

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 (80)

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 feedback collection, analysis and its effectiveness (5)				
			A. Record of corrective measures taken (5)				
8.3	Feedback on Facilities	5	Student feedback on facilities, analysis and corrective action taken				
8.4	Self-Learning	10	A. Scope for self-learning (5)				
			B. Self-learning facilities, materials for learning beyond syllabus, Webinars, Podcast, MOOCs etc. and demonstrate its effective utilization (5)				
8.5	Career Guidance, Training, Placement	10	A. Availability of career guidance cell/training cell/placement cell (2)				
			B. Number of pre-placement training programs organized during the assessment period (5)				
			C. Number of programs organized for higher studies during the assessment period (3)				

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SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/Reasons)
				Marks	Total		
8.6	Entrepreneurship Cell	5	A. Availability of entrepreneurship/incubation cell (1)				
			B. Number of programs organized for entrepreneurship during the assessment period (2)				
			C. Number of students turned entrepreneur during the assessment period (2)				
8.7	Financial Support in the Form of Scholarships and Paper Presentation for Students	10					
8.8	Cultural, Community and Outreach Activities	15	A. Number of cultural programs organized during the assessment period (5)				
			B. Number of community-based programs organized during the assessment period (5)				
			C. Number of outreach programs organized during the assessment period (5)				
8.9	Alumni Support in beyond Syllabus Activities	10					
Total of Criterion 8:		80	Overall Marks for Criterion 8:				

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Criterion 9: Governance, Institutional Support and Financial Resources (120)							
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	60					
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; their memberships, functions, and responsibilities (3) B. Minutes of the meetings and action-taken reports (3) C. The published service rules, policies and procedures with year of publication (2) D. Extent of awareness among the employees/students (2)				
9.1.2	Strategies for Implementation of Education Policy	10					
9.1.3	Policy and Implementation Initiatives on Sustainable Development Goals (SDG)	5					
9.1.4	Financial Support for Start-up Eco-System	10					
9.1.5	Decentralization and Delegation of Financial Powers	10	A. List the names of the faculty members, who have been delegated powers for taking administrative decisions (4) B. List the names of the faculty members, who have been allocated financial powers for taking administrative decisions (3) C. Demonstrate the utilization of financial powers for each of the assessment years (3)				

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MCA Program

SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/Reasons)
				Marks	Total		
9.1.6	Grievance Redressal Mechanism	10	A. Specify the mechanism and composition of grievance redressal cell including Anti Ragging Committee, Sexual Harassment Committee, Internal Complaint Committee (4)				
			B. Minutes of the meetings and action-taken reports (6)				
9.1.7	Transparency and Availability of Correct/ Unambiguous Information in Public Domain	5	A. Information on the policies, rules, processes is to be made available on Institute website (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: Rs. _____ Fee per student : Rs. _____				
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 website (5)				

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SN	Sub Criteria	Max Marks	Evaluation Guidelines	Marks Awarded		Overall marks	Observations of Evaluators (Provide Justifications/Reasons)
				Marks	Total		
9.3	Library and Internet	30					
9.3.1	Quality of Learning Resources (Hard/Soft)	20	A. Availability of relevant learning resources including e-resources and Digital Library (12)				
			B. Accessibility to students (8)				
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:		120	Overall Marks for Criterion 9:				

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