



THE FIRST STEP TOWARDS ONLINE QUALITY ASSURANCE

Users manual for Submission of the Letter of Intention

Online Submission of the Letter of Intention (LoI)

The first step towards online quality assurance

I. Objective

In order to promote the use of technology for efficiency and transparency, the National Assessment and Accreditation Council (NAAC) is identifying areas which require the introduction of Information Technology in the overall functional framework of assessment and accreditation. As a first step in this direction, the NAAC has launched the online submission of the Letter of Intention (LoI).

II. What is the Online LoI?

Universities/Colleges across the country opting for the Assessment and Accreditation (A&A) process will now be able to submit their Letter of Intention (LoI) online through a new system developed and launched by the NAAC.

III. How do I submit my LoI through the online process?

You can submit your LoI online in five simple steps as shown below:

- A. Log on to the internet and go to the NAAC website
[Http://www.naac-india.com](http://www.naac-india.com)
- b. Click on the link 'E-submission of Letter of Intention (LoI)' provided on the home page of the NAAC website as shown below:
- c. Immediately after, an online form - the LoI - will appear on your monitor, as shown below.



LETTER OF INTENTION (LoI)

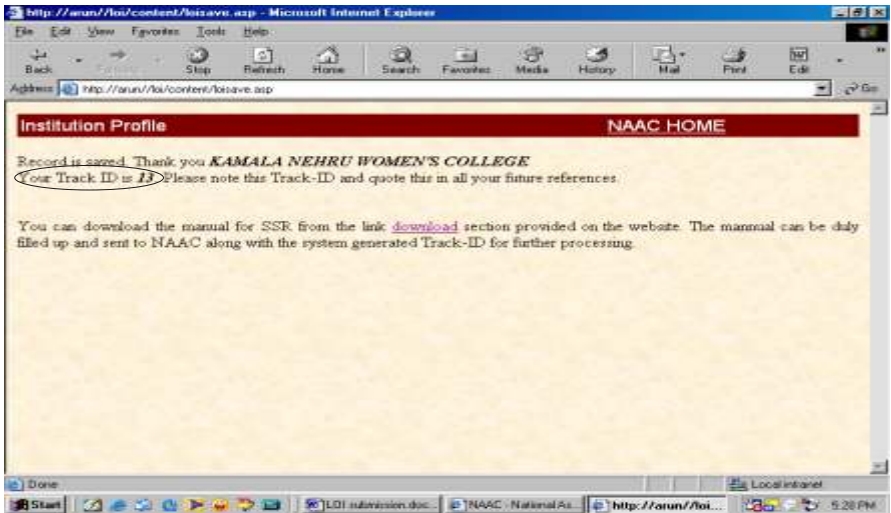
The screenshot shows the 'Institution Profile' form for NAAC. The form is structured as follows:

- 1. Name of institution:** A single-line text input field.
- 2. Contact Details:** A multi-line form with fields for Address, City, Pin, State/UT (A & N Island), Tel, Fax, Email, and Website.
- 3. Date of Establishment:** A date input field in DDMMYYYY format.
- 4. Date of Recognition by UGC under 2(F):** A date input field in DDMMYYYY format.
- 5. Date of Recognition by UGC under 12(B):** A date input field in DDMMYYYY format.
- Have you received any grant under 9th or 10th plan from UGC:** A dropdown menu with 'No' selected.
- 6. Nature of Institution:** A dropdown menu with 'College-Affiliated' selected.
- 7. University to which Affiliated (in case of colleges):** A dropdown menu with '(NA)' selected.
- 8. Name of the Head:** A text input field with a 'Mr.' dropdown and a 'Designation: Principal' dropdown.
- 9. Name of the Contact Person:** A text input field.
- 10. Nature of Funding:** A dropdown menu with 'Private Only' selected.
- 11. Location:** A dropdown menu with 'Urban' selected.
- 12. Facilities:** A grid of checkboxes for Arts, Commerce, Science, Teacher Education, Physical Education, Medical Sc., Engineering and Tech, Management, and Distance Edu.
- Any other please add at the end:** A text input field.
- 13. Total Number of (Numbers only):** Three input fields for Teaching Staff, Administrative & Supportive Staff, and Technical & Professional Staff.
- Students:** An input field.
- 14. Programmes offered (Eg - B.A., M.A., B.Sc.):** A multi-line text input field.

A 'SUBMIT' button is located at the bottom right of the form area.

- d. Fill in the requisite details in the online LoI form in the respective fields. If the data entered is not valid for the respective field, an error message will flash on the monitor immediately. Hence it is important to type the correct data in the respective fields. For example, a date field (e.g. date of establishment) accepts only a valid date and only a number should be entered in a numeric field (e.g. pin code, number of teaching staff). Also, the appropriate choice should be selected in boxes with drop-down lists. (e.g. nature of institution, nature of funding)

- e. Once the form is completely filled in, just click on the SUBMIT button provided at the bottom of the form to submit the data to the NAAC.
- f. Immediately after, a Track-ID will be generated automatically for the applicant and will be displayed on the screen. This Track ID could be used for all future transactions with the NAAC.



An email will also be generated by the system and sent on the email id provided by the institution as a back up. Thereafter, higher education institutions (HEIs) can immediately commence the process of self-study by downloading from the NAAC website, the manual for preparing the self-study report (SSR).

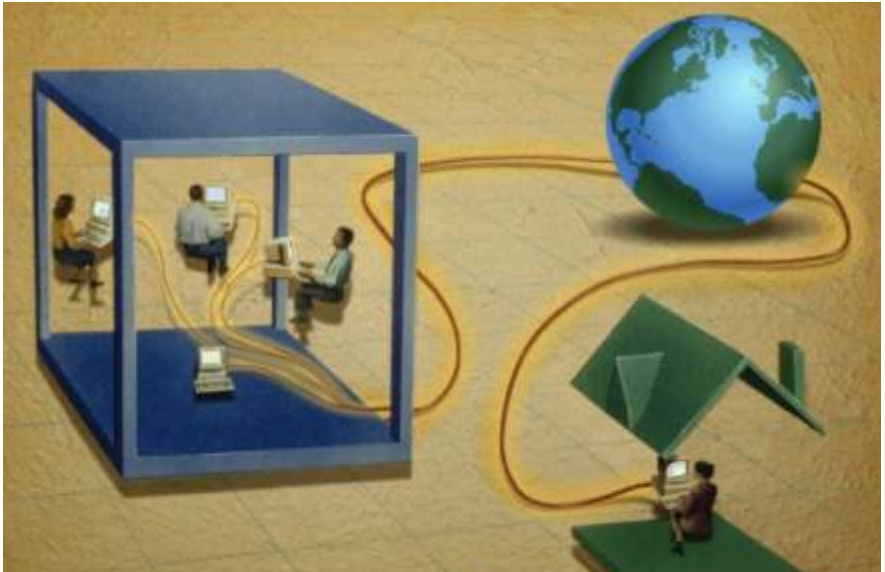
An acknowledgment will also be displayed on the screen to facilitate the downloading of the requisite self-study manuals.

IV. Advantages of the Online Lol

The online submission can be made as robust as possible by making it easy to navigate and adding user-friendly features. The online submission of the Lol gives institutions some advantages.

- Upon submission, immediate feedback is given to the user with a track ID for future transactions with the NAAC

- The switch from the existing paper-based Lol submission process will make it easier, reducing the time and effort, for colleges/institutions to prepare and submit the Lol documentation.



V. Looking Ahead

In furtherance to the launch of the Online Letter of Intention, the NAAC is contemplating the following technology initiatives to move towards online quality assurance.

- Online submission of the SSR
- Online in-house analysis of the SSR, based on benchmarks
- Use of the online facility for peer review, if the NAAC switches over to a multi-stage accreditation process



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