

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.	State the Vision and Mission	5	A. Availability of statements (2) B. Appropriateness/Relevance of the Statements (3)			Overall Marks for	
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.	Indicate where and how the Vision, Mission and PEOs are published and disseminated among stakeholders	15	A. Adequacy in respect of publication & dissemination (3) B. Process of dissemination among stakeholders (4) C. Extent of awareness of Vision, Mission & PEOs among the stakeholder (8)			Overall Marks for 1.3	
1.4.	State the process for defining the Vision and Mission and PEOs	10	A. Description of process for defining the Vision, Mission (5) B. Description of process for defining the PEOs (5)			Overall Marks for 1.4	
1.5.	Establish consistency of PEOs with Mission of the Institute	15	A. Preparation of a matrix of mapping PEOs and elements of Mission statement (5) B. Consistency/justification of mapping of the matrix (10)			Overall Marks for 1.5	
Total of Criterion 1:		50	Overall Marks for Criterion 1:				

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Criterion 2: Program Curriculum Teaching –Learning Processes (50)							
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
2.1.	Delivery of Syllabus Contents and compliance of the curriculum	5	A. State the contents of the syllabus (2) B. List the curricular gaps identified (3)			Overall Marks for 2.1	
2.2.	Adherence to Academic Calendar	10	A. Demonstration of the notified academic calendar & its adherence			Overall Marks for 2.2	
2.3	Initiatives in teaching and learning process	15	A. Implementation of teaching-learning process and Initiatives in improving instruction methods (6) B. The quality of laboratory experiments (5) C. Documentation of initiatives, implementation details and impact analysis (4)			Overall Marks for 2.3	
2.4	Initiatives related to Hospital and other related interactions	10	A. Industry/other-supported laboratories (5) B. Guest lectures for partial delivery of course (5)			Overall Marks for 2.4	
2.5	Initiatives related to skill Development programs/industry internship/training/hospital pharmacy	10	A. Initiatives (4) B. Implementation details and impact analysis (6)			Overall Marks for 2.5	
Total of Criterion 2:		50	Overall Marks for Crietion 2:				

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Criterion 3: Course Outcomes and Program Outcomes (60)							
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
3.1.	Establish the correlation between the courses and the POs	20				Overall Marks for 3.1	
3.1.1.	Course Outcomes	5	Evidence of COs being defined for every course (5)				
3.1.2.	CO-PO matrices of courses selected in 3.1.1 (two matrices to be mentioned; one per year from 1st & 2nd Year)	5	Explanation of table to be ascertained (5)				
3.1.3.	Course-PO matrix of courses for all two years of study	10	Explanation of tables to be ascertained (10)				
3.2.	Attainment of Course Outcomes	20				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 processes & tools used (8)				
3.2.2.	Record the attainment of Course Outcomes of all courses with respect to set attainment levels	10	A. Verify the attainment levels as per the attainment levels set for all courses (10)				
3.3.	Attainment of Program Outcomes	20				Overall Marks for 3.3	
3.3.1.	Describe assessment tools and processes used for assessing the attainment of each PO	10	A. List of assessment tools & processes (3)				
			B. The quality/relevance of assessment tools/processes used (7)				
3.3.2.	Provide results of evaluation of each PO	10	A. Verification of documents, results and level of attainment of each PO (05)				
			B. Overall levels of attainment (05)				
Total of Criterion 3:		60	Overall Marks for Criterion 3:				

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Criterion 4: Students' Performance (75)							
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
4.1.	Enrolment Ratio (20)	20	A. $\geq 90\%$ students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year(20) B. $\geq 80\%$ students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year(18) C. $\geq 70\%$ students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year(16) D. $\geq 60\%$ students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year(12) E. $\geq 50\%$ students enrolled at the First Year Level on average basis during the previous three academic years starting from current academic year(08) E. Otherwise '0'.			Overall Marks for 4.1	
4.2.	Success Rate (Students graduating in minimum stipulated time of two years)	20	SI= Number of students graduated in minimum stipulated time)/ Number of students admitted Average SI = Mean of success index (SI) for past three batches Success rate score = $20 \times \text{Average SI}$			Overall Marks for 4.2	
4.3.	Academic Performance (Percentage of marks scored)	15	Academic Performance score= $1.5 \times \text{Average API}$ 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 (successful students/number of students appeared in the examination) Successful students are those who passed the courses in the stipulated period			Overall Marks for 4.3	Mention Numbers
4.4.	Placement and Higher Studies	20	Assessment Points = $20 \times T$ where, $T = \text{Average of } (x + y)/N$ N= Total No. of Final Year Students X= Number of students placed in Industries/ Hospitals/ Government sector through on/off campus recruitment or opted for Entrepreneurship Y = No. of students admitted to higher studies Assessment = $20 \times T$			Overall Mark for 4.4	Mention Numbers
Total of criterion 4:		75	Overall Marks for Crietion 4:				

Criterion 5: Faculty Information and Contributions (75)								
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)	
				Marks	Total			
5.1.	Student-Faculty Ratio (SFR) (15) + Availability of HoD/Principal (5)	20	<p>Marks to be given proportionally from a maximum of 15 to a minimum of 10 for average SFR between 20:1 to 25:1, and zero for average SFR higher than 25:1. Marks distribution is given as below:</p> <p>< = 20 - 15 Marks < = 21 - 14 Marks < = 22 - 13 Marks < = 23 - 12 Marks < = 24 - 11 Marks < = 25 - 10 Marks > 25.0 - 0 Marks</p> <p>Note: If the institution is running only Diploma Pharmacy program, calculation of SFR would be as follows: N=No. of students = 2x (first year approved intake) F= Total Number of Regular Faculty Members in the program HOD/Principal is to be over and above 1:20 ratio. 5 marks to be awarded for availability of HOD/Principal for all the academic years, otherwise 0 marks.</p>			Overall Marks for 5.1		
5.2.	Faculty Qualification	20	$FQ = 2 * (10x + 7y) / F$ where x is no. of faculty with M. Pharm and y is no. of faculty with B. Pharm with 3 years teaching/professional experience. F is no. of faculty required to comply 1:20 Faculty Student Ratio (no. of faculty and no. of students required to be calculated as per 5.1)			Overall Marks for 5.2	Mention numbers	
5.3	Faculty Retention	20	<p>A. $\geq 90\%$ of required Faculties retained during the period of assessment keeping CAYm3 as base year (20)</p> <p>B. $\geq 75\%$ of required Faculties retained during the period of assessment keeping CAYm3 as base year (16)</p> <p>C. $\geq 60\%$ of required Faculties retained during the period of assessment keeping CAYm3 as base year (12)</p> <p>D. $\geq 50\%$ of required Faculties retained during the period of assessment keeping CAYm3 as base year (8)</p> <p>E. Otherwise (0)</p>			Overall Marks for 5.3	Mention numbers	
5.4	Faculty as participants in Faculty development /training activities	15	<p>For each year: Assessment = $3 \times \text{Sum} / 0.5$ Required Faculty (RF)</p> <p>RF as per 1:20 ratio; Average assessment over three years (Marks limited to 15)</p>			Overall Marks for 5.4	Mention numbers	
Total of Criterion 5:		75	Overall Marks for Criterion 5:					

Criterion 6: Facilities (100)							
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
6.1.	Availability of adequate, well-equipped classrooms to meet the curriculum requirements	5	Adequate well-equipped classrooms to meet the curriculum (05)			Overall Marks for 6.1	
6.2.	Faculty rooms	5	Availability of Conducive sitting place (05)			Overall Marks for 6.2	
6.3.	Laboratories including preparation room (wherever applicable), instrument/machine room and computer labs along with equipment and relevant facilities	50	A. Adequate well-equipped laboratories to run all the program-specific curriculum (30)			Overall Marks for 6.3	
			B. Adequate well-equipped computer laboratory and IT infrastructure (20)				
6.4.	Drug Museum	10	Type & quality of collection in the museum with proper labeling and display (10)			Overall Marks for 6.4	
6.5.	Medicinal Plant Garden	10	Area, demarcation, temporary/permanent arrangement, planting of plants under the shade in demarcated areas, adequacy of the plants (10)			Overall Marks for 6.5	
6.6	Provision of Jan Aushadhi drug store	5	Availability of Jan Aushadhi drug store			Overall Marks for 6.6	
6.7	Adequacy and utilization of Machine Room	5	Adequacy of Machine Room (2), Utilisation of Machine Room (3)			Overall Marks for 6.7	
6.8	Non Teaching Support	10				Overall Marks for 6.8	
6.8.1.	Availability of adequate and qualified technical supporting staff for program specific laboratories	5	Availability of adequacy of qualified non-teaching staff (5)				
6.8.2.	Incentives, skill upgrade, and professional advancement	5	Incentive (2), Skill upgartation (2), Professional advancement (1)				
Total of Criterion 6:		100	Marks for Criterion 6:				

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Criterion 7: Continuous Improvement (30)							
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
7.1.	Improvement in Success Index of Students	10	Success index (from 4.2.1) SI= (Number of students who have passed from the program in the stipulated period of course duration)/ (Number of students admitted) Assessment shall be based on improvement trends in success indices. Marks are awarded accordingly.			Overall Marks for 7.1	
7.2.	Improvement in Academic Performance in Final Year	10	Assessment is based on improvement in: • Placement: number, quality placement, core industry, pay packages etc. • Higher studies: performance in University entrances etc., and admissions in premier institutions Marks to be given proportionately considering nos. in the base year CAYm3			Overall Marks for 7.2	
7.3.	Improvement in laboratories	10	New Facility created in the program			Overall Marks for 7.3	
Total of Criterion 7:		30	Marks for Criterion 7:				

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Criterion 8: Governance, Institutional Support and Financial Resources (60)							
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
8.1.	Organization, Governance and Transparency	25				Overall Marks for 8.1	
8.1.1	Governing body, administrative setup, functions of various bodies, service rules procedures, recruitment and promotional policies	10	A. List of the governing, senate, and all other academic and administrative bodies (3) B. Documentation for the meetings (3) C. The published rules, policies and procedures and its implementation (4)				
8.1.2.	Decentralization in working and grievance redressal mechanism	5	A. List of the names of the faculty members involved in administrative decision making (2) B. Mechanism and composition of grievance redressal cell. (3)				
8.1.3.	Delegation of financial powers	5	A. Demonstrate the delegation and utilization of financial powers				
8.1.4.	Transparency and availability of correct/unambiguous information in public domain	5	A. Availability of the Information on the policies, rules and processes on NBA web site.				
8.2.	Budget Allocation, Utilization, and Public Accounting at Institute / Program level	20				Overall Marks for 8.2	
8.2.1	Adequacy of budget allocation	10	Justify that the budget allocated over the years was adequate.				
8.2.2	Utilization of allocated funds	10	State how the budget was utilized during the last three years				
8.3.	Library and Internet	15				Overall Marks for 8.3	
8.3.1	Quality of learning resources (hard/soft)	10	A. Relevance of available learning resources including e-resources (5) B. Accessibility to students (5)				
8.3.2	Internet	5	Availability of Interest (2), Use of Internet (3)				
Total of Criterion 8:		60	Overall Marks for Criterion 8:				

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