

Part B-Program Observation Worksheet**Institute Level to Be Assessed by Chairman.****Name of the Institution :****Name of the Program :****Criterion 8: Student Support Systems (50)**

SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
8.1	Mentoring System to Help at Individual Levels	5	Details of the mentoring system that has been developed for the students for various purposes and also state the efficacy of such system				
8.2	Feedback Analysis and Reward/ Corrective Measures Taken, if any	10	A. Methodology being followed for analysis of feedback and its effectiveness (4)				
			B. Record of corrective measures taken (6)				
8.3	Feedback on Facilities	5	Feedback collection, analysis and corrective action				
8.4	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)				

Signature of Chairman

SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
8.5	Career Guidance, Training, Placement	10	A. Availability of career guidance facilities (2)				
			B. Counselling for higher studies (2)				
			C. Pre-placement training (3)				
			D. Placement process and support (3)				
8.6	Entrepreneurship Cell	5	A. Entrepreneurship initiatives (2)				
			B. Data on students benefitted (3)				
8.7.	Co-curricular and Extra-curricular 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 8:		50	Overall Marks for Criterion 8:				

Criterion 9: Governance, Institutional Support and Financial Resources (100)							
SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/ Reasons) Marks
				Marks	Total		
9.1	Organization, Governance and Transparency	40					
9.1.1	Governing Body, Administrative Setup, Functions of Various Bodies, Service Rules Procedures, Recruitment and Promotional Policies.	10	A. List the 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)				
9.1.2	Strategies for Implementation of Education Policy	5					
9.1.3	Policy and Implementation Initiatives on Sustainable Development Goals.	5					
9.1.4.	Decentralization in Working and Grievance Redressal Mechanism	5	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 (2)				

SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
9.1.5.	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)				
9.1.6.	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 (3)				
9.2	Budget Allocation, Utilization, and Public Accounting at Institute Level	30	Expenditure per student: _____ Fee per student : _____				
9.2.1.	Adequacy of Budget Allocation	10	A. Quantum of budget allocation for three years (7)				
			B. Justification of budget allocated for three years (3)				
9.2.2	Utilization of Allocated Funds	15	Budget utilization for three years				
9.2.3	Availability of the Audited Statements on the Institute's Website	5	Availability of Audited statements on Institute's website				
9.3	Library and Internet	30					
9.3.1	Quality of Learning Resource (hard/soft)	20	A. Availability of relevant learning resource including e-resource and digital library (15)				
			B. Access to students (5)				
9.3.2.	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 9:		100	Overall Marks for Criterion 9:				