

APPENDIX I

(See Rule 4 and 6(1))

PART I

FORM A

Sr. No.	Particulars	Information and Remarks, if any.
1	Name of the college/institution/private University:	
2	Name of the Act under which - (i) the college or institution is affiliated: (ii) private University is established:	
3	Year of establishment of the college/institution/private University:	
4	Name and designation of the Head of the college/institution/private University and other officers:	
5	Contact Details of officers of the college/institution/private University:	
6	Programs Offered:	
7	School-wise, discipline, branch and program-wise break-up of students:	
8	Enrolment- (i) Boys: (ii) Girls:	
9	Details of- (i) Disciplines: (ii) Degrees Awarded:	

FORM B-1

[Appendix-I]

1. The Institution/Private University satisfying the following conditions are only be eligible to apply for Centre of Excellence Status.

The applicant Institution/ University should satisfy all the conditions of the following eligibility criteria at the time of application.

- (1) The annual statutory financial audited accounts in full details with note, of the academic unit and the University, for previous three years immediately preceding to the application year, should be disclosed on the website.

The Applicant Institution/ University shall provide the data of average of last three years.

The Applicant Institution/ University should acquire minimum 60% score in each parameter listed at Sr. No. 2 to 9 below and the summation of all parameters shall be a minimum of 75% Score in order to be awarded the status of Centre of Excellence by High Level Committee.

Sr. No.	Particulars	Max. Marks	Description
1	NAAC, NBA, (GSIRF Ranking for Schools of Architecture and Planning)	40	As per attached Table-A.
2	Basic Infrastructure	45	
	1. Land Area: (Total Area_____ Sq. Meters) (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications) (a) % Utilised for academics (b) % Utilised for Hostels (c) % Utilised for faculties/ staff residences: (d) % Utilised for amenities/sports etc.	04	- More than required = 2 Marks - Exactly as per required = 1 Mark - Less than reqd. = 0 Mark. (Scale to 4 Marks)
	2. Built up area: (Total Area_____ Sq. Meters) (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications)	04	- More than required = 2 Marks - Exactly as per required = 1 Mark - Less than required = 0

	(a) % Utilised for Academic: (b) % Utilised for Non-Academics:		Mark.
	3. Classrooms equipped with ICT facilities. (<i>% of total classes</i>)	05	Upto 30%=0 Marks, 30% to 40%=1, 40 to 60%= 2 Marks 60 to 70%=3 Marks, 70 to 90%=4 Marks, 100%=5 Marks
	4. Teaching laboratories (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications)	04	- More than required = 4 Marks. - Exactly as per required = 2 Marks. - Less than required = 0 Mark
	5. Research laboratories (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications)	05	- As per requirement in each branch = 5 Marks, - As per requirement in 3/4 of the branches = 4 Marks, - As per requirement in 1/2 of the branches = 3 Marks, - As per requirement in 1/4 of the branches = 2 Marks, - Less than required = 0 Mark
	6. Expenditure on Equipment per 100 students Listing, Important and sophisticate equipment/instruments (<i>% of Expenditure on sophisticate equipment/instruments against total Expenditure incurred on equipments</i>)	05	Upto 10%=0 Mark, 10% to 15%=1Marks, 15 to 20%= 2 Marks 20 to 25%=3 Marks, 25 to 30%=4 Marks, Above 30%=5 Marks
	7. Computer Facilities, including Internet Connectivity, Licensed Software per 100 students. (a) No. of Computers (b) No. of Licence software (c) Internet Bandwidth _____ Mbps (d) % of wi-fi campus covered. (e) No of Peripherals (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications)	05	- If more than required = 1 Marks. - If exactly as per requirement=0 Mark For each parameters (a) to (e)

	<p>8. Libraries Resources per 100 students</p> <p>(a) Number of Titles (b) Number of Books and Titles, (c) Number of International Journals subscribed, (d) Self-study CDs (e) Other learning materials</p>	05	<ul style="list-style-type: none"> - If more than required = 1 Marks. - If exactly as per requirement=0 Mark - For each parameters (a) to (e)
	<p>9. Annual Operational Expenditure in Rupees per student: <i>(Average of last three years, only actual incurred expenditure to be stated)</i></p>	05	<p>Exactly as per tuition fee Collected=3 Marks.</p> <p>10% above= 4 Marks</p> <p>25% above=5 Marks</p> <p>10% below= 2 Marks</p> <p>25% below=1 Mark</p> <p>Else=0 Mark</p>
	<p>10. Solid Waste disposal system, Use of Solar Energy, Rainwater harvesting</p>	03	One Mark for each component
3	Students	70	
	<p>(a) Admission: <i>(Separate information for each program)</i></p>		
	<p>Merit rank: First _____ Average _____ Last _____ for Management Quota</p> <p>Merit rank: First _____ Average _____ Last _____ for Government Quota</p> <p>* Compare with Centralised Admission System</p> <p><i>Average would mean (Average \pm 5%)</i></p>	05	<ul style="list-style-type: none"> - If higher than average cut-off =5 Marks - If cut-off in the \pm 5% of average = 3 Marks - if cut-off lower than middle = 0 Mark <p>(For each programme)</p>
	1. Percentage Enrolment in Bachelor's Degree Programme	03	>70%=1, >85% =2, 100%=3
	2. Percentage Enrolment in M.Tech or Equivalent Programme	03	- >80% =3, 70% to 80%=2, 50% to 70%=1, <50%=0
	3. Enrolment in Ph.D./ Equivalent	03	- Upto 10=1, 11 to 20= 2, Above 20=3
	4. Gender Diversity in admission	03	<ul style="list-style-type: none"> - If 30% Girls = 1 - If 40% Girls = 2

			- Above 40% Girls = 3
	5. Cultural diversity (State v/s Other State students)	03	- If 30% Other State = 1 - If 40% Other State = 2 - Above 40% Other State = 3
	6. Reservation quota policy of admission	01	- If Yes = 1 - If No = 0
	7. Gender Diversity in Scholarships and Free ships	03	- If 30% Girls = 1 - If 40% Girls = 2 - Above 40% Girls = 3
	8. Absenteeism of students (considering average attendance of students)	04	- If 0 to 5% = 4 - If 6 to 10% = 3 - If 11 to 15% = 2 - If 16 to 20% = 1
	9. Grievance Redressal Mechanism	01	- If Yes = 1 - If No = 0
	No of Grievances received _____		
	Grievances Resolved with favourable response.	03	Upto 40%=1, 40 to 60%=2, >60 % =3.
	10. Faculty advisor scheme	01	- If Yes = 1 - If No = 0
	11. Meeting with students per semester	01	- If Yes = 1 - If No = 0
	12. Student involvement in sports activities (Percentage of students participated in sports activities)	03	- Upto 30%=1, 30 to 50%=2, above 50%=3
	13. Student involvement in cultural activities (Percentage of students participated in cultural activities)	03	- Upto 30%=1, 30 to 50%=2, above 50%=3
	14. Student involvement in co-curricular activities (Percentage of students participated in co-curricular activities)	03	- Upto 30%=1, 30 to 50%=2, above 50%=3
	15. Number of Student clubs	04	- Upto 5=1, 6 to 10=2, 11 to 15=3, above 15=4.
	16. Percentage of students participated in career counselling for employability and skill upgradation. (Considered on the basis of number of final year students)	03	- Upto 30%=1, 30 to 50%=2, above 50%=3
	(b) Graduation Outcome		
	1. No. of active student start-ups belonging to the institution/University. (Student would include an alumni	04	1 to 4= 1, 5 to 7=2, 8 to 10=3, More than 10=4.

	<i>having passed out in last two academic years)</i>		
	2. No. of students to whom the minimum Package of Rs. 25000/-p.m. offered through campus placement.	04	Upto 30%=1, 30 to 50%=2, 50 to 75%=3, above 75%=4.
	3. Percentage of students obtained admission in M.Tech and Ph.D	02	<upto 30%=1, above 30%=2.
	4. Package offered: Top _____ Average _____	04	Top <5 L =1, <7.5 L=2, <10=3,>10=4.
	5. Number of students to whom the Fund Supported for participation in national Conferences	01	Above 10=1. Else=0
	6. Amount spent on Fund Support for student participation in national Conferences (in lakhs)	01	Above 5 lakhs=1. Else=0
	7. Number of students to whom the Fund Supported for participation in International Conferences	02	Less than 2=0, 3 to 5=1 Above 5=2.
	8. Scheme of Scholarships and Fellowships (<i>Give details</i>) :	02	- If it is 1 crore = 2, - 50 to 99 lakhs=1, - Else=0
	No. _____ Amount spend per year _____ Total _____		
4	Academics	60	
	1. Flexibility of Curriculum	06	Elective courses 6 to 10% =2, 11 to 15%=4, >16%=6
	2. Frequency of curriculum review	02	Every 5 years=2, 5 to 10 years=1, else=0
	3. Course delivery/monitoring/course evaluation		
	(a) Formal student feedback system exists?	02	- If Yes = 2 -If No = 0

	(b) Is feedback monitored, analysed communicated and action taken?	04	Yes = 1 for each
	(c) Does a course website display course planning, assignments, quiz and reading material?	04	Yes = 1 for each
	4. Innovations and initiatives in diversity of course offerings and pedagogy. <i>(Will be verified by the Committee during the visit)</i>	04	- No initiative = 0 - innovation in pedagogy=2, - diversity in course offered=2
	5. Augmentation of instructional materials. <i>(Will be verified by the Committee during the visit)</i>	02	- If Yes = 2 - If No = 0
	6. Field internship: Implementation, Evaluation and Outcomes <i>(No of students)</i>	10	- For every 10%=1 Mark
	7. Sponsored Chairs	06	- Two marks for every sponsored chair, Maximum=6 Marks
	8. No. of Visiting Expert faculty/ Adjunct Faculty	04	- More than 10 per semester=4, - 5 to 9=3, 1 to 4=2, - Else=0.
	9. Organized plans to cater the contents beyond the scope of Syllabus <i>(Will be verified by the Committee during the visit)</i>	02	- If Yes = 2 - If No = 0
	10. International Collaborations/Exchange of at least one collaboration per department and at least 15 exchange of students in both directions.	14	- For each collaboration 2 Marks maximum=8 Marks. - For each batch of 15 students=2 marks maximum=6 Marks.
5	Examination	20	
	1. System of Continuous evaluation in each course of each program (a) Only Final Exam, (b) Mid Sem Exam (c) Supplementary Exam, (d) Assignments, (e) Quiz, (f) Projects.	06	One mark for each
	2. Online e-assessment and fairness of evaluation and overall credibility of	03	Yes=3, Partial=2, No=0

	examination system. (Will be verified by the Committee during the visit)		
	3. Question banks and e-quiz.	02	1 mark for each.
	4. Open Book and Take-Home Exams.	04	2 marks for open book, 2 mark for take home exam.
	5. MIS for exam available?	02	Yes=2, No=0
	6. Grievance redressal in examination Percentage of grievances resolved.	03	Upto 30%=1, 30 to 50%=2, above 50%=3
6	Faculty	70	
	1. Cadre Policy, Qualifications, Cadre wise Strength	10	<ul style="list-style-type: none"> - If teacher to student ratio of 1:20 maintained and all the faculty members are Ph. D = 10 Marks, - If teacher to student ratio of 1:20 maintained and 75 % of the faculty members are Ph. D = 8 Marks - If teacher to student ratio of 1:20 maintained and 50 % of the faculty members are Ph. D = 6 Marks - If teacher to student ratio of 1:20 maintained and 25 % of the faculty members are Ph. D = 4 Marks - If teacher to student ratio of 1:20 maintained and no faculty members are Ph. D = 2 Marks
	<ul style="list-style-type: none"> • No. of full time regular faculty having M.Tech /M.E/MBA/M.Sc. or Ph.D/M.S Qualification. 	06	100% M.Tech /M.E/MBA/M.Sc.=0, 25 % Faculty Ph.D/M.S =3, 26-40% Faculty Ph.D/M.S.=4, 41-50 % Faculty Ph.D/M.S.=5, More than 50% Faculty Ph.D/M.S.=6
	<ul style="list-style-type: none"> • No. of Total faculty / 100 students 	05	6 or more=5 Marks,

			5 = 3 Marks, 4=2 Marks, 3=1 Marks, less than 3 =0 Mark.
	<ul style="list-style-type: none"> No. of Part-time, Visiting Faculty, Guest Faculty against regular faculty 	03	Upto 10%= 3 Marks, 11 to 20%= 2 Marks, 21 to 30%= 1 Marks, Else=0 Mark.
	<ul style="list-style-type: none"> No. of International adjunct Faculty 	02	Upto 10%= 0 Marks, 11 to 20%= 1 Marks, 21 to 30%= 2 Marks.
	2. Rules of Recruitment and Procedure		
	(a) Public advertisement through media:	01	- If Yes = 1 If No = 0
	(b) Selection Process through Experts	01	- If Yes = 1 If No = 0
	(c) Scales of Pay and allowances as per statutory body guidelines.	01	- If Yes = 1 If No = 0
	(d) Perquisites as per statutory body guidelines.	01	- If Yes = 1 If No = 0
	(e) Faculty joining and attrition rate of last three years: (Retention Percentage)	03	Upto 30%=1, 30 to 50%=2, above 50%=3
	(f) Service Rules:	01	- If Yes = 1 If No = 0
	(g) Faculty per Department: <i>(The statutory Provisions of relevant Acts/ Rules/ Regulations/ Notifications of AICTE/UGC/PCI/CoA etc. will be considered as a benchmark)</i>		
	1 Professors	02	If as per provision=1, More than provision=2 Marks, Less than Provision=0 Marks.
	2 Associate Professors, and	02	If as per provision=1, More than provision=2 Marks, Less than Provision=0

			Marks.
	3 Assistant Professors	02	If as per provision=1, More than provision=2 Marks, Less than Provision=0 Marks.
	(h) Percentage of Faculty with foreign exposure in Jobs, research and study (Minimum 2 years)	05	Above 50%=5, 40%=4, 30%=3, 20%=2, Up to 10%=1.
	(i) Faculty Development Policy and Scheme (a) R & D Seed grant (b) Participation in international conference per year (c) Participation in National Conference	06 02 02	>100% of annual salary=6, 80%=5, 60%=4, 50%=3, 40%=2, 30%=1. 1 mark per faculty. 1 mark per faculty.
	(j) Percentage of Promotion and Career advancement opportunities considering through Advertisement/ feeder cadre	05	>20% =1, >40% =2, >60%=3, >80%=4, 100%=5.
	(k) Appraisal systems of faculty considering (a) Research (b) Teaching (c) Training (d) New material development (e) Industry interaction (f) Consulting (g) Participation in administration (h) Support extracurricular activities (i) Feedback from the students (j) Relation with the alumni (Will be verified by the Committee during the visit)	10	- 1 Mark for each component.
7	Research, Consultancy & Extension	60	

Services:			
	1. Research undertaken in last three years– (i) Sponsored Research – Projects (Number), Total Value (Rs.) (ii) List of major five sponsoring agencies	05	For Engineering, Pharmacy, Management Colleges: - Sponsored project of Rs. 5 lakh = 1 One point extra for every additional project of Rs. 5 lakh
	2. Current research No. of Research papers published in esteemed journals like scopus/ web of science/Elsevier and such other journal of equivalent quality per faculty per year (Only regular faculty to be counted) (Data to be given for last three years)	15	- At least 01 = 5 marks - 1.2 to 1.5 = 8 marks - 1.6 to 2.0 = 11 marks - 2.1 to 2.5=14 Marks. - Above 2.5 = 15 Marks.
	3. Awards for Best Publications /Oral Presentation/Poster Presentation.	05	- One Mark for each award (Maximum to 5 Marks)
	4. Organization of National/International conferences, industry conclave	05	- One Mark for each event. (Maximum to 5 Marks)
	5. At least one major research project per Department	05	For Science, Engineering, Pharmacy Colleges: - Major research project of Rs. 20 lakhs = 1 - One point extra for every additional project of Rs. 20 lakh
	6. Patents applied and published	15	- For every published patent 3 Marks
	7. Average Citation Index per faculty member.	05	- 31 to 50=1, 51 to 100=2, 101-199=3, 201-300=4, >300=5.
	8. Average H Index per faculty member.	05	2 per faculty=1, 3 per faculty=2, 4 per faculty=3, 5 per faculty=4, >5=5 .

8	Governance <i>(All item Will be verified by the Committee during the visit)</i>	85	
	<p>1.Procedure for appointing the Independent Director, its diversity and delegation of power.</p> <p>(a) Is there comprehensive document/procedure to appoint independent director by competent authority</p> <p>(b) Adherence to the above document</p> <p>(c) Does the document ensure diversity in gender in appointment?</p> <p>(d) Effectiveness of the independent director in attendance</p>	04	<ul style="list-style-type: none"> - If Yes=1, if No=0 - If Yes=1, if No=0 - If Yes=1, if No=0 - Quorum=1 Mark, else=0
	2. Adherence to Criterial standards for Key officers of University like Provost, Director, Registrar, CFO as listed in Pvt. Uni Act (Gujarat Act No. 8 of 2009)	04	1 Marks for each post.
	<p>3. Functioning of Various Committees</p> <p>(i) Frequency of meeting (Adherence to the relevant provisions of the act)</p> <p>(ii) Attendance (Minimum attendance in all the meeting per academic year)</p> <p>(iii) Circulation of agenda before the meeting in number of days</p> <p>(iv) Minutes of the meeting circulated after the meeting</p> <p>(v) Action taken report in all the meeting per year</p> <p>For the following committees,</p>	<p>01</p> <p>05</p> <p>01</p> <p>01</p> <p>01</p>	<p>Yes=1, No=0</p> <p>100%- 5, 80%-4, 60%-3, 50%-2, 40%-1</p> <p>Before one week-1, less than 1 week-0</p> <p>Before one week-0, less than 1 week-1</p> <p>yes=1, no=0</p> <p>(to be scaled to 10 Marks)</p>

	(a) BoG, (b) Academic Council, (c) Executive Council, (d) Finance Committee, (e) Academic Audit Committee.		
	4. Committee for Prevention of Sexual Harassment (a) Existence of Committee for Prevention of Sexual Harassment? (b) Is the constitution in compliance with Vishakha Judgement? (c) Number of gender sensitivity compliance resolved	01 01 04	Yes=1, No=0. Yes=1, No=0. Upto 25%=1, 25% to 50%=2, 50% to 70%=3, above 70%=4.
	5. Faculty Recruitment norms and procedure.		
	Faculty		
	(a) Is there and approved policy for recruitment by competent authority	01	Yes=1, No=0.
	(b) Adherence to policy	01	Yes=1, No=0.
	(c) Is there and approved policy for confirmation by competent authority	01	Yes=1, No=0.
	(d) Adherence to policy	01	Yes=1, No=0.
	(e) Is there and approved policy for promotion by competent authority	01	Yes=1, No=0.
	(f) Adherence to policy	01	Yes=1, No=0.
	Staff		
	(g) Adherence to policy	01	Yes=1, No=0.
	(h) Is there and approved policy for confirmation by competent authority	01	Yes=1, No=0.
	(i) Adherence to policy	01	Yes=1, No=0.
	(j) Is there and approved policy for promotion by competent authority	01	Yes=1, No=0.
	(k) Adherence to policy	01	Yes=1, No=0.
	(l) Policy for recruitment of Adhoc faculty	01	Yes=1, No=0.

	(m) Policy for recruitment of Adhoc staff	01	Yes=1, No=0.
	6. The audited Accounts to be audited by external auditors with annexures /schedule and comments and Mandatory Disclosures as per provision of statutory bodies including Governing disclosures and obligations, Minutes of Meetings, disclosure of Annual Report should be displayed on the website.		
	(a) Audit statement disclosure on website	01	Yes=1, No=0.
	(b) Quarterly internal audit reports	01	Yes=1, No=0.
	(c) Action taken reports	01	Yes=1, No=0.
	(d) Quarterly statutory audit reports	01	Yes=1, No=0.
	(e) Quarterly statutory compliance reports	01	Yes=1, No=0.
	7. Mandatory Disclosures on the website as per provision of statutory bodies including Governing disclosures and obligations, Minutes of Meetings, disclosure of Annual Report on the Website.		
	(a) Disclosures on website	01	Yes=1, No=0.
	(b) Mandatory/Regulatory/statutory provisions	01	Yes=1, No=0.
	(c) Minutes of the meeting (<i>BoG</i>)	01	Yes=1, No=0.
	(d) Minutes of the meeting (<i>Academic council</i>)	01	Yes=1, No=0.
	(e) Minutes of the meeting (<i>Academic Audit committee</i>)	01	Yes=1, No=0.
	(f) Minutes of the meeting (<i>Finance committee</i>)	01	Yes=1, No=0.
	(g) Minutes of the meeting (<i>Academic Advisory council</i>)	01	Yes=1, No=0.
	(h) Minutes of the meeting (<i>Executive council</i>)	01	Yes=1, No=0.
	(i) Complete annual report	01	Yes=1, No=0.
	(j) Balance sheet with complete annexures	01	Yes=1, No=0.
	(k) Announcement on procurement	01	Yes=1, No=0.
	8. Record keeping for Income, Expenditure.		

	(a)ERP system fully implemented for account	01	Yes=1, No=0.
	(b) Record keeping is manual	01	Yes=1, No=0.
	(c)Backup data kept for number of years	02	Minimum 3 years=0, more than three years=1, more than five years=2
	9. E-Procurement and transaction / contract / arrangement with related party. (a) Percentage of E-procurement (b) Percentage of Transection (c) Percentage of contract	03	1 Mark for each. >50%=1, Else=0 >50%=1, Else=0 >50%=1, Else=0
	10. Management Information System (MIS) and e-communications.	01	Yes=1, No=0.
	11. Meetings with stakeholders, student, faculty, staff, alumni, industry, potentials employee. (Meetings per semester) (a) Frequency of meetings with students. (b) Frequency of meetings with faculty. (c) Frequency of meetings with staff. (d) Frequency of meetings with Alumni. (e) Frequency of meetings with Industry/practitioners/potential employers	05	Yes=1, No=0. For each.
	12. Existence of Effective Whistle Blowers Policy. (to be verified by the Committee)	01	Yes=1, No=0.
	13. Display of documents on website to promote Strong Culture and Transparency.		
	(a) Faculty	01	Yes=1, No=0.
	(b) Staff	01	Yes=1, No=0.
	(c) Students	01	Yes=1, No=0.
	(d) Academic	01	Yes=1, No=0.

	(e) Financial	01	Yes=1, No=0.
	(f) Compliance	01	Yes=1, No=0.
	14. Anti-ragging committee: Structure and organisation (No. of meetings held in last 2 years)	05	Committee exits=2, Structure as per statutory provisions=2, No pendency of complaint=1.
	15. Professional bodies – Memberships	04	- No membership = 0 - One marks for every membership
	16. Role of Alumni (a) No of alumni on board. (b) Financial Support. (c) Number of Job influenced by Alumni in Placement. (d) Alumni as Visiting faculty	04	At least One member=1, else=0. At least 1% of Budget=1, Else=0. >10%=1 else=0. >5% =1, else=0.

9. Overall performance of the institution/University as per Centre of Excellence Definition will be evaluated by the Committee at the time of visits as below. – 50 Marks.

1. Vision of the institute/ University for next 10 Years. – 5 Marks.
2. Effectiveness of Pedagogy. – 5 Marks
3. Overall academic environment of the institute. – 5 Marks.
4. Overall discipline and cleanliness/ House Keeping at the institute. - 5 Marks
5. Independence and participation of the faculty/ Staff Members-5 Marks
6. Aptitude for innovation – 5 Marks
7. Feedback of students and faculty. – 5 Marks.
8. Quality of extension services. – 5 Marks
9. Continuing Education Program, Eco System for entrepreneurship, etc. – 5 Marks.
10. Outstanding achievements of the institute/ University. – 5 Marks.

Note:- The Applicant Institution/University may add any additional information not included in the above components.

**Table-A
(Refer Sr. No-1)**

Marks	NAAC	Letter Grade	NBA	GSIRF
	Cumulative Grade Point Average (CGPA)		% of courses accredited with minimum score of 600	Cumulative Grade Point Average (CGPA)
0	Less than or equal to 3.0	B++ or lower	Less than 60%	Less than or equal to 3.5
10	3.01 to 3.15	A	Between 60% to 70%	Between 3.51 to 3.75
25	3.16 to 3.25	A	Between 70% to 80%	Between 3.76 to 4.0
35	3.26 to 3.50	A+	Between 80% to 90%	Between 4.1 to 4.25
40	Above 3.5	A++	>90%	4.26 and above

Maximum of NAAC, NBA or GSIRF (for School of Architecture and planning only) will be considered.

FORM – B2

[Appendix-I]

(For Schools/Institutes of Architecture and Planning)

1. The Institution/Private University satisfying the following conditions are only eligible to apply for Centre of Excellence Status.

The applicant Institution/ University should satisfy all the conditions of the following eligibility criteria at the time of application.

- (1) The annual statutory financial audited accounts in full details with note of the academic unit and the University, for previous three years immediately preceding to the application year, should be disclosed on the website.
- (2) For an Institute/School of Architecture, Council of Architecture shall be considered the Statutory Body whereas for an Institute/School of Planning, AICTE shall be considered the Statutory Body.

The Applicant Institution/ University shall provide the data of average of last three years.

The Applicant institution/ University should acquire minimum 60% score in each parameter listed at Sr. No. 2 to 9 below and the summation of all parameters shall be a minimum of 75% score in order to be awarded the status of Centre of Excellence by High Level Committee.

1	NAAC, NBA, (GSIRF Ranking for Schools of Architecture and Planning)	40	As per attached Table-A.
2	Basic Infrastructure	45	
	Land Area: (Total Area_____ Sq. Meters) (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications) (a) % Utilised for academics (%) (b) % Utilised for Hostels (c) % Utilised for faculties/staff residences: (d) % Utilised for amenities/sports etc. (As per the statutory Provisions of CoA/AICTE)	04	- More than required = 2 Marks - Exactly as per required = 1 Mark - Less than reqd. = 0 Mark (Scale to 4 Marks)

	<p>1. Built up area: (Total Area _____ Sq. Meters) (a) % Utilised for Academic purpose: (b) % Utilised for Non-Academic purpose: (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)</p>	04	<ul style="list-style-type: none"> - More than required = 4 Marks - Exactly as per required = 3 Marks - Less than required = 0 Mark
	<p>2. Studios with provision of use of laptops with internet connectivity as per CoA/AICTE guidelines (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)</p>	04	<ul style="list-style-type: none"> - Upto 50% = 1 Mark - 50 to 70% = 2 Marks - 70% to 90% = 3 Marks - 100% = 4 Marks
	<p>3. Lecture Rooms equipped with OHP & digital projection facilities and sound amplifier system (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)</p>	03	<ul style="list-style-type: none"> - Upto 50% = 0 Mark - 50 to 70% = 1 Marks - 70% to 90% = 2 Marks - 100% = 3 Marks
	<p>4. Laboratories and Workshops (a) Environmental Lab, (b) Lighting and Acoustic Lab, (c) Model Making and Carpentry Workshop, Material Museum (d) RS and GIS Lab (for Planning only) (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)</p>	03	<ul style="list-style-type: none"> - Exactly as required = 3 Marks - Less than required = 0 Mark
	<p>5. Laboratories desirable as per prevailing CoA/AICTE guidelines, (a) Climatology Lab, (b) Surveying Lab, (c) Material Testing Lab, (d) Electrical/Lighting/Illumination Lab, (e) Plumbing and Sanitation Lab, (f) Acoustics Lab, (g) Digital Lab</p>	04	<ul style="list-style-type: none"> - If Yes = 1, Else = 0 - If Yes = 1, Else = 0 - If Yes = 1, Else = 0 - If Yes = 1, Else = 0 - If Yes = 1, Else = 0 - If Yes = 1, Else = 0 - If Yes = 1, Else = 0

	<p>(h) Any other additional lab e.g. Print Making Lab, Ceramic Lab, Fabrication Lab, Art Lab, etc. (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)</p>		<p>- If Yes = 1, Else = 0 (Scaled to 4 marks)</p>
	<p>6. Computer Centre with Broadband Internet Connectivity, Licensed Software and peripherals, with upgradation of these systems expedited as per CoA/AICTE guideline. (a) No. of Computers (b) No. of Licenced software (c) Internet Bandwidth _____ Mbps (d) Wi-Fi facilities in campus (e) Peripherals including printers, plotters, scanners, etc. (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE and on basis of per 100 students)</p>	04	<p>- If exactly as per requirement or more =1 Full Mark for each fulfilled criteria - For each parameter (a) to (e) (Scaled to 4 marks)</p>
	<p>7. Institute Activities for enhancement of research and enrichment of its educational programmes (a) Formation of a Research Cell (b) Formation of a Consultancy Cell (c) MoUs signed with leading national and international institutes/universities (d) Participate in Events and Programmes to strengthen academic and research potential (e) Participate in National Level Convention for students (f) Participate in Hosted International Level Convention for students</p>	03	<p>- 1 Mark for each activity (Scaled to 3 marks)</p>
	<p>9. Expenditure on Equipment per 100 students Listing of important and sophisticated equipment/instruments for laboratories and workshops (% of Expenditure on sophisticated equipment/instruments against total Expenditure incurred on equipment)</p>	03	<p>Upto 5%=1 Mark, 5 to 10%=2 Marks, Above 10%= 3 Marks</p>
	<p>10. Library Resources per 100 students</p>	05	<p>- If more than required = 1</p>

	<p>(a) Number of Titles, (b) Number of Books and Titles, (c) Subscription of Journals and Periodicals of Architectural relevance (d) Subscription of at least 2 Refereed Journals (Min. 1 international) (e) E-Books and E-Journals along with computer terminal with net facility for reference</p> <p>(As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)</p>		<p>Mark for each</p> <ul style="list-style-type: none"> - If exactly as per requirement=0 Mark - For each parameters (a) to (e)
	<p>11. Annual Operational Expenditure in Rupees per student:</p> <p>(Average of last three years, only actual incurred expenditure to be stated)</p>	05	<p>Exactly as per tuition fee collected=3 Marks</p> <p>10% above= 4 Marks</p> <p>25% above=5 Marks</p> <p>10% below= 2 Marks</p> <p>25% below=1 Mark</p> <p>Else=0 Mark</p>
	<p>12. Environment Friendly Initiatives</p> <p>(a) Solid Waste disposal system, (b) Use of Solar Energy, (c) Rainwater harvesting</p>	03	<p>One Mark for each component</p>
3	Students	70	
	(a) Admission: Separate information for Architecture and Planning programmes		
	<p>Merit rank: First _____ Average _____ Last _____ for Management Quota</p> <p>Merit rank: First _____ Average _____ Last _____ for Government Quota</p> <p>* Compare with Centralised Admission System</p> <p><i>Average would mean (Average \pm 5%)</i></p>	05	<ul style="list-style-type: none"> - If higher than average = 5 marks - If cut-off in the \pm 5% of average = 3 marks - If cut-off lower than middle = 0 <p>(For each programme)</p>
	1. Percentage Enrolment in Bachelor's Degree Programme	03	>70%=1, >85% =2, 100%=3
	2. Percentage Enrolment in M.Planning, M.Tech or Equivalent Programmes	04	<ul style="list-style-type: none"> - >80% =4, - 70% to 80%=3, - 50% to 70%=2, - 30 to 50%=1

3. Enrolment in Ph.D./ Equivalent	02	- Upto 25%=1, - Above 25% =3
4. Gender Diversity in admission	03	- If 30% Girls = 1 - If 40% Girls = 2 - Above 40% Girls = 3
5. Cultural diversity (State v/s Other State students)	03	- If 50% from other States = 2 - Above 50% from other States = 3
6. Reservation quota policy of admission	01	- If Yes = 1 - If No = 0
7. Gender Diversity in Scholarships and Free ships	01	- If 30% Girls = 1 - If 40% Girls = 2 - Above 40% Girls = 3
8. Absenteeism of students (considering average attendance of students)	04	- If 0 to 5% = 4 - If 6 to 10% = 3 - If 11 to 15% = 2 - If 16 to 20% =1
9. Grievance Redressal Mechanism	01	- If Yes = 1 - If No = 0
No of Grievances received _____		
Grievances Resolved with favourable response	04	Upto 30%=1, 30 to 50%=2, 50 to 75%=3, >75 % =4
10. Faculty Advisory Scheme	01	- If Yes = 1 - If No = 0
11. Meeting with students per semester	01	- If Yes = 1 - If No = 0
12. Involvement of students in sports activities (Percentage of students participating in sports activities)	03	- Upto 30%=1 Mark, 30 to 50%=2 Marks, Above 50%=3 Marks
13. Involvement of students in cultural activities (Percentage of students participating in cultural activities)	03	- Upto 30%=1 Mark, 30 to 50%=2 Marks, Above 50%=3 Marks
14. Involvement of students in extra-curricular activities like National and International Design Competitions e.g. NASA, NOSPlan, etc. (Percentage of students participated in extra-curricular activities)	03	- Upto 10%=1Mark, 10 to 20%=2 Marks, Above 20%=3 Marks
15. Involvement in co-curricular activities (Percentage of students participated in co-	03	- Upto 30%=1Mark, 30 to 50%=2 Marks, Above 50%=3 Marks

	curricular activities)		
	16. Number of Student clubs	03	- Upto 5=1 Mark, - 6 to10=2 Marks, - Above 10 =3 Marks
	17. Percentage of students participated in career counselling for employability and skill upgradation. <i>(Only final year students to be counted)</i>	03	- Upto 30%=1 Marks, - 30 to 50%=2 Marks, - Above 75%=3 Marks
	(b) Graduation Outcome		
	1. No. of students involved in professional practice after graduation	03	Upto 20%=1 Mark, 20 to 40%=2 Marks, Above 40%=3 Marks
	2. No. of students to whom the minimum package of Rs. 25000/-p.m. offered through campus placement	04	Upto 30%=1 Mark, 30 to 40% = 2 Marks, 40 to 50% = 3 Marks, Above 50%=4 Marks
	3. Percentage of students obtained admission in M.Tech/M.Planning/Equivalent Masters Programmes	02	Upto 30%=1 Mark, Above 30%=2 Marks
	Annual Salary Package offered: Top _____ Average _____	04	<Rs.5 Lacs =1 Mark, <Rs.7.5 Lacs=2 Marks, <Rs.10 Lacs=3 Marks, >Rs.10 Lacs=4 Marks
	4. Number of students to whom the Fund Supported for participation in national Conferences	01	Above 10=1. Else=0
	5. Amount spent on Fund Support for student participation in national Conferences (in lakhs)	01	Above 5 lakhs=1. Else=0
	6. Number of students to whom the Fund Supported for participation in International Conferences	02	Less than 2=0, 3 to 5=1 Above 5=2.
	7. Scheme of Scholarships/Fellowships/Assistant Ship.(Out of total fees collection, % spent as scholarship/fellowship/assistant ship.	02	- If it is upto 15% = 1 Mark, - Beyond 15%= 2 Marks, - Else=0

	No. _____ Amount spent per year _____ Total _____		
4	Academics	65	
	1. Flexibility of Curriculum	06	Elective courses 6 to 10% =2, 11 to 15%=4, >15%=6
	2. Frequency of Curriculum Review	02	Every 5 years=2, 5 to 10 years=1, Else=0
	3. Course delivery/monitoring/course evaluation		
	(a) Formal student feedback system exists?	02	- If Yes = 2 -If No = 0
	(b) Is feedback monitored, analysed, communicated and action taken?	04	- Yes = 1 for each.
	(c) Does a course website display course planning, assignments, reading material?	04	- Yes = 1 for each.
	4. Innovations and initiatives in diversity of course offerings and pedagogy (<i>Shall be verified by the Committee during visit</i>)	04	- No initiative = 0 - Innovation in pedagogy=2, - Diversity in courses offered=2
	5. Augmentation of instructional materials (<i>Shall be verified by the Committee during visit</i>)	04	- If Yes = 4 - If No = 0
	6. Design Chair appointment (<i>Shall be verified by the Committee during visit</i>)	06	- If Yes = 6 If No = 0
	7. Teaching load allocated to Visiting faculty (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)	04	- If less than 25%=2, - Exactly 25% = 4 marks
	8. Internship: Implementation, Evaluation and Outcomes (over and above specified by CoA/AICTE guidelines)	06	- For every 10% = 1 mark, maximum of 6 marks

	<i>(No. of Students)</i>		
	9. Organized workshops/lectures/seminars to cater to contents beyond the scope of curriculum	06	- 1 Mark for each workshops/lectures/seminars, maximum of 6 marks -
	10. International Collaborations and Exchange of at least 5 students	06	- 1 Mark for each Collaboration. - 1 Mark for each Student Exchange. (maximum of 6 marks)
	11. Promoting students for innovation, entrepreneurship and IPR.	05	-One point for each student promoted for innovation, entrepreneurship and IPR and for every five points one mark.
	12. Public Exhibition (Gallery) and No. of Exhibitions per year.	04	- 1 Mark for each Exhibition (Gallery). (maximum of 4 marks)
	13. No. of Initiatives taken for fostering excellence/creativity of students	02	- Less than 5=0, - 6 to 10=1, - Above 10=2.
5	Examination	20	
	1. System of Continuous evaluation in each course of each program (a) Only Final Exam, (b) Mid Sessional Exam or <i>Periodic Internal assessment by jury/panel (in case of Architecture & Planning)</i> (c) Supplementary Exam, (d) Group Assignments (e) Individual Assignments/Time Problems (f) Book Reviews (g) Quizzes (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)	07	One mark for each
	2. Online e-assessment and fairness of evaluation and overall credibility of examination system	03	If Yes=3, If Partial=2, If No=0
	3. Question banks and e-quiz.	02	1 mark for each
	4. Open Book and Take-Home Exams/Assignments	03	2 marks for open book exam/assignment,

			1 mark for take home exam/assignments
	5. MIS for exam available?	02	Yes=2, No=0
	6. Grievance redressal in examination Percentage of grievances resolved.	03	Upto 30%=1 mark, 30 to 50%=2 marks, Above 50%=3 marks
6	Faculty	75	
	1. Cadre Policy, Qualifications, Cadre wise Strength (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)	10	<ul style="list-style-type: none"> - If teacher to student ratio of 1:10 is maintained and at least one faculty member holds a Doctorate = 10 Marks, - If teacher to student ratio of 1:10 is maintained and all the faculty members are Master's Degree holders = 9 Marks - If teacher to student ratio of 1:10 is maintained and 50 % of the faculty members are Master's Degree holders= 8 Marks - If teacher to student ratio of 1:10 maintained and 25 % of the faculty members are Master's Degree holders = 7 Marks - If teacher to student ratio of 1:10 maintained and no faculty member holds a Master's Degree = 6 Marks
	2. No. of faculty having Master's Degree or Ph.D	05	<ul style="list-style-type: none"> - Less than 50% faculty with Master's Degree = No marks - Upto 50% Faculty with Master's Degree = 4 marks, - Upto 5% Faculty with Ph.D and 50% Faculty with Master's Degree = 5 marks
	3. No. of Total faculty including core and allied faculty as per CoA/AICTE norms	05	<ul style="list-style-type: none"> - If more than required = 5 marks - If exactly as required = 4 marks - If less than required = 3 marks

4. No. of Visiting Faculty (Practising Architects/Planners or Eminent Academicians/Adjunct Faculty)	05	- If more than required = 5 marks - If exactly as required = 4 marks - If less than required = 3 marks
5. Rules of Recruitment and Procedure		
(a) Public advertisement through media	01	- If Yes = 1 mark If No = 0 mark
(b) Selection Process through Experts as per CoA/AICTE norms	01	- If Yes = 1 mark If No = 0 mark
(c) Scales of Pay and allowances as per statutory body guidelines (UGC/AICTE)	01	- If Yes = 1 mark If No = 0 mark
(d) Perquisites as per statutory body guidelines (CoA/AICTE)	01	- If Yes = 1 mark If No = 0 mark
(e) Service Rules adhered to for all selections	01	- If Yes = 1 mark If No = 0 mark
(f) Faculty strength per programme, both Architecture and Planning, (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE will be considered as benchmark)		
1. Professors	02	If as per provision=1, More than provision=2 Marks, Less than Provision=0 Mark
2. Associate Professors	02	If as per provision=1, More than provision=2 Marks, Less than Provision=0 Mark
3. Assistant Professors	02	If as per provision=1, More than provision=2 Marks, Less than Provision=0 Mark
(h) Percentage of Faculty with foreign exposure in relevant Employment, Research and Studies (Minimum 2 years)	05	20% =5 Marks, 10% = 4 marks, <10% = 3 marks
(i) Faculty Development Policy and Scheme (a) R & D Seed grant	01	1 mark for any such provision

	(b) Participation in International Conference per year	02	1 mark per faculty
	(c) Participation in National Conference	02	1 mark per faculty
	j. Percentage of Promotion and Career advancement opportunities considered through Advertisement/Feeder cadre	05	>20% =1 mark, >40% =2 marks, >60%=3 marks, >80%=4 marks, 100%=5 marks
	k. Appraisal systems of faculty considering (a) Research (b) Teaching (c) Training (d) New material development (e) Industry interaction (f) Consultancy (g) Participation in administration (h) Support extracurricular activities (i) Feedback from the students (j) Interaction with the Alumni	10	- 1 Mark for each component
	6. National and International recognition like Padma Award, Sahitya Academy Award, IIA Award, PRITZKER Etc. for faculty Members.	02	- 1 Mark for Each award.
	7. Faculty Diversity (a) Gender Diversity (b) Cultural Diversity	02	- Yes=1, No=0. - Yes=1, No=0.
7	Professional Consultancy Practice and Research:	50	
	1. Professional Work/ Projects Undertaken by institute and published. (a) Fees received from major architecture/planning projects undertaken by institute but not published (Architectural Projects not less than Rs.50 Lacs & Planning Projects not less than Rs.50 crores)	03	- More than 4 Arch projects/ 1 Planning project = 3 marks maximum - At least 4 Arch projects/ 1 Planning Project = 2 marks - At least one such work = 1 marks
	(b) Professional Work successfully completed and published in journal(s)/reputed magazine(s)	03	

	related to Design/Architecture/Planning (c) Project that have contributed to the improvement of City/State/Country i.e. project undertaken to support to the Government.	04	1 Mark for Each such project.
	2. Faculty members involved in relevant Private Consultancy Practice (PCP) and impart to students the knowledge and experience gained from such practice as well as impart professional training to students (As per the statutory Provisions of relevant Acts/Rules/Regulations/ Notifications of CoA/AICTE)	10	- None involved = 0 marks - Less than 25% faculties in PCP = 7 marks - 25 to 50% = 8 marks - 50 to 75% = 9 marks - 100% = 10 marks
	3. Awards for Best Publications /Oral Presentation/Poster Presentation/Best design projects at national level	08	- One Mark for each award (Maximum 08 Marks)
	4. Awards for Best Publications /Oral Presentation/Poster Presentation/Best design project at international level	10	- One Mark for each award (Maximum 10 marks)
	5. Organization of National/International Conferences/Conventions, Industry Conclave, etc.	04	- One Mark for each event (Maximum 10 marks)
	6. Research undertaken in last three years (a) Sponsored Research – Projects (Number), Total Value (Rs.) (b) List of major five sponsoring agencies	02	- Sponsored project of Rs. 5 lacs = 1 mark - One mark extra for an additional project(s) worth more than Rs. 5 lacs
	7. Average Citation Index per faculty member.	02	- Upto 5 = 1 mark - More than 5 = 2 marks
	8. Average H Index per faculty member.	02	- 2 per faculty=1 mark, - More than 2 per faculty = 2 marks
	9. Presence of University Press and No. of Publications.	01	- If Yes=1, if No=0
	10. Presence of Archives and No. of Archival Objects (Physical and Digital)	01	- If No. of Archival Objects (Physical and Digital)> 500= 2 Mark, else=0 Mark.
8	Governance	85	
	1. Procedure for appointing the Independent Director, its diversity and delegation of power (a) Is there comprehensive document/procedure to appoint	04	- If Yes=1, if No=0

	<p>independent director by competent authority</p> <p>(b) Adherence to the above document</p> <p>(c) Does the document ensure diversity in gender in appointment?</p> <p>(d) Effectiveness of the independent director in attendance</p>		<ul style="list-style-type: none"> - If Yes=1, if No=0 - If Yes=1, if No=0 - Quorum=1 Mark, else=0
	<p>2. Adherence to Criterial standards for Key officers of University like Provost, Director, Registrar, CFO as listed in Pvt. Uni Act (Gujarat Act No. 8 of 2009)</p>	<p>04</p>	<p>1 Mark for each post</p>
	<p>3. Functioning of Various Committees</p> <p>(a) Frequency of meeting (Adherence to the relevant provisions of the act)</p> <p>(b) Attendance (Minimum attendance in all the meeting per academic year)</p> <p>(c) Circulation of agenda before the meeting in number of days</p> <p>(d) Minutes of the meeting circulated after the meeting</p> <p>(e) Action taken report in all the meeting per year</p> <p>For the following committees,</p> <p>(a) BoG, (b) Academic Council, (c) Executive Council, (d) Finance Committee, (e) Academic Audit Committee</p>	<p>01</p> <p>05</p> <p>01</p> <p>01</p> <p>01</p>	<p>Yes=1, No=0</p> <p>100%- 5, 80%-4, 60%-3, 50%-2, 40%-1</p> <p>Before one week-1, less than 1 week-0</p> <p>Before one week-0, less than 1 week-1</p> <p>Yes=1, No=0</p> <p>(to be scaled to 10 Marks)</p>
	<p>4. Committee for Prevention of Sexual</p>		

Harassment	01	Yes=1, No=0.
(a) Existence of Committee for Prevention of Sexual Harassment	01	Yes=1, No=0.
(b) Is the constitution in compliance with Vishakha Judgement?	01	Yes=1, No=0.
(c) Number of gender sensitivity compliance resolved	04	Upto 25%=1, 25 to 50%=2, 50-75%=3, above 75%=4
5. Faculty Recruitment Norms and Procedure		
Faculty		
(a) Is there and approved policy for recruitment by competent authority	01	Yes=1, No=0.
(b) Adherence to policy	01	Yes=1, No=0.
(c) Is there and approved policy for confirmation by competent authority	01	Yes=1, No=0.
(d) Adherence to policy	01	Yes=1, No=0.
(e) Is there and approved policy for promotion by competent authority	01	Yes=1, No=0.
(f) Adherence to policy	01	Yes=1, No=0.
Staff		
(g) Adherence to policy	01	Yes=1, No=0.
(h) Is there and approved policy for confirmation by competent authority	01	Yes=1, No=0.
(i) Adherence to policy	01	Yes=1, No=0.
(j) Is there and approved policy for promotion by competent authority	01	Yes=1, No=0.
(k) Adherence to policy	01	Yes=1, No=0.
(l) Policy for recruitment of Non-Teaching faculty as per CoA/AICTE guidelines	01	Yes=1, No=0.
(m) Policy for recruitment of Contractual staff	01	Yes=1, No=0.
6. The audited Accounts to be audited by external auditors with annexures /Schedule and comments and Mandatory Disclosures as per provision of statutory bodies including Governing disclosures and obligations, Minutes of Meetings, disclosure of Annual Report should be displayed on the website.		
(a) Audit statement disclosure on website	01	Yes=1, No=0.

	(b) Quarterly internal audit reports	01	Yes=1, No=0.
	(c) Action taken reports	01	Yes=1, No=0.
	(d) Quarterly statutory audit reports	01	Yes=1, No=0.
	(e) Quarterly statutory compliance reports	01	Yes=1, No=0.
	7. Mandatory Disclosures on the website as per provision of statutory bodies including Governing disclosures and obligations, Minutes of Meetings, disclosure of Annual Report on the Website.		
	(a) Disclosures on website	01	Yes=1, No=0.
	(b) Mandatory/Regulatory/statutory)	01	Yes=1, No=0.
	(c) Minutes of the meeting (BoG)	01	Yes=1, No=0.
	(d) Minutes of the meeting (Academic council)	01	Yes=1, No=0.
	(e) Minutes of the meeting (Academic Audit committee)	01	Yes=1, No=0.
	(f) Minutes of the meeting (Finance committee)	01	Yes=1, No=0.
	(g) Minutes of the meeting (Academic Advisory council)	01	Yes=1, No=0.
	(h) Minutes of the meeting (Executive council)	01	Yes=1, No=0.
	(i) Complete annual report	01	Yes=1, No=0.
	(j) Balance sheet with complete annexures	01	Yes=1, No=0.
	(k) Announcement on procurement	01	Yes=1, No=0.
	8. Record keeping for Income, Expenditure.		
	(a) ERP system fully implemented for account	01	Yes=1, No=0.
	(b) Record keeping is manual	01	Yes=1, No=0.
	(c) Backup data kept for number of years		Minimum 3 years=0, More than 3 years=1, More than 5 years=2
	9. E-Procurement and transaction / contract / arrangement with related party.		
	(a) Percentage of E-procurement	03	1 Mark for each >50%=1, Else=0
	(b) Percentage of Transection		>50%=1, Else=0

	(c) Percentage of contract		>50%=1, Else=0
	10. Management Information System (MIS) and e-communications	01	Yes=1, No=0.
	11. Meetings with stakeholders, student, faculty, staff, alumni, industry, potentials employee. (Meetings per semester) (a) Frequency of meetings with students. (b) Frequency of meetings with faculty. (c) Frequency of meetings with staff. (d) Frequency of meetings with Alumni. (e) Frequency of meetings with Industry/practitioners/potential employers	05	Yes=1, No=0. For each.
	12. Existence of Effective Whistleblower's Policy (to be verified by the Committee)	01	Yes=1, No=0.
	13. Display of documents on website to promote Strong Culture and Transparency.		
	(a) Faculty	01	Yes=1, No=0.
	(b) Staff	01	Yes=1, No=0.
	(c) Students	01	Yes=1, No=0.
	(d) Academic	01	Yes=1, No=0.
	(e) Financial	01	Yes=1, No=0.
	(f) Compliance	01	Yes=1, No=0.
	14. Anti-ragging committee: Structure and organisation (No. of meetings held in last 2 years)	05	Committee exists=2, Structure as per statutory provisions=2, No pendency of complaint=1.
	15. Professional bodies – Memberships	04	- No membership = 0 - One marks for every membership
	16. Role of Alumni (a) No of alumni on board (b) Financial Support (c) Number of Jobs influenced by Alumni in	04	At least one member=1, Else=0. At least 1% of Budget=1, Else=0.

Placement	>10%=1 else=0.
(d) Alumni as Visiting faculty	>5% =1, else=0.

9. Overall performance of the institution/University as per Centre of Excellence Definition will be evaluated by the Committee at the time of visits as below - (Total 50 marks)

1. Vision of the institute/ University for next 10 Years – 5 Marks.
2. Effectiveness of Pedagogy – 5 Marks
3. Overall academic environment of the institute – 5 Marks.
4. Overall discipline and cleanliness/ House Keeping at the institute - 5 Marks
5. Independence and participation of the faculty/ Staff Members - 5 Marks
6. Aptitude for innovation – 5 Marks
7. Feedback of students and faculty – 5 Marks
8. Quality of extension services– 5 Marks
9. Continuing Education Program, Eco System for entrepreneurship, etc. - 5 Marks.
10. Outstanding achievements of the institute/ University – 5 Marks

Note : The applicant institute/university may add any additional information not included in the above components.

**Table – A
(Refer Sr.No.1)**

Marks	NAAC	Letter Grade	NBA	GSIRF
	Cumulative Grade Point Average (CGPA)		% of courses accredited with minimum score of 600	Cumulative Grade Point Average (CGPA)
0	Less than or equal to 3.0	B++ or lower	Less than 60%	Less than or equal to 3.5
10	3.01 to 3.15	A	Between 60% to 70%	Between 3.51 to 3.75
25	3.16 to 3.25	A	Between 70% to 80%	Between 3.76 to 4.0
35	3.26 to 3.50	A+	Between 80% to 90%	Between 4.1 to 4.25
40	Above 3.5	A++	>90%	4.26 and above

Maximum of NAAC, NBA or GSIRF (for School of Architecture and planning only) will be considered.