

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 and Teaching – Learning Processes (150)							
S.No.	Sub Criteria	Max. Marks	Evaluation Guidelines	Marks Awarded		Overall Marks	Observations of Evaluators (Provide Justifications/ Reasons)
				Marks	Total		
2.1.	Program Curriculum	40				Overall Marks for 2.1	
2.1.1.	Delivery of Syllabus Contents and compliance of the curriculum for attainment of POs	10	A. Process used to identify extent of compliance of University curriculum for attaining POs (6) B. List the curricular gaps for the attainment of defined POs (4)				
2.1.2.	State the delivery details of the content beyond the syllabus for the 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 (10) C. Mapping of content beyond syllabus with the POs (6)				
2.1.3	Adherence to Academic Calendar	10	Demonstrated notified academic calendar & its adherence (10)				
2.2.	Teaching-Learning Processes	110					
2.2.1	Initiatives in teaching and learning process	25	A. Use of various instructional methods and pedagogical initiatives (4) B. Methodologies to support weak students and encourage bright students(4) C. Quality of classroom teaching (Observation in a Class) (4) D. Conduct of experiments (Observation in Lab)(4) E. Continuous Assessment in the laboratory (3) F. Student feedback on teaching learning process and actions taken (6)				
2.2.2.	Quality of internal semester Question papers, assignments and Evaluation	10	A. Process for internal semester question paper setting, evaluation and effective process implementation (2) B. Process to ensure questions from outcomes/learning levels perspective (2) C. Evidence of COs coverage in class test / mid-term tests (3) D. Quality of Assignment and its relevance to COs (3)				
2.2.3.	Quality of student projects	15	A. Identification of projects and allocation methodology (2) B. Types and relevance of the projects and their contribution towards attainment of POs (3) C. Process for monitoring and evaluation (3) D. Process to assess individual and team performance (2)				

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			E. Quality of completed projects/working prototypes (3)			
			F. Evidences of papers published /Awards received by projects etc. (2)			
2.2.4.	Initiatives related to industry interaction and/or Hospital interaction	20	A. Industry supported laboratories (5)			
			B. Industry involvement in the program design and partial delivery of any regular courses for students (5)			
			C. Hospital involvement in the program like collaborative initiatives with the hospitals etc. (10)			
2.2.5.	Initiatives related to skill development programs/industry internship/summer training	10	A. Industrial training/tours for students (2)			
			B. Industrial /internship /summer training of more than two weeks and post training Assessment (5)			
			C. Student feedback on initiative (3)			
2.2.6.	Continuous Evaluation Process	10	Process followed and its effectiveness			
2.2.7.	Quality of Experiments	20	Quality from the equipment set-up and performance perspective			
Total of Criterion 2:		150	Overall Marks for Criterion 2:			

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Criterion 3: Course Outcomes and Program Outcomes (100)							
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 (Four matrices)	5	Explanation of table to be ascertained (5)				
3.1.3.	Course-PO matrix of courses for all years of study (Four years)	10	Explanation of tables to be ascertained (10)				
3.2.	Attainment of Course Outcomes	40				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	30	Verify the attainment levels as per the attainment levels set for all courses (30)				
3.3.	Attainment of Program Outcomes	40				Overall Marks for 3.3	
3.3.1.	Describe assessment tools and processes used for assessing the attainment of each of the POs	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	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)							
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)			Overall Marks for 4.1	
			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'.				
4.2.	Success Rate in the stipulated period of the program	50					
4.2.1.	Success rate without backlogs in any Semester/year of study Without Backlog means no compartment or failures in any semester/year of study	30	SI= (Number of students who graduated from the program without backlog)/ {(Number of students admitted in the first year of that batch) plus (actual lateral entry students admitted in second year of study)} Average SI = Mean of success index (SI) for past three batches Success rate without backlogs in any year of study = $30 \times$ Average SI			Overall Marks for 4.2	Mention Numbers
4.2.2.	Success rate in stipulated period (actual duration of the program) [Total of with backlog + without backlog]	20	SI= (Number of students who graduated from the program in the stipulated period of program)/ {(Number of students admitted in the first year of that batch) plus (actual lateral entry students admitted in second year of study)} Average SI = mean of success index (SI) for past three batches Success rate = $20 \times$ Average SI Note: if 100% students clear without any backlog then total marks scored will be 50 as both 4.2.1 & 4.2.2 will be applicable simultaneously				

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4.3.	Academic Performance in Final Year	10	<p>Academic Performance = 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)</p>			Overall Marks for 4.3	Mention Numbers
4.4.	Academic Performance in Third Year	10	<p>Academic Performance = Average API Academic Performance Index= ((Mean of 3rd 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 Third Year/10)) x (successful students/number of students appeared in the examination)</p> <p>Successful students are those who are permitted to proceed to the final year</p>			Overall Mark for 4.4	Mention Numbers
4.5.	Academic Performance in Second Year	10	<p>Academic Performance = Average API Academic Performance Index=(API)= ((Mean of 2nd 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 Second Year/10)) x (successful students/number of students appeared in the examination)</p> <p>Successful students are those who are permitted to proceed to the third year</p>			Overall Marks for 4.5	Mention Numbers
4.6.	Academic Performance in First Year	20	<p>Academic Performance=2.0*Average API Academic Performance Index (API) =((Mean of 1st 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 first Year/ 10)) x (successful students/number of students appeared in the examination)</p> <p>Successful students are those who are permitted to proceed to the second year</p>			Overall Marks for 4.6	Mention Numbers

4.7.	Placement, Higher studies and Entrepreneurship	40	Assessment Points = $40 \times \text{average of three years of } (x + y)/N$, where, 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 with valid scores in various Govt. Approved/Recognized qualifying exams N =Total number of final year students			Overall Marks for 4.7	Mention Numbers
4.8.	Professional Activities	20				Overall Marks for 4.8	
4.8.1.	Professional societies/chapters and organizing pharmacy events	5	A. Availability & activities of professional societies/chapters (2) B. Number, quality of pharmacy related events (organized at institute) (3)				
4.8.2.	Publication of technical magazines, newsletters, etc.	5	A. Quality & Relevance of the contents and Print Material (3) B. Participation of Students from the program (2)				
4.8.3.	Participation in inter-institute events by students	10	A. Events within the state (1) B. Events outside the state (2) C. Prizes/awards received in such events (7)				
Total of criterion 4:		180	Overall Marks for Criterion 4:				

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Criterion 5: Faculty Information and Contributions (175)

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)	20	<p>Marks to be given proportionally from a maximum of 20 to a minimum of 10 for average SFR between 15:1 to 20:1, and zero for average SFR higher than 20:1. Marks distribution is given as below:</p> <p>15.00 - 15.50 - 20 marks 15.51 - 16.50 – 18 marks 16.51 - 17.50 - 16 marks 17.51 – 18.50 - 14 marks 18.51 – 19.50 - 12 marks 19.51 – 20.00 - 10 marks</p> <p>Note: All the faculty whether regular or contractual (except Part-Time), will be considered. The contractual faculty (doing away with the terminology of visiting/adjunct faculty, whatsoever) who have taught for 2 consecutive semesters in the 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 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 			Overall Marks for 5.1	
5.2.	Faculty Cadre Proportion	20	<p>Cadre Proportion Marks =</p> $\left(\left(\frac{AF1}{RF1} \right) + \left(\frac{AF2}{RF2} \times 0.6 \right) + \left(\frac{AF3}{RF3} \times 0.4 \right) \right) \times 10$ <ul style="list-style-type: none"> • If AF1 = AF2= 0 then zero marks • Maximum marks to be limited if it exceeds 20 (Refer calculation in SAR) 			Overall Marks for 5.2	Mention numbers
5.3.	Faculty Qualification	20	<p>FQ = 2 x [(10X + 4Y)/F] where X is no. of faculty with Ph.D., Y is no. of faculty with M.Pharm., F is no. of faculty required to comply 1:15 Faculty Student ratio (no. of faculty and no. of students required to be calculated as per 5.1)</p>			Overall Marks for 5.3	Mention numbers
			<p>A. ≥ 90% of required Faculties retained during the period of assessment keeping CAYm2 as base year (20)</p> <p>B. ≥ 75% of required Faculties retained during the period of assessment keeping CAYm2 as base year (16)</p>			Overall	

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5.4	Faculty Retention	20	C. $\geq 60\%$ of required Faculties retained during the period of assessment keeping CAYm2 as base year (12) D. $\geq 50\%$ of required Faculties retained during the period of assessment keeping CAYm2 as base year (8) E. Otherwise (0)			Marks for 5.4	Mention numbers
5.5.	Innovations by the Faculty in Teaching and Learning	15	A. The work must be made available on Institute Website (2) B. The work must be available for peer review and critique (3) 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 (8)			Overall Marks for 5.5	
5.6	Faculty as participants in Faculty development /training activities	15	For each year: Assessment = $3 \times \text{Sum} / 0.5$ Required Faculty (RF) RF as per 1:15 ratio Average assessment over three years (Marks limited to 15)			Overall Marks for 5.6	Mention numbers
5.7.	Research and Development	40					
5.7.1.	Academic Research	10	A. Number of quality publications in refereed/SCI Journals, citations, Books/Book Chapters etc. (6) B. PhD guided /PhD awarded during the assessment period while working in the institute (4)				
5.7.2	Sponsored Research (By DST, DBT, ICMR, AICTC, etc.)	10	Funded research from outside; Cumulative for CAYm1, CAYm2 and CAYm3): Amount > 25 Lacs – 10 Marks Amount ≥ 22 Lacs and ≤ 25 lacs – 9 Marks Amount ≥ 19 Lacs and < 22 lacs – 8 Marks Amount ≥ 16 Lacs and < 19 lacs – 7 Marks Amount ≥ 13 Lacs and < 16 lacs – 6 Mark Amount ≥ 10 Lacs and < 13 lacs – 5 Marks Amount ≥ 08 Lacs and < 10 lacs – 4 Mark Amount ≥ 06 Lacs and < 08 lacs – 3 Mark Amount ≥ 05 Lacs and < 06 lacs – 2 Marks Amount ≥ 04 Lacs and < 05 lacs – 1 Mark Amount ≤ 4 Lacs – 0 Mark				Mention numbers

5.7.3.	Consultancy (From Industry)	10	Consultancy; Cumulative for CAYm1, CAYm2 and CAYm3): Amount > 25 Lacs – 10 Marks Amount >= 22 Lacs and <= 25 lacs – 9 Marks Amount >= 19 Lacs and < 22 lacs – 8 Marks Amount >= 16 Lacs and < 19 lacs – 7 Marks Amount >= 13 Lacs and < 16 lacs – 6 Mark Amount >= 10 Lacs and < 13 lacs – 5 Marks Amount >= 08 Lacs and < 10 lacs – 4 Mark Amount >= 06 Lacs and < 08 lacs – 3 Mark Amount >= 05 Lacs and < 06 lacs – 2 Marks Amount >= 04 Lacs and < 05 lacs – 1 Mark Amount <= 4 Lacs – 0 Mark			Overall Marks for 5.7	
5.7.4.	Honorary Consultancy from Central/State/Local Government Organizations	5					
5.7.5.	Development Activities	5	A. Product Development (1) B. Research laboratories (2) C. Instructional materials (1) D. Working models/charts/monograms etc. (1)				
5.8.	Faculty Performance Appraisal and Development System (FPADS)	20	A. A well defined performance appraisal and development system instituted for all the assessment years as stipulated by the regulatory authority (5)			Overall Marks for 5.8	
			B. Its implementation and effectiveness (15)				

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5.9.	Visiting/Adjunct/Emeritus Faculty etc.	5	Provision of Visiting /Adjunct/Emeritus faculty etc.(2)		Overall Marks for 5.9
			Minimum 50 hours interaction in a year will result in 1 mark for that year; 1 marks x 3 years = 3 marks		
Total of Criterion 5:		175	Overall Marks for Criterion 5:		

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Criterion 6: Facilities (120)							
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	20	Adequate well-equipped classrooms to meet the curriculum (20)			Overall Marks for 6.1	
6.2.	Faculty rooms	10	Availability of Conducive sitting place (10)			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	60	A. Adequate well-equipped laboratories to run all the program-specific curriculum (40)			Overall Marks for 6.3	
			B. Adequate well-equipped computer laboratory and IT infrastructure (20)				
6.4.	Drug Museum	5	Type & quality of collection in the museum with proper labeling and display (5)			Overall Marks for 6.4	
6.5.	Medicinal Plant Garden	5	Area, demarcation, temporary/permanent arrangement, planting of plants under the shade in demarcated areas, adequacy of the plants			Overall Marks for 6.5	
6.6.	Non Teaching Support	20				Overall Marks for 6.6	
6.6.1.	Availability of adequate and qualified technical supporting staff for program specific laboratories	10					
6.6.2.	Incentives, skill upgrade, and professional advancement	10					
Total of Criterion 6:		120	Marks for Criterion 6:				

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Criterion 7: Continuous Improvement (75)							
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 without the backlog	15	SI= (Number of students who graduated from the program without backlog)/(Number of students admitted in the first year of that batch and admitted in 2nd year via lateral entry)			Overall Marks for 7.1	
7.2.	Improvement in Placement and Higher Studies	15	Assessment is based on improvement in: <ul style="list-style-type: none"> • Placement: number, quality placement, core industry, pay packages etc. • Higher studies: performance in GPAT 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 the API of the Final Year Students	10	Academic Performance Index = ((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 in all the final year courses			Overall Marks for 7.3	
7.4.	Improvement in the quality of students admitted to the program	15	Assessment is based on improvement in terms of ranks/score in qualifying state level/national level entrances tests, percentage marks in Physics, Chemistry and Mathematics in 12th Standard and percentage marks of the lateral entry students.			Overall Marks for 7.4	
7.5.	Actions taken based on the results of evaluation of each of the POs	20	A. Documentation of POs attainment levels (5) B. Actions taken based on the actual attainment levels of the POs (15)			Overall Marks for 7.5	
Total of Criterion 7:		75		Marks for Criterion 7:			

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	5	Details of the mentoring system that has been developed for the students for various purposes and also state the efficacy of such system (5)			Overall Marks for 8.1	
8.2.	Feedback analysis and reward /corrective measures taken, if any	10	A. Methodology being followed for analysis of feedback and its effectiveness (5)			Overall Marks for 8.2	
			B. Record of corrective measures taken (5)				
8.3.	Feedback on facilities	5	Feedback collection, analysis and corrective action (5)			Overall Marks for 8.3	
8.4.	Self Learning	5	The institution needs to specify facilities, materials and scope for self-learning, learning beyond syllabus and creation of facilities for self-learning and learning beyond syllabus			Overall Marks for 8.4	
8.5.	Career Guidance, Training, Placement	10	A. Availability of career guidance facilities (2)			Overall Marks for 8.5	
			B. Counseling for higher studies (2)				
			C. Industry interaction for training (3)				
			D. Placement Support (3)				
8.6.	Entrepreneurship Cell	5	Students success stories (5)			Overall Marks for 8.6	
8.7.	Co-curricular and Extra-curricular Activities	10	A. Availability of sports and cultural facilities (3)			Overall Marks for 8.7	
			B. NCC and/or NSS and other clubs (3)				
			C. Annual students activities (4)				
Total of Criterion 8:		50	Overall Marks for Criterion 8:				

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Criterion 9: Governance, Institutional Support and Financial Resources (100)									
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	50				Overall Marks for 9.1			
9.1.1.	Governing body, administrative setup, functions of various bodies, service rules procedures, recruitment and promotional policies	10	A. List of 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.	Decentralisation in working and grievance redressal mechanism	15	A. List of the names of the faculty members who have been delegated powers for taking administrative decisions (2)						
			B. Specify the mechanism and composition of grievance redressal cell (5)						
			C. Action taken report as per 'A & B' above (8)						
9.1.3.	Delegation of financial powers	15	A. Financial powers delegated to the Principal, Heads of Departments and relevant in-charges (3)						
			B. Demonstration of utilization of financial powers for each of the assessment years (12)						
9.1.4.	Transparency and availability of correct/unambiguous information in public domain	10	A. Information on the policies, rules, processes is to be made available on web site (4)						
			B. Dissemination of the information about student, faculty and staff (6)						
9.2.	Budget Allocation, Utilization, and Public Accounting at	30	Expenditure per student : _____			Overall Marks for 9.2			
			Fee per student: _____						
9.2.1.	Adequacy of Budget allocation	10	A. Quantum of budget allocation for three years (4)						
			B. Justification of budget allocated for three years (6)						
9.2.2.	Utilization of allocated funds	15	A. Budget utilization for three years (10)						
			B. Consistency with the audited statement (5)						
9.2.3.	Availability of the audited statements on the institute's website	5	Availability of Audited statements on website (5)						

9.3.	Library and Internet	20				Overall Marks for 9.4	
9.3.1.	Quality of learning resources (hard/soft)	10	A. Availability of relevant learning resources including e-resources and Digital Library (5)				
			B. Accessibility 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 Criterion 9:		100	Overall Marks for Criterion 9:				

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