



**PRE-VISIT EVALUATION REPORT**  
**Diploma (Engineering) Program**

**INSTITUTE NAME :**

**LOCATION OF INSTITUTE:**

**PROGRAM NAME :**

**VISIT DATES:**

**EVALUATOR'S NAME :**

**Criterion 1: Vision, Mission, and Program Educational Objectives**

S.N.	Sub-Criteria	Availability (Tick)	Appropriateness/ Observations	Documentary Evidences to be Verified	Points of Interaction with the Stakeholders (if any)
1	Process of defining vision, mission and PEO statements				
2	Process of Dissemination of vision, mission and PEOs among the stakeholders				
3	Awareness programs on vision, mission and PEO statements				
4	Preparation of a Matrix of mapping PEOs and elements of mission statement				
5	Consistency/justification of mapping of the matrix				

**Summary of Observations:**

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**Criterion 2: Program Curriculum Teaching –Learning Processes**

S.N.	Sub-Criteria	Availability (Tick)	Appropriateness/ Observations	Documentary Evidences to be Verified	Points of Interaction with the Stakeholders (if any)
1	Program curriculum				
2	Process followed to ensure quality of teaching & learning				
3	Quality of student projects				
4	Internship/ industrial training				
5	SWAYAM/NPTEL/ MOOC/ self-learning				

**Summary of Observations:**

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**Criterion 3: Course Outcomes and Program Outcomes**

S.N.	Sub-Criteria	Availability (Tick)	Appropriateness/ Observations	Documentary Evidences to be Verified	Points of Interaction with the Stakeholders (if any)
1	Course outcomes (COs)				
2	Program articulation matrix				
3	Assessment tools and processes used to measure COs/POs				
4	Attainment of COs of all courses against set target levels				
5	Attainment of POs of all courses against set target levels				

**Summary of Observations:**

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**Criterion 4: Students' Performance**

S.N.	Sub-Criteria	Availability (Tick)	Appropriateness /Observations	Documentary Evidences to be Verified	Points of Interaction with the Stakeholders (if any)
1	Enrolment ratio in the first year				
2	Success Rate of the Students in the Stipulated Period of the Program				
3	Academic Performance of 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Year Students in the Program				
4	Placement, higher Studies and entrepreneurship				
5	Student's participations in professional events				

**Summary of Observations:**

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**Criterion 5: Faculty Information and Contributions**

S.N.	Sub-Criteria	Availability (Tick)	Appropriateness /Observations	Documentary Evidences to be Verified	Points of Interaction with the Stakeholders (if any)
1	Is Student-Faculty Ratio (SFR) in the Department under consideration is better than or equal to 30:1 averaged over CAY, CAYm1 and CAYm2.				
2	Does the department have faculty members with sufficient qualifications				
3	Faculty support in student innovative projects				
4	Did the Department's faculty participate as resource persons in FDPs/STTPs				
5	Did the Department's faculty receive sponsored research and consultancy projects from external sources.				

**Summary of Observations:**

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**Criterion 6: Facilities And Technical Support**

S.N.	Sub-Criteria	Availability (Tick)	Appropriateness /Observations	Documentary Evidences to be Verified	Points of Interaction with the Stakeholders (if any)
1	Does the Department have adequate classrooms to meet curriculum requirements				
2	Does the Department have adequate and well-equipped laboratories				
3	Has the Department placed safety measures in the various labs				
4	Does the Department have computing facilities and a language laboratory				
5	Does the Department have an adequate number of technical personnel in its laboratories				

**Summary of Observations:**

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**Criterion 7: Continuous Improvement**

S.N.	Sub-Criteria	Availability (Tick)	Appropriateness /Observations	Documentary Evidences to be Verified	Points of Interaction with the Stakeholders (if any)
1	Have enrolment ratio and quality of students admitted to the program improved over the past three years				
2	Has the academic performance of the program improved over the past three years				
3	Have the success rate, placement, and higher studies of the program improved over the past three years				
4	Has the Department take any actions to improve POs/PSOs if they have not reached the target levels				
5	Did the Department conduct external academic audits during the assessment periods				

**Summary of Observations:**

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