



## PROFORMA-20

### Self-Assessment Exercise

Development of SAR by Program Teams		
Program # 01		
<b>Department Name</b>		
<b>Program Name</b>		
<b>Program Team Formed</b>		
<b>Program Team Report Completed</b>	No. of Criteria Covered (out of 8)	
	No. of Standards Covered (out of 31)	
	No. & Type of Surveys completed (out of 10)	<b>Surveys Conducted (04)</b> 1. <b>Surveys Not Conducted (06)</b> 1. <i>Reason:</i> 2. <i>Reason:</i>
<b>QEC Review of the Program Teams Report</b>	Date of Submission of the Report	
	Report returned to PT and further submission by PT	
	Report Finalized	

Development of SAR by Program Teams		
Program # 02		
<b>Department Name</b>		
<b>Program Name</b>		
<b>Program Team Formed</b>		
<b>Program Team Report Completed</b>	No. of Standards Covered (out of 31)	No. of Standards Covered (out of 31)
	No. & Type of Surveys completed (out of 10)	<b>Surveys Conducted (04)</b> 1. <b>Surveys Not Conducted (06)</b> 1. <i>Reason:</i> 2. <i>Reason:</i>
	Date of Submission of the Report	
<b>QEC Review of the Program Teams Report</b>	Date of Submission of the Report	
	Report returned to PT and further submission by PT	
	Report Finalized	

**Assessment of SAR by Assessment Teams**

<b>Assessment Exercise by Assessment Teams</b>	
<b>Program # 01</b>	
<b>Department Name</b>	
<b>Program Name</b>	
<b>Assessment Team Formed</b>	
<b>Date of Assessment Team</b>	
<b>Date of submission of AT Report</b>	
<b>Date of AT exit meeting with the Dean, PT &amp; Faculty</b>	
<b>Submission of Executive Summary to VC by QEC</b>	
<b>Date of Submission of Implementation plan to VC</b>	
<b>Evidence</b>	

<b>Assessment Exercise by Assessment Teams</b>	
<b>Program # 02</b>	
<b>Department Name</b>	
<b>Program Name</b>	
<b>Assessment Team Formed</b>	
<b>Date of Assessment Team</b>	
<b>Date of submission of AT Report</b>	
<b>Date of AT exit meeting with the Dean, PT &amp; Faculty</b>	
<b>Submission of Executive Summary to VC by QEC</b>	
<b>Date of Submission of Implementation plan to VC</b>	
<b>Evidence</b>	

<b>S. No.</b>	<b>Programs for which Implementation plan finalized/ approved</b>	<b>Weaknesses Identified</b>	<b>Actions Taken</b>
1.	Program # 01		
2.	Program # 02		

- c) If **Self Assessment Process** not completed in the departments, then specifies the reasons:  
\_\_\_\_\_.
- d) Provide action plan for the completion of SA process (specifying time frame for each step not undertaken on the following format) in the departments:  
\_\_\_\_\_.
- e) If no action taken against the weaknesses identified in the Implementation Plans for the departments, then specify the reasons & the expected time frame.  
\_\_\_\_\_.

- f) If feedback on all the Proformas not compiled for the departments, then specify the reasons and time frame for the evaluation of feedback:

\_\_\_\_\_.

- g) Submissions:

The copies of all documents are attached:

- 1.
- 2.
- 3.
- 4.

## A. EMPOWERING THE QEC

- a. Workshops/ Trainings/ Meetings attended/ organized by QEC at national /international level for awareness on the subject

S. No	Title of the event	Date	Purpose of the event (Participation/ Contribution)

- b) If paper presented in a national/ international forum on QA, give details (title, author, conference etc.):

\_\_\_\_\_.

- c) Membership of national/ international bodies obtained by the QEC

S. No	Name of the International organization/ body	Date when acquired

- d) If no membership obtained, then specify the reasons & time frame for acquiring membership:

\_\_\_\_\_.

- e) Nonvoting membership of the statutory bodies of the university acquired by the QEC head

S. No	Name of the Statutory Body	Date when acquired
1		
2		

- f) If no membership obtained, then specify the reasons & the expected time frame for

acquiring membership: \_\_\_\_\_

g) QEC website development and relevant information uploaded

S. No	Activity/Status/Information Uploaded	

h) If website/ relevant information not uploaded, then specify the reasons & time frame for making the QEC website functional: \_\_\_\_\_

i) QEC expenditures incorporated in university's recurring budget (Yes/No)

**B. Time bound future course of action for the next quarter**

- 1.
- 2.
- 3.
- 4.
- 5.

**C. Accomplishments during the Reporting Period**

List each activity of significant importance accomplished for enhancing the standard of education at university date wise briefly and clearly. A copy of the supporting literature i.e., minutes, reports and lists should also be enclosed as annexure.

- 1.
- 2.
- 3.
- 4.
- 5.

**D. Endorsement:**

The report should be signed by report writer (QEC Head or a person authorized on his behalf) and the Vice Chancellor of the Institution.

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Person Responsible

Director QEC: \_\_\_\_\_

Worthy VC: \_\_\_\_\_