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Standard Operating Procedure (SoP)

NAAC Navision & Dashboard (College/Department)

1. Purpose

To establish a systematic and timely process for collection, uploading, verification, curation, updating, and reporting of NAAC-related data through the NAAC Navision portal and NAAC Dashboard.

2. Scope

This SoP shall be followed by:

- IQAC
- All Constituent Colleges
- Central Departments/Offices (Admission, Exam-Cell, PhD Cell, HR Dept., R&D Center)
- ERP Team
- Concerned Data Coordinators/Officials

3. Data Collection Process

Step 1: Monthly Data Request

- On the 1st day of every month, IQAC shall send an email to all concerned Colleges and Departments and data coordinators (IQAC Coordinators at College level)
- The email shall request them to upload the data for the previous month in the NAAC Navision system.
- The data should be uploaded on or before the 10th of every month.

Example:

Data for August → Request sent on 1 September → Upload completed by 10th September.

Step 2: Data Upload by Colleges/Departments/ERP

- Each College shall upload the required data in the 10 prescribed NAAC metrics. **(1.3.2, 1.3.3, 3.4.6, 3.5.1, 3.7.1, 5.1.3, 5.2.3, 5.3.1, 5.3.3 and 6.3.3)**. Metric 1.3.2 and 1.3.3 to be updated in the beginning of each semester, other metrics to be updated in every month.
- The concerned College shall ensure that:
 - a) Data is complete.
 - b) Data is accurate.

- c) Supporting information/documents are available wherever required.
- d) Data is uploaded within the prescribed timeline.
- Central Departments shall enter/upload the data applicable to the central level.
- Wherever NAAC data is generated through the ERP system, the data shall be taken from the respective ERP module by IQAC through ERP team.
- The ERP Team shall ensure that the relevant modules are updated/refreshed as required.

Step 3: Manual Correction of Data (By IQAC)

- Academic-year data may sometimes show discrepancies due to changes or corrections made after the initial entry, in such cases, the data will be uploaded/corrected manually as per requirement.

Step 4: Data Curation by IQAC

- After the submission deadline of 10th of every month, IQAC shall begin the process of data curation.
- The uploaded data shall be checked for:
 - a) Completeness
 - b) Accuracy
 - c) Consistency
 - d) Duplications
 - e) Missing information
- The curation process should normally be completed within **7-10 days**.
- The dashboard should display graphical representation of progress/status of metrics w.r.t. benchmarking.

Step 5: Management Review

- The finalized monthly NAAC data and Dashboard shall be presented to the Hon'ble VC and Hon'ble Management **on the last Saturday of every month** by Director, IQAC with progress analysis (as per the benchmarks).

Step 6: Bi-Monthly Review with the ERP Team

- A review meeting shall be conducted on bi-monthly basis with the ERP Team.
- The **Minutes of Meeting (MoM) & ATR** shall be prepared and shared with the offices of:

Registrar

Dean Academics

Hon'ble Vice-Chancellor

Hon'ble Management

Monthly Timeline

Timeline	Activity	Responsibility
1st of every month	Email/Request to College, Central Departments and ERP for previous month's data	IQAC
1 st -10 th	Upload/enter required data	Colleges & Central Departments & ERP
After 10 th	Data verification and curation	IQAC
Within 7-10 days	Completion of curation/corrections	IQAC + Concerned Units
Last Saturday	Presentation to Management	IQAC
Every 2 Months	ERP review meeting	IQAC + ERP Team
After ERP meeting	Circulation of MoM	IQAC
ATR	Circulation of ATR	IQAC

4. Responsibility

IQAC

- Notify monthly data request.
- Monitor submission.
- Curate and verify data.
- Coordinate for data corrections.
- Maintain the NAAC Dashboard and NAAC Navision Data.
- Present the finalized data to Head of Institution and Hon'ble Management.
- Conduct bi-monthly ERP review meetings.
- Maintain records of MoMs and ATRs.
- Recommend the required action to the concerned stakeholders to ensure quality driven process.

Colleges

- Upload data under the specified College Level NAAC metrics.
- Ensure accuracy and completeness.
- Correct discrepancies within the stipulated time.

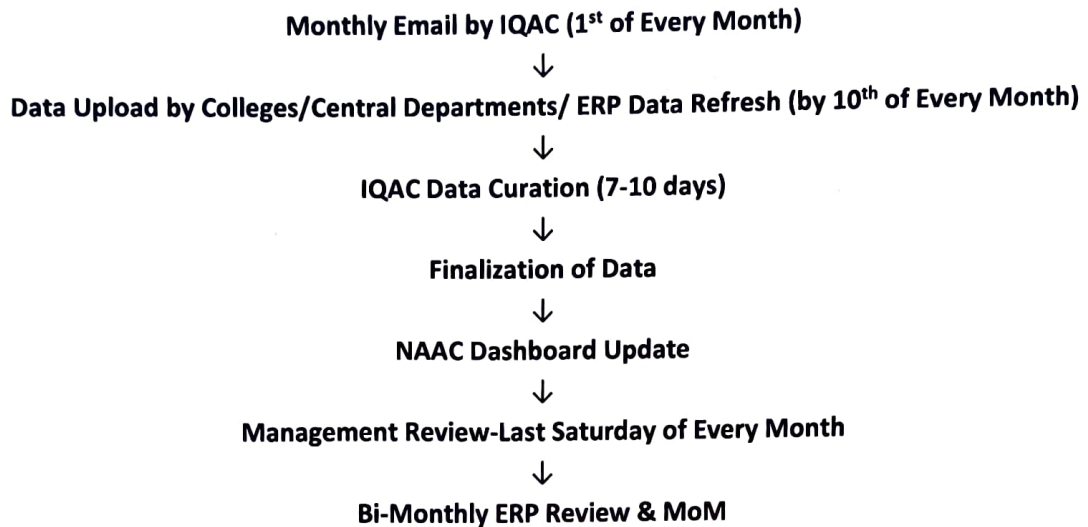
Central Departments

- Provide/upload applicable central-level data.
- Ensure accuracy and timely submission.

ERP Team

- Refresh/update ERP data.
- Resolve data-related/system-related discrepancies.
- Participate in bi-monthly review meetings.

5. Process Flow



6. Review of SoP

This SoP shall be reviewed periodically by IQAC and revised whenever there are changes in:

- Ranking and Accreditation Requirements
- NAAC Navision processes
- Institutional reporting requirements
- ERP modules/processes
- Data collection or verification procedures



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