

Criteria wise Evaluation Guidelines and
Document Verification during NBA team
visit
(Tier – II Institution)

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Criteria wise Marks

Criteria No.	Criteria	Tier – I Marks	Tier-II Marks
	Programme Level Criteria		
1	Vision, Mission and Program Educational Objectives	50	60
2	Program Curriculum and Teaching-Learning Processes	100	120
3	Program Outcomes and Course Outcomes	175	120
4	Students' Performance	100	150
5	Faculty Information and Contributions	200	200
6	Facilities and Technical Support	80	80
7	Continuous Improvement	75	50
	Institute Level Criteria		
8	First Year Academics	50	50
9	Student Support Systems	50	50
10	Governance, Institutional Support, and Financial Resources	120	120
	Total	1000	1000

Sub-Criteria and Allocation of Marks

Sub-Criteria	Marks
9.1 Mentoring system to help at individual level	05
9.2 Feedback analysis and reward /corrective measures taken, if any	10
9.3 Feedback on facilities	5
9.4 Self - Learning	5
9.5 Career Guidance, Training, Placement	10
9.6 Entrepreneurship Cell	5
9.7 Co-curricular and Extracurricular Activities	10
TOTAL	50

Sub-Criterion 9.1

Mentoring system to help at individual level.

- **Evaluation Guidelines:**

Details of the mentoring system that has been developed for the students for various purposes and also state the efficacy of such system.

- **Exhibits/Context to be Observed/Assessed:**

Mentoring system terms of reference; implementation; effectiveness (also to be verified during interaction with the students)

- A written document describing the details of the mentoring system process must be available. IQAC can develop this document in consultation with stake holders.
- The process document may include the following details:
 - Number of students per mentor.
 - Frequency of mentoring sessions.
 - Scope of mentoring. (Professional guidance / career advancement / course work – specific / laboratory – specific / personal. Most of the institutes include all of these aspects in the scope of mentoring; Identifying weak / bright students is also generally included in the scope.)
 - Problem escalation procedure. (The need may arise when the mentor is unable to resolve the problem of the student or when several students report same problem / similar problems.)
 - Format of the records of mentoring sessions.
- It is desirable to maintain a record of specific case studies which illustrate the efficacy of the mentoring system.
- It is a good practice to explain the scope and purpose of the mentoring system to the new students / faculty.

Sub-Criterion 9.2

Feedback analysis and reward /corrective measures taken, if any.

- **Evaluation Guidelines:**

- A. Methodology being followed for analysis of feedback and its effectiveness (5 Marks)

- B. Record of corrective measures taken (5 Marks)

- Exhibits/Context to be Observed/Assessed:

- A. Feedback questions, collection process, analysis, actions taken, effectiveness

- We discussed the collection of student feedback, analysis, and corrective actions in Module 2.

- Feedback must be collected for all courses.

- The process document must include details of feedback format, questions in the feedback form, computation of faculty evaluation indices etc.

- Maintain records of:

- Number of students participating in the surveys. (Average percentage also can be computed.)

- Corrective measures taken and their effectiveness.

- Values of all faculty evaluation indices over the years.

Sub-Criterion 9.3

Feedback on facilities

- **Evaluation Guidelines:**

A. Feedback collection, analysis and corrective action.

- Institute must collect student feedback regarding all the facilities!
- Facilities include not only Laboratories but also On-Campus facilities like Drinking Water Systems, Parking facilities, Canteen etc. Feedback may be obtained regarding facilities to support sports/cultural activities also.
- IQAC may design a suitable form for collecting the feedback.
- Feedback must be collected electronically.
- Some institutes ask the students to rate their satisfaction with a facility and also the importance of that facility in their perception. The difference between perceived importance and satisfaction can be used to prioritize the action plan for improvement regarding that facility.
- Institutes must analyze the feedback data, initiate appropriate actions, and measure the effectiveness of the actions taken. Records of all these activities must be maintained.

Sub-Criterion 9.4

Self – Learning

- **Evaluation Guidelines:**

A. Scope for self-learning (2 Marks)

B. The institution needs to specify the facilities, materials for learning beyond syllabus, Webinars, Podcast, MOOCs etc. and demonstrate its effective utilization (3 Marks)

Good Practices:

- Establish an e-Learning center with adequate number of Computer Systems and Internet with good bandwidth.
- Procure, upgrade, and maintain learning resources including material from NPTEL / Swayam etc (Hard Copies / Soft Copies), beyond those required as per the curriculum.
- Implement suitable mechanisms for disseminating widely and periodically information regarding learning resources available.
- Encourage the use of these learning resources.
- Maintain records of utilization.

Sub-Criterion 9.5

Career Guidance, Training, Placement.

- **Evaluation Guidelines:**

- A. Availability of career guidance facilities (2 Marks)
- B. Counseling for higher studies (GATE/GRE, GMAT, etc.) (2 Marks)
- C. Pre-placement training (3 Marks)
- D. Placement process and support (3 Marks)

- **Exhibits/Context to be Observed/Assessed:**

Availability, implementation, effectiveness (also to be verified during interaction with the students)

- All most all Institutes have a Placement and Training Department (or an equivalent department/ Cell). Provide adequate financial resources and human resources for effective and efficient functioning of this department.
- Plan, schedule, implement, and record career guidance sessions, counseling sessions for higher studies. Adequate information must be easily available regarding career opportunities and opportunities for higher studies.
- Plan, schedule, implement, and record pre-placement training including training in Group Discussions, Facing the interviews etc.
- The department must have a written policy regarding placement process.
- All the records must be maintained properly.

Sub-Criterion 9.6: Entrepreneurship Cell

Evaluation Guidelines

Entrepreneurship initiatives (3 Marks)

Data on students benefitted (2 Marks)

Exhibits/Context to be Observed/Assessed:

Availability, implementation, effectiveness (also to be verified during interaction with the students)

Good Practices:

- A clear written policy regarding promoting entrepreneurship activities must be established. IQAC can develop such a document in consultation with the stake holders.
- Adequate budget must be provided to support the activities of the EDC (Entrepreneurship Development Cell).
- EDC must plan and implement programs to promote entrepreneurship awareness and encourage aspiring students. The programs could include Special lectures by experts from Industry, Finance sector etc.
- Written procedures must be available describing the processes involved in providing assistance to the students who wish to become entrepreneurs.
 - Details to be provided by the aspiring student and the format in which she has to submit the proposal.
 - Preliminary scrutiny and guidance in refining the proposal.
 - Extent and type of assistance provided to the student. (Financial assistance, Provision of laboratory facilities, Technical advice etc)
 - Duration for which the assistance will be provided.
 - Periodic review of the progress of the student.
 - Expectations from successful students.
- Records of full details of success stories must be maintained.
- Periodic review of the functioning and effectiveness of EDC must be conducted.
- Suggestions for improvements must be sought and implemented in a planned way.
- All implementation records must be maintained.

Sub-Criterion 9.7

Co-curricular and Extracurricular Activities.

- **Evaluation Guidelines:**

- A. Availability of sports and cultural facilities (3 Marks)
- B. NCC, NSS and other clubs (3 Marks)
- C. Annual students' activities (4 Marks)

- **Exhibits/Context to be Observed/Assessed:**

Availability, implementation, effectiveness (also to be verified during interaction with the students)

Good Practices:

- Adequate budget must be allocated to ensure that the Sports facilities are adequate in quantity and quality and are maintained well.
- Establish and maintain facilities for cultural activities. Facilities may include good quality auditoriums (indoor / outdoor), spaces for clubs like Film Club, Dramatics Club etc.
- Promote NCC / NSS activities. Provide adequate budgetary support.
- Conduct annual sports events / cultural events. Encourage students to assume leadership roles. (Faculty can act as mentors.)

All the sources used for presentation are duly acknowledged

Thanks