Part B-Program Assessment Worksheet

Name of the Institution _____

Name of the Program _____

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

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
1.1.	Vision and Mission statements	5	A. Availability of statements (2)			Overall Marks for 1.1	
			B. Appropriateness/Relevance of the Statements (3)				
1.2.	State the Program Educational Objectives (PEOs)	5	Program Educational Objectives (3 to 5) (5) A. Availability & correctness			Overall Marks for 1.2	
1.3.	Dissemination among stakeholders	10	A. Adequacy in respect of publication & dissemination (2)			Overall Marks for 1.3	
			B. Process of dissemination among stakeholders (2)				
			C. Extent of awareness of Vision, Mission & PEOs among the stakeholder (6)				
1.4.	Formulation Process	15	A. Description of process for defining the Vision, Mission (5)			Overall Marks for 1.4	
			B. Description of process for defining the PEOs of the program (10)				
1.5.	Consistency of PEOs with Mission	15	A. Preparation of a matrix of mapping PEOs and elements of Mission statement (5)			Overall Marks for 1.5	
			B. Consistency/justification of co-relation parameters of the matrix (10)				
Total of Criterion 1:		**50**	**Overall Marks for Criterion 1:**				

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
2.1.	**Governance and Leadership**	60					
2.1.1.	**Governance Structure and Policies**	25					
2.1.1.1	Governing Structure	10	A. List the governing, senate, and all other academic and administrative bodies; their memberships, functions, and responsibilities; frequency of the meetings; and attendance therein, details of monitoring of performance done by the BoG. (10)				
2.1.1.2	Service Rules	5	A. The published service rules, policies and procedures with year of publication (5)				
2.1.13	Policies	5	A. Well defined and implemented policies of governance with stakeholders participating in the development of these policies. Extent of awareness among the faculty and students				
2.1.14	Strategic Plan	5	Availability and implementation				

Criterion 2: Governance, Leadership & Financial Resources (100)

2.1.2.	Faculty Empowerment	15				Overall Marks for 2.1	
2.1.2.1	Faculty Development Policies	5	The institution should have a well-defined faculty development policy to ensure that faculty continues to meet high standards				
2.1.2.2	Decentralization, delegation of power and Collective decision making	10	A. List the names of the faculty members who have been delegated powers for taking administrative decisions. Mention details in respect of decentralization in working (1)				
			B. Financial and administrative powers delegated to the Principal, Heads of Departments and relevant in-charges (1)				
			C. Demonstrate the utilization of financial and administrative powers for each of the assessment years (5)				
			D. Procedure for decision making on issues such as strategic development and resourcing with respect to educational provision and management of educational resources (3)				
2.1.3.	Effective governance Indicators	20					
2.1.3.1	Grievance redressal mechanism	5	A. Specify the mechanism and composition of grievance redressal cell (2)				
			B. Action taken report as per 'A' above (3)				
2.1.3.2.	Transparency	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 (3)				
2.1.3.3.	Leader and Faculty selection process	5	A. Effective implementation (3)				
			B. A well defined and followed selection process should be there for leader and faculty selection process. Institute should provide sufficient proofs of such process being in existence (2)				
2.1.3.4.	Stability of the academic leaders	5	Retention of HoD and Dean (5)				

2.2	Financial Resources	40					
2.2.1.	**Budget Allocation, Utilization and Public Accounting at Institute level**	**40**					
2.2.1.1.	Adequacy of Budget allocation	15	A. Quantum of budget allocation for three years (7)				
			B. Justification of budget allocated for three years (8)			**Overall Marks for 2.2**	
2.2.1.2	Utilization of allocated funds	15	A. Budget utilization for three years (15)				
2.2.1.3	Availability of the audited statements on the institute's website	10	A. Availability of Audited statements on website (10)				
Total of Criterion 2:		**100**	Overall Marks for Crietion 2:				

Criterion 3: **Program Outcomes and Course Outcomes (100)**

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
3.1.	**Attainment of Program Outcomes**	**50**				**Overall Marks for 3.1**	
3.1.1.	Describe assessment tools and processes used to gather the data upon which the evaluation of Program Outcome is based	15	A. List of assessment tools & processes (3)				
			B. The quality /relevance of assessment processes & tools used (12)				
3.1.2.	PO attainment levels	35	A. Verification of documents, results and level of attainment of each PO (25)				
			B. Overall levels of attainment (10)				
3.2.	**Attainment of Course Outcomes**	**50**				**Overall Marks for 3.2**	
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 tools/processes used (8)				
3.2.2.	Record the attainment of Course Outcomes of all courses with respect to set attainment levels	40	A. Verify the attainment levels as per the benchmark set for all courses (40)				
Total of Criterion 3:		**100**	**Overall Marks for Crietion 3:**				

Criterion 4:Curriculum and Learning Processe (125)						

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
4.1.	**Curriculum**	**50**				Overall Marks for 4.1	
4.1.1.	State the process for designing the program curriculum	10	Process that periodically documents and demonstrates how the program curriculum is evolved or give the process of gap analysis, whichever is applicable, considering POs (10)				
4.1.2.	Structure of the Curriculum	10	Refer to SAR: Expectation in 4.1.2 & 4.1.3 is that the curriculum is well balanced structure & appropriate for a Post graduate program (10)				
4.1.3.	State the components of the curriculum	15	Refer to SAR: Expectation in 4.1.2 & 4.1.3 is that the curriculum is well balanced structure & appropriate for a degree program (15)				
4.1.4.	Overall quality and level of program curriculum	15					
In case of affiliated institutions following criteria will be applicable for Program Curriculum: **In case of affiliated institutions marks will be on content beyond to cover the gaps; if any from the POs attainment perspective. It will also include the weightage on efforts put in to cover the gaps. The marks distribution will be as given below:**							
4.1.	**Curriculum**	**25**				Overall Marks for	
4.1.1	State the process used to identify extent of compliance of the University curriculum for attaining the Program Outcomes	10					

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| 4.1.2 | Appropriateness of the gaps identified and actions taken to bridge the gap

Note: In case program is able to demonstrate the compliance of university curriculum in attaining the program outcomes, then the total 25 marks will be for point 4.1.1. above | 15 | | | | **4.1 (for affiliated colleges)** | |

4.2.	Teaching-Learning Processes	75	100 marks for affiliated colleges				
4.2.1.	Describe the Process followed to improve quality of Teaching Learning	(20)(40)	A. Adherence to Academic Calendar (2)(5)				
			B. Improving instructional methods and using pedagogical initiatives (5)(10)				
			C. Methodologies to support weak students and encourage bright students(4)(10)				
			D. Quality of classroom teaching (Observation in a Class) (5)(10)				
			E. Student feedback of teaching learning process and actions taken (4) (5)				
4.2.2.	Quality of continuous assessment and evaluation processes	40 (same for both types)	A. Process for internal semester question paper setting, evaluation and effective process implementation (10)			Overall Marks for 4.2	
			B. Process to ensure questions from outcomes/learning levels perspective (10)				
			C. Evidence of COs coverage in tests/ mid-term tests (10)				
			D. Quality of Assignment and its relevance to COs (10)				
4.2.3.	Quality of student reports/dissertation	(15)(20)	A. Identification of projects and allocation methodology to Faculty members (1) (2)				
			B. Types and relevance of the reports and their contribution towards attainment of POs (3) (5)				
			C. Process for monitoring and evaluation (3) (5)				
			D. Process to assess individual and team performance (5) (5)				
			E. Quality of dissertation (3)(3)				
Total of criterion 4:		125	Overall Marks and Grade for Criterion 4:				

Criterion 5: Students' Quality and Performance (100)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
5.1.	Enrolment Ratio (20)	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)			Overall Marks for 5.1	Mention Numbers
			B. >= 80% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (16)				
			C. >= 70% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (12)				
			D. >= 60% students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year (8)				
			E. Otherwise '0'.				
5.2.	Success Rate (Students clearing in minimum time)	10	S.I. = Number of students completing program in minimum duration/ Number of students admitted Average SI = Mean of Success Index (SI) for past three batches Success rate = 10 × Average SI			Overall Marks for 5.2	Mention Numbers

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5.3.	**Academic Performance(Percentage marks scored)**	**10**	Academic Performance = 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 (number of successful students/number of students appeared in the examination) Successful students are those who have passed in all final year courses.		**Overall Marks for 5.3**	Mention Numbers
5.4.	**Placement, Higher studies and Entrepreneurship**	**40**	Assessment Points = 40 × average of three years of [X+Y+Z]/N Where, N is the total no. of students admitted in first year, X is No. of students placed in companies or Government Sector, Y is No. of students pursuing Ph.D. / Higher Studies, Z is No. of students turned entrepreneur (In the areas related to management discipline)		**Overall Marks for 5.4**	Mention Numbers
5.5.	**Student Diversity**	**5**	Diversity may include Experience, Gender diversity, Qualification, Geographic diversity (within state, outside state, outside country) (5)		**Overall Mark for 5.5**	Mention Numbers
5.6.	**Professional Activities**	**15**			**Overall Marks for 5.6**	
5.6.1.	Student's participation in professional societies / chapters and organizing management events	5	A. Availability & activities of professional societies/chapters (3) B. Number, quality of engineering events (organized at institute) (2) (Level - Institute/State/National/International)			
5.6.2.	Student's Publication	10	List the publications along with the names of the authors and publishers, etc. (10)			
Total of criterion 5:		**100**	**Overall Marks for Crietion 5:**			

Criterion 6: Faculty Attributes and Contributions (220)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
6.1.	Student-Faculty Ratio (SFR)	10	Marks to be given proportionally from a maximum of 10 to a minimum of 5 for average SFR between 15:1 to 25:1, and zero for average SFR higher than 25:1. Marks distribution is given as below: < = 15 - 10 Marks < = 17 - 09 Marks < = 19 - 08 Marks < = 21 - 07 Marks < = 23 - 06 Marks < = 25 - 05 Marks > 25.0 - 0 Marks 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. 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.			Overall Marks for 6.1	
6.2.	Faculty Cadre Proportion	20	Cadre Proportion Marks = $$\left[\left(\frac{AF1}{RF1} \right) + \left(\frac{AF2}{RF2} \times 0.6 \right) + \left(\frac{AF3}{RF3} \times 0.4 \right) \times 10 \right]$$ • If AF1 = AF2= 0 then zero marks • Maximum marks to be limited if it exceeds 20 (Refer calculation in SAR)			Overall Marks for 6.2	Mention numbers

6.3.	Faculty Qualification	15	FQ = 1.5 x [{10X +4Y}/F] where X is no. of faculty with Ph.D., Y is no. of faculty with M.B.A., F is no. of faculty required to comply 1:20 Faculty Student ratio (no. of faculty required to be calculated as per 6.1)			**Overall Marks for 6.3**	Mention numbers
6.4	Faculty Retention	15	A. ≥ 90% of required Faculties retained during the period of assessment keeping CAYm2 as base year (15)			**Overall Marks for 6.4**	Mention numbers
			B. ≥ 75% of required Faculties retained during the period of assessment keeping CAYm2 as base year (10)				
			C. ≥ 60% of required Faculties retained during the period of assessment keeping CAYm2 as base year (8)				
			D. ≥ 50% of required Faculties retained during the period of assessment keeping CAYm2 as base year (5)				
			E. Otherwise (0)				

						Overall Marks	
6.5.	**Faculty Initiatives on Teaching and Learning**	10	A. The work must be made available on Institute Website (2)			Overall Marks for 6.5	
			B. The work must be available for peer review and critique (2)				
			C. The work must be reproducible and developed further by other scholars (2)				
			D. Statement of clear goals, use of appropriate methods, significance of results, effective presentation and reflective critique (4)				
6.6.	**Faculty Performance, appraisal and development system**	10	A. A well defined performance appraisal and development system instituted for all the assessment years (3)			Overall Marks for 6.6	
			B. Its implementation and effectiveness (7)				
6.7.	**Visiting/Adjunct/Emeritus Faculty etc.**	10	Provision of Visiting /Adjunct/Emeritus faculty etc.(2)			Overall Marks for 6.7	
			Minimum 50 hours per year interaction (per year to obtain four marks : 4 * 2 = 8)				
6.8.	**Academic Research**	75	A. Faculty Paper Publication (List of Publications in referred journals, reputed conferences, books, book chapters, case studies in public domain etc.) (50)			Overall Marks for 6.8	
			B. List of Ph.D. /Fellowship titles(FPM) awarded during the assessment period while working in the institute (25)				
6.9.	**Sponsored Research**	25	Funded research from outside; considering faculty members contributing to the program Funding Amount (Cumulative for CAYm1, CAYm2 and CAYm3): Amount >= 30 Lacs – 25 Marks Amount >= 25 Lacs and < 30 lacs – 20 Marks Amount >= 20 Lacs and < 25 lacs – 15 Marks Amount >= 15 Lacs and < 20 lacs – 10 Marks Amount >= 10 Lacs and < 15 lacs – 5 Mark Amount < 10 Lacs – 0 Mark			Overall Marks for 6.9	
6.10.	**Preparation of teaching Cases**	30	The development and use of cases in teaching and thus promoting learners critical thinking skills (30)			Overall Marks for 6.10	

Total of Criterion 6:		220	Overall Marks for Criterion 6:				

Criterion 7: Industry Connect (130)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
7.1.	**Industry Connect**	**90**					
7.1.1.	Consultancy (from Industry)	25	Funding amount (Cumulative for CAYm1, CAYm2 and CAYm3): Amount >= 25 Lacs - 25 Marks, Amount >= 20 and < 25 Lacs - 20 Marks, Amount >= 15 and < 20 Lacs - 15 Marks, Amount >= 10 and < 15 Lacs - 10 Marks, Amount >= 5 and < 10 Lacs - 5 Marks, Amount < 5 Lacs -0 Mark			**Overall Marks for 7.1**	
7.1.2.	Faculty as consultant of the industries	15	Qualitative assessment on the basis of type of consultancy, number of faculty involved, type of industries and completion of consultancy assignments (15)				
7.1.3.	Initiatives related to industry interaction including industry internship/summer training/study tours/ guest lectures	15					
7.1.4.	Participation of Industry professionals in curriculum development, projects, assignments as examiners, in summer projects	10					
7.1.5.	Initiatives related to industry including executive education, industry sponsored labs, and industry sponsorship of student activities	15					
7.1.6.	Involvement of industry professional as members of various academic bodies/board	10					

						Overall Marks for 7.2	
7.2.	**International Connect**	**40**					
7.2.1.	MoUs/Partnerships and its effective implementation	10					
7.2.2	Student Exchange Programs	10					
7.2.3.	Faculty Exchange Programs	10					
7.2.4.	Collaborative Research Projects	10					
Total of Criterion 7:		**130**			**Marks for Criterion 7:**		

Criterion 8: Infrastructure (75)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
8.1.	Classrooms & Learning facilities	10	A. Adequate well-equipped classrooms to meet the curriculum (5)			Overall Marks for 8.1	
			B. Availability of E-learning facilities, utilization; initiatives to ensure students learning (5)				
8.2.	Library	10	A. Availability of relevant learning resources including e-resources and Digital Library (7)			Overall Marks for 8.2	
			B. Accessibility to students (3)				
8.3.	IT Infrastructure	15	Availability of composite hardware, software, network resources and services required for the existence, operation and management of an institutions IT environment (15)			Overall Marks for 8.3	
8.4.	Learning Management System	10	Use of software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology (also called e-learning) courses or training programs (10)			Overall Marks for 8.4	
8.5.	Hostel	10	If for 100% students – 10 marks 100% - 75% - 8 marks 50% - 75 % - 6 marks 25% - 50% - 4 marks 15% - 25 % - 2 marks			Overall Marks for 8.5	
8.6.	Sports Facility	10					
8.6.1.	Indoor Sports Facilities	5				Overall Marks for 8.6	
8.6.2.	Outdoor Sports Facilities	5					
8.7.	Medical Facility	10				Overall Marks for 8.7	
Total of Criterion 8:		75	Overall Marks for Criterion 8:				

Criterion 9: Alumni Performance and Connect (50)							
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
9.1.	Alumni association	10	A. Duly formed (5)			Overall Marks for 9.1	
			B. Registered (5)				
9.2.	Involvement of alumni	25	Alumni meet, visit to institution and interaction with students, involvement in curriculum development, project guidance, assistance in entrepreneurship, mentoring of students, assistance in placement, resources raised, etc. (25)			Overall Marks for 9.2	
9.3.	Methodology to connect with Alumni and its implementation	15	Alumni portal, database, alumni meet, frequency of meets, alumni chapters, newsletter (15)			Overall Marks for 9.3	
Total of Criterion 9:		50	Overall Marks for Criterion 9:				

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Criterion 10: Continuous Improvement (50)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
10.1.	Actions taken based on the results of evaluation of each of the POs	20	Action taken details for each of the POs			Overall Marks for 10.1	
10.2.	Academic Audit and actions taken during the period of Assessment	10	A. Assessment shall be based on conduct and actions taken in relation to continuous improvement (10)			Overall Marks for 10.2	
10.3.	Improvement in Placement, Higher Studies and Entrepreneurship	10	A. Improvement in Placements (5)			Overall Marks for 10.3	
			B. Improvement in Higher Studies (3)				
			C. Improvement in number of Entrepreneurs (2) (Marks to be given proportionately considering nos. in the base year CAYm2)				
10.4.	Improvement in the quality of students admitted to the program	10				Overall Marks for 10.4	
Total of Criterion 10:		50	Marks for Criterion 10:				