



डॉ. शकुन्तला मिश्रा राष्ट्रीय पुनर्वास विश्वविद्यालय, लखनऊ
उत्तर प्रदेश सरकार
Dr. Shakuntala Misra National Rehabilitation University, Lucknow
Government of Uttar Pradesh

पत्रांक: 21 / डी०एस०एम०एन०आर०यू०/नैक मूल्यांकन/2021-22

दिनांक: 16 नवम्बर, 2021

सेवा में,

समस्त विभागाध्यक्ष/कोऑर्डिनेटर

डा० शकुन्तला मिश्रा राष्ट्रीय पुनर्वास विश्वविद्यालय,
लखनऊ।

महोदय,

कृपया विश्वविद्यालय पत्रांक 1434/डी०एस०एम०एन०आर०यू०/नैक मूल्यांकन/2021-22 दिनांक: 01 नवम्बर, 2021 का सन्दर्भ ग्रहण करने का कष्ट करें, जिसके द्वारा विश्वविद्यालय की वेबसाइट पर उपलब्ध नैक मूल्यांकन सम्बंधी पोर्टल के माध्यम से Qualitative Indicator Framework-I में दर्शाये गये बिन्दुओं एवं Data Template के अनुरूप आपके विभाग से सम्बन्धित सूचनाएं भरकर संलग्नक सहित नैक समिति को उपलब्ध कराये जाने की अपेक्षा की गई है।

उक्त के सम्बंध में Qualitative Indicator Framework-I सम्बंधी दिशा-निर्देश (गाइडलाइन) संलग्न कर इस पत्र के साथ आपको सुलभ संदर्भ हेतु प्रेषित किया जा रहा है।

अतः आपसे अपेक्षित है कि विश्वविद्यालय की वेबसाइट पर उपलब्ध नैक पोर्टल में अंकित प्रोफार्मा पर सूचनाएं भरकर संलग्नक सहित नैक समिति को अनिवार्य रूप से 15 कार्यदिवस के अन्दर उपलब्ध कराने का कष्ट करें।

संलग्नक: यथोक्त।

भवदीया,

(डॉ० शेफाली यादव)

अध्यक्ष

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
(NAAC)

पत्रांक संख्या व दिनांक उपरोक्तानुसार।

प्रतिलिपि :- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

1. मा० कुलपति महोदय, विश्वविद्यालय को सादर सूचनार्थ।
2. कुलसचिव, विश्वविद्यालय।
3. समस्त अधिष्ठातागण, विश्वविद्यालय।
4. सिस्टम एनालिस्ट को विश्वविद्यालय वेबसाइट पर अपलोड किये जाने हेतु।

(डॉ० शेफाली यादव)

अध्यक्ष

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
(NAAC)



Dr. SHAKUNTALA MISRA NATIONAL REHABILITATION UNIVERSITY

NAAC COMMITTEE

INSTRUCTION MANUAL FOR DATA SUBMISSION

To be used for 'Data Submission' relating to

QUALITY INDICATOR FRAMEWORK - 01: CURRICULAR ASPECTS

Developed by & for:

Shail Shakya, Assistant Professor (Law)

NAAC Committee, Dr. Shakuntala Misra National Rehabilitation University

STEP 1: Welcome Page – Click on 'NAAC DATA SUBMISSION' on homepage of website of the university: www.dsmru.up.nic.in

Following page will open:

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In this behalf.

- ① Step 1 ② Step 2 ③ Step 3 ④ Step 4 ⑤ Step 5 ⑥ Step 6 ⑦ Step 7 ⑧ Step 8 ⑨ Step 9
⑩ Step 10 ⑪ Step 11 ⑫ Step 12

WELCOME TO NAAC SUBMISSION PORTAL

(Developed & Maintained by NAAC Committee, Dr. Shakuntala Misra National Rehabilitation University, Lucknow)

Before proceeding to fill the form for QIF-01, please ensure a careful reading of **NAAC Manual for Universities** ([CLICK HERE](#) to access the NAAC Manual for Universities). Submission of the form requires various documents under the head 'File Description' and quantitative data under the head 'Data Template'. It is advised to follow the 'Standard Operating Procedure (SOP)' to fill the data templates and assimilate information as per requirements. ([CLICK HERE](#) to access Standard Operating Procedure for NAAC).

The submission portal could be used 'only once' with a unique e-mail ID. All entries to the portal should be made through "dsmru domain" only (e.g. example@dsmnru.ac.in).

In case of requirement of clarifications or technical assistance, send your query to naac.dsmnru@gmail.com with title 'QUERY'. This is an auto-expiring form and will be inaccessible after expiry of last date of data submission.

The formats provided in this form have been generated using the 'Signika Font'. ([CLICK HERE](#) to download the signika font for use on personal computers).

Faculty *

Law

Department *

Law

Name of Authorised Person *

Mr

Shail

Mande

Shakya

Designation *

Assistant Professor

Email *

sshakya@dsmnru.ac.in

Phone *

9616878218

Enter only dsmnru email.

Proceed to QIF-01

Specific Instructions

1. The submission portal will accept entries from 'dsmnru' domain e-mail only such as example@dsmnru.ac.in.
2. One time submission from a specific e-mail and phone number (mobile) is acceptable.
3. Documents such as NAAC Manual for Universities, Standard Operating Procedure could be accessed using the integrated links.
4. The default font used is 'Signika' which is available for download from the link available on the page.

STEP 2: Declaration – It is advised to read the NAAC Manual for Universities – QIF 01 & the concerning instructions contained in 'Standard Operating Procedure' before proceeding with data submission.

The declaration form will appear as below:

NAAC ASSESSMENT - DSMNRU, Lucknow

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⑩ Step 10 ⑪ Step 11 ⑫ Step 12

Quality Indicator Framework: 01

CURRICULAR ASPECTS

The Curricular Aspects are the mainstay of any educational institution. However, the responsibilities of various HEIs in this regard vary depending on their administrative standing. That is, an Affiliated College is essentially a teaching unit which depends on a larger body namely university for legitimizing its academic and administrative processes. Its engagement with curricular aspects is mainly in their implementation while its participation in curriculum development, procedural detailing, assessment procedures as well as certification is peripheral and these are "givens". Whereas a University has the mandate to visualize appropriate curricula for particular programmes, revise/update them periodically, ensure that the outcomes of its programmes are defined by its bodies. In case of Autonomous Colleges curricular responsibilities are similar to the Universities. Criterion I pertains to the practices of an institution in initiating a wide range of programme options and courses that are in tune with the emerging national and global trends and relevant to the local needs. Apart from issues of diversity and academic flexibility, aspects on career orientation, multi-skill development, feedback system and involvement of stakeholders in curriculum updating are also gauged.

☒ I have read & understood focus of QIF-01 & its Key Indicators as provided on page 11-12 of NAAC- University Manual.



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Specific Instructions

1. The checkbox needs to be 'checked' in order to proceed to the next step of data submission system.
2. The collection of consent is one among the other essential requirements in order to proceed with data submission system for NAAC.

STEP 3: Key Indicator 1.1- Curriculum Design & Development: Key indicator 1.1.1. is a 'Qualitative Indicator' meaning thereby that it would require a description of the indicated content.

in this behalf.

- ① Step 1 ② Step 2 ③ Step 3 ④ Step 4 ⑤ Step 5 ⑥ Step 6 ⑦ Step 7 ⑧ Step 8 ⑨ Step 9
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Key Indicator 1.1: Curriculum Design & Development (50)

1.1.1. Curriculum developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in program outcomes (POs), Program Specific Outcomes (PSOs) & Course Outcomes (COs) of the programs offered by the university.

Description in 500 Words *

Upload Course Curriculum *



or drag files here.

Upload latest curriculum implemented by the department for academic session 2020-21.

[VIEW SAMPLE CURRICULUM](#)



Upload Syllabus *



or drag files here.

Upload syllabus for minimum 3 courses reflecting program outcomes, program specific outcomes and course outcomes.

[VIEW SAMPLE SYLLABUS](#)

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Specific Instructions

1. A brief description in 500 words is required to be submitted which can explain the orientation of content (syllabus & curriculum) to the local, regional, national and global development needs.
2. Sample course curriculum (of LL.M.- 2 Years) and sample syllabus (of Corporate Law- LLB 501) is annexed with the form for reference purposes.
3. Syllabus of minimum 03 courses (compulsory/optional) is required to be uploaded on the portal.

Step 4: Key Indicator 1.1.2. – Revision in syllabus – Data Template submission on revision of syllabus.

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1.1.2. Percentage of programs where syllabus revision was carried out during the last five years.

Enter Percentage *

1.1.2.1. How many Programmes were revised out of total number of Programmes offered during the last five years?

Enter Number of Programs *

1.1.2.2. Number of all Programmes offered by the institution during the last five years

Enter Number of Programs *

Download the **DATA TEMPLATE** Format from the link given below. Enter details as required and upload the file for submission.

[Data Template for 1.1.2.](#)

Upload Data Template for 1.1.2. *



or drag files here.

FILE DESCRIPTION - UPLOAD

Minutes of Relevant Academic Council/BoS Meeting.

Relevant BoS/Academic Council Meeting Minutes- Revision *



or drag files here.



Specific Instructions

1. Column requiring percentage (%) will automatically convert the numeric data entered to percentage form (Input= 20; Output= 20%).
2. Data Template to be submitted is available for 'download' through google drive maintained by NAAC Committee, DSMNRU. Template after entering all necessary details should be uploaded for submission through the upload link available on the page.
3. BoS/ Academic Council Minutes should be uploaded in .jp, .jpeg, .png formats only.

Step 5: Key Indicator 1.1.3. – Courses having focus on employability, entrepreneurship & skill development- Data Template Submission.

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⑩ Step 10 ⑪ Step 11 ⑫ Step 12

1.1.3. Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the University.

Enter Percentage *

1.1.3.1 Number of courses having focus on employability / entrepreneurship/ skill development year wise during the last five years.

Enter Number of Programs *

Download the **DATA TEMPLATE** Format from the link given below. Enter details as required and upload the file for submission.

Upload Data Template for 1.1.3 *

[Data Template for 1.1.3](#)



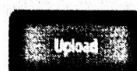
or drag files here.

FILE DESCRIPTION (UPLOAD)

Curriculum/ Syllabus of Courses

Minutes of Board of Studies

Upload Files: Syllabus of Courses/ Minutes of BoS *



or drag files here.

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Specific Instructions

1. Data Template for KI 1.1.3. is available for download and template after submission of the relevant data should be uploaded through the upload button available on the page.
2. Syllabus of courses & Minutes of BoS should be uploaded in separate files. Reference to Standard Operating Procedure should be made for more clarity & appropriateness.
3. Percentage column automatically converts the numeric data entered into percentage format (Input= 20; Output= 20%).

Step 6: Key Indicator 1.2: Academic Flexibility – Introduction of new courses across all programs administered by the HEI.

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Key Indicator 1.2: Academic Flexibility (50)

1.2.1 : Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Enter Percentage of New Courses Introduced *

1.2.1.1 : How many new courses were introduced within the last five years?

Enter Number of New Courses *

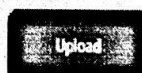
1.2.1.2 : Number of courses offered by the institution across all Programmes during the last five years.

Enter Number of Courses offered *

Download the **DATA TEMPLATE** Form from the link given below. Enter details as required and upload the file for submission.

Upload Data Template for 1.2.1 *

[Data Template for 1.2.1](#)



or drag files here.

FILE DESCRIPTION (UPLOAD)

Minutes of Board of Studies

Upload Minutes of Academic Council/ BoS *

Any other relevant document



or drag files here.



Specific Instructions

1. Data Template for KI 1.2.1. is available for download and template after submission of the relevant data should be uploaded through the upload button available on the page.
2. Syllabus of courses & Minutes of BoS should be uploaded in separate files. Reference to Standard Operating Procedure should be made for more clarity & appropriateness.
3. Percentage column automatically converts the numeric data entered into percentage format (Input= 20; Output= 20%).

Step 7: Key Indicator 1.2.2. – Percentage of programs implementing the CBCS/ Elective Courses system – Data Template & File Description upload.

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1.2.2. Percentage of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented (Data for the latest completed academic year)

Enter Percentage *

1.2.2.1 : Number of Programmes in which CBCS/ Elective course system implemented.

Enter Number of Programs *

Download the **DATA TEMPLATE** Format from the link given below. Enter details as required and upload the file for submission.

Upload Data Template for 1.2.2 *

[Data Template for 1.2.2](#)



or drag files here.

FILE DESCRIPTION (UPLOAD)

Minutes of Board of Studies

Any other relevant document

Upload Minutes of Academic Council/ BoS *



or drag files here.



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Specific Instructions

1. Data Template for KI 1.2.2. is available for download and template after submission of the relevant data should be uploaded through the upload button available on the page.
2. Syllabus of courses & Minutes of BoS should be uploaded in separate files. Reference to Standard Operating Procedure should be made for more clarity & appropriateness.
3. Percentage column automatically converts the numeric data entered into percentage format (Input= 20; Output= 20%).

Step 8: Key Indicator 1.3. – Curriculum Enrichment – Integration of cross-cutting issues relevant to professional ethics, Gender, Human Values, and Environment & Sustainability in the curriculum.

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Key Indicator 1.3: Curriculum Enrichment (30)

1.3.1. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

Write Description in 500 words *

FILE DESCRIPTION (UPLOAD)

Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum.

[CLICK HERE](#) to download the format.

Upload the List & Description of Courses *



or drag files here.

Submit as per the format provided here. Submissions in other formats will not be processed.



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Specific Instructions

1. A separate format to provide the list and description of courses has been made available for download. Filled-in format should be uploaded on the website.
2. The description of courses should be specifically aligned to the needs of KI. SoP & University Manual could be referred for better understanding.
3. The file format would use 'Signika' font for submission. Signika font could be downloaded for use from the page of first step.

Step 9: Key Indicator 1.3.2. – Introduction of 'Value Added Courses' in the programs administered by the HEI

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1.3.2. Number of value-added courses for imparting transferable and life skills offered during last five years.

Enter the number of value-added courses *

1.3.2.1: How many new value-added courses are added within the last 5 years.

Enter the number of value-added courses *

Download the **DATA TEMPLATE** Format from the link given below. Enter details as required and upload the file for submission.

Upload Data Template for 1.3.2 *

[Data Template for 1.3.2](#)



or drag files here.

FILE DESCRIPTION (UPLOAD)

Brochure or any other document relating to value added courses.

Brochure or any Document on Value Added Courses *



or drag files here.

.pdf files only



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Specific Instructions

1. Data Template for KI 1.3.2. is available for download and template after submission of the relevant data should be uploaded through the upload button available on the page.
2. 'Brochure of Value Added Courses' should be uploaded in separate files. Reference to Standard Operating Procedure should be made for more clarity & appropriateness.
3. Percentage column automatically converts the numeric data entered into percentage format (Input= 20; Output= 20%).

Step 10: Students enrolled in the Value Added Courses- New & Existing.

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⑩ Step 10 ⑪ Step 11 ⑫ Step 12

1.3.3. Average Percentage of students enrolled in the courses under 1.3.2 above.

Enter Average Percentage *

1.3.3.1: Number of students enrolled in value-added courses imparting transferable and life skills offered year wise during the last five years.

Enter Number of Students *

Download the DATA TEMPLATE Format from the link given below. Enter details as required and upload the file for submission.

Upload Data Template for 1.3.3 *

[Data Template for 1.3.3](#)



or drag files here.

.xlsx file format only



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Specific Instructions

1. Data Template for KI 1.3.3. is available for download and template after submission of the relevant data should be uploaded through the upload button available on the page.
2. Percentage column automatically converts the numeric data entered into percentage format (Input= 20; Output= 20%).

Step 11: Students undertaking the research projects/ field projects & internships – Completion certificates to be provided.

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⑩ Step 10 ⑪ Step 11 ⑫ Step 12

1.3.4. Percentage of students undertaking field projects / research projects / internships (Data for the latest completed academic year)

Enter Percentage of Students *

1.3.4.1 : Number of students undertaking field project or research projects or internships.

Enter Number of Students undertaking Field Projects/Internships *

Download the **DATA TEMPLATE** Format from the link given below. Enter details as required and upload the file for submission.

Upload Data Template for 1.3.4 *

[Data Template for 1.3.4](#)



or drag files here.



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Specific Instructions

1. Data Template for KJ 1.3.4. is available for download and template after submission of the relevant data should be uploaded through the upload button available on the page.
2. Percentage column automatically converts the numeric data entered into percentage format (Input= 20; Output= 20%).
3. Completion certificates of the students completing their field projects/ internships should be available with the designated authority.

Step 12: Feedback System – Data Template & File Description (Action Report) submission.

in this behalf.

- ① Step 1 ② Step 2 ③ Step 3 ④ Step 4 ⑤ Step 5 ⑥ Step 6 ⑦ Step 7 ⑧ Step 8 ⑨ Step 9
⑩ Step 10 ⑪ Step 11 ⑫ Step 12

Key Indicator: 1.4. - Feedback System (20)

1.4.1. Structured feedback for design and review of syllabus – semester wise / year wise is received from: 1.) Students, 2.) Teachers, 3.) Employers, 4.) Alumni

(Choose from the options given below)

Choose Response *

- ☐ All 4 of the above ☐ Any 3 of the above ☐ Any 2 of the above ☒ Any 1 of the above ☐ None of the above

Read 1.4.1 from NAAC University for additional information/ clarification

Enter URL of Feedback System *

Entries in the format of website domain addresses will only be accepted.

FILE DESCRIPTION - UPLOAD

Action Taken Report on the Feedback Received by the departments from the stakeholders as chosen above.

[CLICK HERE](#) to download the format

Action Taken Report on the Feedback Received *



or drag files here.



Please do not submit passwords through Cognito Forms.

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Specific Instructions

1. A separate format to provide action taken report of the department has been made available for download. Filled-in format should be uploaded on the website.
2. The description of courses should be specifically aligned to the needs of KI. SoP & University Manual could be referred for better understanding.
3. The file format would use 'Signika' font for submission. Signika font could be downloaded for use from the page of first step.