Evaluation Guidelines with indicative exhibits/context to be Observed/Assessed - SAR Diploma Pharmacy
First Time Accreditation

Criterion 1: Vision, Mission and Program Educational Objectives (50)

Sub Criteria	Marks	Evaluation Guidelines
1.1. State the Vision and Mission	05	A. Availability of the Vision & Mission statements of the Department (2) B. Appropriateness/Relevance of the Statements (3)
Exhibits/Context to be Observed/Assessed: A. *Vision & Mission Statements B. Correctness from definition perspective*		
1.2. State the Program Educational Objectives (PEOs)	05	A. Listing of the Program Educational Objectives (3 to 5 PEOs) (5)
Exhibits/Context to be Observed/Assessed: **A.** *Availability & correctness of the PEOs statements*		
1.3. Indicate where and how the Vision, Mission and PEOs are published and disseminated among stakeholders	15	A. Adequacy in respect of publication & dissemination (3) B. Process of dissemination among stakeholders (4) C. Extent of awareness of Vision, Mission & PEOs among the stakeholders (8)

Exhibits/Context to be Observed/Assessed:
 A. Adequacy
   Department Vision, Mission and PEOs: *Availability on Institute website; Availability at Principal & In charges chambers, notice boards,;*
 Availability in documents/course of study
 	
 B. Process of dissemination
   Documentary evidence to indicate the   process which ensures awareness among internal and external stakeholders with effective process implementation
 	
 C. Extent of Awareness
   Based on interaction with internal and external stakeholders		

First Time Accreditation

1.4.	State the process for defining the Vision and Mission and PEOs	10	A. Description of process implemented for defining the Vision, Mission (5) B. Description of process implemented for defining the PEOs (5)
Exhibits/Context to be Observed/Assessed: *Documentary evidence to indicate the process which ensures effective participation of internal and external stakeholders with effective process implementation*			
1.5.	Establish consistency of PEOs with Mission of the Institute	15	A. Preparation of a matrix of PEOs and elements of Mission statement (5) B. Consistency/justification of co-relation parameters of the above matrix (10)
Exhibits/Context to be Observed/Assessed: *A. Availability of a matrix having PEOs and Mission elements B. Justification for each of the elements mapped in the matrix*			
Total:		**50**	

First Time Accreditation

Criterion 2: Program Curriculum and Teaching –Learning Processes (50)

Sub Criteria	Marks	Evaluation Guidelines
2.1. Delivery of Syllabus Contents and compliance of the curriculum	**05**	A. State the contents of the syllabus (2) B. List the curricular gaps identified (3)
Exhibits/Context to be Observed/Assessed: A. *Documentary evidence for syllabus content; Identification of gaps; if any. Effective participation of internal and external department/college stakeholders with effective process implementation* B. *Identified Curricular gaps and its Appropriateness*		
2.2. Adherence to Academic Calendar	**10**	A. Demonstration of the notified academic calendar & its adherence
Exhibits/Context to be Observed/Assessed: A. *Documentary evidence to support the adherence to the academic calendar.*		
2.3. Initiatives in teaching and learning process	**15**	A. Implementation of teaching-learning process and Initiatives in improving instruction methods (6) B. The quality of laboratory experiments (5) C. Documentation of initiatives, implementation details and impact analysis (4)
Exhibits/Context to be Observed/Assessed: *Documentary evidence for initiatives, implementation details and impact analysis; Implementation of teaching-learning process and the quality of laboratory experiments with regard to conduct, record observations, analysis and continuous evaluation, encouraging bright students, assisting weak students etc.*		
2.4. Initiatives related to Hospital and other related interactions	**10**	A. Industry/other-supported laboratories (5) B. Guest lectures for partial delivery of course (5)

First Time Accreditation

Exhibits/Context to be Observed/Assessed: *Documentation for Initiatives, implementation and impact analysis; industry/ hospital involvement in the program such as industry/other-supported laboratories, partial delivery of appropriate courses by industry experts and/or collaborative initiatives with the hospitals etc.*		
2.5 Initiatives related to skill Development programs/industry internship/ training/hospital pharmacy	**10**	A. Initiatives (4) B. Implementation details and impact analysis (6)
Exhibits/Context to be Observed/Assessed: *Documentation for Initiatives, implementation and impact analysis*		
Total:	**50**	

First Time Accreditation

Criterion 3: Course Outcomes (COs) and Program Outcomes (POs) (60)

Sub Criteria	Marks	Evaluation Guidelines
3.1. Establish the correlation between the courses and the Program Outcomes	**20**	
3.1.1. Course Outcomes	05	A. Evidence of COs being defined for the course (5)
Exhibits/Context to be Observed/Assessed: A. *Appropriateness of the statements shall be seen for a t least one year of study*		
3.1.2. CO-PO matrices of courses selected in 3.1.1 (two matrices to be mentioned; one per year from 1st & 2nd Year)	05	A. Explanation of table to be ascertained (5)
Exhibits/Context to be Observed/Assessed: A. *Mapping to be verified for atleast two matrices*		
3.1.3 Course-PO matrix of courses for two years of study	10	A. Explanation of tables to be ascertained (10)
Exhibits/Context to be Observed/Assessed: A. *Mapping to be verified for at least one year of study; program outcomes getting mapped with the core courses are also to be verified*		

First Time Accreditation

3.2. Attainment of Course Outcomes	20	
3.2.1. Describe the assessment processes used to gather the data upon which the evaluation of Course Outcome is based	10	A. List of assessment processes (2) B. The quality /relevance of assessment processes & tools used (8)
Exhibits/Context to be Observed/Assessed: A.*& B. Evidence for appropriate assessment processes including data collection, verification, analysis, decision making*		
3.2.2. Record the attainment of Course Outcomes of all courses with respect to set attainment levels	10	A. Verify the attainment levels as per the attainment levels set for all courses (10)
Exhibits/Context to be Observed/Assessed: A. *Methodology to define set levels and its compliance; data collection, verification, analysis and decision making; details for one course per year of study to be verified*		
3.3. Attainment of Program Outcomes	**20**	
3.3.1 Describe assessment tools and processes used for assessing the attainment of each PO	10	A. List of assessment tools & processes (3) B. The quality/relevance of assessment tools/processes used (7)
Exhibits/Context to be Observed/Assessed: A.*&B. Direct and indirect assessment tools & processes ; effective compliance; direct assessment methodology, indirect assessment formats-collection-analysis; decision making based on direct and indirect assessment*		

First Time Accreditation

3.3.2. Provide results of evaluation of each PO	10	A. Verification of documents, results and level of attainment of each PO (05) B. Overall levels of attainment (05)
Exhibits/Context to be Observed/Assessed: *A. & B. Appropriate attainment level and documentary evidences; details for POs attainment from core course to be verified. Also atleast four POs attainment levels shall be verified*		
Total	**60**	

First Time Accreditation

Criterion 4: Students' Performance (75)

Sub Criteria	Marks	Evaluation Guidelines
4.1. Enrolment Ratio (Admissions)	**20**	A. >= 90% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (20) B. >= 80% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (18) C. >= 70% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (16) D. >= 60% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (12) E. >= 50% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (08) F. Otherwise '0'.
Exhibits/Context to be Observed/Assessed: *A. B. & C. Data to be verified for each of the assessment years*		
4.2. Success Rate (Students graduating in minimum stipulated time of two years)	**20**	*SI= Number of students graduated in minimum stipulated time)/ Number of students admitted* *Average SI = Mean of success index (SI) for past three batches* *Success rate score = 20*Average SI*
Exhibits/Context to be Observed/Assessed: *Data to be verified for each of the assessment years*		
4.3. Academic Performance (Percentage of marks scored)	**15**	Academic Performance score= 1.5*Average API *Academic Performance Index(API) = ((Mean of Final Year Grade Point Average of all successful Students on a 10 point scale) or (Mean of the percentage of marks of all successful students in Final Year/10)) x (successful students/number of students appeared in the examination)* ***Successful students are those who passed the courses in the stipulated period***

First Time Accreditation

Exhibits/Context to be Observed/Assessed: Data to be verified for each of the assessment years		
4.4. Placement and Higher Studies	**20**	Assessment Points = 20 × T where, T = Average of (x + y)/N N= Total No. of Final Year Students X= Number of students placed in Industries/ Hospitals/ Government sector through on/off campus recruitment or opted for Entrepreneurship Y = No. of students admitted to higher studies Assessment = 20 X T
Exhibits/Context to be Observed/Assessed: Data to be verified for atleast one of the assessment years		
Total:	**75**	

First Time Accreditation

Criterion 5: Faculty Information and Contributions (75)

Sub Criteria	Marks	Evaluation Guidelines
5.1. Student-Faculty Ratio (SFR) (15) + Availability of HoD/Principal (5)	**20**	Marks to be given proportionally from a maximum of 15 to a minimum of 10 for average SFR between 20:1 to 25:1, and zero for average SFR higher than 25:1. Marks distribution is given as below: $<= 20$ - 15 Marks $<= 21$ - 14 Marks $<= 22$ - 13 Marks $<= 23$ - 12 Marks $<= 24$ - 11 Marks $<= 25$ - 10 Marks > 25.0 - 0 Mark **Note: If the institution is running only Diploma Pharmacy program, calculation of SFR would be as follows:** **N=**No. of students = 2x (first year approved intake) **F=** Total Number of Regular Faculty Members in the program **HOD/Principal is to be over and above 1:20 ratio. 5 marks to be awarded for availability of HOD/Principal for all the academic years, otherwise 0 mark.**

Exhibits/Context to be Observed/Assessed:

- *No. of Regular faculty calculation considering **Regular faculty definition***. *Faculty appointment letters, time table, subject allocation file, salary statements.*

* *Note:* All the faculty whether regular or contractual (except Part-Time), will be considered. The contractual faculty (doing away with the terminology of visiting/adjunct faculty, whatsoever) who have taught for 2 consecutive semesters in the corresponding academic year on full time basis shall be considered for the purpose of calculation in the Faculty Student Ratio. However, following will be ensured in case of contractual faculty:

1. Shall have the AICTE prescribed qualifications and experience.

First Time Accreditation

2. Shall be appointed on full time basis and worked for consecutive two semesters during the particular academic year under consideration.

3. Should have gone through an appropriate process of selection and the records of the same shall be made available to the visiting team during NBA visit

No. of students calculation as mentioned in the SAR(please refer table under criterion 5.1)
- *Faculty Qualification as per AICTE guidelines shall only be counted*

5.2. Faculty Qualification	**20**	$FQ = 2 \times (10x + 7y)/F$ where x is no. of faculty with M. Pharm and y is no. of faculty with B. Pharm with 3 years teaching/professional experience. F is no. of faculty required to comply 1:20 Faculty Student Ratio (no. of faculty and no. of students required to be calculated as per 5.1)

Exhibits/Context to be Observed/Assessed:

Documentary evidence – Faculty Qualification

5.3 Faculty Retention	**20**	A. ≥90% of required Faculties retained during the period of assessment keeping CAY*m2* as base year (20) B. ≥75% of required Faculties retained during the period of assessment keeping CAY*m2* as base year (16) C. ≥60% of required Faculties retained during the period of assessment keeping CAY*m2* as base year (12) D. ≥50% of required Faculties retained during the period of assessment keeping CAY*m2* as base year (8) E. Otherwise (0)

Exhibits/Context to be Observed/Assessed:

Faculty date of joining; atleast three month (July-April-May) salary statement for each of the assessment years

5.4 Faculty as participants in Faculty development /training activities	**15**	For each year: Assessment = 3×Sum/0.5 Required Faculty (RF) RF as per 1:20 ratio Average assessment over three years (Marks limited to 15)

Exhibits/Context to be Observed/Assessed:

- *A faculty scores maximum five points for participation*
- *Participant in 2 to 5 days Workshop/Faculty Development Program: 3 Points*

First Time Accreditation

• *Participant >5 days Workshop/Faculty Development Program: 5 points*		
Total:	**75**	

First Time Accreditation

Criterion 6: Facilities (100)

Sub Criteria	Marks	Evaluation Guidelines
6.1.Availability of adequate, well-equipped classrooms to meet the curriculum requirements	**05**	Adequate well-equipped classrooms to meet the curriculum (05)
Exhibits/Context to be Observed/Assessed: *Adequacy; well-equipped classrooms; utilization*		
6.2. Faculty rooms	**05**	Availability of Conducive sitting place (05)
Exhibits/Context to be Observed/Assessed: *Self-explanatory*		
6.3. Laboratories including preparation room (wherever applicable), instrument/machine room and computer labs along with equipment and relevant facilities	**50**	A. Adequate well-equipped laboratories to run all the program-specific curriculum (30) B. Adequate well-equipped computer laboratory and IT infrastructure (20)
Exhibits/Context to be Observed/Assessed: A. *Adequacy; well-equipped laboratories; utilization* B. *Adequacy; well-equipped Computer laboratory and IT infrastructure*		
6.4. Drug Museum	**10**	Type & quality of collection in the museum with proper labeling and display

First Time Accreditation

Exhibits/Context to be Observed/Assessed: *Self- explanatory*		
6.5. Medicinal Plant Garden	**10**	Area, demarcation, temporary/permanent arrangement, planting of plants under the shade in demarcated areas, adequacy of the plants (10)
Exhibits/Context to be Observed/Assessed: *Self -explanatory*		
6.6. Provision of Jan Aushadhi drug store	**05**	Availability of Jan Aushadhi drug store
Exhibits/Context to be Observed/Assessed: *Self -explanatory*		
6.7. Adequacy and utilization of Machine Room	**05**	
Exhibits/Context to be Observed/Assessed: *Self -explanatory*		
6.8. Non -Teaching Support	**10**	
6.8.1. Availability of adequate and qualified technical supporting staff for program specific laboratories	05	
6.8.2. Incentives, skill upgrade, and professional advancement	05	
Exhibits/Context to be Observed/Assessed: *Self -explanatory*		
Total:	**100**	

First Time Accreditation

Criterion 7: Continuous Improvement (30)

Sub Criteria	Marks	Evaluation Guidelines
7.1. Improvement in Success Index of Students	10	**Success index (from 4.2.1)** *SI= (Number of students who have passed from the program in the stipulated period of course duration)/ (Number of students admitted)* Assessment shall be based on improvement trends in success indices. Marks are awarded accordingly.
Exhibits/Context to be Observed/Assessed: *Assessment shall be based on improvement trends in success indices. Marks are awarded accordingly.*		
7.2. Improvement in Academic Performance in Final Year	10	Assessment is based on improvement in: • Placement: number, quality placement, core industry, pay packages etc. • Higher studies and admissions in premier institutions Marks to be given proportionately considering nos. in the base year CAYm3
Exhibits/Context to be Observed/Assessed: *Assessment shall be based on improvement trends in Academic Performance. Marks are awarded accordingly.*		
7.3. Improvement in laboratories	10	New Facility created in the program
Exhibits/Context to be Observed/Assessed: *New Facility created in the program during the last three years*		
Total:	**30**	

First Time Accreditation

Criterion 8: Governance, Institutional Support and Financial Resources (60)

Sub Criteria	Marks	Evaluation Guidelines
8.1. Organization, Governance and Transparency	25	
8.1.1 Governing body, administrative setup, functions of various bodies, service rules procedures, recruitment and promotional policies	10	A. List of the governing body composition, and all other academic and administrative bodies; their memberships, functions, and responsibilities B. Documentation for the meetings C. The published rules, policies and procedures and its implementation
Exhibits/Context to be Observed/Assessed: *Documentary evidences for frequency of the meetings; and attendance therein, participation of external members. A few sample minutes of the meetings and action-taken reports shall be checked. The list of published rules, policies and procedures; year of publication and its implementation. Also the extent of awareness among the employees/students shall be evidenced.*		
8.1.2. Decentralization in working and grievance redressal mechanism	05	A. List of the names of the faculty members involved in administrative decision making (2) B. Mechanism and composition of grievance redressal cell. (3)
8.1.3. Delegation of financial powers	05	A. Demonstrate the delegation and utilization of financial powers
8.1.4. Transparency and availability of correct/unambiguous information in public domain	05	A. Availability of the Information on the policies, rules and processes on web site.

First Time Accreditation

8.2. Budget Allocation, Utilization, and Public Accounting at Institute / Program level	**20**	
8.2.1 Adequacy of budget allocation	10	A. Justify that the budget allocated over the years was adequate.
8.2.2 Utilization of allocated funds	10	State how the budget was utilized during the last three years

Exhibits/Context to be Observed/Assessed:

Documentary evidence for current financial year's budget and actual expenditure incurred (for the institution exclusively) in the three previous financial years.

8.3. Library and Internet	**15**	
8.3.1. Quality of learning resources (hard/soft)	10	A. Relevance of available learning resources including e-resources (5) B. Accessibility to students (5)
8.3.2. Internet	05	A. Available bandwidth (1) B. Wi Fi availability (1) C. Internet access in labs, classrooms, library and offices of all Departments (2) D. Security mechanism (1)

Exhibits/Context to be Observed/Assessed:
Name of the Internet provider, Available bandwidth, Wi Fi availability , Internet access in labs, classrooms, library and other offices, Security arrangements

Total:	**60**	