



SAR Criteria -4

4. Institutional Management (Score: 220)

Sr. No.	Activity	Distribution of Scores	Score	Remarks
1	Institutional Vision : i. Vision Document ii. Institutional Development Plan (IDP) iii. Plan of Action for above	6 point each	18	3×6= 18
2	IQAC: i. No. Of meetings per year ii. No. Of programmes organised (Training, workshops, IPT, etc.)	i. 4 meetings=6:3 meeting =4 ii. 2 per activity (Max. 6)	12	6+6= 12
3.	Management of Institutional Funds: i. Funds (BF, AF, PTA etc.)used/spent for Institutional Development/ student welfare ii. Periodic audit iii. Settlement of bills/advances within a specified time frame	i. Utilized>90%of the funds collected annually -10;71-90%-8;51-70%-4;<30%-0 ii. Yes =2 iii. Yes =4	16	4+0+4= 8
4	Grievance Redressal of Students and Employees i. Redressal within week ii. Redressal within month iii. No redressal	i. 10 ii. 4 iii. Nil	10	10
5	Green and Clean Campus: i. Green initiatives of institution (at least 3) ii. Cleanliness in washroom,buildings/ campus	i. 6 ii. Excellent=10 Satisfactory=6 Poor=0	16	6+10 =16
6	Facilities for Students; i. Common room for girls ii. Adequate toilets as per students' strength iii. Sanitary napkin vending machine/incinerator regularly put in use iv. CSCA room with proper furniture v. Student center for co-curricular activities and its regular usage vi. Regular use of Playground	3 for each facility	18	3×6= 18
7	Regular Updation of Service Books/ Service Records	Yes= 3	3	3
8	Timely Submission of ACRs	Yes=3	3	3
9	Prompt Response to Official Correspondence	Yes= 5	5	5
10	Proper maintenance of official records (Cash book/ Stock registers , Leave records, Fine fund etc.	Yes=10	10	10
11	Proper record of students attendance and	Yes=10	10	10



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EST. 2006



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	CCA			
12	Whether ranked by NIRF, other Agencies	Yes=10	10	10
13	Whether accredited by NAAC	A and above (level 4 or 5))=20 B+ & B ++ (level 3)=16 B (level 2)= 12 Accredited (level 1) = 10	20	10
14	Whether AQARs are being submitted as per timeline annually or not	Yes =12 No=0	12	12
15	Recognition for Exemplary Contributions of the Staff and Students	4 point each	8	8
16	Involvement of Stake Holders: i. PTA ii. OSA	• PTA constituted as per norms =1 • PTA supportive = 1 • Significant contribution of PTA (enclose documentary proof) =10 • OSA framed as per norms = 1 • Financial contribution or equivalent (in -kind) per 100 A • Alumni of Rs. 25000/- per annum = 3 • Non-financial contribution (career counselling, talk, interactive session / facilitation in placement of students etc. On regular basis) = 4	20	20
17	Feedback from Stakeholders other than Students and action taken thereon	Yes = 4	4	4
18	Annual review meeting on students outcomes in academics, co-curricular, extracurricular and extension activities and action taken during next academic session for achieving excellence	Yes = 25	25	25
Total			Total Claimed =	202