PRE-VISIT EVALUATION REPORT
Diploma Engineering Program
INSTITUTE NAME:

PROGRAM NAME: VISIT DATES:

EVALUATOR'S NAME:

Criterion 1. Vision, Mission and Program Educational Objectives					
S. No.	Criteria	Availability (Please tick)	Appropriateness/Observations	Adequacy of Documentary Evidences provided with SAR (Conclusive/Non Conclusive)	Documentary evidences to be verified	Points of interaction with the stakeholders (if any)
1.	Vision and Mission Statements					
2.	Consistency between institute and department Vision and Mission statements					
3.	Correlation parameters of PEO-Mission matrix are consistent and justified					

Summary of Observations:

a. Any major shortcomings, observed in data provided in SAR?

b. Significant weakness(es) observed in SAR which need to be examined during the visit:

c. Significant strengths which need re-confirmation during the visit:

d. Specific checking of the points to be done during the visit:

e. Is the data provided here-in consistent with the information on the website of the Institute (if available on website)?

Criterion 2. Program Curriculum and Teaching-Learning Processes

S. No.	Criteria	Availability (Please tick)	Appropriateness/Observations	Adequacy of Documentary Evidences provided with SAR (Conclusive/Non Conclusive)	Documentary evidences to be verified	Points of interaction with the stakeholders (if any)
1.	Attainment of POs and PSOs					
2.	Is identified Content beyond Syllabus appropriate and adequate?					
3.	Process is in place to ensure quality of internal semester question papers, assignments and their evaluation as per outcomes/learning levels perspective					
4.	Experimental Methodologies are relevant and contributes towards the attainment of POs and PSOs					
5.	Adequate process in place to Identify projects, allocation methodology, their monitoring and evaluation.					
6.	Projects are relevant and contribute towards attainment of POs					
7.	Initiatives, implementation details and Impact analysis of industry institute interaction and actions taken thereof					
8.	Initiatives, implementation details and Impact analysis on industry internship and summer training					
9.	Availability of Information Access facilities and Student Centric Learning Initiatives					
10	Initiatives for embedding Professional Skills					

Summary of Observations:

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	Criterion 3. Course Outcomes and Program Outcomes					
1.	Mapping of course outcomes with program					
2.	Assessment processes for evaluation of course outcomes					
3.	Demonstration of attainment of POs & PSOs					

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Criterion 4. Students' Performance						
S. No.	Criteria	Availability (Please tick)	Appropriateness/Observations	Adequacy of Documentary Evidences provided with SAR (Conclusive/Non Conclusive)	Documentary evidences to be verified	Points of interaction with the stakeholders (if any)
1.	Whether the percentage of students enrolled during the period of assessment on average basis is $\geq$ 50%					
2.	Professional activities stated in achieving PO and PSOs					

Summary of Observations:

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    c. Significant strengths which need re-confirmation during the visit:

    d. Specific checking of the points to be done during the visit:

    e. Is the data provided here-in consistent with the information on the website of the Institute (if available on website)?

Criterion 5. Faculty Information and Contributions

S. No.	Criteria	Availability (Please tick)	Appropriateness/Observations	Adequacy of Documentary Evidences provided with SAR (Conclusive/Non Conclusive)	Documentary evidences to be verified	Points of interaction with the stakeholders (if any)
1.	Student faculty ratio is better than or equal to 1:25					
2.	Innovative methods adopted by faculty in teaching and learning					
3.	a. Product Development b. Consultancy c. Manufacturing Contracts d. Testing Contracts					
4.	Well defined performance appraisal and development system is implemented for faculty					
5.	Implementation of Career Advancement Scheme					

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d. Specific checking of the points to be done during the visit:

e. Is the data provided here-in consistent with the information on the website of the Institute (if available on website)?

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1.	a. Adequate & well equipped: i. Classrooms ii. Workshops iii. Laboratories b. Qualified technical support staff to run all program specific curriculum					
3.	a. Relevant additional facilities created b. Utilized effectively for improving the quality of learning experience in laboratories					
4.	Maintenance and Safety measures in laboratories					
5.	Availability of Computer Facility and Language Lab					

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1.	a. Areas of weaknesses are identified b. Measures to improve POs & PSOs attainment levels are implemented					
2.	a. Academic Audit Process b. Implementation					
3.	Improvement in: a. Success Index of students without backlog b. Academic Performance in final year c. Placement and Higher Studies					

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PRE-VISIT PREPARATIONS

(To be filled by the Chairman)

Institute Name: _____

Visit Dates: _____

Programs under Consideration:

1. _____ 2. _____

3. _____ 4. _____

5. _____

Brief about Institutional Criteria (Criteria 8 & 9)

(Assessment for Sub Criterion 9.3 is different for individual programs)

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Observations on the Evaluators Pre-Visit Assessments

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Advisory to the Chairman

Chairman is requested to impress upon the Head of the institution to put on the website the Vision, Mission, Programme Educational Objectives as well the information on the institution website relevant to the stakeholders.