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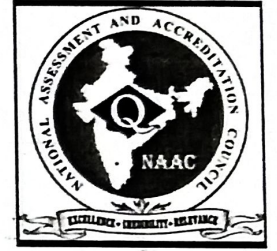
*Theme of Special Issue Proceedings of NAAC Sponsored National Seminar  
On*

## Challenges and Future Prospects in Online Submission of SSR

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## Online Submission of SSR – Practical Problem and Solution

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**Abstract:**

Uniform quality education without discrimination for all citizens from primary level to higher education level is most necessary for quality excellence in the country in the globalized context. India cannot go forward with its higher education discarding global tendencies. From offline process into online process of NAAC's assessment is revolutionary but it emerges new challenges and opportunities for HEIs. Electronically retrievable MIS is most needed and information and documents must be at the click of a mouse. Appointment of IQAC Coordinator should be through the external expert panel from the existing staff. Teachers who did coordinator ship for accreditation of the institution, should be placed into the level of professor grade for quality leadership of the institution. Onsite visit should be revised with a third-party observer from the affiliated university. An in service IQAC Coordinator should be included as fourth member in Peer Team for better coordination. MOOCs should be included under the scanner of assessment. Reimbursement of fees and other expenses should be in time bound. Transparency and accountability should be a corner stone for quality assessment

**Keywords:** New challenges and opportunities, NAAC's assessment, institution, accreditation, offline process into online process.

**Introduction:**

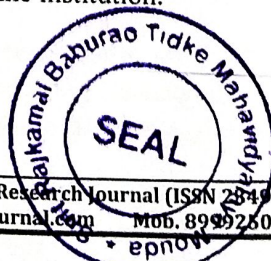
Higher Education Institutions (HEIs), if they have a record of at least two batches of students graduated or been in existence for six years, whichever is earlier, are eligible to apply for the process of Assessment and Accreditation (A&A) of NAAC, and fulfil the other conditions or are covered by the other provisions, if any, mentioned below: 1. Eligible HEIs seeking A&A are required to submit Institutional Information for Quality Assessment (IIQA) online any time during the year starting from June 2018. Duly filled in IIQAs of eligible HEIs will be accepted by NAAC for further processing and others will be rejected. 2. In case of rejection of IIQA applications specific suggestions would be given to HEIs to facilitate them to resubmit IIQA. An institution can reapply twice after the first attempt resulted in rejection. That is, each HEI is permitted three attempts. After the acceptance of IIQA, the institution will be asked to fill the SSR with the required document to be uploaded in the portal of NAAC website within 30 days. The SSR of the HEI will then be subjected to further process. As preparation of SSR is a systematic process, so it is suggested that the HEIs should be ready with soft copy of SSR and related documents well in advance of submitting IIQA. Those institutions who fail to submit SSR within 30 days will have to apply afresh starting from IIQA & its fees. In any case fees for IIQA will not be refundable. The SSR has to be uploaded as per the format in portal of NAAC. After submission of SSR on NAAC portal HEI would receive an auto generated link/ID of SSR in their registered email id. The same SSR in .pdf format should be then uploaded on institutional website. The SSR has to be submitted only online. HEIs should make necessary preparations with the required data, documents and/or responses before logging on to the NAAC website for submission of SSR online. Careful study of the Manual will be of great help in this regard. 6. As indicated earlier, the SSR comprises both Qualitative and Quantitative metrics. The Quantitative Metrics add up to about 70% and the remaining about 30% are Qualitative Metrics. 7. Optional Metrics: In this diversified education system, there can be few metrics which may not be applicable to the HEI's. Thus, in order to facilitate the HEI's NAAC has come out with this concept of Non-Applicable Metrics.

Evidence of contributing into the core values.

Evidence of building from the strengths identified by the institution.

Action taken to rectify the deficiencies recognized by the institution.

- Efforts made by the institution towards quality
- Enhancement
- Curricular Aspects.
- Teaching, Learning, and Evaluation.



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- Research, Innovation, and Extensions.
- Infrastructure and Learning Resources.
- Student Support and Progression.
- Governance, Leadership, and Management.
- Login to the portal, fill the IIQA (Institutional Information for Quality Assessment) form. Pay the IIQA Fee Online. Submit the necessary documents in the right format. The Accreditation body validates the documents and passes the decision usually within 15 days from the date of the registration.
- The NAAC accreditation process enables HEIs
- Guidelines of NAAC.
- Follow Data Validation & Verification guidelines.
- Collect accurate data from all sources & maintain data in required formats.
- Identify where you are lagging with BI Tools.
- Compliance-related reports.
- The National Assessment and Accreditation Council or NAAC is an autonomous entity funded by the UGC (University Grants Commission) for the accreditation of Higher Education Institutions (HEIs). It is one of the most reputed accreditation agencies that aims at making "quality" a defining parameter for higher education in India

### The Key Indicators for getting NAAC:

Most of these criteria, for NAAC Accreditation, require Self-Study or SSR Reports. The time range for these reports is five years. Compiling such a huge amount of data manually can take up to 3-4 months and still there may be some errors. A college ERP can help institutions to compile the required institutional data along with necessary documents & generate highly accurate reports. Thus, minimizing the workload of college faculty & helping them get prepared for the NAAC evaluation.

### Research, Innovations and Extension:

The Institute believes in the continuous innovations and research necessary for the quality education. A good number of faculty members are pursuing doctoral work and some of them have received the degree. Few sponsored research projects have been sanctioned and on-going funded research are at different stages of execution. Faculty members have published several research papers in the international journals and conferences of repute. Few faculty members have also written books and book chapters published by reputed publisher(s). The Institute has organized several international/national conferences and seminars (including webinars), Faculty development programmers (FDPs), workshop etc. for promoting research activities in the institute. Infrastructure and Learning Resources the Institute has sufficient numbers of class rooms, and laboratories for conduct of different programmers.

### Deployment / Implementation:

Faculty conducts lectures / practical as per Semester Plan and time-table. Course materials should be given to the students well in time to enhance the lecture delivery in class. Daily work report is checked on weekly basis by HOD and cross-checked by the principal on fortnightly basis. Handbooks can be submitted to Principal for cross-check signature as per schedule. If a faculty is absent or is on leave on the day of lecture / practical / tutorials, HOD / Concern faculty member required to do alternative arrangement. Faculty member who has been assigned the load required to engage the class as per time table. Moreover, academic loss in the subject due to the leave of the faculty members shall be compensated by arranging extra lecture. In both the cases, records are maintained. Faculty members if they are required to take an extra lecture on account of covering the syllabus, it can be arranged on Saturday / Holidays / mutual understanding and records are maintained. Lectures are made effective by involving the student interaction, group activities, class work, realization for self-learning etc. Based on the syllabus coverage and academic calendar faculty members gives assignment to the students and evaluate the same as per the schedule. Assignments covers entire syllabus.

### Infrastructure and Learning Resources:

The Institute has sufficient numbers of class rooms, and laboratories for conduct of different programmers. Additionally, there is a central auditorium for conducting seminars, and conferences. In each department there are smart class room(s) for ICT based teaching. Laboratories are equipped with modern facilities

and these are upgraded from time to time to suit the requirements. The class rooms are spacious and well illuminated. Additionally, a large playground, basketball ground, and Gymnasium and Yoga center are also present in the campus for healthy living and pursuing sports and related events. The institute has a spacious library having more than 128000 titles and other learning resources like journal, Journal, E-books, CD Videos. Library is fully automated with Libby's Software [Version Lease].

#### **Enhancing The Overall Quality with Continuous Evaluation:**

An ERP also aids the top-level management to make better and faster decisions with analytics-powered dashboards which reflect the real-time and actual data in a statistical format. By continuous evaluation, management authorities of your institution can take and implement preventive & corrective measures that eventually lead to overall development and improvement in quality in all the institutional aspects.

#### **Participation of Teachers and Students in Decision-Making Bodies:**

Faculty members play an important role in implementing the vision and mission of the institute and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their programs. Teachers influence the institutional policy through the representatives in the Governing Body, the Academic Council, The BOS, and other academic and administrative committees. Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the institute. These are Examination Committee, Internal Quality Assurance Cell (IQAC), Anti-Ragging Committee, Library Committee, Student Welfare Committee, Purchase Committee, Training Placement Committee, RD Monitoring Committee, Inter-Disciplinary Committee, Sports Committee. Additionally, teachers also organize different cultural and socially conscious activities in the institution through varieties of programs.

#### **NAAC accreditation focuses on improving:**

The "Quality of Education". The accurate data obtained from the ERP and the Dashboards help Management to initially find out the areas that need improvement. After the identification of such aspects/areas, your management can make appropriate decisions or take necessary actions. Once the necessary steps are taken, the ERP can further help you find out and analyze whether the steps are effective or not. The continuous process of analyzing, deciding, and implementing will definitely lead to overall improvement of the institution which will, indirectly but indisputably, reflect in the Institution's NAAC ranks. From qualitative peer judgement to data based quantitative indicator evaluation with increased objectivity and transparency towards extensive use of ICT confirming scalability and robustness in terms of simplification of the process drastic reduction in number of questions, size of the report, visit days, and so on in terms of boosting benchmarking as quality improvement tool. This has been attempted through comparison of NAAC indicators with other international QA frameworks introducing Pre-qualifier for peer team visit, as 30% of system generated score introducing System Generated Scores (SGS) with combination of online evaluation (about 70%) and peer judgement (about 30%) in introducing the element of third party validation of data in providing appropriate differences in the metrics, weightages and benchmarks to universities, autonomous colleges and affiliated/constituent colleges in revising several metrics to bring in enhanced participation of students and alumni in the assessment process

The assessment process will be carried out in three stages. As stated earlier, it will comprise three main components, viz., Self-Study Report (SSR), Student Satisfaction Survey and the Peer Team Report. The SSR has a total of 137 Metrics for Universities covering the seven Criteria described earlier. The SSR has two kinds of Metrics: one, those requiring quantifiable facts and figures as data which have been indicated as 'quantitative metrics' and two, those metrics requiring descriptive responses and are accordingly named 'qualitative metrics'. Table 1 depicts the distribution of Key Indicators (KIs) and Metrics across them.

#### **Guidelines for filling up Self-Study Report (SSR):**

Extended profile contains all the questions which are basically the figures of denominators of the formulas used for calculation of various Metrics values. There are Tool Tips at various places in portal, such as Metrics, sub-metrics, upload, etc. which are given as guidance regarding the sort of data required to be submitted by the institution. The Tool Tip is denoted in the form of. Institutions are required to go through the respective Tool Tip thoroughly before filling the data. The data filled should contextualize with the related metrics. There

is an upload limits for the documents to be uploaded for various Metrics, if the size of the document exceeds that limit, Institution may upload the same in their own website with password protection, if required. The link of the said uploaded document should be given in the portal. The data of the students for Student Satisfaction Survey (SSS) has to be submitted concurrently during online submission of SSR

#### **Practical Problem and Solutions:**

The institution has to adhere to the instructions and formats provided by the NAAC while preparing the SSR and submit a digital/electronic version of it along with five hard copies of the SSR (in case of Affiliated/ Constituent/Autonomous colleges) eight hard copies of the SSR (in case of universities).

#### **Structure of the SSR to be submitted to NAAC:**

1. Preface or cover letter from the Head of the Institution
2. Executive Summary- The 'Strengths Weaknesses Opportunities and Constraints' (SWOC) analysis of the institution
3. Profile of the Institution
4. Criteria-wise report –The institution should provide consolidated response for each of the key aspects.
5. Inputs from each of the department in the format provided by NAAC. However, in smaller colleges where there are no specific departments, the college may use the proforma and provide programmed wise details. The SSR should not exceed 200 pages, The pages should be of A4 size, Both sides printing, Single line space, Font size 12 of 'Times New Roman' font and

#### **Conclusion:**

- One and half inch's margin on each side of the page.
- Curriculum of some courses allow skill enhancement through Practical Sessions and continuous evaluation is done through testing of skills
- Online marks submission. Online question paper preparation. Online examination system for End semester examination as well as for continuous assessment. Moreover, some courses also prepare learners to find solutions to their real-life problems. The university strictly follows the policy contemporary knowledge, interdisciplinary learning and thrust on finding solutions to real life problems.

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