

Part B-Program Observation Worksheet

Institute Level to Be Assessed by Chairman.

Name of the Institution :

Name of the Program :

Criterion 8: First Year Academics(50)

SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/Reasons)			
				Marks	Total			CAY	CAYm1	CAYm2
8.1	First Year Student-Faculty Ratio (FYSFR)	5	For each year of assessment = $(5 \times 20)/\text{FYSFR}$ (Limited to Max. 5) Average of Assessment of data in CAY, CAYm1 and CAYm2 *Note: If FYSFR is greater than 25, then assessment equal to zero					CAY	CAYm1	CAYm2
							No.of students (approved intake)			
							No.of faculty members(considering fractional load)			
							FYSFR			
							Average FYSFR for past 3 years			
Comments (if any): ❖										
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)					CAY	CAYm1	CAYm2
							No.of Ph.D holders:			
							No.of PG holders			
							Assessment value of faculty qualification			
							Average Assessment for past 3 years			
Comments (if any): ❖										

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SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/Reasons)
				Marks	Total		
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				Average API for past 3 years: Comments (if any): ❖
8.4	Attainment of Course Outcomes of first year courses	10					
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					
8.5.1.	Indicate results of evaluation of each relevant PO/PSO	15	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 (10)				
8.5.2.	Actions taken based on the results of evaluation of relevant POs /PSOs	5	Appropriate actions taken (5)				
Total of Criterion 8:		50	Overall Marks for Criterion 8:				

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Criterion 9: Student Support Systems (50)							
SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/Reasons)
				Marks	Total		
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)				
9.2	Feedback analysis and reward/ corrective measures taken, if any	10	A. Methodology being followed for analysis of feedback and its effectiveness (5)				
			B. Record of corrective measures taken (5)				
9.3	Feedback on facilities	5	Feedback collection, analysis and corrective action (5)				
9.4	Self-Learning	5	A. Scope for self-learning (2)				
			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)				
			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 (1)				
			B. Data on students benefitted (4)				
9.7.	Co-curricular and Extracurricular Activities	10	A. Availability of sports and cultural facilities (3)				
			B. NCC, NSS and other clubs (3)				
			C. Annual students' activities (4)				
Total of Criterion 9:		50	Overall Marks for Criterion 9:				

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Criterion 10: Governance, Institutional Support and Financial Resources (120)							
SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/ Reasons) Marks
				Marks	Total marks		
10.1	Organization, Governance and Transparency	40					
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	Governing body, administrative setup, functions of various bodies, service rules procedures, recruitment and Promotional policies.	10	A. Governing Body Composition, 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)				
10.1.3.	Decentralization in working and grievance redressal mechanism	10	A. List the names of the faculty members who have been delegated powers for taking administrative decisions (1) B. Specify the mechanism and composition of grievance redressal cell (2) C. Action taken report as per 'B' above (7)				
10.1.4.	Delegation of financial powers	10	A. Financial powers delegated to the Principal, Heads of Departments and relevant in-charges (3) B. Demonstrate the utilization of financial powers for each of the assessment years (7)				
10.1.5.	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 (3)				

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SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
10.2	Budget Allocation, Utilization, and Public Accounting at Institute level	30	Expenditure per student: _____ Fee per student : _____				
10.2.1.	Adequacy of Budget allocation	10	A. Quantum of budget allocation for three years (5)				
			B. Justification of budget allocated for three years (5)				
10.2.2	Utilization of allocated funds	15	Budget utilization for three years (15)				
10.2.3	Availability of the audited statements on the institute's website	5	Availability of Audited statements on website (5)				
10.3.	Program Specific Budget Allocation, Utilization	30	To be evaluated in consultation with program experts				
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	20					
10.4.1	Quality of learning resource (hard/soft)	10	A. Availability of relevant learning resource including e-resource and digital library (7)				
			B. Access to student (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 Criteria 10:		120	Overall Marks for Criterion 10:				

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