

## Report on National Assessment and Accreditation (NAAC)

### Awareness Workshop

**Title: One Day NAAC Awareness Workshop**

Date : 21/06/2022

Time: 10 AM to 5 PM

#### **Preamble**

A one day workshop on NAAC Awareness has been organized on 21/06/2022 at Harcourt Butler Technical University, Kanpur, as per the instruction of Hon'ble Governor, Chancellor HBTU in an online meeting held on 02/06/2022 at 12 PM in order to review and to showcase the preparedness of the University to NAAC officials Dr Dr Sujata Shanbhag, NAAC Advisor and Dr Neelesh Pandey, Assistant Advisor.

#### **Participants**

A total of 60 participants including Hon'ble Vice Chancellor, NAAC officials, University Officials, Persons involved in NAAC preparations related to each of 7 criteria participated.

#### **Description about the Workshop**

Workshop started with welcome address of Hon'ble Vice Chancellor, HBTU Kanpur. He introduced Dr Sujata Shanbhag, Advisor NAAC and Dr Neelesh Pandey, Assistant Advisor NAAC to HBTU officials. The workshop was attended by all the Deans, Head of departments, NAAC Coordinator, Controller of Examinations, Registrar, Finance Controller, Faculty members and all the persons including class III employees who are taking part in the work related to NAAC.

In the first session, Dr Sujata Shanbhag gave the Introduction about NAAC procedure and also apprised about Institutional Internal Quality Assurance (IIQA) process which ascertains whether

an institution is "accreditation ready" or not. Eligible Higher Education Institutions (HEIs) seeking Assessment and Accreditation are required to submit Institutional Information for Quality Assessment (IIQA) through online mode. She also gave the insight about Self-Study Report (SSR) and explained about the preparation of the SSR.

In the subsequent session, Dr. Neelesh Pandey described about Data Validation and Verification (DVV) process which is a way of verifying whether the submitted/uploaded data during the NAAC accreditation journey on the official portal is valid or not. He further added that it is a software based system aimed to make assessment process more transparent and objective. Besides this, he described Student Satisfaction Survey (SSS) process which is conducted simultaneously along with the DVV process. He also informed about the methodology of Grading in NAAC. He advised regarding logistics to be taken into consideration during Peer Team Visit.

After this, as per the schedule all the criterion Key Indicators presented their progress and showed the supporting documents/proofs to the NAAC officials. There were detailed discussions on each criterion. The NAAC officials suggested the importance of documentary evidences/proofs related to each criterion. All the key indicators and their team members clarified their doubts related to each Quality Indicator framework (QIF). NAAC officials patiently reviewed the whole preparations and answered all the queries and at the same time they suggested improvements in the preparations for getting good grade.

### **Feedback**

Based on the detailed brain storming sessions which spanned throughout the day all the participants analyzed their progress and got the valuable suggestions for the improvements in their preparations. It was an informative and fruitful one day NAAC Awareness Workshop and came out as a huge success.

## Photographs



## Enclosures:

1. Letter from Hon'ble Governor Office Regarding NAAC preparation
2. Notice circulated in HBTU, Kanpur related to NAAC Awareness Workshop
3. Schedule of NAAC Awareness Workshop held on 21/06/2022 in the committee room of the University

राज्यपाल सचिवालय उत्तर प्रदेश  
लखनऊ-226027

स्पीड पोस्ट/ई-मेल

पत्रांक-ई-3003/32 जी0एस0/2022  
दिनांक-03-06-2022

प्रेषक,

कुलाधिपति के अपर मुख्य सचिव,  
उत्तर प्रदेश।

सेवा में,

कुलपति/निदेशक,  
समस्त राज्य विश्वविद्यालय/संस्थान,  
उत्तर प्रदेश।

महोदय/महोदया,

मा0 कुलाधिपति की अध्यक्षता में दिनांक 02 जून, 2022 को दोपहर 12.00 बजे वीडियो कान्फ्रेंसिंग के माध्यम से बैठक आयोजित की गयी है। उक्त बैठक में निम्न बिन्दुओं के अनुसार चर्चा की जायेगी:-

1. राज्य विश्वविद्यालयों/संस्थानों में युवा महोत्सव तथा परम्परागत खेल एवं अन्य विधाओं की प्रतिस्पर्धा आयोजन के सम्बन्ध में।
2. विशेष कार्याधिकारी द्वारा विभिन्न विश्वविद्यालयों के भ्रमण के दौरान संज्ञान में आये कतिपय महत्वपूर्ण विषयों पर चर्चा।
3. NAAC के काइटेरिया-6 तथा 7 में वर्णित विषयों के सम्बन्ध में विभिन्न विश्वविद्यालयों के बीच प्रतिस्पर्धा।
4. दिनांक 21 जून, 2022 को अन्तर्राष्ट्रीय योग दिवस के अवसर पर योग कार्यक्रमों का आयोजन।
5. विश्वविद्यालयों द्वारा छात्रों को विभिन्न भ्रमण हेतु भेजना।
6. NCC और NSS की अन्तर-विश्वविद्यालय स्पर्धा का आयोजन।

कृपया उपरोक्तानुसार वीडियो कान्फ्रेंसिंग में अपने कुलसचिव, वित्त नियंत्रक, परीक्षा नियंत्रक, NAAC के काइटेरिया-6 तथा 7 के प्रभारी, IQAC के प्रमुख तथा विश्वविद्यालयों में सांस्कृतिक कार्यक्रमों तथा खेल के आयोजन के लिए दायित्व प्रभारी पदाधिकारियों के साथ प्रतिभाग करने का कष्ट करें।

बैठक Zoom प्लेटफार्म पर होगी, जिसका आईडी0 एवं पासवर्ड निम्नवत् है:-

Meeting ID: 896 6084 1400  
Passcode: 407875

भवदीय,



( महेश कुमार गुप्ता )  
कुलाधिपति के अपर मुख्य सचिव

2/6/2022

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22  
03-06-2022

**कुलपति सचिवालय**  
हरकोर्ट बटलर प्राविधिक विश्वविद्यालय, कानपुर


पत्रांक: 51 / कुप0सचि0 / 2022

दिनांक: 20 / 06 / 2022

नैक कोआर्डिनेटर/विभिन्न काइटेरिया कोआर्डिनेटर नैक/समस्त अधिष्ठाता/विभागाध्यक्ष/कुलसचिव  
/वित्त नियंत्रक/परीक्षा नियंत्रक

नैक जागरूकता कार्यशाला (NAAC Awareness Workshop) का आयोजन दिनांक 21/06/2022 को पूर्वान्ह: 10:00 बजे से विश्वविद्यालय समिति कक्ष (प्रथम तल) में होना निर्धारित है। उपरोक्त वर्कशाप कार्यक्रम का विवरण निम्नवत् है:

Time	Activity
10:00-11:00 AM	Introduction, about IIQA, SSR by Dr. Sujata Shanbhag, Advisor NAAC
11:00-12:00 PM	About DVV, SSS, Logistics and Grade by Dr. Neelesh Pandey, Assistant Advisor NAAC
12:00-12:30 PM	Criterion 1: Key indicator to present his preparation
12:30-01:00 PM	Criterion 2: Key indicator to present his preparation
01:00-01:30 PM	Criterion 3: Key indicator to present his preparation
01:30-02:30 PM	Lunch Break
02:30-03:00 PM	Criterion 4: Key indicator to present his preparation
03:00-03:30 PM	Criterion 5: Key indicator to present his preparation
03:30-04:00 PM	Criterion 6: Key indicator to present his preparation
04:00-04:30 PM	Criterion 7: Key indicator to present his preparation
04:30-05:00 PM	Discussions and Concluding remarks

  
( डा0 एस0के0 शर्मा )  
ओ0एस0डी0, मा0 कुलपति

**कुलपति सचिवालय**  
हरकोर्ट बटलर प्राविधिक विश्वविद्यालय, कानपुर

पत्रांक: 45 / कुप0सचि0 / 2022

दिनांक: 18 / 06 / 2022

नैक कोआर्डिनेटर/विभिन्न काइटेरिया कोआर्डिनेटर नैक/समस्त अधिष्ठाता/विभागाध्यक्ष/कुलसचिव  
/वित्त नियंत्रक/परीक्षा नियंत्रक

नैक जागरूकता कार्यशाला (NAAC Awareness Workshop) का आयोजन दिनांक 21/06/2022 को पूर्वान्ह: 10:00 बजे से विश्वविद्यालय समिति कक्ष (प्रथम तल) में होना निर्धारित है, जिसमें Dr. Sujata Shanbhag, Advisor NAAC और Dr. Neelesh Pandey, Assistant Advisor NAAC द्वारा व्याख्यान दिया जायेगा। इस सम्बन्ध में मा0 कुलपति महोदय के आदेशानुसार आपको अवगत कराना कि उक्त वर्कशाप में अपनी अनिवार्य उपस्थिति के साथ ही नैक सम्बन्धी कार्य से सम्बद्ध सभी शिक्षकों/अधिकारियों/कर्मचारियों के साथ प्रतिभाग करना सुनिश्चित करें।



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ओ0एस0डी0, मा0 कुलपति

## **Report of Quality Workshop on Review of NAAC Progress at HBTU., Kanpur**

Venue: Committee Room, HBTU., Kanpur

Date : 27/08/2022 Time: 10 AM to 5 PM

### **Preamble**

A one day mock visit to review of NAAC Progress at HBTU., Kanpur was organized at Committee Room of the University. Prof. Rajiv Manohar, Director IQAC, Lucknow University was invited to assess the progress of Self Study Report (SSR) and NAAC data compilation of all the Criteria. In this workshop presentations were made by all Criteria indicators followed by significant discussions/ interactions with Prof. Rajiv Manohar.

### **Participants**

Approximately 25 participants including Prof. Rajiv Manohar, Director, IQAC, Lucknow University, Hon'ble Vice Chancellor, Prof. Samsher, Registrar, Dean CE&IQA, NAAC Coordinator, Associate Dean, CE&IQA, All Criteria Key Indicators along with their lead team members from HBTU., Kanpur participated.

### **Description about the Workshop**

Hon'ble Vice Chancellor, Prof. Samsher briefed about the theme of the program and also congratulated Lucknow University for getting A++ grade in NAAC. Prof. Rajiv Manohar critically assessed the preparations made so far in the SSR of HBTU across all Criteria and after thorough interactions with the team members gave his valuable suggestions which are as follows:-

### **General Suggestions**

1. Standard operating procedures (SOP) for each sub criterion need to be studied and followed
2. Uniformity should be there in the presentation across all the Criteria
3. In place of giving all the proofs, only best sample proofs should be given and remaining should be kept in database/ storage for Data Validation and Verification (DVV) process.

The format for the best sample proof (for eg. "if the proof is to be provided for Faculty Development Program (FDP) organized")

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- a) Brochure of the FDP
  - b) Schedule of the FDP – on letter head
  - c) Attendance sheet of the FDP – on letter head
  - d) Sample certificates – on letter head
  - e) Summary of the program (half page/ full page)
  - f) Photographs of the FDP (if available)
4. A thorough practice of presentation is expected from all the presenters to create a good perception
  5. Wherever required, english translation related to relevant portion should be done

### **Suggestions related to Criterion 1**

1. In Criterion 1.1.1, procedure of formulation of PO, PSOs and COs need not be included whereas the writeup should be edited to have focus on programmes having POs, PSOs and COs link to local/ global needs. In the proof the same shown be highlighted on the letter head
2. In Criterion 1.2.1, even change of course code/ modification in syllabus should be considered as introduction of new course and in sample proofs the best available course/ code change should be kept. The modified courses related reduction in duration of MCA programme to 2 years should be considered as new courses
3. In Criterion 1.3.4, feedback analysis committee should analyze the feedback and prepare the interactive report (for example in the form Pie chart/ bar graphs/ histograms) and send the recommendations to respective HoDs so that they can incorporate the suggestions in their course curriculum

### **Suggestions related to Criterion 2**

1. In Criterion 2.1.1 Demand Ratio, number of eligible applications received from academic section needs to rechecked and updated accordingly.
2. In Criterion 2.1.2 Average Percentage of seats filled in the reserved category, data needs to be rechecked and corrected as the percentage is less and needs to be improved
3. In Criterion 2.2.1 Learning Outcomes, For active learners we have substantial proofs but for slow learner we can include extra classes with images, some sample brochures (induction programs), etc to substantiate the claim

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4. In Criterion 2.3.2 Use of ICT, please include certain laboratory demonstrations as in photographs along with students, virtual labs conducted during COVID can be added, along with this some session conducted in media center like recording of video lecture etc can be added
5. In Criterion 2.3.3 Mentor: Mentee ratio, a format needs to be designed comprising general questions and questions related to career counseling and competitive examination guidance by Dean, CE&IQA and circulated to all concerned for compliance
6. In Criterion 2.4.4 Awards/Recognitions, the data is very less, either the data should be collected through google form as per template or can be shared with Criterion 3 but the numbers should increase for all the years as recognition can be in many forms
7. In Criterion 2.5.2 Number of days for result declaration, the days have to be reduced to approximately less than 15 days in all the academic years. The MCA result declaration can be a benchmark
8. In Criterion 2.5.4 IT Integration, attach the MOU with MKT software with bills etc. along with the justification on letter head that they prepared the ERP and managed for three years and now University is managing in house
9. In Criterion 2.6.2 Attainment, it was really appreciated. The suggestion was we call attach question paper also as proof
10. In Criterion 2.6.3 Percentage of students passed examination, the proof should be on letter head signed by CoE
11. In Criterion 2.7 Student Satisfaction Survey, The excel sheet of students have to be provided to NAAC. Meanwhile all students have to be sensitized to fill the positive feedback. Once the SSR is submitted all departments must ensure to keep asking the students to fill the positive feedback by counseling them

### **Suggestions related to Criterion 3**

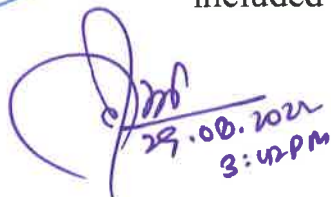
1. In Criterion 3.1.1 Research Policy, in the presentation only key points have to incorporate. Research policy has to be very crisp and if needed can be designed again with additional points

*PA*

*DM*  
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2. In Criterion 3.1.2 Seed Money, the orders for providing seed money to faculty members have to be included in the proof along with balance sheets. The proofs again have to be samples fixed on letter head along with approval
3. In Criterion 3.1.3 Fellowships/ financial support for advanced studies/ research, samples have to be given. For Academic Year 2021-2022, research assistantship (15,000/-) given to research scholars from DDU grant has to be included
4. In Criterion 3.1.4 JRFs/ SRFs/ Research Associates, the excel sheet containing the institutional data has to be on letter head of the University and counter signed by Registrar
5. In Criterion 3.1.5 Active photographs must be attached as proofs
6. In Criterion 3.1.6 All the departments have to be considered in the response as all the departments were part of TEQIP-III, RUSA and other grants received by the University
7. In Criterion 3.2.1 Extramural Funding, in all the proofs grant word should be used in place of donation.
8. In Criterion 3.3.2 Additional data on conduction of workshops may be taken from other Criteria specially Criterion 6
9. In Criterion 3.3.3 Number of awards etc, more data has to be added
10. In Criterion 3.4.3 Along with patents copyright data should also be included to increase the number
11. In Criterion 3.6.1 For extension activities proper brochure should be printed specially on woman cell
12. In Criterion 3.6.2 Recognition for extension activities to students has to be provided through any NGO etc. Mr. Pritvi Pati/ Dr. Vikas Yadav to ensure the certificate distribution to faculty/ students who have contributed in extension activities
13. In Criterion 3.7.1 In collaborative activities, joint publications data has to be included



  
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14. In Criterion 3.7.2 all functional MoUs to be uploaded on the website and sample MoUs related to research should be scanned on the letter head

#### **Suggestions related to Criterion 4**

1. In Criterion 4.1.1 the photographs of classrooms have to be replaced
2. In Criterion 4.3.1 Number of classrooms with ICT facility, include the data with LCD so that the percentage of classrooms with ICT facilities can improve
3. In Criterion 4.3.3 all the computers in the University can be added along with laptops issued to faculty from the University can also be included

#### **Suggestions related to Criterion 5**

1. In Criterion 5.1.2, a format needs to be designed for mentor (related to Criterion 2) comprising general questions and questions related to career counseling and competitive examination guidance by Dean, CE&IQA and circulated to all concerned for compliance and that number should be included to improve the percentage
2. In Criterion 5.1.4, the constitution of all grievance committees along with related documents to be uploaded on the website
3. In Criterion 5.2.1, the students who have been placed should be removed from the denominator in order to increase the percentage
4. In Criterion 5.3.1, data needs to be improved by recollecting the proofs from USAC office

#### **Suggestions related to Criterion 6**

1. In Criterion 6.1.1, as proof attach the Academic Council minutes on letter head where vision/ mission of the University has been approved along with English translation
2. In Criterion 6.2.1, the strategic plan has to be in brochure form and uploaded on website

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3. In Criterion 6.3.3, the data needs to be rechecked and if possible should be improved
4. In Criterion 6.3.4, the data needs to be rechecked and if possible should be improved
5. In Criterion 6.4.1, optimal utilization of resources should be elaborated in improved manner covering facilities of the University shared within and outside the university
6. In Criterion 6.5.1, the better activities of IQAC should be highlighted in place of regular activities

#### **Suggestions related to Criterion 7**

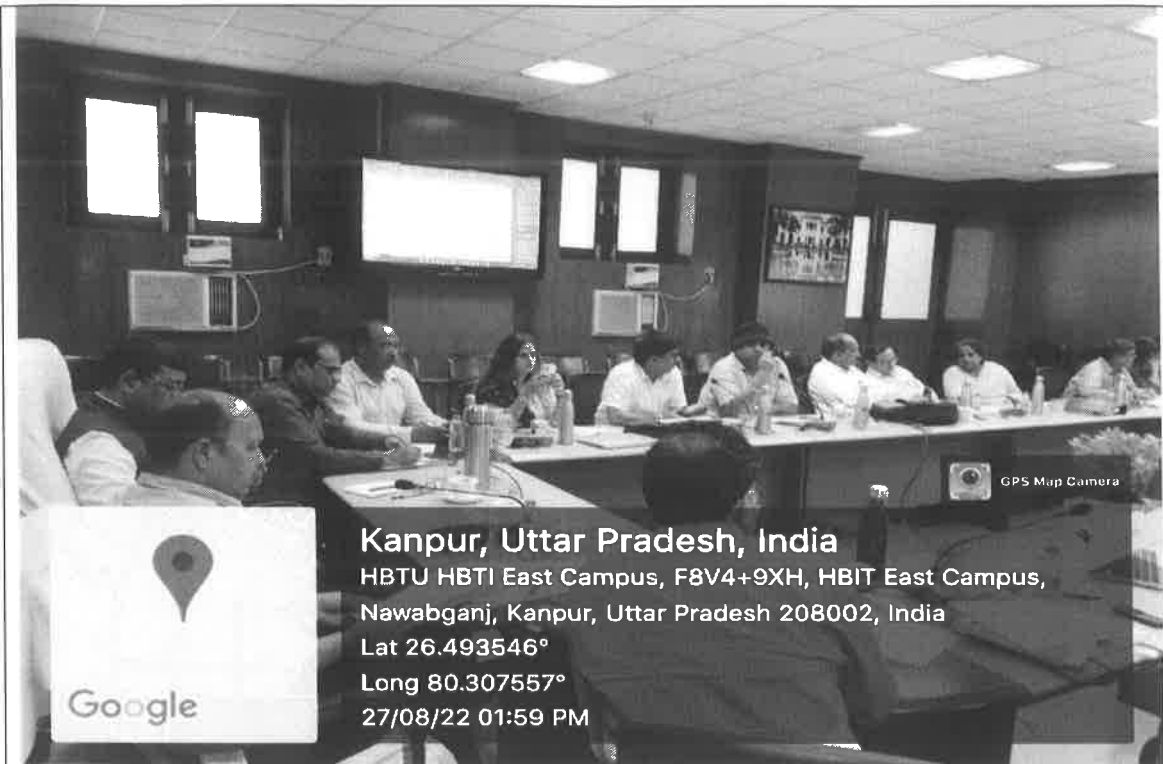
1. In Criterion 7.1.3, for solid waste management if possible, MoU with CSA can be done highlighting the sharing of resource for waste management
2. In Criterion 7.1.7, for divyangjan committee and facilities, a brochure should be prepared and uploaded on the website. Along with this better ramp picture should be replaced by existing one
3. In Criterion 7.1.8, the writeup has to be improved by inclusion of relevant information of USAC with the help of deputy secretary, USAC, Dr. Vikas Yadav
4. In Criterion 7.1.9, the posters/ banners relevant to constitutional rights and duties should be displayed at prominent places in the University
5. In Criterion 7.1.10, an annual awareness program related to code of conduct should be organized
6. Best practices should be improved if possible by taking reference of SSRs of those Universities who got best grade in NAAC



29.08.2022  
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(Dean, CE&IQA)

## Photographs of the Workshop





Encl: Schedule of the Workshop





हरकोट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

HARCOURT BUTLER TECHNICAL UNIVERSITY

NAWABGANJ, KANPUR - 208002, U.P., INDIA

(Formerly Harcourt Butler Technological Institute, Kanpur)

Phone: +91 0512-2534001-5, 2533812, website: <http://www.hbtu.ac.in>, Email: [vc@hbtu.ac.in](mailto:vc@hbtu.ac.in)

100 YEARS  
1921 - 2021

Dated: 26.08.2022

**Schedule of NAAC Progress Review by Resource Person from Lucknow University**

NAAC Progress Review by Prof. Rajiv Manohar, Director Internal Quality Assurance Cell (IQAC), Lucknow University is scheduled to be held in the Committee Room of the University on 27.08.2022 from 10:30 AM onwards. The schedule for the meeting is as follows:-

Time	Activity
10:30 AM - 10:45 AM	Welcome and opening remarks by Hon'ble Vice Chancellor, HBTU., Kanpur, Prof. Samsher and introduction by Prof. Rajiv Manohar, Director, IQAC, Lucknow University
10:45 AM- 11:30 AM	Criterion 1: Presentation and review of Self Study Report (SSR) of Criterion 1 along with proofs
11:30 AM- 12:15 PM	Criterion 2: Presentation and review of Self Study Report (SSR) of Criterion 2 along with proofs
12:15 PM - 01:00 PM	Criterion 3: Presentation and review of Self Study Report (SSR) of Criterion 3 along with proofs
01:00 PM - 01:45 PM	Criterion 4: Presentation and review of Self Study Report (SSR) of Criterion 4 along with proofs
01:45 PM - 02:45 PM	LUNCH BREAK
02:45 PM - 03:30 PM	Criterion 5: Presentation and review of Self Study Report (SSR) of Criterion 5 along with proofs
03:30 PM - 04:15 PM	Criterion 6: Presentation and review of Self Study Report (SSR) of Criterion 6 along with proofs
04:15 PM - 05:00 PM	Criterion 7: Presentation and review of Self Study Report (SSR) of Criterion 7 along with proofs
5:00 PM - 5:15 PM	Concluding Remarks by NAAC Coordinator

All concerned are requested to make it convenient to attend the meeting for evaluation of their respective criteria.

(Prof. S.K. Sharma)  
OSD, Hon'ble Vice Chancellor