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## **Criteria/Standards for Teaching Department**

### **1- Program Evaluation Criteria**

- Strength and Quality of Faculty
- Curriculum Design and Development
- Infrastructure and Learning Resources
- Students Support and progression
- Research and Consultancy Activities
- Governance and Leadership
- Innovative/ Best practices

## 2- Standards for Degree programs External Evaluation

S#	Parameter	Criteria /Standard
1.	Faculty Strength	Minimum 6 teachers per department
2.	Visiting faculty	20% of teaching staff
3.	PhD Qualified Faculty	At-least 5 PhD
4.	Faculty composition	1:1:2:2
5.	Teacher student ratio	1:20
6.	Support staff vs. Teaching staff ratio	1:2
7.	Teaching load (Credit Hrs/Week)	Prof-8, Associate-8, AP- & Lecturer-12
8.	Revision/updating of curriculum	After Every 2-3 years
9.	Feedback on curriculum	Essential from all stakeholders*
10.	Objectives of curriculum	Mandatory to highlight as preamble to curriculum
11.	Text books / Reference books	One set of textbooks / reference books in department library
12.	Maintenance of course files by the teachers	Mandatory to maintain an updated and complete file of each course offered by a teacher
13.	Meetings of Board of Faculty and Board of Studies	Regular meetings with minutes and follow-up actions
14.	Yield Index **	More than 75% of intake
15.	Easy access to counseling and guidance facilities for students	Essential
16.	Students scholarships	At-least 10% of the total students
17.	Research budget for students & faculty Research	At-least 10% of the department budget

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

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

<b>S#</b>	<b>Parameter</b>	<b>Criteria /Standard</b>
18.	Internship/hands on trainings/projects	Mandatory for B.Sc and M.Sc (Hons)
19.	Class rooms space	12-15 sq. ft per student
20.	Minimum number of class rooms	Two per department
21.	Normal class size	40 students
22.	Class size with Multimedia	60 students
23.	Seminar room	One
24.	Reading room	One
25.	Committee room	One
26.	Department library	Essential. HOD maintains a small department library of text books and theses.
27.	Library space for students	30-35 sq. ft per student
28.	Availability of required library facilities ( As per Evaluation Manual)	Essential
29.	Laboratory	At least one functional lab with needed lab equipment for degree programs.
30.	Laboratory space	25-30 sq. ft per student
31.	Purchase of Chemicals and Glassware	Adequate budget provision essential
32.	Repair and Maintenance of Lab Equipment	Budgetary provision as per requirement
33.	Laboratory Manuals/Catalogues	Essential

S#	Parameter	Criteria /Standard
34.	Safety and Security measures in the Laboratory	Essential
35.	Students Lab Manuals/Practical Notebooks	Each student maintains lab practical notebook
36.	Qualification of Laboratory staff	Relevant qualification or at-least F.Sc/B.Sc
37.	Capacity building plan for technical support staff	Essential
38.	Research Journals	At least 15 current journals of the subject. Access to electronic journals be provided. Subscription to Foreign journals desirable.
39.	Books in the main library	At least 100 text books/reference books from major international/national publishers
40.	Computers	1 for 5 students
41.	Internet service	Access should be provided to at-least graduate students
42.	Access to online journals	Essential for all graduate students
43.	Minimum covered area of department	100 sq. ft per student
44.	Research Publications	At least 1-2 Research papers/year by each faculty member
45.	<u>Hostels</u> Space for cubicles	80-120 sq. ft
46.	Dormitories	50-80 sq. ft
47.	<u>Completion of courses</u>  Theory:  Practical:	Unsatisfactory (< 75% coverage) Satisfactory (> 75% coverage) Excellent (100% coverage)  Unsatisfactory (< 75%) Satisfactory (> 75%)