



What is concept of Rubrics NAAC Software?

- Rubrics NAAC Software is updated as per Revised Accreditation Framework of NAAC 2022.
- Software covers all Seven Criteria's and 1000 Marks of NAAC Accreditation Process.
- Software has role-based authority and mainly roles are Principal, NAAC Coordinator, IQAC Coordinator, Criteria Coordinators etc.
- In every criterion and sub-criterion facility to fill the data, upload supporting document and generate the report is provided.
- Year wise, department wise facility of data filling and report generation.
- Report of 3 Types can be generated in each module as per NAAC requirement
 1. Excel Sheet with Counts (To fill Counts on NAAC's Online Portal to Generate Response)
 2. Excel Sheet with Contents (To upload on NAAC's Online Portal as DVV/Excel Sheets)
 3. Pdf with supporting documents (To upload on NAAC's Online Portal as additional information or in DVV clarification stage as supporting documents)

Can we use same software for AQAR and SSR?

Yes! you can use same software for AQAR and SSR.

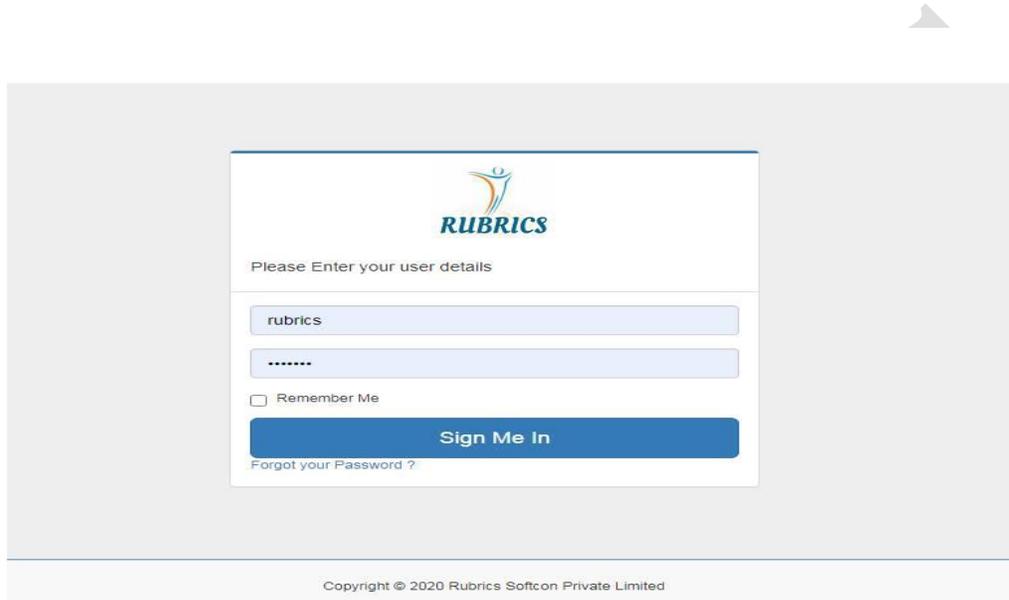
For AQAR, you can generate report of **One Year for which AQAR** needs to be prepared and for SSR you can generate report of **Five Years (All Years) for which SSR** is to be prepared.



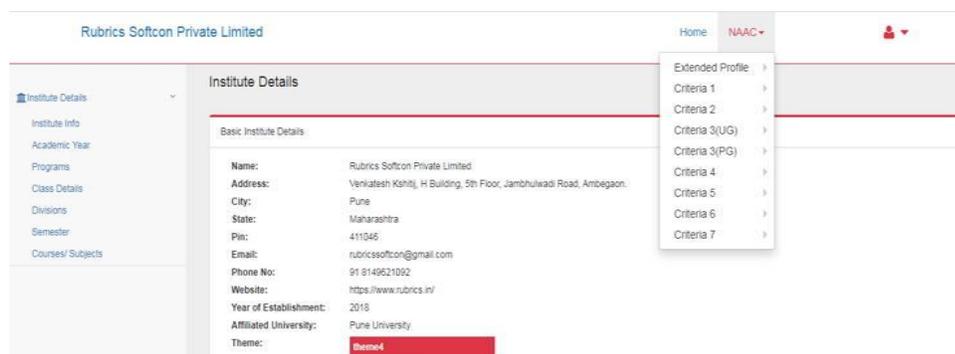
Can we get overview of Software?

Yes! Please read following steps carefully, you will be Rubrics Software Expert!

1. Login IDs and Passwords will be given to Principal, NAAC Coordinator, IQAC Coordinator, Criteria Coordinators etc.



2. After login you will be directed to Home



3. For Qualitative Points (QI), Software has provided space for writing 500 words description along with Guidelines!

Guideline:-

Criteria 1.1.1

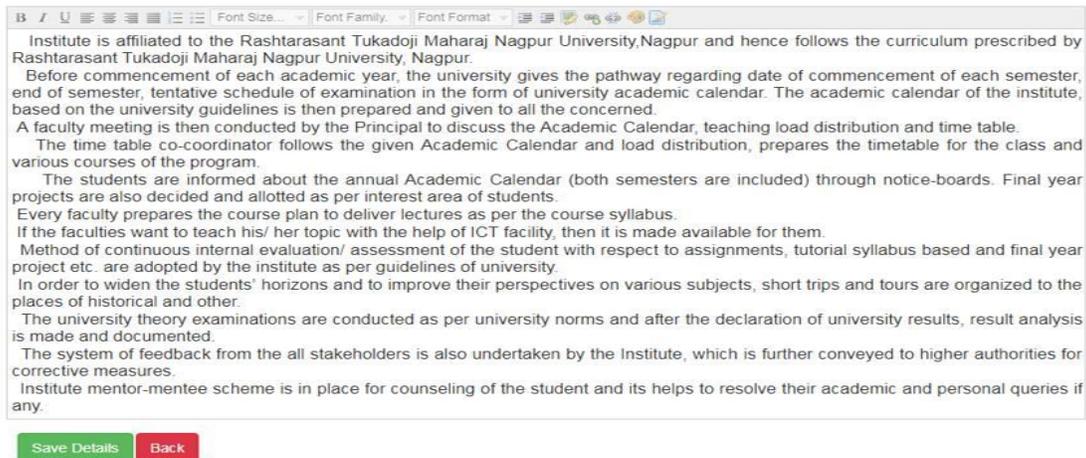
1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Instructions:
(Write description of initiatives in not more than 500 words by elaborating following points):

- ◆ Affiliation
- ◆ Syllabus
- ◆ Academic Calendar
- ◆ Principal- HOD-Faculty Meeting
- ◆ Load Distribution
- ◆ Time Table Preparation
- ◆ Project Group Allocation
- ◆ Continuous Internal Evaluation Scheme and its components
- ◆ Internal Submission Process
- ◆ External Oral/ Practical Oral Examination Process
- ◆ Feedback Process
- ◆ University Exam Process
- ◆ Result Declaration Process
- ◆ Result Analysis
- ◆ Next Semester Planning

Space for Writing Description:-



Institute is affiliated to the Rashtarasant Tukadoji Maharaj Nagpur University, Nagpur and hence follows the curriculum prescribed by Rashtarasant Tukadoji Maharaj Nagpur University, Nagpur.

Before commencement of each academic year, the university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.

A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution and time table.

The time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.

The students are informed about the annual Academic Calendar (both semesters are included) through notice-boards. Final year projects are also decided and allotted as per interest area of students.

Every faculty prepares the course plan to deliver lectures as per the course syllabus.

If the faculties want to teach his/ her topic with the help of ICT facility, then it is made available for them.

Method of continuous internal evaluation/ assessment of the student with respect to assignments, tutorial syllabus based and final year project etc. are adopted by the institute as per guidelines of university.

In order to widen the students' horizons and to improve their perspectives on various subjects, short trips and tours are organized to the places of historical and other.

The university theory examinations are conducted as per university norms and after the declaration of university results, result analysis is made and documented.

The system of feedback from the all stakeholders is also undertaken by the Institute, which is further conveyed to higher authorities for corrective measures.

Institute mentor-mentee scheme is in place for counseling of the student and its helps to resolve their academic and personal queries if any.

[Save Details](#) [Back](#)

5. For Quantitative Points (Qn), Software has provided facility of data filling, storage of documents as per SOP of NAAC and report generation as per NAAC Standard Requirements.

Data Filling

Criteria 1.1.3

1.1 Curricular Planning and Implementation

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University

Select Year:

Department Name:

Name of teachers participated:

Name of the body in which full time teacher participated:

Data Storage i.e. Facility to upload documents as per NAAC SOP

#	File Description	Upload	View Document	Template / Instructions
1	Nomination Letter of their Affiliating University indicating membership on BoS and Academic Council / PG Council valid for the assessment period.	<input type="button" value="Choose Files"/> No file chosen		
2	Letters from the affiliating university to the faculty for setting question paper for UG/PG programs.	<input type="button" value="Choose Files"/> No file chosen		
3	Document showing the faculty participating in the design and development of Curriculum for Add on/ certificate/ Diploma Courses.	<input type="button" value="Choose Files"/> No file chosen		
4	The letters from the affiliating university inviting the faculty for Assessment /evaluation.	<input type="button" value="Choose Files"/> No file chosen		

After Saving it will look like:-

Criteria 1.1.3 Add New Details

1.1 Curricular Planning and Implementation

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University

Show 10 entries Search:

#	Year	Name of teachers participated	Name of the body in which full time teacher participated	Action
1	2018-2019	Teacher 1	Body 1	View Edit Delete
2	2018-2019	Teacher 2	Body 2	View Edit Delete
3	2018-2019	Teacher 3	Body 3	View Edit Delete
4	2019-2020	Teacher 4	Body 4	View Edit Delete
5	2018-2019	Teacher 5	Body 5	View Edit Delete
6	2018-2019	Teacher 6	Body 6	View Edit Delete
7	2018-2019	Teacher 7	Body 7	View Edit Delete

Report Generation

Reports

Select Year:

Department Name:

Report Format:

[Generate Report](#)

Select Year:

Department Name:

Report Format:

Select Year:

Department Name:

Report Format:

Select Year:

Department Name:

Report Format:

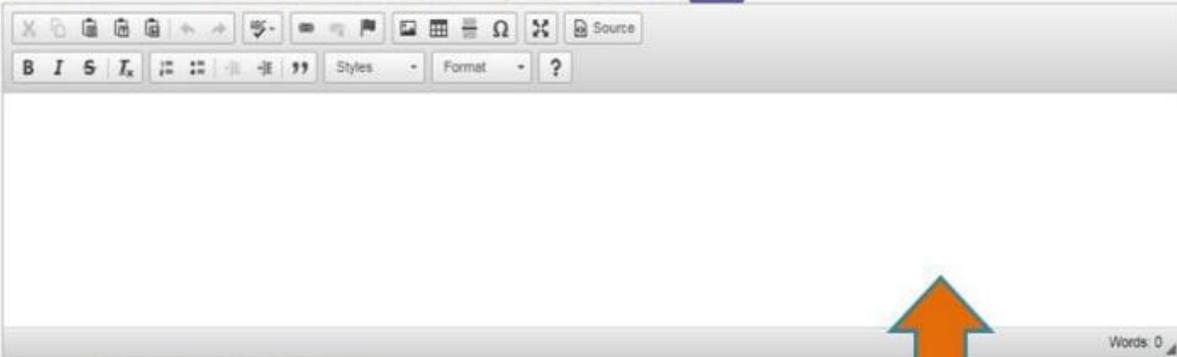
[Generate Report](#)

Can we see few examples of reports generated by software?

Qualitative: -

NAAC Official Portal

1.1.2: The institution adheres to the academic calendar including for the conduct of CIE [Help](#)



At least 100 characters and within 500 words

Words: 0

Rubrics Software

Criteria 1.1.2

1.1 Curricular Planning and Implementation

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Instructions:
(Write description of initiatives in not more than 500 words by elaborating following points):

- Process of preparing academic calendar of institute and department
- Key aspects of academic calendar.
- Planning of CIE in academic calendar.
- Mapping of planned date and actual date of few activities from academic calendar with appropriate remark.

The Institute prepares the academic calendar taking into consideration the guidelines issued by University of Mumbai.

Program Head calls for the meeting of the academic administrative committee and examination committee to discuss the following areas

1. Planning
2. Dissemination
3. Implementation
4. Monitoring and control

1. Meeting of the academic administrative committee and examination committee

- Meeting of AAC and Examination committee is called between May to July as per the requirements and the members are invited to participate in the discussion. During the discussion various issues such as commencement of the semester, orientation program, holidays, summer internship, placement and convocation are discussed and finalized.
- In Addition to the above the other activities which are considered are:

Quantitative: -

Report with Content

A	B	C	D
1	Sr No	Year	Name of teachers participate/Name of the body in which full time teacher participated
2	1	2014-2015	Dr. Rika Bhattacharya Entrepreneurship Management
3	2	2014-2015	Prof. C.S. Balasubramanian International Business (SEM III), University of Mumbai
4	3	2014-2015	Dr. A.A. Hanzala Operations Planning and Control (SEM III), University of Mumbai
5	4	2014-2015	C.S. Balasubramanian Editorial Board of Eloquent Authors & Experts on Companies 4G Tamam Publications P (L) Ltd New Delhi
6	5	2014-2015	Prof. C.S. Balasubramanian Advance Financial Management (SEM II), University of Mumbai
7	6	2014-2015	Favohi Mistry Advance Financial Management (SEM II), University of Mumbai
8	7	2015-2016	Prof. C.S. Balasubramanian International Business (SEM III), University of Mumbai
9	8	2015-2016	Favohi Mistry Advance Financial Management (SEM II), University of Mumbai
10	9	2015-2016	Milind Chavhan Advance Financial Management (SEM II), University of Mumbai
11	10	2015-2016	Dr. Rika Bhattacharya International Business (SEM III), University of Mumbai
12	11	2015-2016	Prof/PK Mishra Forum of Management Institutions Meeting, HR Sabha discussion University of Mumbai
13	12	2015-2016	Dr. Abhaji Hanzala Board of Studies, Amity University, Mumbai
14	13	2015-2016	C.S. Balasubramanian Editorial Board of Eloquent Authors & Experts on Companies 4G Tamam Publications P (L) Ltd New Delhi
15	14	2015-2016	C.S. Balasubramanian Course Update in Institute of Banking and Finance
16	15	2016-2017	Prof. C.S. Balasubramanian Advance Financial Management (SEM II), University of Mumbai
17	16	2016-2017	C.S. Balasubramanian Editorial Board of Eloquent Authors & Experts on Companies 4G Tamam Publications P (L) Ltd New Delhi
18	17	2016-2017	Dr. Abhaji Hanzala Board of Studies, Amity University, Mumbai
19	18	2016-2017	Dr. Bharati Deshpande MRCM Sabha discussion University of Mumbai
20	19	2016-2017	Dr. Bharati Deshpande Forum of Management Institutions Meeting
21	20	2016-2017	Dr. A.A. Hanzala Advance Financial Management (SEM II), University of Mumbai
22	21	2016-2017	Prof. C.S. Balasubramanian International Business (SEM III), Moderator
23	22	2017-2018	Dr. A.A. Hanzala Project Management (Sem II), University of Mumbai by Coding system CP 5681-57444
24	23	2017-2018	Prof. C.S. Balasubramanian Project Management (Sem II), University of Mumbai by Coding system CP 5681-57444
25	24	2017-2018	C.S. Balasubramanian Editorial Board of Eloquent Authors & Experts on Companies 4G Tamam Publications P (L) Ltd New Delhi
26	25	2017-2018	Dr. Abhaji Hanzala Board of Studies, Amity University, Mumbai
27	26	2018-2019	Dr. Abhaji Hanzala Board of Studies, Amity University, Mumbai
28	27	2018-2019	Prof. C.S. Balasubramanian Project Management (Sem II), University of Mumbai by Coding system CP 56461
29	28	2018-2019	Dr. A.A. Hanzala Project Management (Sem II), University of Mumbai by Coding system CP 56461
30	29	2018-2019	C.S. Balasubramanian Editorial Board of Eloquent Authors & Experts on Companies 4G Tamam Publications P (L) Ltd New Delhi

Report with Count

A	B	C
1	Sr No	Year
2	1	2014-2015
3	2	2015-2016
4	3	2016-2017
5	4	2017-2018
6	5	2018-2019

1.1.2: Teachers of the institution participate in following activities related to curriculum development and assessment of the affiliating University and are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

A. All of the above
 B. Any 3 of the above
 C. Any 2 of the above
 D. Any 1 of the above
 E. None of the above

File Description	Template	Documents
Institutional data in prescribed format	Data Template	Upload 0
Details of participation of teachers in various bodies/activities provided as a response to the metric		Upload 0
Any additional information		Upload 0



How we can proceed further if we want to procure Software?

Please let us know suitable date and time for detailed demonstration of NAAC Software. After demonstration, Trial Version of NAAC Software will be given to institute for 15 Days to have hands-on experience of the software. If you like the software, we will proceed with financials otherwise let us know suggestions/ feedback for improvements in the software, so we can serve you better next time.