GUIDELINES

(TO BE FOLLOWED BY TEACHING DEPARTMENTS/INSTITUTIONS/ BRANCHES)

CRITERIA-I

1. Minutes of Board of Studies (BOS) or Academic Council meetings is required for new courses introduced, CBCS, implementation of Programme outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs), syllabus revision. Hence, the departments/institutes/centers should maintain the records of the same in a systematic manner.

2. List of students undertaking field visits / research projects / internships should be provided along with the details of title, place of work, completion certificate from the organization the student undertook these activities along with the duration. Report of the field visit / geo tagged photographs (not more than two) / permission letter from the competent authority should also be provided.

3. Link to the feedback Google form shall be given by IQAC as and when required. These forms should mandatorily be filled in the month of April every year. The collected data will be provided to the respective departments by IQAC and the departments shall analyze the data and prepare the report. This should be followed by the action taken report duly signed by Chairperson, BOS and Registrar.

4. The department should introduce employment specific course and minutes of BOS or AC is required as a supporting document.

CRITERIA- II and III

1. The department/Institute should ensure that all students are assigned a mentor and all teachers are included in the mentor list. A head certified register should be maintained documenting the meetings of mentor-mentee regarding issues raised and resolved. This record should be maintained regularly.

2. The department shall maintain category wise list of admitted students and cut list for every session.

3. Experiential learning should be practiced and promoted. Slow Learners and Advanced Learners be identified and be motivated to excel through a mechanism.

4. The Examination Branch must ensure timely declaration of results, preferably within one month so as to get the maximum score during assessment.

5. It shall be mandatory for all the faculty (regular/ contractual) to publish minimum one research paper as first author annually in Scopus/Web of Science/UGC care list/ PubMed, etc.

6. The faculty should use only **'Bhagat Phool Singh Mahila Vishwavidyalaya'** as their affiliating/working place while publishing research article/paper or book instead of other nomenclatures like "BPS Women University", "BPSMV" etc.

7. Teachers should develop e-contents of Lectures for LMS of the University.

8. Citation and H-index of research papers should be calculated and maintained by the central library.

9. Faculty members should submit the copy of first page of published research paper/book/chapter and link of the publication in their respective departments/institutes/centres. The department shall maintain this record under the subheading: -Web-link of research papers by Title, Author, Department/ School/ Division/ Centre/ Unit/ Cell, Name and Year of publication.

10. The department should maintain the record of teachers and students who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies. The record should include e-Copies of award letters (clear and readable) of achievements. Only State, National and International level from Government/Govt. recognized bodies will be considered.

11. The department should maintain the record of any consultancy provided by the faculty as per the consultancy policy of the University. Letter from the beneficiary of consultancy along with details of the consultancy fee should be included in the record.

12. Record of extension activities like camps (NSS/NCC/Red cross/YRC, medical etc.), awareness programmes etc. in the neighbourhood community shall be maintained. The notices, participating team brochure/flyer, report of programme and geo tagged photos (not more than four) shall mandatorily be kept in record. Additionally, the detailed report should include, specific mention of name and number of students participated and collaborating agency.

13. Number of collaborative activities with other institutions/ research establishments/industry for research and academic development of faculty and students should be encouraged. For the purpose of record, copies of collaboration/related documents indicating the nature of collaboration and activities shall be required.

14. Record of functional MOUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research should be

maintained by the Academic Branch. For the purpose of record, list of activities conducted under each MoU along with dates of starting and completion of the activities year-wise signed by both parties must be maintained. The MOUs must clearly indicate the objectives.

15. Record of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research shall be maintained by the Accounts Branch. As a reference, e-copies of the award letters shall be kept in record.

16. Department shall maintain session wise segregated record of Number of NET, GATE, JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled. The e-copies of fellowshipaward letters shall be kept in record mandatorily.

17. If any grant has been provided by UGC-SAP, CAS, DST-FIST, DBT, ICSSR or other similar recognitions by national and international agencies, then grant letters, E copies of recognition of departments should be maintained in record. Similarly, record shall also be kept in respect of any extramural funding received (from non-government private sources) by an individual or department for Research, endowments, Chairs etc.

18. The conduct of any workshops/seminars by the department should be maintained for the record purpose. The notices, brochure/flyer, report of programme and geo tagged photos (not more than four) shall mandatorily be kept in record.

CRITERIA IV

1. The physical facilities and the learning resources, ICT available at the department level should be maintained and functional always. List of all the physical and ICT facilities available should be kept as record and regularly updated.

2. The Central Library should maintain the record of foot fall of students and faculty and keep the ILMS updated.

CRITERIA V

1. The Departments/R&S Branch should maintain the record of students in year-wise manner regarding various scholarships and freeships provided by the institution, Government and non-government agencies (NGOs). The record should contain name of student, amount sanctioned and year along with their scholarships sanction letter.

2. The department must keep notice circulated, brochure along with attendance of students benefited by career counseling and guidance for competitive examinations in year wise manner. The geo-tagged photographs are also mandatory to be kept in record by the UPACC/UCCE. A soft copy as well as hard copy of activity should be sent to IQAC also.

3. The department should keep notice circulated, brochure along with attendance of students benefited by Capacity development and skills enhancement activities. The department should maintain a List of Programmes conducted in the following manner: Year, Name of activity, Date of conducting activity, Total number of students enrolled and name of department/Agency conducted the activity. A proper website link should also be provided on University Website for such activities.

4. Minutes of meeting should be maintained for of student Grievances redressal committee, prevention of sexual harassment committee and Anti Ragging committee. Guidelines of statutory/regulatory bodies must be implemented in letter and spirit. All grievances should be timely redressed through appropriate committees and record of the same must be kept by concerned committees at Departmental level.

5. Department should maintain a record of students who qualifying in state/national/ international level examinations such as IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc. Record should be maintained along with e-copy/hard copy of their certificates in year wise manner.

6. Number of students appearing in state/ national/ international level examinations (e.g.: IIT/JAM/ NET / SLET/ GATE/ GMAT/CAT, GRE/ TOEFL/ Civil Services/ State government examinations) should be maintained in year-wise manner.

   Note: For Point No. 5 &6, List of students should be prepared as per Table mentioned below:

Year	Registration No./ Roll No.	Name of Student	Name of Examination applied/Qualified	Other Types of Examinations Qualified

7. Year-wise placement record should be maintained by the UPACC. A proper list of students containing year of passing, address of company/organization where placed, salary along with appointment letter issued/ Identity Card issued by company/department where she is placed should be maintained.

8. Department should also maintain a proper of record of students who have progressing to higher education. List should be prepared in the following manner:

Sl. No	Name of student enrolling into higher education	Program graduated from	Name of institution admitted to	Name of programme admitted to

9. List of students who won awards / medals for outstanding performance in sports / cultural activities at inter-university / state / national / international events should be maintained in year wise manner along with their e-copy of their certificates.

10. A proper list of sports and cultural events / competitions organized by the institution/ department should be prepared along with geo-tagged photographs and its information brochure/notices etc. Department should prepare a report of such activities and submit a copy of same to IQAC cell with its geo-tagged photographs in hard/soft format.

11. A proper list of Alumni activity as well as contribution should be maintained by concerned department.

CRITERIA-VI

1. The department should maintain the record of faculty provided with financial support to attend conferences / workshops and having membership fee of professional bodies. E-copy of letter/s indicating financial assistance and list of teachers receiving financial support year- wise should be kept as record.

2. The department organizing the professional development / administrative training programs should maintain the list of participants along-with brochures, reports, geo tagged photographs with date and caption.

3. Record of Teachers attending online/ face-to-face Faculty Development Programme, (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course) should be maintained by the HRDC as well as at Department level.

CRITERIA VII

1. The department should identify their best practices, which should be a unique feature and must be updated on the university website at departmental webpage. Geo-tagged Photographs of two best practices should be updated regularly.