This course is to be employed to record program data and info during the fact finding and rating procedure. Use the following quality ratings throughout the form:

E   **Exceptional**   (Strong, effective practice or condition)

S   **Satisfactory**   (Fully meets the criterion)

O   **Observation**   (Suggestion offered to improve a program)

C   **Concern**   (Criterion satisfied; however, the potential exists for the situation to change)

W   **Weakness**   (Lacks strength and remedial action is required.)

D   **Deficient**   (Fails to meet the criterion, and corrective action is required.)

X   **Not Applicable**

Enter explanatory comments and ratings for each of the performances.

Higher Education Commission
National Computing Education Accreditation Council
(NCEAC)

Contents

Undergraduate Degree Program Review Worksheet

Program Identification	
Name of Institution:	
Status:	☐ Degree Awarding ☐ Affiliated
Total Affiliations Awarded (if applicable):	
Affiliated From Institution (if applicable):	
Program Title:	☐ BS(CS) ☐ BS(SE) ☐ BS(IT) ☐ BS(AI) ☐ BS(DS) ☐ BS(CYS)
Evaluated By:	
Visit Type:	

Summarize findings using the ratings E, S, O, C, W, D, or X. Multiple ratings can be entered for an item

Evaluation Summary		
Criterion	**Quality Rating**	**Comments**
1. Program		
2. Admission		
3. Faculty		
4. Labs		
5.Library		
6. Infrastructure		

Overall Comments

Overall evaluation comments about institute

Criterion 1 - Program

Performance: *Evaluate the extent to which the program attains the following elements of Criterion 1.*

Objectives	Quality Rating	Comments
a. No of Years **Guideline:** *It should be a 4 years program*		
b. Credit Hours **Guideline**: *The credit hours for the whole program should be equal to or greater than 130*		
c. Number Theory Contact Hours per credit hour per week **Guideline**: *1 contact hour per credit hour per week*		
d. Lab Contact Hour per credit hour per week **Guideline**: *3 contact hours per credit hour per week*		
e. Total number of weeks of teaching per semester/term **Guideline**: *No of teaching weeks per semester should not be less than 15*		
f. Program Goals exists and are documented **Guideline**: *Program goals should be available in a documented form*		

Criterion 2 - Admission

Performance: *Evaluate the extent to which the program attains the following elements of Criterion 2.*

Objectives	Quality Rating	Comments
a. Number of admissions in each academic year **Guideline:** *Number of admissions in a year (Fall and Spring)*		
b. Admission criteria **Guideline:** *Minimum 50% Marks in*		

	Quality Rating	Comments
intermediate or equivalent with Mathematics.		
c. Number of section(s) in each admission batch ***Guideline:*** *Number of sections in each admitted batch(Max 50 students makes one section)*		
d. Number of admitted students in each admission batch ***Guideline:*** *Total Number of students admitted in each batch*		

Criterion 3 –Faculty

Performance: ***Evaluate the extent to which the program attains the following elements of Criterion 3.***

Objectives	Quality Rating	Comments

a. No of core faculty members assigned to the new program under Zero Visit
Guideline:
  i.   *Minimum of 2 full-time faculty members (qualified to teach computing courses) for one admitted batch should be available in first term*
  ii. *Full-time faculty must teach at least one course in first semester, to students of the program under evaluation*		

b. No of Core PhD/MS Faculty Members at the initiation of New Program
Guideline:
  i.   *At least one FM must hold PhD in computing at initiation of the new program*
  ii. *FM without MS degree (earned after 18 years education) in relevant discipline should not be teaching any course*		

Criterion 4 - Labs

Performance: *Evaluate the extent to which the program attains the following elements of Criterion 4.*

Student Outcomes	Quality Rating	Comment
a. Computing Labs ***Guideline:*** *Equipped, staffed and functional Computing Lab for conducting the lab component of courses. The students to PC ratio should not exceed 5:1*		
b. Logic Design lab ***Guideline:*** *Logic Design lab should be planned for Computer Science, AI and Cyber Security programs only*		

Criterion 5 - Library

Performance: *Evaluate the extent to which the program attains the following elements of Criterion 5.*

GENERAL	Quality Rating	Comment
a. No of Computing related Books specific to the New Program (Unique Titles) ***Guideline:*** *Minimum of 2 computing related books per student. A minimum of 200 computing titles*		
b. Access to IEEE / ACM etc. Journals / Proceedings ***Guideline:*** *Library should have online access to at least 5 IEEE, ACM etc., journals/ proceedings for students & FMs*		

Criterion 6 – Infrastructure

Performance: *Evaluate the extent to which the program attains the following elements of Criterion 6.*

Element	Quality Rating	Comment
a. No of classrooms reserved for the initiation of the new program *Guideline: Minimum 1 classroom for one batch at the initiation of the program , having not more than 50 students, 3 dedicated class rooms shall be planned in three years*		
b. No of Faculty offices reserved for the initiation of New Program *Guideline: Minimum 75 Square feet of area per faculty member. Not more than two faculty members in a room*		
c. Open Areas for Students *Guideline: Sufficient open areas where students can freely walk, sit and interact.*		
d. Facilities for Outdoor & indoor Sports *Guideline: Adequate, clean playing facilities with kits available*		
e. Facilities of the Hostel for Students in the New Program *Guideline: Adequate, hostel facilities are available.*		
f. Facilities for Mosque *Guideline: Adequate, Pray area facilities are available*		
1. Common Room *Guideline: There should be common room for boys and girls*		