiatives to be	Scholarship data table, reservation data table, related celebration reports with photographs, course

	minorities, weaker sections			provided in event report format : naacc7-event-details-data-format.docx	details with justification for the effectiveness to promote the concept
Steps to promote democratic/ constitutional values	Details on observation of days of National importance, election process details	1. docx format to give details of programmes	NSS/ NCC College Union Election Presiding officer	Day observations in event report format : naacc7-event-details-data-format.docx College Union Election process details report from returning officer.	Programme reports with photographs, election notifications, other related files, statistics on how many contested to which seats, and how many voted
7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.	Description of practice followed. Examples given in Appendix 1	1. docx format	all the departments/ Cells	naacc7-best-practice-report.docx	Reports of programmes conducted to implement the practice with photographs, report on the effectiveness measured by feedback or other means
7.3 Institutional Distinctiveness	What each person feels about this college? Do they think that we have something special compared to other institutions they know?	1. Google form	All the faculty, students, staff	Will be circulated later	A title of the distinctiveness + the justification in a few words

Note : Photographs should be geotagged as much as possible.