

# **Guidelines**

## **Academic Audit (2021-22)**

**(For Departments offering Management and Humanities Programs)**



**DELHI TECHNOLOGICAL UNIVERSITY**

**New Delhi-110042**

# 1. \*Curricular Aspects (150)

## 1.1 Curricular Content (115)

S. N.	Sub-parameter	Marks Assigned	Information Details	Supporting Documents	Marking guidelines
1.1.1	Curricula content to provide understanding of concepts of (with sufficient practical exposure) (5 years data)				
	Basic curriculum components (management & humanities, computer skills, professional ethics, environment and human values,	35	Provide total credits for each program	Curriculum copy	>20% credit score- 35; <5% - 0 mark; In between marks are linearly graded
	Programme core and Minor/department elective/open elective)	40	Provide list of subjects under relevant category with their credits for each program running in the department		>60% credit score-40; <30% - 0 mark; In between marks are linearly graded
	Structure of the curriculum (L+T+P)	5			If available 5 marks else 0
	Projects/Internships/Self learning practices	10			>10% credit score-10; <5% - 0 mark; In between marks are linearly graded
1.1.2	Revision/Upgradation of the curriculum to incorporate <i>appropriate new knowledge systems</i> (based on no. of BoS meeting)				
	Percentage of program where minor syllabus revision was carried out	10	No. of program where minor syllabus revision was carried	Copy of revised curriculum/ BOS minutes	If revision is done in at least 50% program - 10 marks Else 0 marks
	Percentage of program where major syllabus revision was carried out	10	No. of program where major syllabus revision was carried out, total no. of programmes	Copy of revised curriculum/ BOS minutes	If at least 1 program - 10 marks Else 0 marks
1.1.3	Average percentage of courses having focus on employability/ Entrepreneurship/ skill development	5	Courses having focus on employability/ Entrepreneurship/ skill development, total no. of courses in all programmes	Copy of revised curriculum/ BOS minutes	If at least 1 course - 5 marks Else 0 marks
	<b>Total</b>	<b>115</b>			

## 1.2 Feedback and Corrective Action (35)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Documents	Marking guidelines
1.2.1	<b>Feedback</b>				
	Student Feedback on design and review of Syllabus	4	Were all the stakeholders involved in designing of the curriculum? If yes provide feedbacks details from each category	Feedbacks from respective stakeholders	If feedback from each category received – 4 marks each  Else 0 mark
	Faculty Feedback on design and review of Syllabus	4			
	Employer’s feedback on design and review of Syllabus	4			
	Alumni Feedback on design and review of Syllabus	4			
	Parent’s feedback on design and review of Syllabus	4			
1.2.2	Student Feedback at the end of semester (Overall impression reported by students)	10	No. of courses for which feedback has been collected	Feedback data record	>80% courses are covered- 10 marks Else 0 marks
1.2.3	Corrective action taken by department for point 1.2.1, 1.2.2	5	Mention Corrective Actions taken if any(yes/no)	Minutes of the meeting	If yes- 5 marks  Else 0 mark
<b>Total</b>		<b>35</b>			

## 2. Teaching - Learning Process and Evaluation (200)

### 2.1 \*Student Enrolment and Profile (30)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Documents	Marking guidelines
	Average percentage of students from other states	4	No. of outside Delhi students, Total Students	Admission brochure	>10%- 4 marks Else 0 mark
	Average percentage of students from other countries	4	No. of other country students, Total Students	List of Other Country Students in each program	At least 1 student - 4 marks Else 0 mark
	Demand ratio UG/PG Program	8	Total no. of UG/PG applications, no. of seats	Admission application data	>1 –8 marks <1- 4 mark
	Percentage of female students on roll	4	Provide the percentage of female students in each program	Program wise summary	>10%- 4 mark Else 0 mark
	Student to full time teacher ratio	10	No. of students, no. of teacher	Summary sheet for No. of students, no. of teacher	>25 – 0 marks <15 – 10 mark In between marks are linearly graded
<b>Total</b>		<b>30</b>			

## 2.2 Faculty Profile (40)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Documents	Marking guidelines
	Average percentage of full time teachers against sanctioned post	9	No. of sanctioned Posts, No. of Full Time Teachers	Relevant data summary sheet	>80% - 9 mark <30% - 0 mark In between marks are linearly graded
	Average percentage of full time teachers from other states/ countries against sanctioned post	5	No. of sanctioned Posts, No. of Full Time Teachers from other states	Relevant data summary sheet	>20% - 5 marks <5% - 0 mark In between marks are linearly graded
	Average percentage of full time teachers with PhD degree	5	No. of teachers, No. of Full Time Teachers with PhD Degree	Relevant data summary sheet	>70% - 5 marks <20% - 0 mark In between marks are linearly graded
	Teaching Experience per full time teacher in no. of years	5	List of full time Teachers with their teaching experience	Relevant data summary sheet	>5 years - 5 marks <1 year - 0 mark In between marks are linearly graded
	Percentage of full time teachers who received awards, recognition, fellowship at State/ National/ International Level from Govt./ recognized bodies	4	No. of fulltime teachers who received award	Relevant data summary sheet	>5% - 4 marks <1% - 0 mark In between marks are linearly graded
	Percentage of teachers using the ICT for effective teaching with LMS	4	No. of teachers using the ICT for effective teaching with LMS	Relevant data summary sheet	>20 % - 4 marks <5% - 0 mark In between marks are linearly graded
	E-content developed by Faculty for e-PG Pathshala / CEC (UG)/ SWAYAM/ MOOCs platform/ NPTEL/ NMEICT/ Moodle/ any other	4	No. of teachers who have developed E-content	Relevant data summary sheet	>5% - 4 marks <1% - 0 mark In between marks are linearly graded
	Ratio of Students to mentor for academic and stress related issues	4	List of students with mentors	Relevant data summary sheet	>30 – 0 marks <15 – 4 mark In between marks are linearly graded
	<b>Total</b>	<b>40</b>			

### 2.3 Teaching – Learning Process (60)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Documents	Marking guidelines
2.3.1	<b>Theory lectures</b>				
	Average % of lectures conducted	10	Total lectures, lectures conducted in each course	Relevant data summary sheet	>90% -10 marks <40% - 0 mark In between marks are linearly graded
	Percentage of courses for which course file consisting of teaching plan, execution plan etc. available and updated	15	Total Courses, No. of Courses for which course file consisting of teaching plan, execution plan etc	course file	>80% - 15 marks <10% - 0 mark In between marks are linearly graded
2.3.2	<b>Practical/Tutorial/Oral Presentation</b>				
	Average % of practical/ Tutorial/Oral Presentation conducted compared with that minimum required as per curriculum:	10	Total no. of practical conducted, minimum no. of practical required as per curriculum	Relevant data summary sheet	>90% -10 marks <40% - 0 mark In between marks are linearly graded
	Availability of manual and its quality	5	Lab Manual available (yes/no)	Lab Manual	If yes- 5 marks Else 0
	Maintenance of equipment and new addition	5	List of equipment not in working condition, list of newly added equipment ( yes/no)	Relevant data summary sheet	If non-working equipment's < 10% - 5 mark Else – 0
2.3.3	<b>Theory attendance of students</b>				
	Average % of lectures attended by students	5	Total Theory lectures, lectures attended	Attendance Record	>80% -5 marks <50% -0 mark In between marks are linearly graded
2.3.4	<b>Practical/ Tutorial/Oral Presentation attendance of students</b>				
	Average % of practical/ Tutorial/Oral Presentation attended by students	2	Total Practical lectures, lectures attended	Attendance List	80% - 2 marks <50% -0 In between marks are linearly graded
2.3.5	Home assignments and its assessment.	2	List of Home assignments and its assessment summary. (yes/no)	Relevant data summary sheet	If at least 80% complied- 2 marks Else 0
2.3.6	Efforts taken by Department to improve performance of academically weaker students through remedial classes	2	Remedial classes for improvement for weaker students (Yes/no)	Relevant data summary sheet	If yes- 2 marks Else - 0
2.3.7	Efforts taken by Department to improve overall performance of students	4	Does the provision for improving performance of	Relevant data summary sheet	If yes- 4 marks Else- 0

	including Quality Circle/Courses conducted/ Expert lectures etc.		students including Quality Circle/Courses conducted/ Expert lectures etc. exist? (yes/no)		
	<b>Total</b>	<b>60</b>			

## 2.4 Examination System (40)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Docs.	Marking guidelines
2.4.1	<b>Examination Process</b>				
	Transparency in the processes like internal assessment; scrutiny and declaration of result	10	Does the Provision of Showing checked answer sheet to students for any query exist? (yes/no)	Relevant data summary sheet	If yes – 10marks Else 0
	Appropriate weight-age for continuous evaluation and end semester examination.	10	Total End Sem marks, marks Awarded for Conti. Evaluation	Marking Scheme	If yes- 10 marks, Else 0
2.4.2	Quality of MTE/ETE Question Papers (Coverage of syllabus, Difficulty level, mapping with CO/PO/PSO) - Question papers audit by the department/ university	20	Question papers audit by the department/ university	Auditors report	If audit done- 20marks Else 0
	<b>Total</b>	<b>40</b>			

## 2.5 \*Students Performance and Learning Outcomes (30)

S. N.	Sub-parameter	Marks Assigned	Information Details	Supporting Docs.	Marking guidelines
2.5.1	<b>*Student Performance in Exam</b>				
	Success rate without backlog in stipulated period (Based on final year result)	8	Total students, pass students	Relevant data summary sheet	70%- 8 marks <50%- 0 mark In between marks are linearly graded
	Success rate with backlog in stipulated period	8			>70%- 8 marks <50%- 0 mark In between marks are linearly graded
2.5.2	<b>*Learning outcome</b>				
	Program Outcomes/Program specific Outcomes/ Course Outcomes for all programs offered by the department	8	List of Program Outcomes, Program specific Outcomes and Course Outcomes	Relevant proofs	If exist and displayed - 8 marks

	are stated and displayed on the prominent places including Website, communicated to teachers and students		for all programs offered,  Display information		If exists not displayed -4 mark  If neither-0 marks
	Percentage of Programs for which Attainment of Program Outcomes/ Program specific Outcomes/Course Outcomes are calculated.	<b>6</b>	Number of courses for which exercise has been done		>80%- 6 marks <10%- 0 mark In between marks are linearly graded
	<b>Total</b>	<b>30</b>			

### 3. Research, Innovation and Extension (250)

S. N.	Sub-parameter	Marks Assigned	Information Details	Supporting document	Marking guidelines
3.1	<b>Promotion of Research &amp; Facilities</b>				
	Average seed money provided to faculty per year for research	5	Faculty list with seed money received for research	Relevant data summary sheet	>20,000 per year per full time faculty-5 marks; <5,000- 0 marks. In between marks are linearly graded
	No. of teachers awarded international fellowship for advance study/ research	5	List of teachers awarded international fellowship for advance study/ research	Relevant data summary sheet	At least 01- 5 marks Else- 0 marks
	No. of JRF/ SRF/ PDF/ RA and other research fellows enrolled in the Department	5			At least 1- 5 marks Else 0 marks
	Recognition of department from UGC-SAP, CAS, DST-FIST, DBT, ICSSR or any other similar Govt. agency	5	Yes/No	If yes – Supporting doc	If yes-5 marks Else 0
	<b>Total</b>	<b>20</b>			
3.2	<b>Resource Mobilization for Research</b>				
	Grants for research received from Non-govt. sources such as Industry, International bodies, endowments, Chairs in the institution	5	Yes/No	If yes – Supporting doc	If yes-5 marks Else 0
	Grants for research received from Govt. sources	10	Yes/No	If yes – Supporting doc	If yes- 10 marks Else 0
	No. of research projects per teacher (funded from outside University)	5	List of research projects with PI name	Supporting doc	At least 10% teachers have outside university funded project - 5 marks < 5%- 0 marks In between marks are linearly graded
	<b>Total</b>	<b>20</b>			
3.3	<b>Innovation Eco system</b>				
	No. of award for innovation won by department/ faculty/ student	15	No. of award for innovation won by department/ faculty/ student	Attach supporting awardee letter	At least 01 in last 5 years - 15marks Else 0 marks
(**)	No. of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student	15	No. of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student	List of Start-ups incubated in DTU/ outside incubators	At least 01 in last 5 years - 15 marks Else 0 marks



				by the department/ faculty/ student	
	<b>Total</b>	<b>30</b>			
3.4	<b>Research Publication and Awards</b>				
	No. of patents published/ granted	20	No. of patents published/ granted	List of patents published/ granted	At least 01 in last 5 years - 20 marks Else 0 marks
	No. of PhDs awarded per teacher	20	No. of PhDs awarded per teacher (individual/total)	List of PhDs awarded per teacher	At least 10% teachers produced at least 01 PhD – 20 marks < 5% - 0 marks In between marks are linearly graded
	No. of Research papers per teacher in indexed Journals (SCOPUS/ SCI/ SCIE/ Web of Science)	20	No. of Research papers per teacher in indexed Journals (individual/total)	List of Research papers per teacher in indexed journals	At least one Research papers per teacher in indexed Journal- 20 marks <0.25- 0 marks In between marks are linearly graded
	No. of Books Chapters in edited Volumes per teacher	5	No. of Books Chapters in edited Volumes by teachers in the department	List the edited chapter under faculty name	At least 10% teachers contributed - 5 marks <5 % - 0 marks In between marks are linearly graded
	No. of Books Published per teacher	10	No. of Books Published by teachers in the department	List the books with their author	At least 10% teachers contributed – 10 marks <5 % - 0 marks In between marks are linearly graded
	No. of Papers published in National/ International Conference Proceedings	15	No. of Papers published in National/ International Conference Proceedings	Supporting docs. For published papers	At least one papers per teacher - 15 marks <0.25- 0 marks In between marks are linearly graded
	Average h-index of the department as per SCOPUS/ Web of Science	5	Average h-index of the department as per SCOPUS/ Web of Science	Data summary sheet	At least 3 per teacher - 5 marks  <1- 0 marks In between marks are linearly graded
	Average citation index of the department as per SCOPUS/ Web of Science/ Indian Citation Index	5	Average citation index of the department	Letter mentioning citation index	At least 5 per teacher - 5 marks <1- 0 marks In between marks are linearly
	<b>Total</b>	<b>100</b>			

3.5	<b>Consultancy</b>				
	Revenue generated from Consultancy/ from Corporate Training/ any other source	20			>1 lakhs- 20 marks  < 25, 000-0 marks; In between marks are linearly
	<b>Total</b>	<b>20</b>			
3.6	<b>Extension Activities</b>				
	No. of awards and recognition received for extension activities from govt./ recognized bodies	5	No. of awards and recognition received for extension activities from govt./ recognized bodies	Record of such of awards and recognition received	At least 1 award at department/university level – 5 marks  Else -0 marks
	Average percentage of teachers/staff participating in extension activities (Swatch Bharat, AIDS awareness, Gender Issues, Unnat Bharat etc.) through Extension and Outreach office/ NSS/ NCC/ Red Cross/ YRC/ Professional Society/ Student Society	15	No. of extension and outreach programs conducted	List the records of such extension and outreach programs conducted	>10 %- 15 marks < 2% - 0 marks In between marks are linearly
	*Average percentage of students participating in extension activities (Swatch Bharat, AIDS awareness, Gender Issues, Unnat Bharat etc.) through Extension and Outreach office/ NSS/ NCC/ Red Cross/ YRC/ Professional Society/ Student Society	20	No. of students participating with their respective percentage	List Students participating with their respective percentage	>10 %- 20 marks < 5% - 0 marks In between marks are linearly
	<b>Total</b>	<b>40</b>			
3.7	<b>Collaboration</b>				
	No. of collaborative activities for Research, faculty exchange/student exchange per year	5	No. of collaborative activities for Research, faculty exchange, student exchange per year	List of activities with supporting docs. of such activities	At least 1 activity at department level – 5 marks  Else 0 marks
	No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities	5	No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities	Supporting doc. such linkages	At least one linkage with industry – 5 marks Else 0 marks
	No. of functional MOUs with Institutions of National & International Importance/	10	No. of functional MOUs with Institutions of National &	Mention such functional MOUs	At least 1- 10 marks  Else 0 marks

	Industry/ Corporate House/ Others		International Importance/ Industry/ Corporate House/ Others		
	<b>Total</b>	<b>20</b>			

#### 4. Infrastructure and Learning Resources (100)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting documents	Marking guidelines
4.1	<b>Physical Facilities</b>				
	*No of class rooms/tutorial (with AC/ Without AC)	20	No. of AC and Non-AC Class Rooms (L)  Total number of classes in the department for all programs ( K) Ratio=L/K	Summary data sheet	Ratio >0.5- 20 marks <0.2- 0 marks In between marks are linearly graded
	No. of Faculty rooms/cabins	5	No. of Faculty Rooms		If sufficient number as per faculty requirement- 5 marks Else- proportionate marks as per availability
	*No. of Seminar Room (with AC/ Without AC)	5	No. of AC and Non-AC Seminar Rooms	Relevant data summary sheet	If available- 5 marks If not-0 marks
	No. of Computing hardware facilities	10	Computing hardware facilities		If one computer lab in the department - 10 marks Else- 0 marks
	*Class rooms furniture (Adequate quantity and quality)	10	Class rooms furniture (Adequate quantity and quality)		If available as per requirement- 10 marks Else- proportionate marks as per availability
	<b>Total</b>	<b>50</b>			
4.2	<b>Library as a learning resource</b>				
	Departmental library	15	Details related to Departmental Library(yes/no)	Report on Departmental Library	If Books and dissertations reports available -15 Marks If only dissertations reports available- 10 marks If library room available – 5 marks If both not available If library not available- 0 marks

	No. of books/journal/e-books/e-resources purchased on department recommendation	10	No of books, e-library, e-journals, e-sodhsindhu, e-database, e-books and printed journals related to programme in the central library	Relevant data summary sheet	If adequate as per committee judgment- 10 Marks  Else- proportionate marks as per availability
	<b>Total</b>	<b>25</b>			
4.3	<b>*IT infrastructure</b>				
	Percentage of classrooms and Seminar rooms with ICT enabled facilities such as LMS/ Smart class	10	Total Classrooms, No. of class rooms and Seminar rooms with ICT enabled facilities such as LMS/ Smart class	Relevant data summary sheet	At least 10%- 10 marks Less than 5% - 0 marks In between marks are linearly graded
	Student/ Computer ratio	10	Total students, no. of computers		>30- 0 marks < 10- 10 marks In between marks are linearly graded
	<b>Total</b>	<b>20</b>			
4.4	<b>Expenditure on Physical Infrastructure augmentation</b>	05	Total budget allocated to university, budget allocated to Physical Infrastructure Augmentation	Report on budget allocated to Physical Infrastructure Augmentation	If adequate as per committee judgment-5 Marks  Else- proportionate marks as per availability
	<b>Total</b>	<b>05</b>			

## 5.\*Student Support and Progression (100)

S. No.	Sub-parameter	Marks Assigned	Self-assessment Score	Supporting docs	Marking guidelines
5.1	<b>Student support</b>				
	Participation of students in capability enhancement and development schemes <ul style="list-style-type: none"> <li>Guidance for competitive examination</li> <li>Career Counselling</li> <li>Soft skill development</li> <li>Remedial Coaching</li> <li>Bridge courses</li> <li>Yoga and Meditation</li> <li>Personal Counselling</li> </ul>	20	No. of capability enhancement and development schemes	Attach docs for each facility if provided	If at least 1 program - 20 marks Else 0 marks
	Mechanism for timely redressal of student grievances including sexual harassment (Yes/ No)	10	Mechanism for timely redressal of student	Mention the details of Mechanism	If departmental committee exist- 10 marks

			grievances including sexual harassment		Else- 0 marks
	<b>Total</b>	<b>30</b>			
5.2	<b>Student progression</b>				
	Average percentage of placement of outgoing students	20	Total no. of students seating for placement, No. of students placed	List of placed students	>50% batch – 20 marks <10% batch- 0 marks In between marks are linearly graded
	Percentage of student's progression to higher education	10	Total Students, No. of student's progression to higher education	List of student's progressions to higher education	>5% batch- 10 marks <1% - 0 marks In between marks are linearly graded
	Average percentage of students qualifying in State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOFEL/ Civil Services examination)	10	Total Students, No. of students qualifying in State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services examination)	List of students qualifying in State/ National/ International level of examinations (NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil Services examination)	>10% batch- 10 marks <1% batch- 0 marks In between marks are linearly graded
	<b>Total</b>	<b>40</b>			
5.3	<b>Student Participation and Activities</b>				
	No. of awards/ medals for outstanding performance in sports/ cultural activities at National/ International level	20	No. of awards/ medals for outstanding performance in sports/ cultural activities at National/ International level	Mention supporting Report on Awards, etc.	>5- 20 marks <1- 0 marks In between marks are linearly graded
	Extent of participation of Alumni in the affairs of the Department	10	Participation of Alumni in the affairs of the Department	List the record on Participation of Alumni in the affairs of the Department	At least 5 alumni – 10 marks Else 0 marks
	<b>Total</b>	<b>30</b>			

## 6. Governance, Leadership and Management (100)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting docs	Marking guidelines
6.1	<b>Department Vision and Leadership</b>				
	Vision, Mission and Quality Objective are prepared in a consultative manner and displayed prominently	30	Vision, Mission and quality prepared in consultative manner and displayed prominently (yes/no)	Attach report mentioning Vision, Mission and quality prepared	If yes- 30 marks Else 0
6.2	<b>Strategy development and deployment</b>				

	Strategic Plan of the department is documented and implemented in timelines	20	Details of Strategic Plan of the department is documented and implemented in timelines	Attach a report on the topic	If yes- 20 Else – 0
6.3	<b>Faculty Empowerment Strategies</b>				
	Minutes of meeting of Faculty meetings, DPC, DRC, BOS are documented and maintained	15	Minutes of meeting of Faculty meetings, DPC, DRC, BOS are documented and maintained (yes/no)	Relevant data summary sheet	If yes- 15 marks Else 0 marks
	No. of welfare measures for Teaching and non-teaching staff (such as support for higher qualification)	15	No. of welfare measures for Teaching and non-teaching staff	Attach a report on welfare measures	If yes- 15 marks Else 0
	Average percentage of teachers provided with financial support to attend conferences/workshops Orientation course/ FDP/ Refresher course/ STP and membership fee for professional bodies	20	Total No. of teachers, No. of teachers provided with financial support	List of teachers with their respective support amount	If at least 5 % receives financial support- 20 Marks  <1%- 0 marks In between marks are linearly graded
	<b>Total</b>	<b>50</b>			

## 7. Values and Best Practices (100)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting docs	Marking guidelines
7.1	<b>Department values &amp; social responsibility</b>				
	Participation in gender equity promotion programs	5	No. of gender equity promotion programs organized		If yes- 5marks Else 0
	Common room facility available	10	Details of Common room facility available (yes/no)		If yes- 10 marks Else 0

	Extent of green practices in the department	10	Details of Extent of green practices in the department	Attach a report on respective topic	If yes- 10 marks Else 0
	Availability of resources for differently abled persons	10	Details on Availability of resources for differently abled persons(yes/no)		If yes- 10 marks Else 0
	No. of specific initiative to address locational advantages and disadvantages	5	No. of specific initiative to address locational advantages and disadvantages		If yes- 5 marks Else 0
	Code of conduct handbook exist for students and teachers	5	Mention guideline details (yes/no)	Attach handbook	If yes- 5 marks Else 0
	Core values are displayed in the department	5	List of Core values are displayed in the department		If yes- marks Else 0
	Department plans and organizes appropriate activities to increase consciousness about National identities, symbols, fundamental duties and rights of Indian Citizens	5	Details of Department plans and organizes appropriate activities to increase consciousness about National identities, symbols, fundamental duties and rights of Indian Citizens (yes/no)		If yes- 5 marks Else 0
	Department follows approved Manual of official procedure Handbook? (yes/ no)	5	If yes, List the details Department follows approved Manual of official procedure Handbook.		If yes- 5 marks Else 0
	Department observes complete transparency in its financial, academic, administrative and auxiliary functions	10	Details of Department observes complete transparency in its financial, academic, administrative and auxiliary functions (yes/no)		If yes- 10 marks Else 0
	No. of other best practices in the department (provide list)	20	No. of best practices in the department		If yes- 20 marks Else 0
	Describe one area where department is distinctive	10	Describe one area where department is distinctive with particular details		If yes- 10 marks Else 0
	<b>Total</b>	<b>100</b>			

\*The points highlighted with asterisk (\*) are not relevant for the Department of Humanities as the Department is not offering any UG/PG program. Therefore, the award of marks from the denominator may be adjusted accordingly. The marks allotted to these points shall not be applicable to the Department of Humanities in the process of evaluation.

The revised and calculated total of marks for the department of Humanities shall be 615. The excluded sections are 1, 2.1, 2.5, 3.6.3, 4.1.1, 4.1.3, 4.15, 4.3, 5 (Total 385).