



# Internal Quality Assurance Cell (IQAC)

Pt. Ravishankar Shukla University

Raipur – 492 010 , Chhattisgarh, India

Atanu Kumar Pati, PhD, FNASc

Director

No. 110 /IQAC/PRSU/2015

Raipur, Dated 28/1/2015

The HoD/ Director/ Section/ Center Head  
SoS in Computer Science  
Pt. Ravishankar Shukla University  
Raipur – 492 010

Subject: IQAC Team's visit to your department in the month of February 2015

Dear Madam/Sir,

This is to inform you that in the IQAC meeting, chaired by the honorable VC, held on December 8, 2014, it was unanimously decided to continue with the **INTERNAL QUALITY AUDIT** system for our academic departments and administrative sections. It is desirable and obligatory to maintain documents concerning different activities of the departments/ schools/ institutes/ centers/ sections in accordance with the NAAC, UGC & DSIR criteria. You are well aware about the documents that are required to be maintained by every department and section, as this will be the 3<sup>rd</sup> AUDIT in sequence.

The IQAC team consisting of three members will visit your department in the month of February 2015. The main purpose of the visit will be:

1. to verify the documents/ records as per the requirements of the NAAC & UGC
2. to validate your response on an inventory for the computation of performance index of each department/ school/ institute/ center/ section
3. to validate data on an inventory for the computation of academic performance of individual teacher [new].
4. to obtain information as per the requirements of the DSIR

The team will submit a Non Conformity Report (NCR) to the IQAC for further necessary corrective and preventive actions. The date of visit may be fixed in consultation with the Chairman of the Visiting Team.

Kindly extend full cooperation to the IQAC team during its visit to your Department/ School/ Institute/ Center/ Section.

With best regards,

(Atanu Kumar Pati)

Enclosures: A file containing all relevant documents.

Copy to:

1. The HoD, SoS in Computer Science with a request to upload the information in the pages of the IQAC of [www.prsu.ac.in](http://www.prsu.ac.in)
2. The Secretary to the VC, Pt. Ravishankar Shukla University, Raipur
3. The PA to the Registrar, Pt. Ravishankar Shukla University, Raipur
4. The Finance Controller, Pt. Ravishankar Shukla University, Raipur

Phone: 91-771-2262631 (O); Fax: 2262583; email: iqacprsu@gmail.com

Ra. v. Shukla  
03-01-2015

**Performance Index [1 July 2013- 30 June 2014]**

<b>Name of the Faculty:</b>				
<b>Designation</b>				
<b>SoS/ Institute/ Center:</b>				
S. No. [1]	Parameter [2]	Score [3]	Unit [4]	Obtained Score [5]
<b>PART-A</b>	<b>RESEARCH PAPERS PUBLISHED IN JOURNALS (100:60:40)</b>			
i	JIF 5 or above			
	Single Author	40		
	First or Corresponding Author/Supervisor/Mentor	24		
	Coauthor	16		
ii	JIF between 2 & 5			
	Single Author	30		
	First or Corresponding Author/Supervisor/Mentor	18		
	Coauthor	12		
iii	JIF between 1 & 2			
	Single Author	25		
	First or Corresponding Author/Supervisor/Mentor	15		
	Coauthor	10		
iv	Papers in Indexed (SCI/SSCI/A&HCI) Journals			
	Single Author	20		
	First or Corresponding Author/Supervisor/Mentor	12		
	Coauthor	8		
v.	Papers in Refereed Journals with ISSN/ISBN Numbers			
	Single Author	15		
	First or Corresponding Author/Supervisor/Mentor	9		
	Coauthor	6		
vi.	Papers published in Non-Refereed but recognised and reputable Journal with ISSN/ISBN Number			
	Single Author	10		
	First or Corresponding Author/Supervisor/Mentor	6		
	Coauthor	4		
vii.	Published in Conference Proceedings as full papers (Abstracts not to be included)			
	Single Author	10		
	First or Corresponding Author/Supervisor/Mentor	6		
	Coauthor	4		
	Sub-Total Part-A			
<b>PART-B</b>	<b>RESEARCH PUBLICATIONS - BOOKS/CHAPTERS IN BOOKS (100:60:40)</b>			
i.	Text/Reference Books published by an International Publisher with an established Peer Review System			
	Single Author	50		
	First or Corresponding Author/Supervisor/Mentor	30		
	Coauthor	20		
ii.	Chapter Contributed in Text/Reference Books published by an International Publisher with an established Peer Review System			
	Single Author	10		
	First or Corresponding Author/Supervisor/Mentor	6		
	Coauthor	4		

iii.	Subject Books Published by National level Publisher/State and Central Government publications with ISBN/ISSN number			
	Single Author	25		
	First or Corresponding Author/Supervisor/Mentor	15		
	Coauthor	10		
iv.	Chapter in Subject Books Published by National level Publisher/State and Central Government publications with ISBN/ISSN number			
	Single Author	5		
	First or Corresponding Author/Supervisor/Mentor	3		
	Coauthor	2		
v.	Subject Books Published by other Local Publishers with ISBN/ISSN number			
	Single Author	15		
	First or Corresponding Author/Supervisor/Mentor	9		
	Coauthor	6		
vi.	Chapter in Subject Books Published by other Local Publishers with ISBN/ISSN			
	Single Author	3		
	First or Corresponding Author/Supervisor/Mentor	1.8		
	Coauthor	1.2		
vii.	Chapter Contributed to Edited Knowledge based Volumes Published by International Publishers			
	Single Author	10		
	First or Corresponding Author/Supervisor/Mentor	6		
	Coauthor	4		
viii.	Chapter in Knowledge based Volumes Published by Indian/National level Publishers with ISBN/ISSN Number and with numbers of National and International Directories			
	Single Author	5		
	First or Corresponding Author/Supervisor/Mentor	3		
	Coauthor	2		
	Sub-Total Part-B			
<b>PART-C</b>	<b>RESEARCH PROJECTS/CONSULTANCY/ Completed Projects/Project Outcome</b>			
i.	<b>RESEARCH PROJECTS:</b>			
(a)	Major Sponsored Project Carried Out/Ongoing			
	Science Project >30.0 lac	20		
	AH/SS Project >5.0 lac	20		
(b)	Major Sponsored Project Carried Out/Ongoing			
	Science between 5.0-30.0 lac	15		
	AH/SS between 3.0-5.0 lac	15		
(c)	Minor Sponsored Projects Carried out/Ongoing:			
	Science between 0.5-5.0 lac	10		
	AH/SS between 0.25-3.0 lac	10		
ii.	<b>CONSULTANCY PROJECTS</b>			
(a)	Science Min 10.0 lac [10/each 10.0 lac]	10		
(b)	AH/SS Min 2.0 lac [10/each 2.0 lac]	10		
iii.	<b>COMPLETED PROJECTS: Quality Evaluation</b>			
	PCR accepted by the agency Major	20		
	PCR accepted by the agency Minor	10		

iv.	PROJECT OUTCOMES / OUTPUTS			
	Patent/Technology transfer /Product/ Process at International level (Science)	50		
	Patent/Technology transfer/Product/ Process at Central/State level (Science)	30		
	Major Policy Document of Government Bodies at International level (AH/SS)	50		
	Major Policy Document of Government Bodies at Central/State level (AH/SS)	30		
	Sub-Total Part-C			
PART-D	RESEARCH GUIDANCE			
	MPhil (3 each)	3		
	PhD (10 each)	10		
	PhD thesis submitted (7 each)	7		
	Sub-Total Part-D			
PART-E	TRAINING COURSES / CONFERENCES / SEMINARS / WORKSHOP PAPERS			
i.	Training/Refresher Courses & Program (Restricted to a Maximum of 30 Marks):			
	(a) Refresher Courses, Methodology Workshop, Training, Teaching-Learning-Evaluation Technology Program, Soft Skills Development Program, Faculty Development Program - Not < 2 weeks duration	20		
	(b) Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes - 1 week duration	10		
ii.	Papers presented in Conferences/Seminars /Workshops etc. (if published in the form of Proceedings, points would accrue for publication and not for presentation)			
	(a) International	10		
	(b) National	7.5		
	(c) Regional/State	5		
	(d) Local -University/College level	3		
iii.	Invited Lectures/Chairing the Session			
	(a) International	10		
	(b) National	5		
	Sub-Total Part-E			
Summary Score Sheet		Cap		
Part A		300.0		
Part B		250.0		
Part C		200.0		
Part D		100.0		
Part E		150.0		
TOTAL Score		1000.0		
	Bonus: Google Scholar h-Index between 1 & 5 - 25; between 6 & 10 - 50; between 11 & 15 - 75; ≥16 - 100		0	
Annual Performance Index				

**CHECKLIST FOR INTERNAL QUALITY AUDIT: IQAC 2014**

**NAME OF THE SoS.....DATE OF VISIT.....**

**NAME OF THE HEAD.....MOB. NO.....**

**E.MAIL.....CONTACT NO.....**

**TEACHING STAFF (REGULAR)**

<b>S. NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>E-MAIL &amp; CONTACT NO.</b>
1.			
2.			
3.			
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10.			
11.			
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16.			

### AD-HOC/GUEST FACULTY

S. NO.	NAME	DESIGNATION	E-MAIL & CONTACT NO.
1.			
2.			
3.			
4.			
5.			
6.			

### NON-TEACHING STAFF

1.			
2.			
3.			
4.			
5.			
6.			
7.			
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10.			
11.			
12.			

PLEASE ADD MORE PAGES, IF REQUIRED

## DOCUMENT VALIDATION SHEET

S. No.	LIST OF DOCUMENTS TO BE MAINTAINED BY ACADEMIC DEPARTMENTS	AVAILABLE (A)	NOT AVAILABLE (NA)	REMARK
1.	DAILY ACTIVITY DIARY / FILE / REGISTER			
2.	TIME TABLE (CURRENT SESSION) PLEASE ATTACH A COPY			
3.	ENROLLMENT STATISTICS (CURRENT SESSION) PLEASE ATTACH A COPY			
4.	POPULARITY INDEX OF ACADEMIC PROGRAM (FOR THE CURRENT SESSION: 2013-14)			
5.	STAFF LEAVE REGISTER			
6.	STOCK REGISTER			
7.	ATTENDANCE REGISTER			
	a) STUDENT			
	b) RESEARCH SCHOLAR			
	c) NON-TEACHING STAFF			
8.	CASH REGISTRAR			
9.	STUDENTS RESULT REGISTER			
10.	STUDENTS FEEDBACK REGISTER			
11.	COMPLAINTS & SUGGESTION REGISTER/ COMPLAINT BOX (Number of cases /Minutes; Please attach a copy)			
12.	EXTRA CURRICULAR ACTIVITY REGISTER			
13.	MINUTES OF THE DEPARTMENTAL COMMITTEE			
	a) STAFF COUNCIL (Frequency, Minute Book)			
	b) DRC (Frequency, Minute Book)			
	c) GRIEVANCE AND REDRESS CELL (Number of cases, frequency of meeting , Minute book)			
	d) ANTI RAGGING CELL (Number of cases, frequency of meeting, Minute book)			
14.	STATUS OF ALUMNI ASSOCIATION (If registered, Please attach a Copy of the registration certificate)			

15.	<b>FACULTY PARENTS MEET</b> (Number of meeting, frequency of meeting, minute book)			
16.	<b>SUBMISSION OF AQAR REPORT 2013-14</b> PLEASE ATTACH A COPY			
17.	<b>Performance Based Appraisal System PBAS (13-14)</b>			
18.	<b>EVENTS REGISTER</b>			
	a) <b>STUDENT SEMINAR</b> (Frequency, Minute Book)			
	b) <b>SYMPOSIA/CONFERENCE</b> (Frequency, Minute Book)			
	c) <b>DISTINGUISHED VISITORS REGISTER</b> (Frequency, Minute Book)			
19.	<b>DETAILS OF R &amp; D PROGRAMS</b> Appendix 1 (Details, Current Status and Next Three year plan)			
20.	<b>HALF YEARLY RETURNS (Appendix 3a)</b> July 2013- December 2013 January 2014 – June 2014			
21.	<b>DETAILS OF IMPORTED GOODS &amp; DOMESTIC PURCHASES FOR RESEARCH (Appendix 3b)</b> July 2013- December 2013 January 2014 – June 2014			
22.	<b>Faculty Performance Index (Individual)</b> (Submission is compulsory for all faculty)			

## SUGGESTION/ COMMENTS

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Please add page if necessary

Name	Signature
Visiting Team Member 1.	
Visiting Team Member 2.	
Visiting IQAC member	
Place:	Date: