



**National Agriculture Education Accreditation Council**

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**Evaluation Manual**  
**For**  
**Program Evaluators**

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## Standards and Criteria for Agriculture Degree Program Evaluation

| Sr No.                | Criteria                              | Points Assigned | Points Awarded |
|-----------------------|---------------------------------------|-----------------|----------------|
| <b>Major Criteria</b> |                                       |                 |                |
| 1                     | Strength and Quality of Faculty       | 300             |                |
| 2                     | Curriculum Design and Development     | 150             |                |
| 3                     | Infrastructure and Learning Resources | 150             |                |
| 4                     | Students Support and progression      | 100             |                |
| Sub - Total (a)       |                                       | 700             |                |
| <b>Minor Criteria</b> |                                       |                 |                |
| 5                     | Research and Consultancy Activities   | 150             |                |
| 6                     | Governance and Leadership             | 100             |                |
| 7                     | Innovative/ Best practices            | 50              |                |
| Sub - Total (b)       |                                       | 300             |                |
| Grand Total (a+b)     |                                       | 1000            |                |

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Signature of Program Evaluator

**Criteria I: Strength and Quality of Faculty 300**

**1.1 Full -Time and Part - Time Faculty 50**

Regular and full-time faculty, teaching core subjects.

Well staffed      \_\_\_ Highly Qualified      \_\_\_ Adequate Teaching Experience      \_\_\_  
 Adequately staffed      \_\_\_ Moderately Qualified      \_\_\_ Inadequate Teaching Experience      \_\_\_  
 Poorly staffed      \_\_\_ Poorly Qualified      \_\_\_ No Teaching experience      \_\_\_

**1.1.1 Status of Faculty 40**

Visiting faculty      \_\_\_\_\_ Full time Faculty required      \_\_\_\_\_  
 Less than allowed      \_\_\_\_\_ Full time Faculty in position      \_\_\_\_\_  
 As per Allowed      \_\_\_\_\_ Visiting Faculty in position      \_\_\_\_\_  
 More than allowed      \_\_\_\_\_ Visiting Faculty allowed      \_\_\_\_\_  
 HEC Criteria      \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**1.2 Faculty Qualifications and Experience 35**

Status of Faculty qualification and experience.

| <u>Status of Qualification</u>         | <u>Qualification</u> | <u>Number</u> | <u>Experience</u> |
|--|----------------------|---------------|-------------------|
| Meeting HEC criteria      _____        | Post Doctorate       | _____         | _____             |
| Partly meeting HEC criteria      _____ | Doctorate            | _____         | _____             |
| Not meeting HEC criteria      _____    | M.Phil/M.Sc(Hons)    | _____         | _____             |

**HEC Criteria** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

### 1.3 Teaching Load 15

Number of credit-hours teaching per week, based on actual number of different categories of teachers.

| Designation          | Credit hours per week |        |              |
|----------------------|-----------------------|--------|--------------|
|                      | No. of Teachers       | Actual | HEC Standard |
| Professors           | _____                 | _____  | _____        |
| Associate Professors | _____                 | _____  | _____        |
| Assistant Professors | _____                 | _____  | _____        |
| Lecturers            | _____                 | _____  | _____        |

Comments: \_\_\_\_\_

### 1.4 Use of Students Assessment Instruments 15

Use of objective course assessment instruments such as Quizzes, assignments, projects, mid-terms and sessional tests, etc for students' evaluation.

| Extent of use                  | Assessment Instruments used (Tick)      |
|--------------------------------|---|
| Properly/Adequately used _____ | Quizzes, assignments, projects/seminars |
| Inadequately used _____        | Mid-term, sessional tests, Final exams  |
| Not used at all _____          |   |

Comments: \_\_\_\_\_

### 1.5 Faculty Course Review Reports 15

Preparation and submission of Course Review Report by each Faculty member at the time of course evaluation.

|  |       |
|--|-------|
| Course Review Reports submitted regularly    | _____ |
| Course Review Reports submitted Occasionally | _____ |
| Course Review Reports submitted Rarely       | _____ |

Comments: \_\_\_\_\_

**1.6 Program Monitoring System 10**

Adequate program monitoring system exists at the department level. \_\_\_\_\_

Monitoring system exists but not implemented \_\_\_\_\_

Inadequate monitoring system \_\_\_\_\_

Monitoring system does not exist \_\_\_\_\_

**1.7 Training of Newly Inducted Faculty 15**

In order to become an effective teacher all newly inducted faculty members must receive 4-6 weeks training suitably designed to encompass the important aspects of teaching.

Systematic teachers training plan in place \_\_\_\_\_

Some orientation but no formal training plan \_\_\_\_\_

No system of teachers training in place \_\_\_\_\_

**1.8 Faculty Development and Career Planning 15**

Improvement plan of faculty qualification leading to PhD and Post-Doc etc.

Well planned and implemented \_\_\_\_\_

Poorly planned and rarely implemented \_\_\_\_\_

Not planned at all \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1.9 Salaries and Fringe Benefits 10**

Attractive \_\_\_\_\_

Reasonable \_\_\_\_\_

Low \_\_\_\_\_

Evidence of implementation of incentives (if any) \_\_\_\_\_

**1.10 Environment at workplace 05**

Excellent \_\_\_\_\_

Good \_\_\_\_\_

Satisfactory \_\_\_\_\_

Unsatisfactory \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1.11 Faculty Stability Computed Index 05**

Excellent\_\_\_\_\_

Good\_\_\_\_\_

Satisfactory\_\_\_\_\_

Unsatisfactory\_\_\_\_\_

**1.12 Awards/Recognitions received by Faculty 10**

Sufficient number of awards/recognitions received\_\_\_\_\_

Insufficient number of awards/recognitions \_\_\_\_\_ (No. \_\_\_\_\_)

No awards/recognitions \_\_\_\_\_

**1.13 Participation in Seminars/Conferences 05**

Adequate Participation \_\_\_\_\_

Inadequate Participation \_\_\_\_\_

No Participation \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.14 Textbooks/Chapters of Books Written 10**

Text books written \_\_\_\_\_

Chapters of books written\_\_\_\_\_

Conference proceedings \_\_\_\_\_

**1.15 Graduate Research Supervision 10**

No. of PhD Students supervised by each HEC approved Professor \_\_\_\_\_

No. of M.Sc Students supervised by each Faculty Member\_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**1.16 Job Satisfaction 05**

Highly Satisfied \_\_\_\_\_

Moderately Satisfied \_\_\_\_\_

Least Satisfied \_\_\_\_\_

Reasons for Satisfaction/Dissatisfaction \_\_\_\_\_

**1.17 Opportunities for Academic Progress 05**

Adequate Opportunities \_\_\_\_\_

Inadequate Opportunities \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**1.18 Faculty Perception About degree Programs 05**

Degree Programs performing well \_\_\_\_\_

Degree Programs not performing well \_\_\_\_\_

Degree Program need up-gradation Yes \_\_\_\_\_ No \_\_\_\_\_

Reasons for not performing well \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**1.19 Teaching-Learning Methods Adopted by the Faculty 15**

Faculty uses variety of appropriate instructional techniques \_\_\_\_\_

Faculty adopts strategies to promote analytical and critical thinking \_\_\_\_\_

Faculty encourages questions and queries from students \_\_\_\_\_

Faculty believes in dialogue and discussion in class room \_\_\_\_\_

Professional code of ethics is observed by the faculty \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Criteria II: Curriculum Design and Development 150**

**2.1 Curriculum Objectives of Degree Programs 20**

Well defined \_\_\_\_\_

Vaguely defined \_\_\_\_\_

Not defined \_\_\_\_\_

Curriculum objectives supportive to degree programs \_\_\_\_\_

Objectives examined and found relevant \_\_\_\_\_

Objectives are achievable \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**2.2 Curriculum Contents 15**

Well structured and rich in contents as compared to HEC Guidelines \_\_\_\_\_

Curriculum compatible with changing and emerging needs \_\_\_\_\_

Information and communication technology integrated into the curriculum \_\_\_\_\_

Curriculum is in line with Degree Programs goals and objectives \_\_\_\_\_

Curriculum able to achieve desirable students learning outcomes. \_\_\_\_\_

Curriculum is flexible to offer sufficient choices for the students. \_\_\_\_\_

**2.3 Curriculum Revision 15**

Curriculum revision in the light of National, HEC and International requirements and on the demand of the market.

Revised regularly (every \_\_\_\_\_ years)

Revised occasionally \_\_\_\_\_

No revision \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### 2.4 Students Perception about the Curricula 10

Students perception regarding the quality, innovation, new Knowledge and technology.

|                   |       |                                 |       |
|-------------------|-------|---------------------------------|-------|
| Innovative        | _____ | Good quality of course contents | _____ |
| Current           | _____ | Fair quality of course contents | _____ |
| Obsolete          | _____ | Poor quality of course contents | _____ |
| Latest technology | _____ |                                 |       |

Comments: \_\_\_\_\_

\_\_\_\_\_

#### 2.5 Textbooks, Reference Books and Journals etc 10

Prescribed textbooks/reference books may be examined in the light of International practices.

|                    |       |                                       |       |
|--------------------|-------|---------------------------------------|-------|
| Highly recommended | _____ | Available in the uni/deptt. library   | _____ |
| Acceptable         | _____ | Old Edition/New Edition               | _____ |
| Sub-standard       | _____ | Available/Not available in the market | _____ |
| Inadequate         | _____ |                                       |       |

Comments: \_\_\_\_\_

\_\_\_\_\_

#### 2.6 Course Contact Hours 10

Total contact hours committed to theory and practical work for effective teaching of different courses.

|                          |       |   |           |
|--------------------------|-------|---|-----------|
| More than HEC guidelines | _____ | Average Contact hours for theory course | _____ hrs |
| Sufficient               | _____ | Average Contact hours for practicals    | _____ hrs |
| Insufficient             | _____ | Total Contact hours for a course        | _____ hrs |

#### 2.7 Completion of Courses 10

Completion of theory courses during the prescribed period as per official record (To be verified).

Excellent \_\_\_\_\_  
Satisfactory \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2.8 Course Registration & Withdrawal Policy 10**

The course registration & withdrawal policy is well spelled out and adequately disseminated to the students.

Course registration & withdrawal policy with adequate details\_\_\_\_\_

Course registration & withdrawal policy with inadequate details\_\_\_\_\_

Course registration & withdrawal policy not available\_\_\_\_\_

**2.9 Course Evaluation System enforced by the Department 10**

System in place and effective\_\_\_\_\_

System in place but not effective\_\_\_\_\_

No system in place \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2.10 Admission Policy 10**

The admission policy must ensure equal opportunity to all citizens having transparent, unbiased laid down procedures with merit as the sole criterion.

Admission Policy well documented and notified \_\_\_\_\_

Admission Policy well documented but not notified \_\_\_\_\_

Admission Policy not appropriately documented \_\_\_\_\_

Admission Policy not documented. \_\_\_\_\_

No Gender discrimination \_\_\_\_\_

Transparent \_\_\_\_\_

Well Publicized \_\_\_\_\_

**2.11 Maintenance of Course Files (To be verified) 10**

The practice of maintaining course file is adopted internationally to monitor as how effective the course has been taught. A course file may include all relevant data (such as given below) which could become the basis of evaluation.

- Lecture breakdown for entire semester.
- Schedule of monthly/mid-term tests and final examination.

- Breakdown of laboratory experiments pertaining to the course and record of successful conduct.
- Samples of best, worst and average answer sheets, along-with the question paper of each exam, quiz and home work.
- Samples of quizzes.
- Listing of textbook and other reference books pertaining to the course.
- Record of make-up classes for any un-scheduled holiday.
- Details of office hours for tutoring etc.
- Recommendations and suggestions related to the course for the next session.

Course file maintained and well organized \_\_\_\_\_

Course file maintained but not properly organized \_\_\_\_\_

Course file not maintained \_\_\_\_\_

\* Evidence of maintenance of Course files by each Faculty Member \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* The Program Evaluators may examine a few course files of the previous and on-going semesters.

**2.12 Meetings of Board of Studies/Faculty (Evidence of the meetings held) 20**

Meetings held regularly \_\_\_\_\_

Meetings held occasionally \_\_\_\_\_

Meetings never held \_\_\_\_\_

Regular and frequent meetings of Board of Studies \_\_\_\_\_

Changes/updating the curriculum during the last two years \_\_\_\_\_

Stakeholders feedback is solicited and incorporated in the curricula \_\_\_\_\_

Mechanism of stakeholders feedback exists \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Criteria III: Infrastructure and Learning Resources 150**

**3.1 Adequacy and Quality of Lab Equipment 20**

|               |       |                       |       |                 |       |
|---------------|-------|-----------------------|-------|-----------------|-------|
| Adequate      | _____ | Fully operational     | _____ | Good quality    | _____ |
| Inadequate    | _____ | Partially operational | _____ | Average quality | _____ |
| Not available | _____ | Not operational       | _____ | Poor quality    | _____ |

**3.2 Equipment Utilization 10**

|                       |       |                                    |       |
|-----------------------|-------|------------------------------------|-------|
| Properly utilized     | _____ | Reasons for inadequate utilization | _____ |
| Inadequately utilized | _____ | Reasons for poor utilization       | _____ |
| Poorly utilized       | _____ | Apparatus/Equipment out of order   | _____ |

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

**3.2.1 Students Views about Lab Practicals 05**

| Conduct of Practicals                 | Coverage of Course practicals         |
|---------------------------------------|---------------------------------------|
| Fully Regular _____                   | All practicals arranged _____         |
| Partly Regular _____                  | Some of practicals arranged _____     |
| Irregular _____                       | None of the practicals arranged _____ |
| Practical Note-books complete _____   | Note-books maintained _____           |
| Practical Note-books Incomplete _____ | Note-books not maintained _____       |

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

**3.3 Availability and Qualification of Lab. Staff 10**

|   |       |                         |       |                        |       |
|---|-------|-------------------------|-------|------------------------|-------|
| Available qualified                       | ___   | Trained for the job     | _____ | Highly Experienced     | _____ |
| Partly Available                          | ___   | Not Trained for the job | _____ | Moderately Experienced | _____ |
| Not Available                             | ___   | Not operational         | _____ | Least Experienced      | _____ |
| Lab Staff with professional qualification | _____ |                         |       |                        |       |

**3.4 Technical Competency of Laboratory Staff 10**

Excellent \_\_\_\_\_

Very Good \_\_\_\_\_

Good \_\_\_\_\_

Poor \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.5 Labs and their Capacity 10**

No. of Research Labs \_\_\_\_\_

No. of Teaching Labs \_\_\_\_\_

Working capacity of Research Labs. \_\_\_\_\_

Working capacity of Teaching Labs. \_\_\_\_\_

**3.6 Annual Budget Allocation for Maintenance and Operation of Labs 05**

More than Adequate \_\_\_\_\_

Adequate \_\_\_\_\_

Inadequate \_\_\_\_\_

Amount Allocated \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.7 Library Annual Budget 05**

More than Adequate \_\_\_\_\_

Main Lib. annual budget Rs. \_\_\_\_\_

Adequate \_\_\_\_\_

Dept. Lib. annual budget Rs. \_\_\_\_\_

Inadequate \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.8 Subject Books: Total and Purchased (during Past two years) 05**

**Main Library**

|                            |   | <u>Text Books</u> | <u>Ref. Books</u> | <u>Total</u> |
|----------------------------|---|-------------------|-------------------|--------------|
| Sufficient subject books   | _____ Total No. of books                | _____             | _____             | _____        |
| Insufficient subject books | _____ Books purchased<br>Last two years | _____             | _____             | _____        |
| No books                   | _____                                   |                   |                   |              |

**Department Library**

|                    |   | <u>Text Books</u> | <u>Ref. Books</u> | <u>Total</u> |
|--------------------|---|-------------------|-------------------|--------------|
| Sufficient books   | _____ Total No. of books                | _____             | _____             | _____        |
| Insufficient books | _____ Books purchased<br>Last two years | _____             | _____             | _____        |

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**3.9 Subscription to Foreign Journals during last two years (Rs. \_\_\_\_\_) 10**

Adequate number of magazines and journals for each program must be subscribed through hard copies.

|                                   |       |  |       |
|-----------------------------------|-------|--|-------|
| Sufficient funds for subscription | _____ | Total Foreign Journals received        | _____ |
| Insufficient                      | _____ | Foreign Journals of the discipline     | _____ |
| No subscription                   | _____ | Foreign Journals received by Dept.     | _____ |
|                                   |       | HEC approved subject Journals received | _____ |

**3.10 Book Bank 05**

Availability of discipline textbooks and reference books in the central library for borrowing by the students of different disciplines for the whole session.

|                        |       |  |       |
|------------------------|-------|--|-------|
| Sufficient             | _____ | Total No. of books                     | _____ |
| Exist but insufficient | _____ | Books purchased for the last two years | _____ |
| Does not exist         | _____ |  |       |

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**3.11 Library Equipment 05**

Equipment of the central library such as photocopiers, typewriters, scanners, video and audio equipment, CD ROMS, computerized search etc.

Sufficient \_\_\_\_\_ (No. \_\_\_\_\_)

In-sufficient \_\_\_\_\_ (No. \_\_\_\_\_)

Non-existing \_\_\_\_\_

**3.12 Local and Foreign Journals available of the Discipline 05**

Journals \_\_\_\_\_

Sufficient and variety available \_\_\_\_\_

Sufficient but variety not available \_\_\_\_\_

Insufficient \_\_\_\_\_

Non – existing \_\_\_\_\_

**3.13 Library Space 05**

More than adequate \_\_\_\_\_ Seating Capacity (students) \_\_\_\_\_

Adequate \_\_\_\_\_ Carpeting \_\_\_\_\_

Inadequate \_\_\_\_\_ Air conditioning \_\_\_\_\_

**3.14 Students Access to various Facilities 05**

Sufficient \_\_\_\_\_ Computer with internet \_\_\_\_\_

Insufficient \_\_\_\_\_ Multimedia \_\_\_\_\_

Does not exist \_\_\_\_\_ Photocopier \_\_\_\_\_

Scanner \_\_\_\_\_

Online Journals \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.15 Quality of Services provided by the Library 05**

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3.16 Faculty/Students Computer Ratio 05**

|            |       |                            |       |
|------------|-------|----------------------------|-------|
| Adequate   | _____ | Computers for Students     | _____ |
| Inadequate | _____ | Computers for Faculty      | _____ |
| Poor       | _____ | Computers for M.Sc (Hons)  | _____ |
|            |       | Computers for PhD Scholars | _____ |

**3.17 Website of the Institution/Department 05**

Maintained and updated regularly \_\_\_\_\_  
Maintained but not updated \_\_\_\_\_  
No Website \_\_\_\_\_

**3.18 Buildings and Total Covered Area 05**

Departmental building infrastructure as per academic and administrative requirements.

More than adequate (owned) \_\_\_\_\_  
Adequate \_\_\_\_\_  
Inadequate \_\_\_\_\_  
Total Covered area (Sq.ft) \_\_\_\_\_

**3.19 Class Rooms and Faculty Offices 05**

No. of Class rooms \_\_\_\_\_  
Class rooms with multimedia \_\_\_\_\_  
No. of Faculty offices \_\_\_\_\_  
Faculty offices with internet \_\_\_\_\_  
Space allocated for leisure, artistic and physical activities \_\_\_\_\_

**3.20 Experimental Area and Farm Machinery 10**

|                            |       |                         |       |
|----------------------------|-------|-------------------------|-------|
| More than adequate (owned) | _____ | Total Farm area (acres) | _____ |
| Adequate                   | _____ | Distance from Dept.     | _____ |
| Inadequate                 | _____ | Buildings at the Farm   | _____ |

Details of Farm Machinery & Equipment (List) \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Criteria IV: Students Support and Progression 100**

**4.1 Admission Response to Degree Programs of the Discipline 05**

Overwhelming \_\_\_\_\_

Moderate \_\_\_\_\_

Low \_\_\_\_\_

**Comments:** \_\_\_\_\_

**4.1.1 Annual Intake 05**

More than requirement \_\_\_\_\_ Average intake in B.Sc (Hons) 5<sup>th</sup> Semester \_\_\_\_\_

According to requirement \_\_\_\_\_ Average intake in M.Sc(Hons) 1<sup>st</sup> semester \_\_\_\_\_

Below requirement \_\_\_\_\_ Average intake in PhD Program \_\_\_\_\_

**4.2 Yield Index 05**

Yearly percentage of the graduating students with respect to total admission in a year.

| <u>Academic Year</u> | <u>Students Enrolled</u> |                   | <u>Students Graduated</u> |                   |             |
|----------------------|--------------------------|-------------------|---------------------------|-------------------|-------------|
|                      | <u>B.Sc (Hons)</u>       | <u>M.Sc(Hons)</u> | <u>B.Sc (Hons)</u>        | <u>M.Sc(Hons)</u> | <u>Ph.D</u> |
| 2007-08              | _____                    | _____             | _____                     | _____             | _____       |
| 2008-09              | _____                    | _____             | _____                     | _____             | _____       |
| 2009-10              | _____                    | _____             | _____                     | _____             | _____       |

**Comments:** \_\_\_\_\_

**4.2.1 Dropouts 05**

Minimum dropouts \_\_\_\_\_ Average No. of dropouts in B.Sc (Hons) \_\_\_\_\_

Reasonable dropouts \_\_\_\_\_ Average No. of dropouts in M.Sc (Hons) \_\_\_\_\_

Extremely high dropouts \_\_\_\_\_ Average No. of dropouts in PhD \_\_\_\_\_

**Comments:** \_\_\_\_\_

**4.2.2 Average CGPA of Students of Degree Programs of the discipline for the last three years**

| <u>Degree Programs</u> | <u>CGPA</u> |
|------------------------|-------------|
| B.Sc (Hons)            | _____       |
| M.Sc (Hons)            | _____       |
| PhD                    | _____       |

**4.2.3 Students learning outcomes (Expected) 10**

- Attainment of strong oral and written communication skills
- Understand and apply scientific and mathematical method compile and analyzed information
- Strong interpersonal skills
- Able to work in a diversified socio-cultural environment
- Commitment to ethical standards and values.
- Able to create original ideas and products.
- Knowledge and skills acquired compatible to the emerging needs.

**4.3 Financial Support to Students 05**

Various scholarships and interest-free loans which the students may receive from various sources.

|               |       | <u>Scholarships awarded by the University</u> |                   |
|---------------|-------|---|-------------------|
|               |       | <u>Merit Based</u>                            | <u>Need-Based</u> |
| Adequate      | _____ | B.Sc (Hons) _____                             | _____             |
| Available     | _____ | M.Sc (Hons) _____                             | _____             |
| Not available | _____ | Ph.D _____                                    | _____             |

**4.4 Students Scholarships opportunities 05**

|                    |       |  |         |
|--------------------|-------|--|---------|
| More than required | _____ | Availability of Scholarships other than Uni. | _____   |
| Adequate           | _____ | Sources of Scholarships                      | 1 _____ |
| Not available      | _____ |  | 2 _____ |
|                    |       |  | 3 _____ |

**4.5 Availability of Interest- free Loans 05**

More than required \_\_\_\_\_ Sources of interest free loans \_\_\_\_\_

Adequate \_\_\_\_\_ Not available \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.6 Hostel(s) Accommodation 05**

Adequate accommodation \_\_\_\_\_ No. of Hostels \_\_\_\_\_

Inadequate accommodation \_\_\_\_\_ Capacity for Housing students \_\_\_\_\_

Poor accommodation \_\_\_\_\_

**4.7 Convocation Hall/Auditorium 05**

More than required \_\_\_\_\_

Adequate \_\_\_\_\_

Not Adequate \_\_\_\_\_

**4.8 Sports Facilities (swimming pool, gym, play grounds, Indoor games etc) 05**

Adequate \_\_\_\_\_

Inadequate \_\_\_\_\_

Grossly Inadequate \_\_\_\_\_

**4.9 Students Transport 05**

Adequate \_\_\_\_\_ Total Students strength \_\_\_\_\_

Inadequate \_\_\_\_\_ Total No. of University Buses \_\_\_\_\_

Not existing \_\_\_\_\_ Total Seating Capacity \_\_\_\_\_

Students Availability of Transport \_\_\_\_\_

**4.10 Medical Facilities for Faculty and Students 05**

Adequate \_\_\_\_\_ Full time doctors (M) \_\_\_\_\_ (F) \_\_\_\_\_

Inadequate \_\_\_\_\_ Full time Nurses (M) \_\_\_\_\_ (F) \_\_\_\_\_

Full time Dispensers \_\_\_\_\_ Other Support Staff \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**4.11 Academic Counseling 05**

Guidance available to the students from teachers beyond teaching hours.

Well organized counseling system \_\_\_\_\_ Easy and Prompt Access \_\_\_\_\_  
Unarranged & occasional counseling \_\_\_\_\_ Tutorial Arrangements Exist \_\_\_\_\_  
No counseling at all \_\_\_\_\_ Special Nominated Teaching Faculty \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.12 Internship/Practical Training 10**

Eighth semester Undergraduates internship carrying 15 credit hours or Engagement of students in practical training with the prospective employers during summer vacations.

Compulsory practical training \_\_\_\_\_ Evidence and Examination of a few \_\_\_\_\_  
Reasonable provision \_\_\_\_\_ Evidence of few internship reports \_\_\_\_\_  
No provision \_\_\_\_\_ Quality of internship reports \_\_\_\_\_

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| Teachers Perception about Internship | Students perception about internship |
| _____                                | _____                                |
| _____                                | _____                                |
| _____                                | _____                                |

**4.13 Students Interaction with Teachers 03**

Very Encouraging \_\_\_\_\_  
Encouraging \_\_\_\_\_  
Discouraging \_\_\_\_\_

**4.14 Students Attitude Towards Studies 02**

Very Encouraging \_\_\_\_\_  
Encouraging \_\_\_\_\_  
Discouraging \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.15 Students Attendance Record 05**

Properly maintained \_\_\_\_\_

Improperly maintain \_\_\_\_\_

**4.16 Students Perception about Degree Programs 05**

Best Aspects of the degree programs

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Aspects of the degree programs that could be improved.

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**Criteria V: Faculty Research and Consultancy Activities 150**

**5.1 Size of Annual Faculty Research Grant by university/HEC other sources 30**

|            |       |   |           |
|------------|-------|---|-----------|
| Sufficient | _____ | Amount of Research grant<br>During Past three years | Rs. _____ |
| Reasonable | _____ | Regular/Irregular                                   | _____     |
| Nil        | _____ |   |           |

**5.1.1 Utilization of Faculty Research Grant 10**

|                    |       |                            |                       |
|--------------------|-------|----------------------------|-----------------------|
|                    |       |                            | <u>Allocated/Used</u> |
| Appropriately used | _____ | Used for Faculty Research  | Rs. _____             |
| Reasonably used    | _____ | Used for Students Research | Rs. _____             |
| Not used at all    | _____ | Used for Both Activities   | Rs. _____             |

**5.2 Faculty Publications (Other than Student Thesis) 20**

Each faculty member is expected to publish at least 1-2 good papers in a reputed referred journal.

|                |       |                                  |          |
|----------------|-------|----------------------------------|----------|
|                |       |                                  | (number) |
| Good           | _____ | Papers in Impact Factor Journals | _____    |
| Reasonable     | _____ | Papers in HEC approved Journals  | _____    |
| Unsatisfactory | _____ | Papers in Other Journals         | _____    |
|                |       | All Types of Proceedings etc     | _____    |

**5.3 Continuity of Faculty Research 05**

Adequate \_\_\_\_\_  
 Inadequate \_\_\_\_\_  
 Does not exist \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5.4 Textbooks/Chapters of textbooks written by Faculty Members 10**

Book(s) Published \_\_\_\_\_ Chapters of textbooks published \_\_\_\_\_  
 Some manuals but no formal book published \_\_\_\_\_  
 No book written \_\_\_\_\_

**5.5 Academic Collaboration (Meetings, Seminars, Journals, Research, Projects) 10**

The collaboration can be quite effective if the objectives of the program are clearly defined.

|                                  | <u>Collaborating agencies (Give List)</u> |
|----------------------------------|---|
| Adequately Established _____     | 1. _____                                  |
| Inadequately Established _____   | 2. _____                                  |
| Weekly Established _____         | 3. _____                                  |
| No system of collaboration _____ | 4. _____                                  |

**Comments:** \_\_\_\_\_

**5.6 Budgetary Allocations for Seminars and Conferences, etc 20**

Regular provision \_\_\_\_\_ Amount Allocated Rs. \_\_\_\_\_  
Irregular provision \_\_\_\_\_ Year \_\_\_\_\_  
No provision \_\_\_\_\_

**Comments** \_\_\_\_\_

**5.7 Funded Research Projects underway and completed during last 5 years 20**

Sufficient number completed and in progress \_\_\_\_\_ Projects Completed \_\_\_\_\_  
Insufficient No. completed and in progress \_\_\_\_\_ Projects Underway \_\_\_\_\_  
Not at all completed \_\_\_\_\_ Projects in pipeline \_\_\_\_\_

**5.8 Advisory Services rendered to other Organizations 15**

|                   | <u>Organization receiving services (List)</u> |
|-------------------|---|
| Adequate _____    | 1. _____                                      |
| Inadequate _____  | 2. _____                                      |
| Very little _____ | 3. _____                                      |

**Comments:** \_\_\_\_\_

**5.9 Dissemination and Use of Research Results 10**

Evidence of Publication and dissemination of completed research \_\_\_\_\_

Evidence that findings of applied research reach the end user \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Criteria VI: Governance and Leadership 100**

**6.1 Administrative Authority/Governance 10**

Status clearly defined \_\_\_\_\_

Status vaguely defined \_\_\_\_\_

Status not defined \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.2 Organizational Setup 15**

Organizational Setup of financial and academic infrastructure.

Well laid out \_\_\_\_\_

Overlapping \_\_\_\_\_

Weak \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.3 Rules and Procedures Documented 10**

Well documented \_\_\_\_\_

Not appropriately documented \_\_\_\_\_

Not documented \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.4 Administrative Control 10**

Academic and administrative powers delegated to essential organs. The financial powers should be decentralized to the extent possible.

Powers clearly delineated \_\_\_\_\_

Powers Highly Centralized \_\_\_\_\_

Powers not clearly delineated \_\_\_\_\_

Powers Moderately Centralized \_\_\_\_\_

Powers not delineated \_\_\_\_\_

Powers Decentralized \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.5 Financial Resources 10**

Financial resources available to the Department from various sources such as grant by the HEC, self-financing and other income generation schemes etc.

Highly stable \_\_\_\_\_

Stable \_\_\_\_\_

Existing but not stable \_\_\_\_\_

Not existing \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.6 Operational Budget 10**

Allocated current budget compared with the demanded budget of the Deptt. last year.

More than adequate \_\_\_\_\_

Estimated Budget requirement Rs. \_\_\_\_\_

Adequate \_\_\_\_\_

Available Operational Budget Rs. \_\_\_\_\_

Inadequate \_\_\_\_\_

**6.7 Development Budget 05**

Budget available to department for development of infrastructure, academic and administrative facilities.

More than adequate \_\_\_\_\_

Adequate \_\_\_\_\_

Not adequate \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.8 Placement Bureau 05**

Each Department has a placement bureau and maintains record of students' employment, assist the students in placement and interact with relevant employers.

Exists and operative \_\_\_\_\_

Exists but not operative \_\_\_\_\_

Does not exist \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.9 Alumni's Profile 10**

The Department is encouraged to develop a database of outgoing graduates to receive their feedback through establishment of a placement bureau and from alumni's associations.

Extremely satisfied \_\_\_\_\_

Satisfied \_\_\_\_\_

Unsatisfied \_\_\_\_\_

Not available \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6.10 Calendar of Activities 05**

Annual Calendar of the department prepared regularly in consultation with the Faculty and Support Staff \_\_\_\_\_

Annual calendar is disseminated and is available to all stakeholders \_\_\_\_\_

Graduation requirements are well defined, clearly stated and well documented \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Criteria VII: Adoption of Best Practices 50**

**7.1 Ensuring the quality of Instructions 20**

Mechanism exists for ensuring the quality of Instructions like theory, practical, perception of students, course files, students' feedback, etc

Extremely satisfied\_\_\_\_\_

Satisfied\_\_\_\_\_

Unsatisfied\_\_\_\_\_

Not available \_\_\_\_\_

**Comments:** \_\_\_\_\_

**7.2 Maintaining balance in Practicals and Theory as per HEC Criteria 10**

Extremely satisfied\_\_\_\_\_

Satisfied\_\_\_\_\_

Unsatisfied\_\_\_\_\_

Not available \_\_\_\_\_

**Comments:** \_\_\_\_\_

**7.3 Students – Teachers Assessment Exercise 10**

Regular\_\_\_\_\_

Occasional\_\_\_\_\_

Rare\_\_\_\_\_

No Assessment \_\_\_\_\_

**Comments:** \_\_\_\_\_

**7.4 Degree Programs Assessment Mechanism 10**

QEC Exists\_\_\_\_\_

Awareness workshops\_\_\_\_\_

Self Assessment Studies\_\_\_\_\_

Peer reviews\_\_\_\_\_

**Comments:** \_\_\_\_\_

## SWOT Analysis of Degree Programs of B.Sc (Hons) and M.Sc (Hons)

### 1. Strengths of Degree Programs

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

### 2. Weaknesses of Degree Programs

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

### 3. Opportunities for Degree Programs

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

### 4. Threats to Degree Programs

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Signature of Program Evaluator

## Standards/Criteria for University Teaching Departments

| Sr# | Parameter  | HEC Standard/Norm   |
|-----|--|---|
| 1   | Faculty Strength                                   | Minimum 08 per department   |
| 2   | Ph.D Qualified Faculty                             | HEC Criteria 05   |
| 3   | Faculty composition ratio                          | 1:1:2:2   |
| 4   | Teacher student ratio                              | 1:20  |
| 5   | Admin vs. Teaching staff ratio                     | 1:4   |
| 6   | Teaching load (Credit Hrs/Week)                    | Prof.-8, Associate-8, AP& Lecturer-12                                 |
| 7   | Revision/updating of curriculum                    | Every 2-3 years   |
| 8   | Feedback on curriculum                             | Essential from all stakeholders*                                      |
| 9   | Objectives of curriculum                           | Mandatory to highlight  |
| 10  | Sufficient No. of text & Reference books available | Essential   |
| 11  | Maintenance of course files by the teachers        | Essential   |
| 12  | Meetings of Board of Faculty and BOS               | Mandatory   |
| 13  | Yield index **                                     | More than 75%   |
| 14  | Financial support to students                      | Essential   |
| 15  | Easy access to counseling and guidance             | Essential   |
| 16  | Students scholarships                              | 20% of the total students   |
| 17  | Internship/hands on training                       | Mandatory for B.Sc (Hons)   |
| 18  | Class rooms space                                  | 6-8 Sq.ft per student   |
| 19  | Minimum number of class rooms                      | Two per department  |
| 20  | Seminar room                                       | One   |
| 21  | Reading room                                       | One   |
| 22  | Department Library                                 | Essential   |
| 23  | Committee room                                     | One   |
| 24  | Laboratory   | At least one lab per section  |
| 25  | Research Journals                                  | At least 15 current journals of the subject of international approved |
| 26  | Books  | At least 1500 subject books from major international publishers.      |
| 27  | Computers  | 1for 3 students   |
| 28  | Internet service                                   | Access should be provided   |
| 29  | Access to online journals                          | Essential   |
| 30  | Minimum covered area                               | 100 sq.ft per student   |
| 31  | Research funding                                   | At least 10% of the budget to be allocated                            |

\* Includes parents, alumni, peer faculty, employers and students.

\*\* Yearly percentage of graduating students with respect to admission.

## Accreditation Outcomes

HEC has defined the four categories for the grading of degree programs. All degree programs are to be accredited under these categories.

**Category W:** Degree program fully meeting the criteria as set by the Council for Accreditation

**Category X:** Degree program with minor short falls, expected to meet the criteria as set by the Council for Accreditation.

**Category Y:** Degree program not meeting some of the major criteria.

**Category Z:** Degree program seriously deficient.