



From Dynamic Event to Verifiable Evidence

The NAAC Checklist for Academic Seminars & Workshops



✓ Accreditation requires more than activity; it requires verifiable history.

The Standard of Institutional Proof



- Ensures readiness for Peer Team Visits
- Facilitates Annual Quality Assurance Report (AQAR) mapping
- Mandates internal audit compliance

The Goal: Creating complete, structured, and cross-referenced evidence.

Establishing Administrative Authority



The Concept: Proposal and Concept Note of the Seminar

The Mandate: Approval Order from the Principal or Competent Authority

The Resources: Budget Proposal and official Sanction Letter

The Governance: Committee Formation Orders (Organizing Committee & IQAC Committee) and Roles & Responsibilities Document

Defining the Academic Core

Structure:
Final Seminar Theme and
Sub-themes Document

Timing:
Detailed Program
Schedule including
Session-wise Agenda
(Inaugural, Keynote,
Technical Sessions,
Valedictory)

PROGRAM AGENDA & ACADEMIC FRAMEWORK	
Seminar on Institutional Excellence	
09:00 AM	Inaugural Session
10:30 AM	Keynote Address (Dr. A. Sharma)
11:45 AM	Technical Session I: Core Themes
02:00 PM	Technical Session II: Sub-themes
04:00 PM	Valedictory Function

Substance:
Keynote Speaker
Scripts/Abstracts and
Expert Lecture Titles

Presentations:
Validated Paper
Presentation List
including Title, Author(s),
and Affiliation

External Outreach and Expertise



Profile Card

Brochure

Column 1

Resource Person Evidence

- Invitation Letters/Emails and Acceptance/Confirmation
- Profile and Photographs of Resource Persons
- Honorarium / TA-DA Approval documents

Column 2

Publicity Evidence

- Digital and Printed Posters, Brochures, and Flyers
- Website/Webpage screenshots and Social Media announcement proofs
- Pre-seminar promotional video links (with QR codes)

A man in a suit and glasses stands at a podium, addressing a large audience seated in a conference hall. The scene is dimly lit, with the speaker and the front rows of the audience clearly visible.

Executing the Vision

Moving from The Blueprint to The Experience.

Evidence generation shifts from preparation to real-time capture.

Validating Participation and Attendance



Registration Evidence

- Online Registration Forms (Screenshots/Links)
- Offline Records
- Critical Categorization: Students, Faculty, Research Scholars, External Participants

VS



Verification

- Attendance Sheets (NAAC-compliant: Date + Signature)
- QR-based Attendance Reports (if utilized)

The Photographic Narrative

'Shot List'

- Inaugural Session & Keynote Address
- Expert Lectures & Paper Presentation Sessions
- Audience Participation & Interaction/Q&A
- Certificate Distribution & Valedictory Session
- Mandatory: The Group Photograph

Compliance Rule: All photos must be clear and date-tagged.

Dynamic Evidence and Accessibility



Video Requirements:

- Clips: Seminar Opening, Keynote/Expert Lectures, Research Paper Presentations, Interaction Segments, Valedictory
- Format: Short clips are acceptable

Storage:

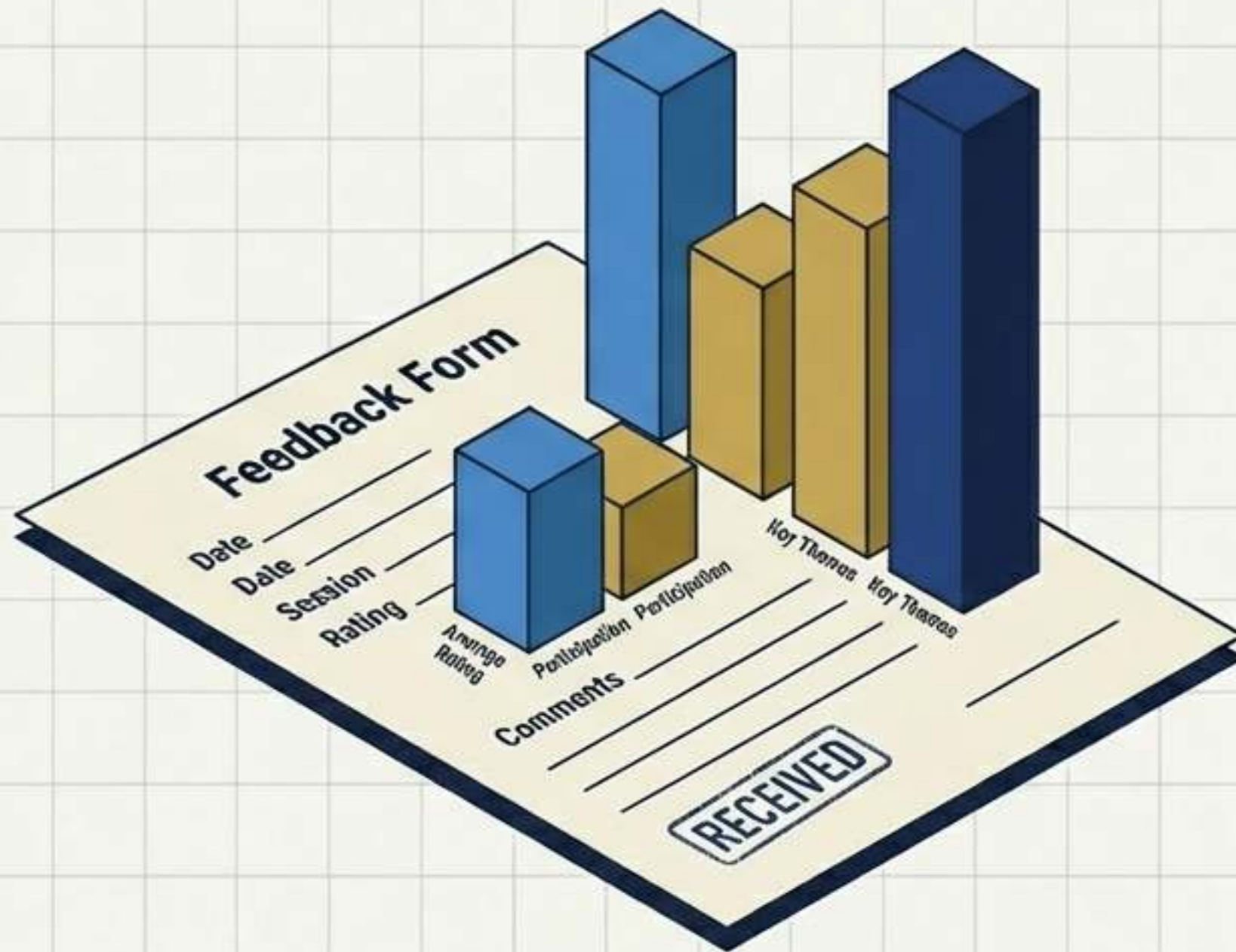
- Evidence must be stored as YouTube links or Drive links with open access permissions

Securing the Legacy

Moving from The Experience to Post-Event Accountability.
Closing the loop on feedback, finance, and filing.



Measuring Impact and Quality Assurance



Evidence Chain: Helvetica Now Display

- **Input:** Feedback Forms (Hardcopy or Online)
- **Analysis:** Feedback Analysis Report presented in Tabular or Graphical formats
- **Action:** Summary of Suggestions and Action Points
- **Oversight:** IQAC Remarks or Quality Enhancement Note

Certification Integrity



- **Templates:** Validated formats for Participants, Resource Persons, and Paper Presenters
- **Control:** Certificate Issue Register containing Serial Numbers, Names, and Signatures
- **Proof:** Photographs of distribution and sample signed copies of issued certificates

The Financial Audit Trail



Financial Cycle

1. Approved Budget Statement
→ Vendor Quotations
2. Bills and Vouchers
→ Payment Proofs
3. Final Expenditure Statement

Output:

Budget vs. Actual
Comparison report

Reporting Structure and Archival

The Report:

Structured Post-Event Report (NAAC format) including Participant Statistics, Learning Outcomes, and Recommendations.



The Archive:

- **Hardcopy:** Seminar File with Index
- **Softcopy:** Folder with proper naming conventions and date-wise tagging
- • **Mapping:** Cross-referenced to AQAR Criteria/Metrics

Final Readiness and Naming Conventions

Readiness Check

-  Documents signed/dated;
Photos captioned
-  One-page Seminar
Summary prepared
-  'Quick Access Folder'
created with Top 10 Key
Evidences

Naming Standard

2025_Seminar_Approval_Order.pdf
2025_Seminar_Program_Schedule.pdf
2025_Seminar_Report_Final.pdf