

Part B-Program Assessment Worksheet
Institute Level (Criteria 8 & 9) to Be Assessed by Chairperson

Name of the Institution :

Name of the Programs :

Criterion 8: Student Support Systems (75)

S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)					
				Marks	Total							
PART B1: Institutional Level												
8.1.	First Year Faculty Members (FYF)	05	<p>The marks are allocated based on the percentage of faculty members who are handling 1st-year courses.</p> <ul style="list-style-type: none"> ❖ $\geq 90\%$ of faculty members, 05 marks ❖ $\geq 80\%$ to $< 90\%$ of faculty members; 04 marks ❖ $\geq 70\%$ to $< 80\%$ of faculty members; 03 marks ❖ $\geq 60\%$ to $< 70\%$ of faculty members; 02 marks ❖ $\geq 50\%$ to $< 60\%$ of faculty members; 01 mark ❖ $< 50\%$ of faculty members; 00 mark 									
8.2	Faculty Qualification	10	<p>Faculty Qualification Index (FQI) = $3.5 * [2X + 3Y + 5Z] / RF$, Where:</p> <p>X= Number of faculty members with Ph.D or equivalent qualification</p> <p>Y=Number of faculty members with M.Tech/ME or equivalent qualification (In case of humanities and science M.Phil)</p> <p>Z=Number of faculty members with B.Tech/BE/MCA or equivalent qualification. (In case of humanities and science MA/M.Sc)</p> <p>RF=Number of faculty required to comply with the 1:25 Faculty- Student-Ratio.</p>									

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S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)
				Marks	Total		
8.3	Mentoring System	05	A. Mentoring system-Implementation (02)				
			B. Effectiveness (03)				
8.4	Feedback Analysis	15					
8.4.1	Feedback on Teaching and Learning Process and Measures Taken for Improvement	10	A. Feedback questionnaire used (02)				
			B. Methodology being followed for analysis of feedback and its effectiveness (04)				
			C. Record of corrective measures taken and impact (04)				
8.4.2	Feedback on Academic Facilities	05	A. Feedback questionnaire used (01)				
			B. Frequency of feedback collection and analysis (02)				
			C. Record of corrective measures taken (02)				
8.5	Career Guidance, Training, and Placement	10	A. Facilities of training and placement cell (02)				
			B. Adequate staff (02)				
			C. Pre-placement training activities (03)				
			D. Support for higher studies (03)				

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S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)
				Marks	Total		
8.6	Start-up/ Business Incubator/Skill Development Centre/ Entrepreneurship Activities	05	A. Availability of entrepreneurship cell/ Incubation cell (01)				
			B. No. of awareness programs/ incubation activities conducted during the assessment period (02)				
			C. No. of students taken up entrepreneurship (02)				
8.7	Initiatives and Implementation of Sustainable Development Goals (SDGs)	05	Policy and implementation of SDGs- specific activities conducted during the assessment period				
8.8	Innovative Educational Initiatives and Implementation	10	Initiatives taken towards Universal human values, Indian knowledge system, multidisciplinary programs, flexible curriculum, mobility of students, academic bank of credits, and support facilities for holistic education, etc.				
8.9	Outreach Activities	10	A. Initiatives taken towards outreach activities, social internships (05)				
			B. Society connect activities undertaken by the students with achievements (05)				
Total of Criterion 8:		75	Overall Marks for Criterion 8:				

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Criterion 9: Governance, Financial Resources, and Institutional Support System (100)

S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)
				Marks	Total		
9.1.	Governance and Transparency	35					
9.1.1	Governing Body, Administrative Setup, and Functions of Various Bodies	20	A. Composition of BoG/GB/Senate, other administrative and academic bodies; functions, and responsibilities; frequency of the meetings; participation details of external members and attendance (10) B. Agenda, minutes of the meetings and action-taken report (ATR) (05) C. The published service rules, policies, and procedures with year of approval by competent authority/Board and publication (05)				
9.1.2	Policy and Procedures	10					
9.1.3	Transparency	05	A. Information on the policies, rules, processes is to be made available on institute website (02) B. Dissemination of the information about student, faculty and staff (03)				
9.2	Financial Resources	15					
9.2.1	Budget Allocation and Utilization at Institute Level	10	A. Quantum of budget allocation for three years (04) B. Budget utilization for three years (04) C. Availability of audited statements on the Institute website (02)				

Note: Marks for **Sub-Criteria 9.2.2** (Budget Allocation and Utilization at Program Level) need to be entered after Page No. 5, against the respective program.

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S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)
				Marks	Total		
9.3	Institutional Support System	50					
9.3.1	Self-Learning	10	A. Scope for self-learning (05)				
			B. The Institution must specify the facilities and learning materials available beyond the syllabus (such as webinars, podcasts, MOOCs, etc.) and demonstrate their effective utilization (05)				
9.3.2	Quality of Learning Resources (Hard/ Soft)	10	A. Availability of relevant e-learning resources of the program under consideration (04)				
			A. Accessibility of learning resources to students (06)				
9.3.3	Library and Internet	15	A. Available of library (03)				
			B. Available bandwidth (03)				
			C. Wi-Fi facility availability with bandwidth (03)				
			D. Internet access in labs, classrooms, library and other offices of all Departments (03)				
			E. Security arrangements (03)				
9.3.4	Faculty Performance Appraisal and Development System (FPADS)	15	A. A well-defined performance appraisal and development system instituted for all the assessment years (06)				
			B. Its implementation and effectiveness (09)				
Total of Criterion 9 (excluding Sub-Criterion 9.2.2):		95	Overall Marks for Criterion 9 (excluding Sub-Criterion 9.2.2):				

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Name of the Program-1 : _____

S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)
				Marks	Total		
PART B2: Program Level							
9.2.2	Budget Allocation and Utilization at Program Level	05	A. Quantum of budget allocation for three years (02)				
			B. Budget utilization for three years (03)				
Total Marks of Sub-Criterion 9.2.2		05	Marks Awarded for Sub-Criterion 9.2.2:				

S.N.	Sub-Criteria	Max. Marks		Overall Marks	
1	Total Marks of Criterion 9 (excluding Sub-Criterion 9.2.2) = PART B1	95			
2	Total Marks of Sub-Criterion 9.2.2 = PART B2	05			
Total Marks of Criterion 9 (all Sub-Criteria)= PART B1+ PART B2		100	Overall Marks for Criterion 9 (all Sub-Criteria)		

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Name of the Program-2: _____

S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)
				Marks	Total		
PART B2: Program Level							
9.2.2	Budget Allocation and Utilization at Program Level	05	A. Quantum of budget allocation for three years (02)				
			B. Budget utilization for three years (03)				
Total Marks of Sub-Criterion 9.2.2		05	Marks Awarded for Sub-Criterion 9.2.2:				

S.N.	Sub-Criteria	Max. Marks		Overall Marks	
1	Total Marks of Criterion 9 (excluding Sub-Criterion 9.2.2) = PART B1	95			
2	Total Marks of Sub-Criterion 9.2.2 = PART B2	05			
Total Marks of Criterion 9 (all Sub-Criteria)= PART B1+ PART B2		100	Overall Marks for Criterion 9 (all Sub-Criteria)		

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Name of the Program-3: _____

S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)
				Marks	Total		
PART B2: Program Level							
9.2.2	Budget Allocation and Utilization at Program Level	05	A. Quantum of budget allocation for three years (02)				
			B. Budget utilization for three years (03)				
Total Marks of Sub-Criterion 9.2.2		05	Marks Awarded for Sub-Criterion 9.2.2:				

S.N.	Sub-Criteria	Max. Marks		Overall Marks	
1	Total Marks of Criterion 9 (excluding Sub-Criterion 9.2.2) = PART B1	95			
2	Total Marks of Sub-Criterion 9.2.2 = PART B2	05			
Total Marks of Criterion 9 (all Sub-Criteria)= PART B1+ PART B2		100	Overall Marks for Criterion 9 (all Sub-Criteria)		

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Name of the Program-4: _____

S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)
				Marks	Total		
PART B2: Program Level							
9.2.2	Budget Allocation and Utilization at Program Level	05	A. Quantum of budget allocation for three years (02)				
			B. Budget utilization for three years (03)				
Total Marks of Sub-Criterion 9.2.2		05	Marks Awarded for Sub-Criterion 9.2.2:				

S.N.	Sub-Criteria	Max. Marks		Overall Marks	
1	Total Marks of Criterion 9 (excluding Sub-Criterion 9.2.2) = PART B1	95			
2	Total Marks of Sub-Criterion 9.2.2 = PART B2	05			
Total Marks of Criterion 9 (all Sub-Criteria)= PART B1+ PART B2		100	Overall Marks for Criterion 9 (all Sub-Criteria)		

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Name of the Program-5: _____

S.N.	Sub-Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluator (Provide Justifications/ Reasons)
				Marks	Total		
PART B2: Program Level							
9.2.2	Budget Allocation and Utilization at Program Level	05	A. Quantum of budget allocation for three years (02)				
			B. Budget utilization for three years (03)				
Total Marks of Sub-Criterion 9.2.2		05	Marks Awarded for Sub-Criterion 9.2.2:				

S.N.	Sub-Criteria	Max. Marks		Overall Marks	
1	Total Marks of Criterion 9 (excluding Sub-Criterion 9.2.2) = PART B1	95			
2	Total Marks of Sub-Criterion 9.2.2 = PART B2	05			
Total Marks of Criterion 9 (all Sub-Criteria)= PART B1+ PART B2		100	Overall Marks for Criterion 9 (all Sub-Criteria)		

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