

Part B-Program Assessment Worksheet

Institute Level Criteria to be Assessed by Chairman

Name of the Institution _____

Name of the Program _____

Criterion 8: Student Support Systems (50)							
S.No.	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 level	10	Details of the mentoring system that has been developed for the students for various purposes and also state the efficacy of such system (10)			Overall Marks for 8.1	
8.2.	Feedback analysis and reward /corrective measures taken, if any	10	A. Methodology being followed for feedback collection, analysis and its effectiveness (5)			Overall Marks for 8.2	
			B. Record of corrective measures taken (5)				
8.3.	Feedback on facilities	5	Student feedback on facilities, analysis and corrective action taken (5)			Overall Marks for 8.3	
8.4.	Career Guidance, Training, Placement	20	A. Availability (5)			Overall Marks for 8.4	
			B. Management (10)				
			C. Effectiveness (5)				
8.5.	Entrepreneurship Cell / Technology Business Incubator/Skill Development Centre	5	A. Availability(1)			Overall Marks for 8.5	
			B. Management (2)				
			C. Effectiveness (2)				
Total of Criterion 8:		50	Overall Marks for Criterion 8:				
Criterion 09: Governance, Institutional Support and Financial Resources (75)							
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
9.1.	Organization, Governance and Transparency	25				Overall	
9.1.1.	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)				
9.1.2.	Governing body, administrative setup, functions of various bodies, service rules procedures, recruitment and promotional policies.	5	A. Governing Body Composition; their memberships, functions, and responsibilities(2)				
			B. Minutes of the meetings and action-taken reports (1)				
			B. The published service rules, policies and procedures with year of publication (1)				
			D. Extent of awareness among the employees/students (1)				

Signature (Chairman)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)		
				Marks	Total				
9.1.3.	Decentralisation in working and grievance redressal mechanism	5	A. List the names of the faculty members who have been delegated powers for taking administrative decisions (2)			Marks for 9.1			
			B. Specify the mechanism and composition of grievance redressal cell including Anti Ragging Committee & Sexual Harassment Committee (3)						
9.1.4.	Delegation of financial powers	5	A. Demonstrate the utilization of financial powers for each of the assessment years (5)						
9.1.5.	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)						
9.2.	Budget Allocation, Utilization, and Public Accounting at Institute level	10	Expenditure per student : _____ Fee per student: _____					Overall Marks for 9.2	
9.2.1.	Adequacy of Budget allocation	4	Process and Adequacy (4)						
9.2.2.	Utilization of allocated funds	4	Budget utilization for three years (4)						
9.2.3.	Availability of the audited statements on the institute's website	2	Availability of Audited statements on website (2)						
9.3.	Department Specific Budget Allocation, Utilization	5	To be evaluated in consultation with the Program Experts			Overall Marks for 9.3			
9.3.1.	Adequacy of budget allocation	2	Process and Adequacy (2)						
9.3.2.	Utilization of allocated funds	3	Budget utilization for three years (3)						
9.4.	Library and Internet	20				Overall Marks for 9.4			
9.4.1.	Quality of learning resources (hard/soft)	10	A. Availability of relevant learning resources including e-resources and Digital Library (7)						
			B. Accessibility to students (3)						
9.4.2.	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 arrangement (2)						

Signature (Chairman)

S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
9.5.	Institutional Contribution to the Community Development/ Go-green	5				Overall Marks for 9.5	
9.6.	Alumni Performance and Connect	10					
Total of Criterion 9:		75	Overall Marks for Criterion 9:				

Signature (Chairman)