**Annexure-I**

**Proforma for Report of the Evaluation Team**

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| 1. | **Name and address of the university/college** |  |
| 2. | **Mission, goals and objectives** |  |
| 2.1  | University/college has well defined mission, goals and objectives. | Yes/No |
| 2.2 | Observations: |  |
| 3. | **Vision and Strategies** |  |
| 3.1 | College/Institute has developed and adopted a vision statement. | Yes/No |
| 3.2 | College/Institute has formulated strategies (Strategic Plan) to implement its vision. | Yes/No |
|  | Observations: |  |
| 4. | **Academic programmes** |  |
| 4.1 | Inter-disciplinary and collaborative approach is followed by involving general universities in teaching and examination process. | Yes/No |
| 4.2 | There is well laid down procedure, which is followed for starting/closing down a new campus/college/programme centre/department. | Yes/No |
| 4.3 | Schedules of teaching and practical classes are notified regularly and their records are available. | Yes/No |
| 4.4 | Mid-term and final exam question papers are preserved and are available. | Yes/No |
| 4.5 | External-cum-Internal examination system is followed. | Yes/No |
| 4.6 | What is the percentage of external examiners from general universities? |  |
| 4.7 | * 1. Observations:
 |  |
| 5. | Faculty and other Human Resources |  |
| 5.1 | * 1. For Assistant Professor cadre (entry level) NET is an essential requirement.
 | Yes/No |
| 5.2 | * 1. Is there provision for lateral entry of Associate Professor and above level ?
 | Yes/No |
| 5.3 | * 1. Total faculty strength
 | No. | Percentage |
| a. | Professor |  |  |
| b. | Associate Professor |  |  |
| c. | Assistant Professor |  |  |
|  | **Total** |  |  |
| 5.4 | * 1. Proportion of faculty with Masters and Doctoral degree.
 | Percentage (%) |
| a. | Masters Degree (%) |  |
| b. | Doctoral Degree (%) |  |
| 5.5 | Whether Faculty structure and numbers are as per ICFRE norms? If no, reasons therefore.  | Yes/No |
| 5.6 | What is the ratio between teachers and other staff including field workers? | Yes/No |
| 5.7 | There is an appropriate grievance redressal procedure | Yes/No |
| 5.8 | Observations: |  |
| 6. | **Students development** |  |
| 6.1 | Whether norms for admission are being followed. | Yes/No |
| 6.2 | University/College has a Placement Cell which is working efficiently. | Yes/No |
| 6.3 | Campus interviews are held for employment of the outgoing students. | Yes/No |
| I. | Average percentage of students who got employment through campus interview during last 5 years. |  |
| a. | UG (%) |  |
| b. | PG (%) |  |
| II. | Percentage of unemployed graduates for more than two years. |  |
| a. | UG (%) |  |
| b. | PG (%) Percentage of students pursuing higher studies, viz , |  |
| c. | Ph.D./M.Phil/JRF/ SRF/RA |  |
| III. | Selection in State and National level service during last five years (Average % of students qualified with respect to total passed-out students). |  |
| IV. | Observations: |  |
| 7. | **Library & Other Learning Centres** |  |
| 7.1 | Library digitalized | Yes/No |
| 7.2 | On-line literature search facility available in Library and Departments.  | Yes/No |
| 7.3 | CD-ROM facility available | Yes/No |
| 7.4 | Reprography facilities available in Library. | Yes/No |
| 7.5 | What is the percentage of library budget to total Instruction budget? |  |
| 7.6 | Classrooms with audio-visual and other teaching aids available | Yes/No |
| 7.7 | UG Labs are adequately equipped | Yes/No |
| 7.8 | PG Labs are adequately equipped.  | Yes/No |
| 7.9 | Observations |  |
| 8. | **Physical facilities** |  |
| 8.1 | Physical facilities meet the minimum norms. |  |
| a. | Class room  | Yes/No |
| b. | Laboratories  | Yes/No |
| c. | Experimental plots | Yes/No |
| d. | Nurseries  | Yes/No |
| e. | Hostels  | Yes/No |
| f. | Sports and games | Yes/No |
| 8.2 | Observations: |  |
| 9.  | **Financial Sustainability** |  |
| 9.1 | Indicate total university/ college budget during last 5 years and its growth rate in %, keeping (a) as the base year |
| a. |  |
| b. |  |
| c. |  |
| d. |  |
| e. |  |
| 9.2 | Share of grants from different sources during last 5 years (Average % received compared to total budget). |
| a. | State Government (%) |  |
| b. | ICFRE (%) |  |
| c. | Central Government (%) |  |
| d. | Internal (University/College)(%) |  |
| e. | Others, specify (%) |  |
| 9.3 | Whether university/college had deficit budget (over-draft) during last 5 years ? | Yes/No |
| 9.4 | If yes, then to what extent during each year? |
| a. |  |
| b. |  |
| c. |  |
| d. |  |
| e. |  |
| 9.5 | Impact of deficit budget on university/college functioning. |  |
| 9.6 | Ratio of salary costs to operating and maintenance cost (International ratio is 65:35 and National ratio is proposed as 70:30) |  |
| 9.7  | Ratio of budget expenditure on salary and other heads |  |
| 9.8 | Whether corpus fund is available if yes, Amount (In Crore Rupees) | Yes/No |
| 9.9 | Whether grants from State Govt. are received regularly by university and are disbursed to college well in time. | Yes/No |
| 9.10 | Frequency of grants release.Annual/half yearly/quarterly/Bi-monthly/Monthly/Others (Specify) |  |
|  | 9.11 | List three most important activities undertaken for internal resources generation during last 5 years. |
| a. |  |
| b. |  |
| c. |  |
| 9.12 | Observations: |  |
| **10.** | **Publications and other units** |  |
| 10.1 | University and colleges report published regularly | Yes/No |
| 10.2 | Research publications from the faculty and students during last 5 Years |
| a. | Number of research papers published in refereed National Journals. |  |
| b. | Number of research papers published in refereed International Journals. |  |
| c. | Number of Text/Reference books published. |  |
| d. | Other publications (Practical manual, Extension booklet Monograms etc.). |  |
| **11.** | **National/International awards and recognition during last 5 years** |
| 11.1 | Faculty Awards. |
| a. | Best Teacher awards (% of total faculty) | No. | (%) |
| i. | University |  |  |
| ii. | ICFRE |  |  |
| b. | Best Ph.D. thesis award as major advisor -Jawahar lal Nehru award(No. and per cent of total faculty). | No. | (%) | Year |
|  |  |  |
| c. | Research and other award | National (No.) | International (No.) |
|  |  |
| d. | State, National and International recognition received by the faculty. | State (No.) | National (No.) | International (No.) |
|  |  |  |
| 11.2 | Students award (No.) |
| Best Ph.D. Thesis Award | State and National level Sports & Games Awards | State and National level Cultural & Literary Activities Awards |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 11.3 | Observations: |  |
| **12.** | **Curricula Teaching and Examinations** |
| 12.1 | Eligibility for admission and cut-off marks during last 4 years (% of marks at 10+2 levels) |
| S.No. | Year | Eligibility | Actual Cut-off Marks |
| General | SC/ST | General | SC/ST |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 12.2 | Admission procedure and Merit of UG Students |
| S.No. | Particular | Percentage of Students entering University/College |
| Above 80% Score | 60-80% Score | Below 60% Score |
| 1. | Based on 10+2 marks |  |  |  |
| 2. | University entrance test |  |  |  |
| 3. | State Entrance test |  |  |  |
| 4. | Combination of 10+2 marks and entrance test |  |  |  |
|  | 12.3 | ICFRE Model Curricula adopted | Yes/No |
|  | 12.4 | Requirement of credit hours for various UG degree programmes |
| S.No. | Programme | Total Credits Allocated | FEW/Other Work Experiences | Placement in Village/ Farm/ Factory/ Plant |
| Duration | Credits | No of credits graded |
| Satisfactory/Unsatis-factory  | 10 Point Scale |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |
|  | 12.5 | Requirement of credits for PG programmes |
| S.No. | Course | Masters Program | Doctoral Programme |
| Credits | % | Credits | % |
| 1. | Major core courses |  |  |  |  |
| 2. | Major (Optional courses) |  |  |  |  |
| 3. | Supporting courses |  |  |  |  |
| 4. | Research |  |  |  |  |
| 5. | Seminar |  |  |  |  |
| 6. | Others (Specify) |  |  |  |  |
|  |  | Total |  |  |  |  |
| 12.6 | Grading of Research credits |  |
|  | S.No. | Particulars | Credits |
|  | 1. | Satisfactory/ Unsatisfactory | Masters | Doctoral |
|  | 2. | 10 point scale |  |
|  |  | Total |  |