



Mission USTM A++ @ 2026

Progress Report @ Department Charter 2022

Department of -----

IQAC Coordinator -

Contact No –

Criteria	Key Indicator	Activity	Measure	Minimum Expected Target	Your Activity Target	Achievement against target	% Ach
Criteria 1	Curriculum Design	Syllabus Revision UG – every 3 years; PG – every 2 years	Frequency	As per Norms			
		Syllabus is evaluated for updating with relevant content	Frequency	Once Per year			
	Curriculum Enrichment	Conduct Value Added Courses	No offered	>5 per year			
		Enrolment of students in Value Added Courses	Nos	>90% students			
		Value Added Course designed & conducted (New)	No of Courses	75% of VACs			
		Field /Research Projects &/or Internships Visit organized	No of visits	2 per semester/ faculty			
		% of Students participated in Field /Research Projects & Internships	%	>95%			
Academic Flexibility	CBCS - % Choice based course offered – Intra & Inter department	%	>30% / program				
Criteria 2	Student Diversity	Mentor Mentee Ratio	Ratio	1:15			
		Students mentored - Slow Learner & Advanced Learner	No of Students	As applicable			
		Remedial Classes Taken for Slow Learners	Nos	As applicable			
	Faculty Profile	Awards, Recognitions, fellowships at State, National, International level from Government/Govt. recognised bodies	Nos	70% of faculty			
	Assessment & Evaluation	% Attainment of Curriculum Outcomes	%	80%			
Student Pass Percentage		%	100%				
Criteria 3	Research Promotion & Facility	No of RFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows	Nos	3 per year			
		Fellowships received	Nos	50% Faculty			
		Seed Money received against research projects	Rs. Lakhs	1 project per faculty			
		Research Projects Submitted for funding in Government/Non Govt Agencies	Nos	2 per faculty			
		Research Projects Approved/Granted	Nos	1 per faculty			
		UGC-SAP, CAS, DST-FIST, DBT, ICSSR recognitions	Nos	>1 nos			
	Research Publications/Awards	Research Grants	Value	Arts 1L Sc 5 L			
		Books Published / Edited	Nos	Avg 1 per faculty			
		Papers Published with/without students in UGC recognized Journals	Nos	Avg 3 per faculty			
		No of PhD Students guided	Nos	4-8 / faculty			
		No of PHD Students awarded	Nos	As per Norms			
		E Content Development – Presentation & Video for Institutional LMS	Modules	1 module /faculty			
E Content Development – Presentation & Video for Govt Portals	Courses	>2 module					

		Institutional LMS participation	% Faculty	50% students			
	Consultancy	Consultancy & Training Revenue Earned	Value	50K per faculty			
	Innovation Ecosystem	Conduct Seminars & Workshops on Research methodology, IPR, Skill & Entrepreneurship as topic	Nos	>2 nos			
		Conduct Industry Academia collaborative activities	Nos	>=4 nos			
		Innovations, Ideas & Technology developed/promoted	Nos	3 per year			
		Innovation Awards received		2 nos			
	Outreach & Extension	Patents Applied for / Published	Nos	Avg 1 per faculty			
		Outreach & Extension Activities conducted (Preferably With NSS in Govt Schemes like, Swach Bharat, Beti Bachao Beti Parao)	Nos	12 per year			
		% of Students participated in Outreach & Extension Activities	%	100%			
	Collaboration	Awards received for Outreach & Extension activity	Nos	2 Nos			
No of MOUs made functional through activities conducted for internship, on-the-job training, project work, student / faculty exchange and collaborative research (Pls Attach list of University/Colleges/Organisations/Industry/NGO selected for collaborative activities on)		Nos	>10 nos MOU organisations				
	No of Collaborative / Exchange Programs conducted for research and academic development of faculty and students (with & without MOU to be considered)	Nos	>20 nos activities				
Criteria 4	Library Learning Resource	% of Students attended Library	Nos	100%			
Criteria 5	Student Support	No of Students securing Govt, Institutional & Non Govt Scholarships	%	50%			
		No of Sessions conducted yoga/wellness/ career counselling & guidance Communication skill/ IT skill upgrade /soft skill & job ready skill/ career placement drive (Refer Time Table)	Nos	1/per semester per category – Refer Guidelines			
		Total no of NET sessions conducted for NET, GATE, JAM, etc.	Nos	As per Plan			
	Student Progression	No of Students qualifying job Comp Exams like NET, SLET, GATE, GMAT, CAT, GRE, TOEFL, Civil Services, State government examinations, etc.	%	20-25%			
		No of Students securing placement within one year of passing out	%	40-50%			
		No of Students going for Higher Education at USTM or other institute	%	30-40%			
	Students Participation	Awards owned by Students for Cultural, Sports at Inter University/State/National/International events	Nos	2-4 awards			
		Student Participation & Awards in Quiz, Debate, Extempore, Etc.	Nos	2-4 events			
Alumni Engagement	Alumni Chapter Meetings held (Minutes Required)	Nos	Minimum 1 no.				
	Alumni Contributions obtained for University	Rs.	Minmum 50K				
Criteria 6	Faculty Empowerment	% faculty receiving Financial support from university for attending conferences, workshops & memberships	Rs.	>90%			
		% of faculty FDP/Training attended conducted by HRDC	No	>80%			
	IQAC Related Activities	Conferences, Seminars, Workshops on academic quality conducted	Nos	1 per semester			
Collaborative academic quality initiatives with other institution(s)		Nos	1 per semester				

		Orientation programme on academic quality issues for teachers/students	Nos	1 per year			
Criteria 7	Institutional Values & Social Responsibility	Celebration of important Days in the University (with a meaningful activity)	Nos	As applicable			
	Best Practices	Innovative Best Practices created & adopted(no repeat or copy)	Nos	Minimum 2			

Guidelines :

1. Value added courses must be of 30 hours and documentation of hours of class to be maintained/submitted
2. Departmental Yoga sessions to be jointly organised once every month(5 hours in a semester)
3. Career Counselling & Guidance session is mandatory for every student
4. Job Ready Skills & Soft skill training of students as per class routine to be mandatorily adhered to
5. IT Skill awareness & upgrade sessions to be conducted jointly once a semester
6. Wellness counselling awareness workshop for all students once a semester
7. Conduct at least One Placement drive jointly with the Centre for Career Guidance(Training & Placement)



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Progress Report @ Faculty Charter 2022

Department of

Faculty Name –

Designation –

Contact No -

NAAC Criteria	Key Indicator	Activity	Measure	Minimum Expected Target	Your Activity Target	Achievement against target	% Ach
Criteria 1	Curriculum Enrichment	Value Added Course designed & conducted (New)	No of Courses	Min 1 per year			
		Field /Research Projects & Internships Visit organized	No of visits	2 per semester			
Criteria 2	Student Diversity	Students mentored - Slow Learner & Advanced Learner	No of Students	As applicable			
		Remedial Classes Taken for Slow Learners	Nos	As applicable			
	Faculty Profile	Awards, Recognitions, fellowships at State, National, International level from Government/Govt. recognised bodies	Nos	1 per year			
	Assessment & Evaluation	Student pass percentage in relevant subject	% Students passed	100%			
Criteria 3	Research Promotion	Seed Money received against research projects	Rs. Lakhs	As applicable			
		Fellowship received	Nos	1 per year			
		Research Projects Submitted for funding in Government/Non Govt Agencies	Nos	2 per year			
	Research Mobilization	Research Projects Approved/Granted	Nos	1 per year			
	Innovation Ecosystem	Innovation Awards received	Nos	1 per year			
	Research Publications/Awards	Books Published / Edited	Nos	1 per year			
		Papers Published in UGC recognized Journals	Nos	2-4 per year			
		Patents Applied for	Nos	1 per year			
		No of PhD Students guided	Nos	4-8 As Norms			
		No of PHD Students awarded		As per Norms			
		E Content Development – Presentation & Video for Institutional LMS	Nos	1 module			
		E Content Development – Presentation & Video for Govt Portals	Nos	1 module			
		Institutional LMS participation	No of Views	50% students			
	Consultancy	Consultancy & Training Revenue Earned	Value	50K per year			
Collaboration	No of Collaborative / Exchange Programs conducted for research and academic development of faculty and students (with & without MOU to be considered)	Nos	Minimum 2 nos				
	No of MOUs made functional through activities conducted for internship, on-the-job training, project work, student / faculty exchange and collaborative research (Pls Attach list of University/Colleges/Organisations/Industry/NGO selected for collaborative activities on)	Nos	Minimum 1 no (As applicable)				
Criteria 4	Library Learning Resource	No of times students escorted to Library	Nos	As time Table			
Criteria 5	Student Progression	Total no of NET sessions conducted for NET, GATE, JAM, etc.	Nos	As per plan			
Criteria 6	Faculty Empowerment	Financial support for conferences, workshops & memberships	Nos	2 per year			
		Seminar/Workshop attended for FDP/Training conducted by HRDC	Nos	1 per year			
Criteria 7	Best Practices	Best Practice created & adopted	Nos	1 per year			

Self-Declaration

I hereby certify that I have gone through the allocated Charter and have planned the respective targets after thorough understanding of the activity mentioned in the Charter. I confirm that I shall be adhering to these targets for implementation and shall submit daily achievement details to the IQAC through the departmental IQAC Co-ordinators for uploading in the IQAC archive along with evidences as applicable. I do agree to submit the progress report after six months and one year for the academic year 21-22 in the specified format as given in the charter.

Date:

Signature:

Name:

Department: Business Administration

