

1. Executive Summary

Every HEI applying for the A&A process shall prepare an Executive Summary highlighting the main features of the Institution including:

- **Introductory Note** on the Institution: location, vision, mission, type of the institution etc.,
- **Criterion-wise Summary** on the Institution's functioning, in not more than 250 words for each criterion.
- Brief note on **Strengths Weaknesses Opportunities and Challenges (SWOC)** of the Institution.
- **Any additional information** about the Institution other than the ones already stated.
- **Over all conclusive explication** about the institution's functioning.

The Executive summary shall not be more than 5000 words.