Part B-Program Assessment Worksheet
Institution Level Criteria to be Assessed by Chairperson

Name of the Institution _____

Name of the Program _____

Criterion 8: First Year Academics (50)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall		Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total	Marks	Grade (Y,C,W,D)	
8.1.	First Year Student- Faculty Ratio (FYSFR)	5	For each year of assessment = (5 × 20)/ FYSFR (Limited to Max. 5) Average of previous three academic years including Current Academic Year *Note: If FYSFR is greater than 25, then assessment equal to zero.			Overall Marks for 8.1	Overall Grade for 8.1	Mention numbers
8.2.	Qualification of Faculty Teaching First Year Common Courses	5	A. Assessment of faculty qualification (5x + 3y)/RF B. Average of Assessment of previous three academic years including Current Academic Year (Refer 8.2. for x, y and RF)			Overall Marks for 8.2	Overall Grade for 8.2	Mention numbers
8.3.	First Year Academic Performance	10	Academic Performance = ((Mean of 1st Year Grade Point Average of all successful Students on a 10 point scale) or (Mean of the percentage of marks in First Year of all successful students/10)) x (successful students/number of students appeared in the examination) (Successful students are those who are permitted to proceed to the Second year)			Overall Marks for 8.3	Overall Grade for 8.3	Mention numbers
8.4.	Attainment of Course Outcomes of first year courses	10				Overall Marks for 8.4	Overall Grade for 8.4	
8.4.1.	Describe the assessment processes used to gather the data upon which the evaluation of Course Outcomes of first year is based	5	A. List of assessment processes (1) B. The relevance of assessment tools used (4)					
8.4.2.	Record the attainment of Course Outcomes of all first year courses	5	Verify the records as per the benchmark set for the courses (5)					
8.5.	Attainment of Program Outcomes of all first year courses	20				Overall Marks for 8.5	Overall Grade for 8.5	
8.5.1.	Indicate results of evaluation of each relevant PO/PSO	10	A. Process of computing POs/PSOs attainment level from the COs of related first year courses (5) B. Verification of documents validating the above process (5)					
8.5.2.	Actions taken based on the results of evaluation of relevant POs /PSOs	10	Appropriate actions taken (10)					
Total of Criterion 8:		**50**	**Overall Marks and Grade for Criterion 8:**					

Signature (Chairperson)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall		Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total	Marks	Grade (Y,C,W,D)	

Criterion 9: Student Support Systems (50)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks	Total	Overall Marks	Overall Grade (Y,C,W,D)	Observations of Evaluators (Provide Justifications/ Reasons)
9.1.	Mentoring system to help at individual level	5	Details of the mentoring system that has been developed for the students for various purposes and also state the efficacy of such system (5)			Overall Marks for 9.1	Overall Grade for 9.1	
9.2.	Feedback analysis and reward /corrective measures taken, if any	10	A. Methodology being followed for analysis of feedback and its effectiveness (5)			Overall Marks for 9.2	Overall Grade for 9.2	
			B. Record of corrective measures taken (5)					
9.3.	Feedback on facilities	5	Feedback collection, analysis and corrective action (5)			Overall Marks for 9.3	Overall Grade for 9.3	
9.4.	Self Learning	5	A. Scope for self-learning (2)			Overall Marks for 9.4	Overall Grade for 9.4	
			B. Self Learning facilities, materials for learning beyond syllabus, Webinars, Podcast, MOOCs etc. and demonstrate its effective utilization (3)					
9.5.	Career Guidance, Training, Placement	10	A. Availability of career guidance facilities (2)			Overall Marks for 9.5	Overall Grade for 9.5	
			B. Counseling for higher studies (GATE/GRE, GMAT, etc.) (2)					
			C. Pre-placement training (3)					
			D. Placement process and support (3)					
9.6.	Entrepreneurship Cell	5	A. Entrepreneurship initiatives (3)			Overall Marks for 9.6	Overall Grade for 9.6	
			B. Data on students benefitted (2)					
9.7.	Co-curricular and Extra-curricular Activities	10	A. Availability of sports and cultural facilities (3)			Overall Marks for 9.7	Overall Grade for 9.7	
			B. NCC, NSS and other clubs (3)					
			C. Annual students activities (4)					
Total of Criterion 9:		**50**	**Overall Marks and Grade for Criterion 9:**					

Signature (Chairperson)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall		Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total	Marks	Grade (Y,C,W,D)	

Criterion 10: Governance, Institutional Support and Financial Resources (120)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks	Total	Marks	Grade (Y,C,W,D)	Observations
10.1.	**Organization, Governance and Transparency**	**55**				Overall Marks for 10.1	Overall Grade for 10.1	
10.1.1.	State the Vision and Mission of the Institute	5	A. Availability of the Vision & Mission statements of the Institute (2)					
			B. Appropriateness/Relevance of the Statements (3)					
10.1.2.	Availability of the Institutional Strategic Plan and its Effective Implementation and Monitoring	25	Availability of a 5 year Strategic Plan.					
10.1.3.	Governing body, administrative setup, functions of various bodies, service rules procedures, recruitment and promotional policies.	10	A. List the Governing Body Composition and its Sub Committees, senate, and all other academic and administrative bodies; their memberships, functions, and responsibilities; frequency of the meetings; participation details of external members and attendance therein (4)					
			B. The published service rules, policies and procedures with year of publication (3)					
			C. Minutes of the meetings and action-taken reports (3)					
10.1.4.	Decentralisation in working and grievance redressal mechanism	5	A. Organizational Structure, List of Administrative Committees and Administrative Heads who have been delegated powers for taking administrative decisions (1)					
			B. Specify the mechanism and composition of grievance redressal cell (1)					
			C. Action taken report of representations (sample) (3)					
10.1.5.	Delegation of financial powers	5	A. Financial powers delegated to the Principal, Heads of Departments and relevant in-charges (2)					
			B. Demonstrate the utilization of financial powers for each of the assessment years (3)					
10.1.6.	Transparency and availability of correct/unambiguous information in public domain	5	A. Information on the policies, rules, processes is to be made available on web site (2)					
			B. Dissemination of the information about student, faculty and staff (2)					
			C. Mandatory disclosure as per AICTE/AISHE on the website. (1)					

Signature (Chairperson)

					Overall Marks	Overall Grade	
10.2.	**Budget Allocation, Utilization, and Public Accounting at Institute level**	**15**	Expenditure per student :_____ Fee per student:_____		Overall Marks for 10.2	Overall Grade for 10.2	
10.2.1.	Adequacy of Budget allocation	5	A. Quantum of budget allocation for three years (3)				
			B. Justification of budget allocated for three years (2)				
10.2.2.	Utilization of allocated funds	5	Budget utilization for three years (5)				
10.2.3.	Availability of the audited statements on the institution's website	5	Availability of Audited statements on website (5)				
10.3.	**Program Specific Budget Allocation, Utilization**	**30**	**To be evaluated in consultation with the Program Experts**		Overall Marks for 10.3	Overall Grade for 10.3	
10.3.1.	Adequacy of budget allocation	10	A. Quantum of budget allocation for three years (5)				
			B. Justification of budget allocated for three years (5)				
10.3.2.	Utilization of allocated funds	20	Budget utilization for three years (20)				
10.4.	**Library and Internet**	**20**			Overall Marks for 10.4	Overall Grade for 10.4	
10.4.1.	Quality of learning resources (hard/soft)	10	A. Availability of relevant learning resources including e-resources and Digital Library (7)				
			B. Accessibility to students (3)				
10.4.2.	Internet	10	A. Available bandwidth (4)				
			B. Wi Fi availability (2)				
			C. Internet access in labs, classrooms, library and offices of all Departments (2)				
			D. Security mechanism (2)				
Total of Criterion 10:		**120**	**Overall Marks and Grade for Criterion 10:**				