

			During the DVV process, the HEI may be asked to provide the list of final year students of specific programs as identified by the DVV partner.	
3.1	Number of full time teachers year wise during the last five years	Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the Principal on the letter head of HEI.	A full-time teacher is one who is employed for at least 90 per cent of the normal or statutory number of hours of work during the year	- A teacher employed only for a part of a year not to be considered - Inclusion of part-time / Ad-hoc / visiting faculty not taking at least 90% of the normal or statutory number of hours of work not to be considered as full-time teacher
3.2	Number of sanctioned posts year wise during the last five years	Official letter(s) of sanction of posts from the statutory body/Government / Board of Management during the assessment period (year wise), if applicable	State/Central Government/Board of Management sanctioned posts to be considered	
4.1	Total number of classrooms and seminar halls	- List of number of classrooms and seminar hall. - Geo tagged photos of classrooms and seminar halls.	All rooms used for academic purpose to be considered only and geo-tagged photos of all the classrooms to be provided.	Laboratory and workshops are not to be included.
4.2	Total Expenditure excluding salary-year wise during the last five years (INR in Lakhs)	Audited Statement of income and expenditure duly certified by Principal and Chartered Accountant in case of Privately funded institutions highlighting the salary component. Also provide a statement		Claims made without audited Income Expenditure statements not to be considered

The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded Page 7