

**Part B-Program Assessment Worksheet
Program Level Criteria- To Be Assessed by Evaluator**

Name of the Institution :

Name of the Program :

Criterion 1: Vision, Mission and Program Educational Objectives (60)

SN	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 the vision and mission statements of the Department (1)				
			B. Appropriateness/Relevance of the Statements (2)				
			C. Consistency of the Department statements with the Institute statements (2)				
1.2	State the Program Educational Objectives (PEOs)	5	Program Educational Objectives (3 to 5) (5) [Appropriateness]				
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 (4)				
			B. Process of dissemination among stakeholders (4)				
			C. Extent of awareness of Vision, Mission & PEOs among the stakeholder (7)				
1.4	State the Process for Defining the Vision and Mission and PEOs of the Program	20	A. Description of process involved in defining the Vision, Mission of the Department (10)				
			B. Description of process involved in defining the PEOs of the program (10)				
1.5	Establish Consistency of PEOs with Mission of the Department	15	A. Preparation of a matrix of mapping PEOs and elements of Mission statement (5)				
			B. Consistency/justification of co-relation parameters of the above matrix (10)				
Total of Criterion 1:		60	Overall Marks for Criterion 1:				

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Criterion 2: Program Curriculum and Teaching Learning Processes (130)							
SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
2.1	Program Curriculum	50	50 marks for autonomous institutions' programs/Tier I institutions' programs				
2.1.1	State the Process for Designing the Program Curriculum	15	Process used to demonstrate how the program curriculum is evolved or gap analysis is done and periodically reviewed considering the POs (15)				
2.1.2	State the Components of the Program Curriculum	10	Expectation in sections 2.1.2 & 2.1.3 & 2.1.4 is that the curriculum is well balanced & appropriate for MCA program				
2.1.3	Program Curriculum Structure	10	Expectation in sections 2.1.2 & 2.1.3 & 2.1.4 is that the curriculum is well balanced & appropriate for MCA program				
2.1.4	Overall Quality and Level of Program Curriculum	10					
2.1.5	New Initiatives Towards Education Policy at the Programme Level	5	Action plan on NEP 2020/state education policy, etc and its implementations				
<p>In the case of affiliated institutions, the following criteria will be applicable for Program Curriculum.</p> <p>In the case of affiliated institutions, marks will be placed on content beyond the syllabus to cover the gaps and others. The mark distribution will be as given below:</p>							
2.1	Program Curriculum	40	40 marks for affiliated institutions' programs/Tier II institutions' programs				
2.1.1	Delivery of Syllabus Contents and Compliance of the Curriculum for Attainment of POs	15	A. Process used to identify extent of compliance of University curriculum for attaining POs (10)				
			B. List the curricular gaps for the attainment of defined POs (5)				
2.1.2	State the Delivery Details of the Content beyond Syllabus for Attainment of POs	20	A. Steps taken to get identified gaps included in the curriculum (letter to University/BoS) (4)				
			B. Delivery details of content beyond syllabus (8)				
			C. Mapping of content beyond syllabus with the POs (8)				
2.1.3	New Initiatives Towards Education Policy at the Programme Level	5	Action plan on NEP 2020/state education policy, etc and its implementations				

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SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
2.2	Teaching Learning Processes	80 (90)	80 marks for autonomous institution programs & 90 marks for affiliated institution programs				
2.2.1	Initiatives in Teaching and Learning Process	(15)(20)	A. Adherence to Academic Calendar (2) (2)				
			B. Use of various instructional methods and pedagogical initiatives (4) (6)				
			C. Methodologies to support weak students and encourage bright students (4) (6)				
			D. Quality of classroom teaching (Observation in a Class) (2) (2)				
			E. Continuous Assessment in the laboratory (3) (4)				
2.2.2	Quality of Internal Semester Question Papers, Assignments and Evaluation	(20)(20)	A. Process for internal semester question paper setting, evaluation and effective process implementation (5) (5)				
			B. Process to ensure questions from outcomes/ learning levels perspective (2) (2)				
			C. Evidence of COs coverage in class test / mid-term tests/quiz, etc (8) (8)				
			D. Quality of assignment and its relevance to COs (5) (5)				
2.2.3	Quality of Student Projects	(15)(15)	A. Identification of projects and allocation methodology to Faculty members (3) (3)				
			B. Types and relevance of the projects and their contribution towards attainment of POs (4) (4)				
			C. Process for monitoring and evaluation (3) (3)				
			D. Evidences of papers published /working models/ IPRs/awards received by projects etc (5) (5)				

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SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
2.2.4	Initiatives Related to Industry Interaction.	(15)(20)	A. Industry supported laboratories/CoE/R&D centre (5) (5)				
			B. Industry involvement in the program design and partial delivery of any regular courses for students (7) (10)				
			C. Impact analysis of industry institute interaction and actions taken thereof (3) (5)				
2.2.5	Initiatives Related to Industry Internship/Training	(15)(15)	A. Industrial training/tours for students (4) (4)				
			B. Impact analysis of Industrial training/tours (2) (2)				
			C. Internships/industrial training of more than two weeks (6) (6)				
			D. Impact analysis of Internships/industrial training (3) (3)				
Total of Criterion 2:		130	Overall Marks for Criterion 2:				

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Criterion 3: Course Outcomes and Program Outcomes (100)							
SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
3.1	Establish the Correlation between the Courses and the Program Outcomes	20					
3.1.1	Course Outcomes	5	Evidence of COs being defined for every course				
3.1.2	CO-PO Matrices of Courses Selected in 3.1.1	5	Explanation of tables to be ascertained				
3.1.3	Course-POs Matrix of all Years of Study	10	Explanation of table to be ascertained				
3.2	Attainment of Course Outcomes	40					
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 tools & processes (4)				
			B. The quality/relevance of assessment processes & tools used (6)				
3.2.2	Record the Attainment of Course Outcomes of all Courses with Respect to Set Attainment Levels	30	Verification attainment levels as per the bench mark set for all courses (30)				
3.3	Attainment of Program Outcomes	40					
3.3.1	Describe Assessment Tools and Processes Used for Assessing the Attainment of Each PO	10	A. List of assessment tools & processes (4)				
			B. The quality/relevance of assessment tools/ processes used (6)				
3.3.2	Provide Results of Evaluation of Each PO	30	A. Verification of documents, results and level of attainment of each PO (20)				
			B. Overall levels of attainment (10)				
Total of Criterion 3:		100	Overall Marks for Criterion 3:				

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Criterion 4: Students' Performance (180)

SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)			
				Marks	Total			CAY	CAYm1	CAYm2
4.1	Enrolment Ratio	20	A. $\geq 90\%$ students enrolled at 1st year level on average basis during the last three years starting from Current Academic Year (20) B. $\geq 80\%$ students enrolled at 1st year level on average basis during the last three years starting from Current Academic Year (18) C. $\geq 70\%$ students enrolled at the 1st year level on average basis during the last three years starting from Current Academic Year (16) D. $\geq 60\%$ students enrolled at 1st year level on average basis during the last three years starting from Current Academic Year (14) E. $\geq 50\%$ students enrolled at 1st year level on average basis during the last three years starting from Current Academic Year (12) F. $< 50\%$ students enrolled at 1st year level on average basis during the last three years starting from Current Academic Year (00)							
							Sanctioned intake			
							Students enrolled at 1 st year level			
							Enrolment Ratio (ER)			
							Average ER for 3 years			
							Comments (if any): ❖			
4.2	Success Rate in the Stipulated Period of the Program	50								
4.2.1	Success Rate in Stipulated Period of Study Without Backlogs Without backlogs means no compartment or failures in any semester/year of study	30	SI= (Number of students who graduated from the program without backlogs)/{(No. of students admitted in the 1 st year of that batch) plus (lateral entry students admitted in 2 nd year of study, if any)} Average SI = Mean of SI for past 3 batches. Success rate in stipulated period of study without backlogs =3.0 * Average SI					LYG	LYGm1	LYGm2
							Success Index (SI)			
							Average (SI)			
							Comments (if any): ❖			

SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)			
				Marks	Total			LYG	LYGm1	LYGm2
4.2.2	Success Rate in Stipulated Period of Study (Actual Duration of the program) (Total of with backlogs +without backlogs)	20	Success Index(SI)= (No. of students who graduated from the program in the stipulated period of course duration)/ {(No. of students admitted in the 1 st year of that batch) plus (lateral entry students admitted in 2 nd year of study, if any)} Average SI = Mean of SI for past 3 batches. Success rate = 2.0 * Average SI.							
							Success Index (SI)			
							Average SI			
							Comments (if any): ❖			
4.3	Academic Performance in Second Year	20	Academic Performance=2.0 * Average API. Academic Performance Index (API) = ((Mean of 2 nd 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 2 nd Year/10)) * (successful students/no. of students appeared in the examination). Successful students are those who passed in all the 2 nd year courses				Average API for past 3 years: Comments (if any): ❖			
4.4	Academic Performance in First Year	20	Academic Performance=2.0 * Average API. Academic Performance Index (API) = ((Mean of 1 st 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 1 st Year/10)) * (successful students/no. of students appeared in the examination). Successful students are those who passed in all the 1 st year courses				Average API for past 3 years: Comments (if any): ❖			

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SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)			
				Marks	Total			CAYm1	CAYm2	CAYm3
4.5	Placement, Higher studies	40	Placement Index= $(X+Y+Z)/N$. Assessment Points = 40 * average of three years of $[(x + y + z)/N]$ where, X=No. of students placed in Industries/ Government sector through on/off campus recruitment Y=No. of students admitted to higher studies with valid scores in various competitive qualifying exams and admissions in premier institutions Z=No. of students turned entrepreneur in the software industry. N= Total No. of Final Year Students							
							Placement Index			
							Average Placement Index for 3 years			
							Comments (if any): ❖			
4.6	Professional Activities	30								
4.6.1	Professional Societies /Chapters and Number of Events Organized through Professional Societies /Chapters	10	A. Availability & activities of professional societies/chapters (3)							
			B. Number, quality of computer application events organized at Institute (7) (Level-Institute/Reginal/State/National/International)							
4.6.2	Publications in Institute Journal/ Technical Magazines, Newsletters, etc.	10	A. Quality & Relevance of the contents and Print Material (5)							
			B. Participation of Students from the program (5)							
4.6.3	Participation in Inter-Institute Events by Students of the Program of Study (at other Institutions)	10	A. Events within the state (2)							
			B. Events outside the state (3)							
			C. Prizes/awards received in above events (5)							
Total of Criterion 4:		180	Overall Marks for Criterion 4:							

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Criterion 5: Faculty Information and Contributions (200)										
SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/Reasons)			
				Marks	Total			CAY	CAYm1	CAYm2
5.1	Student-Faculty Ratio (SFR)	20	<p>Marks to be given proportionally from a maximum of 20 to a minimum of 10 for average SFR between 15:1 to 25:1, and zero for average SFR higher than 25:1. Marks distribution given as below:</p> <p>SFR ≤15 --20 marks ≤17 --18 marks ≤19 --16 marks ≤21 --14 marks ≤23 --12 marks ≤25 --10 marks >25 --00 mark</p> <p>Note: All the faculty whether regular or contractual (except part-time or hourly based), will be considered. The contractual faculty appointed with any terminology whatsoever, who have taught for 2 consecutive semesters with or without break between the 2 semesters in corresponding academic year on full-time basis shall be considered for the purpose of calculation in the faculty student ratio. However, following will be ensured in case of contractual faculty:</p> <ol style="list-style-type: none"> 1. Shall have the AICTE prescribed qualifications and experience. 2. Shall be appointed on full time basis and worked for consecutive two semesters with or without break between the 2 semesters during the particular academic year under consideration. 3. Should have gone through an appropriate process of selection and the records of the same shall be made available to the visiting team during NBA visit. 							
							S=Number of Students in the Department*			
							F=Total no.of faculty members in the Department*			
							SFR* =S/F			
							Average SFR for 3 years			
							<p>*Note: Refer criteria 5.1 in the SAR.</p> <p>Comments (if any):</p> <p>❖</p>			

SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)		
				Marks	Total			CAY	CAYm1
5.4	Faculty Retention	15	A. \geq 90% of required Faculties retained during the period of assessment keeping CAYm2 as base year (15) B. \geq 75% of required Faculties retained during the period of assessment keeping CAYm2 as base year (12) C. \geq 60% of required Faculties retained during the period of assessment keeping CAYm2 as base year (8) D. \geq 50% of required Faculties retained during the period of assessment keeping CAYm2 as base year (4) E. Otherwise (0)					CAY	CAYm1
							No.of Faculty Retained		
							Total No.of Required Faculty in CAYm2		
							Percentage of faculty retained		
							Average percentage of faculty retained for 2 years		
Comments (if any): ❖									
5.5	FDP/STTP Organized by the Faculty Members in the Department	10	❖ Minimum 2 days program ❖ 2 points per program (Max. upto 10 marks)						
5.6	Innovations by the Faculty in Teaching and Learning	20	A. The work must be made available on Institute Website (4)						
			B. The work must be available for peer review and critique (4)						
			C. The work must be reproducible and developed further by other scholars (2)						
			D. Statement of clear goals, use of appropriate methods, significance of results, effective presentation and reflective critique (10)						

SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)			
				Marks	Total			CAYm1	CAYm2	CAYm3
5.7	Faculty as Participants in Faculty Development /Training Activities	15	<ul style="list-style-type: none"> ❖ For each year: Assessment=$3 \times \text{Sum} / 0.5 \times \text{RF}$; ❖ Average assessment over three years starting from CAYm1(Marks limited to 15) 							
							Assessment points are:			
							Average assessment points for 3 years			
							Comments (if any): ❖			
5.8.	Faculty Contributions in Educational Policy Implementation	5								

SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)			
				Marks	Total					
5.10	Faculty Performance Appraisal and Development System (FPADS)	10	A. A well-defined performance appraisal and development system instituted for all the assessment years (3)							
			B. Its implementation and effectiveness (7)							
5.11	Visiting/Adjunct Faculty/ Professor of Practice, etc	10	A. Provision of visiting faculty/ adjunct faculty/ emeritus faculty /professor of practice, etc. (1)							
			B. Minimum 50 hours per year interaction (per year to obtain 3 marks=3*3=9) (9)							
Total of Criterion 5:				200	Overall Marks for Criterion 5:					

	CAY/m1	CAYm1/m2	CAYm2/m3
No.of hours			

Comments (if any):
❖

Criterion 6: Facilities and Technical Support (80)							
SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/Reasons)
				Marks	Total		
6.1	Availability of Adequate, Well-equipped Classrooms and Tutorial rooms to Meet the Curriculum Requirements	15					
6.2	Adequate and Well-Equipped Laboratories	15	A. Adequacy (10)				
			B. Quality of labs (5)				
6.3	Technical Staff	15					
6.3.1	Availability of Adequate and Qualified Technical Supporting Staff for Program Specific Laboratories	10	A. Availability of adequate technical supporting staff (6)				
			B. Availability of qualified technical supporting staff (4)				
6.3.2	Incentives, Skill Upgrade, and Professional Advancement	5					
6.4	Additional Facilities Created for Improving the Quality of Learning Experience in Laboratories	10	A. Availability and relevance of additional facilities (4)				
			B. Facilities utilization and effectiveness (4)				
			C. Relevance of POs (2)				
6.5	Laboratories: Maintenance and Overall Ambience	10	Maintenance and overall ambience				
6.6	Project Laboratory	10	Facilities & Utilization				
6.7	Safety Measures in Laboratories	5	Safety measures in laboratories				
Total of Criterion 6:		80	Overall Marks for Criterion 6:				

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Signature (Program Evaluator 2)

Criterion 7: Continuous Improvement (50)							
SN	Sub Criteria	Max. Marks	Evaluation Guidelines (Marks)	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/Reasons)
				Marks	Total		
7.1	Improvement in the Quality of Students Admitted to the Program	10	Assessment is based on improvement in terms of ranks/score in qualifying National level/ State level/ University entrances tests, average percentage marks in entry level Degree				
7.2	Improvement in Success Index of Students Without Backlogs	10	Assessment proportional to the improvement				
7.3	Improvement in Placement including Entrepreneurs and Higher Studies	10	A. Improvement in Placements numbers, quality, core hiring industry and pay packages (5) (Refer section 4.5)				
			B. Improvement in Higher Studies admissions (3) (Refer section 4.5)				
			C. Improvement in number of Entrepreneurs (2) (Refer section 4.5)				
7.4	Improvement in Faculty Publications, Sponsored Research Projects and Consultancy Work	10	Assessment proportional to the improvement (Marks to be given proportionately considering nos. in the base year CAYm3)				
7.5	Academic Audit and Actions Taken thereof during the Assessment Period	5	A. Audit Criteria B. Frequency C. Methodology D. Effectiveness E. Action Plan				
7.6	Actions taken based on the Results of Evaluation of Each of the POs	5	A. Identification of gaps/short falls (2)				
			B. Plan of action to bridge the gap and its Implementation (3)				
Total of Criterion 7:		50	Overall Marks for Criterion 7:				