

# Institute of Home Economics, University of Delhi

## Standard Operating Procedure

### Committee for National Institutional Ranking Framework

The college has an NIRF committee comprising of the following members:

1. Prof. Savita Aggarwal (Convener)
2. Mrs. Archana Bhagat (Co-convener)
3. Ms. Shristi (Co-convener)
4. Prof. Renu Arora
5. Prof. Archana Burman
6. Mrs. Nitika Nagpal
7. Dr. Pratima Singh
8. Dr. Jagriti Kher
9. Dr. Tahreen
10. Dr. Neha Arya
11. Dr. Deepti saini
12. Ms. Jyoti Vats

The NIRF committee was formed in 2020 to enable the college to apply for NIRF. The functions to be performed by the committee are as follows:

To register for NIRF ranking process by giving the required information:

- Name and contact details of head of the Institute as well as nodal officer
- Category of application and
- 1000 words write up about the college

After successful registration, college ID and password would be provided by NIRF.

Data of previous three academic years has to be submitted on the following five parameters:

1. Teaching, Learning and Resources
2. Graduation outcomes
3. Outreach and inclusivity
4. Research and professional practices
5. Perception

The various criteria under which data has to be collected are:

Parameter	Sub-head	Data to be collected from
Teaching, Learning and Resources	Sanctioned strength of students, admitted students, male and female students, Students residing within State, outside State, outside country, number of students under EWS category, SC, ST and OBC students	College administration
	Number of students getting full tuition fee waiver from state /Central Govt/ college/Private bodies	Accounts section

Teaching, Learning and Resources: Financial data	Expenditure on salaries of teaching, and non-teaching, library, maintenance of college excluding building, new equipment for labs, capital assets creation, maintenance of academic infrastructure Expenditure on seminars/conferences/workshops Sponsorship to faculty for attending conferences/workshops	Accounts department
Teaching, learning and Resources: Faculty data	Faculty data	From all teaching faculty
Graduation outcomes	Number of students passing out within the stipulated time period, progression into higher education, placement in jobs etc., median salary	Administration, Data collected for IQAR and NAAC, placement and respective department committees
Outreach and inclusivity	Provision of lifts, ramps, wheel chairs, toilets for physically challenged, walking aids, software for differently abled	Administration Office, Observation and data
Research and Professional practices	Date of publication of papers listed in UGC Care/SCOPUS/ Web of Science journals	From all Faculty, data can be on uploaded on college website for more visibility
Perception	The list of companies or Organizations which visited the college may be submitted to NAAC	Media coverage to events and activities, social media, inviting experts for talks, good placements can help to build perception

**The members should note that:**

- Timely submission of data is very important
- The committee needs to upload submitted data on the college website and maintain all proofs of documents submitted
- The committee needs to give proof of data submitted whenever asked for
- After the ranking is announced, the committee needs to analyze the result and review the positive and negative aspects. The same has to be communicated to the college authorities (Director, Administration, Accounts, Staff council, non-teaching members) so that corrective action can be discussed and initiated if possible. This can help the college to prepare more rigorously for the next year's ranking process.

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