

## Annex 6

### Program Self-Assessment REPORT FORMAT

<p><b>Chapter 1: Introduction</b></p> <p>1.1 Significance of program Self-Assessment</p> <p>1.2 Process of Assessment</p> <p>1.3 Overview of the university</p> <p>1.4 Overview of the program offering entity</p> <p>1.5 Objectives and Intended Learning Outcomes of the program</p> <p>1.6 Brief Description of the program(s) under review</p>
<p><b>Chapter 2: Governance</b></p> <p>2.1 Program Management</p> <p>2.2. Academic Documentation</p> <p>2.3 Peer Observation &amp; Feedback Process</p> <p>2.4 Internal Quality Assurance Process</p>
<p><b>Chapter 3: Curriculum Design &amp; Review</b></p> <p>3.1 Need Assessment</p> <p>3.2 Curriculum Design</p> <p>3.3 Curriculum Review Process</p> <p>3.4 Curriculum Alignment/Skill Mapping</p> <p>3.5 Gaps in Curriculum : Adequacy to Meet the Needs</p>
<p><b>Chapter 4: Student Entry qualifications, Admission procedure, Progress and Achievements</b></p> <p>4.1 Entry Qualifications</p> <p>4.2 Admission Procedure</p> <p>4.3 Progress and Achievement</p>
<p><b>Chapter 5: Physical Facilities</b></p> <p>5.1 Classroom</p> <p>5.2 Library facilities</p> <p>5.3 Laboratory and field laboratories</p> <p>5.4 Medical facilities</p> <p>5.5 Other facilities</p>
<p><b>Chapter 6: Teaching Learning and Assessment</b></p> <p>6.1 Quality Staff</p> <p>6.2 Teaching learning methods</p> <p>6.3 Use of lesson Plan</p> <p>6.4 Technology integration</p>

6.5 Focus 6.6 Skill development Mechanism 6.7 Assessment of Student Performance
<b>Chapter 7: Student Support Services</b> 7.1 Co-curricular and Extra-curricular Activities 7.2 Academic Guidance and Counseling 7.3 Career & Placement 7.4 Alumni Services 7.5 Community Services
<b>Chapter 8: Staff and facilities</b> 8.1 Entry Qualifications 8.2 Recruitment 8.3 Staff Development 8.4 Key Performance Indicators
<b>Chapter 9: Research and Extension</b> 9.1 Policy and program 9.2 Fund and facilities 9.3 Fund hunting 9.4 Dissemination of research findings
<b>Chapter 10: Process Management and Continuous Improvement</b> 10.1 Self-assessment 10.2 Improvement plan 10.3 Stakeholders feedback 10.4 Use of peer observation results 10.5 Use of all feedback
<b>Chapter 11: SWOT Analysis</b> 11.1 Strengths 11.2 Weaknesses 11.3 Opportunities 11.4 Threats
<b>Chapter 12: Conclusion, Recommendation and Improvement Plan</b> 12.1 Conclusion 12.3 Recommendation 12.2 Strategic plan for further improvement of the institution
<b>Appendix</b>

**Annex 7**  
**SURVEY FORM FOR PhD PROGRAMS OFFERING ENTITY**

The following information is required for Departments in which a PhD program is offered.

1.	General Information:	
1.1	Name of the Department	
1.2	Name of the Faculty	
1.3	Date of initiation of PhD program	
1.4	Total number of academic journals subscribed in area relevant to PhD program.	
1.5	Number of Computers available per PhD student	
1.6	Total Internet Bandwidth available to all the students in the Department.	
2.	Faculty Resources:	
2.1	Number of faculty members holding PhD degree in the department.	
2.2	Number of approved PhD Advisors in the department.	
3.	Research Output:	
3.1	Total number of articles published last year in International Academic Journals that are authored by faculty members and students in the department.	
3.2	Total number of articles published last year in Asian Academic Journals that are authored by faculty members and students in the department.	
3.3	Total number of ongoing research projects in the department funded by different organizations	
3.4	Total Research Funds available to the Department from all sources.	
3.5	Number of active international linkages involving exchange of researchers/students/faculty etc. (Attach Details)	
4.	Student Information:	
4.1	Number of PhD degrees conferred to date to students from the Department during the past three academic years.	
4.2	Number of PhD students currently enrolled in the department.	
4.3	Ratio of number of students accepted to total number of applicants for PhD Program.	

5.	Program Information	
5.1	Entrance requirements into PhD Program (M.Sc. / MPhil) Indicate subjects or M.Sc. / MPhil	
5.2	Is your PhD program based on research only? (Y/N)	
5.3	Maximum number of years in which a PhD degree has to be completed after initial date of enrollment in PhD program.	
5.4	Total number of post M.Sc. (16 year equivalent) courses required for PhD	
5.5	Total number of MPhil level courses taught on average in a Term / Semester.	
5.6	Total number of PhD level courses taught on average in a Term / Semester.	
5.7	Do your students have to take/write:	
	a. PhD Qualifying examination (Y/N)	
	b. Comprehensive examination (Y/N)	
	c. Research paper in UGC approved Journal	
	d. Any other examination (Y/N)	
5.8	Total number of International examiners to which the PhD dissertation is sent.	
5.9	How is the selection of an examiner from technologically advanced countries carried out?	
5.10	Is there a minimum residency requirement (on campus) for award of PhD degree?	
6.	Additional Information	
6.1	Any other information that you would like to provide.	