Institutional Benchmark for Excellence Developed by IQAC

(Provisional)

Benchmarks for Departments/Academic Centres

Sl. No	Core Indicators	High	Medium	Low
1	Percentage of courses where major syllabus restructuring was carried out during last 3 years	>80 %	>60 %	<60%
2	Percentage of teachers with Ph.D. qualification General Courses Professional courses	>90% >60%	50-90% 30-60%	<30% <30%
3	Temporal plan in more than 50 % of programmes	CBCS/CBSS	Grading/ Semester	Annual
4	Funding Status of the Departments UGC/SAP/CAS/DST/FIST etc.	>3	2	Any 1
5	No. of ongoing Research Project per teacher	>1	>0.5-1	<0.5
6	No. of completed Research Project per teacher (Funded by National/Internal Agencies)	>2	>1	<1
7	No. of Post-Doctoral Fellows/Research Associates working	>2	1-2	Nil
8	No. of Doctoral Fellows supervised per faculty in last five years	>5	>3	>1
9	National recognitions for faculty for teaching/Research/Consultancy/Extension (Reputed/recognized bodies)	>4	>2	>1
10	No. of Patents (last 5 years)	>3	>1	1
11	Coordinated/Collaborative project (National and Internal)	>2	>1	<1
12	Output of M. Phil & Ph. D per faculty	>5	>3	<3
13	Publication per Faculty per year	>5	>3	<3
14	Departmental Publications (Books/Monographs/Reports/Journals) per year	>3	>1	=1
15	Percentage of papers published in journals listed in well-known international databases	>75%	>50-75%	<50%
16	Average impact factor of publications	>2	>1	<1
17	Number of papers with more than 10 citations (last 3 years)	>10	5-10	<5
18	No. of National/International conferences/workshops organized by department per year	>3	2	1
19	Students performance in National/Internal level examinations (NET/SLET/GET/GMAT/CAT/GRE/TOEFL)	>20%	>5-20%	1-5%
20	Innovative and best practices	>2	>=1	0

Benchmarks for Central Library

Sl. No	Core Indicators	Range & benchmark indicators		
		High	Medium	Low
1	Library Functioning on Saturday, Sunday & Vacations	All three	Any two	Any one
2	Extended Working hours (before & after class hours)	Above 6 hours	4-6 hrs. per day	4 hours per day
3	No. of services provided: a. Circulation b. Clipping c. Bibliographic compilation d. Information display e. Referral f. Photocopy & Printing g. User orientation h. Resources sharing	>5	4-5	<3
4	No. of special collections a. Career Books section b. Book Bank c. Braille Materials d. Rare Collection e. AV Collection f. Manuscripts g. Archive h. Micro Film	>5	4-5	<3
5	Ratio of e-recourses to print recourses	>20%	>10%	<10%

List of Best Practices for Library (Annual Score 1-10)

1. New arrival gallery

2. Organization of Book Exhibitions

3. Suggestion Box & timely response

4. Organization of Book talks

5. Annual Best User awards

6. Virtual tour of Library

7. User training programme on IT devices

8. Provisions for free scanners

9. Inter-Library Loan

10. Public Access facilities

Benchmarks for Offices

Sl. No	Core Indicators	Range & benchmark indicators		
		High	Medium	Low
1	Manuals/Hand Books for Stakeholders	>4	>1	0-1
2	Automation of work process	>50%	>10%	<10%
3	Extent of digitalization of records/documents	>50%	>10%	<10%
4	Types of internal audit (Academic Audit, Administrative Audit Gender Audit, Green Audit etc.)	>4	>2	0-1
5	Extent of single window system	>50%	>20%	<20%
6	Use of ICT in services (Client)	>50%	>20%	<20%
7	External Certificates (ISO/CRISL & Other Rating Services)	>3	>1	0
8	Safety equipment	>3	>1	0
9	Hygiene Measures	>4	>2	0-1
10	No. of on spot services	>4	>2	0-1
11	Efficiency measures (Biometric Attendance, Daily dairy. Weekly Report, Incentive Scheme etc.)	>4	>2	0-1