

## **Monitoring of the Institutes :**

DOEACC Society aims to provide a quality learning environment for the students undergoing training in the institutions duly authorised by DOEACC Society. For the effective implementation of the training programmes under the DOEACC Scheme, Information needs to be collected by the DOEACC experts on various aspects of the learning environment prevailing in the institutions to get a clear picture of the status of quality of education and training being imparted by these institutions under DOEACC Scheme. Towards this objective, DOEACC Society has initiated the process of monitoring the institutes authorised to conduct DOEACC Courses by experts to these institutes to assess them periodically.

Such an exercise is envisaged to ensure that the Institution indeed has maintained the learning environment for continual improvements and innovative developments and having necessary facilities to impart training and education in IT to produce quality technical manpower that not only meets the local industry requirements, but is also acceptable at international level.

### ***Role of the Monitoring Team***

The role of Monitoring team is to ensure that the standards laid down by the DOEACC Society are in fact being maintained by the institute and also to review the quality of education and training being imparted by the institutes. This will help in encouraging the institutes by mentioning its strengths with reference to DOEACC courses offered and the areas in which the institution should improve for excellence.

DOEACC Society has introduced the monitoring System to ensure quality education and training by the institutes, based upon which an institute is being rated as Excellent/Very Good/ Good/ Satisfactory/Poor on a scale of 0-200 as under :

SL NO	POINTS	RATING **
1	176 and above	A+
2	151 to 175	A
3	126 to 150	B+
4	101 to 125	B
5	100 and below	C

***A+ : Excellent, A : V. Good, B+ : Good, B : Satisfactory, C: Needs improvement***

This rating would be taken in to consideration while an institute is applying for extension/Full accreditation and this rating will be valid for the period of Provisional/Full Accreditation and be reviewed periodically, so that an institute makes effort to improve upon its earlier rating.

Norms and Standards for rating of the institutions adopted during monitoring visits are given in the Monitoring Visit Report Proforma.



## DOEACC SOCIETY

(An autonomous body of Department of Information Technology,  
6, C.G.O. Complex, Lodhi Road, New Delhi-110003

### INSTITUTE'S MONITORING VISIT REPORT

(Confidential)

1. Institution Name & Address:

2. ACCR No. : O  
A  
B  
C

3. Name of the Convenor  
Expert No.

Name of the Member  
Expert No.

4. Date of visit

5. Duration of visit (hrs to hrs. )

6. **Observation Summary in lieu of increase or decrease in number of all the facilities since getting accreditation:**

**Maximum Marks (10)**

**6.1 Class Room/ Lecture Room**

	Distrib. Of marks	Marks Allotted			
		O	A	B	C
1. Seating arrangement in the class-room	2				
2. Cleanliness of the class-room	2				
3. Availability and usage of Teaching Aids	4				
4. Level of comfort for the student and teacher	2				
<b>TOTAL</b>					

**6.2 Laboratories (30)**

1. Seating arrangement in the lab	3				
2. Quality and adequacy of H/w and S/w.	5				
3. Licensed S/w for DOEACC courses	8				
4. Stand-by arrangements	3				
5. No. of students per terminal <i>(recommended two/terminal)</i>	5				
6. Cleanliness of the lab	2				
7. Accessibility of the lab facilities beyond practical hour (may verify from lab register)	4				
<b>TOTAL</b>					





**Strengths :**

**Weakness :**

**Recommended for continuation of Accreditation :**

Yes	No
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**Signature of Member**  
Name

Expert No.

Address

Tel

**Signature of the Convenor**  
Name

Expert No.

Address

Tel

ANNEXURE-II

## Institution Report Submitted to Visiting Team (Confidential)

1. Institution Name

2. Address:

3. ACCR No./ Prov. No.

4. Provisional/Full Accreditation letter/certificate is displayed at the Counsellors' rooms/Reception of the institute  Yes  No

5. Number of batches run for the DOEACC ' ' levels of courses :-

Sl.no.	Batch no.	No. of students in each batch

### 6. RESOURCES

#### 6.1 Faculty :

1)

S.No	Name	Designation	Qualification	Date of Joining	Computer Experience	Full Time	Part Time	Support Faculty

2) Average stay of faculty with the institute :

3) Student –Teacher ratio :

#### 6.2 Hardware

1. Owned (authority of purchase to be indicated) (Pentium systems and above)

Sl.No.	Make/Model	Configuration	Qty.	Supplier	Dt. of Purchase

3. PROPOSED, if any

#### 6.3 Software

1. EXISTING

Srl.	OS/Compiler/Packages	Ver. No.	No. of copies	Supplier	Dt. Of purchase

2. PROPOSED, if any

#### 6.4 Library

1. Reading room facility available : Y/N  
(Mention the Size of room)
2. Availability of books related to course material to the students : Y/N
3. Total no. of books : -----
4. No. of original copies of
  - DOEACC Prospectus : .....
  - DOEACC Syllabus : .....
  - All recommended books : Y/N
  - Periodicals (Specify the names):

#### 7. Project Assistance

- No. of completed projects so far in different levels (please provide details for each level separately)
- No. of projects pending
- Any arrangement with the industries to give project assistance in the field to your students(give details)

#### 8. Administration

1. Total Area available in Sq. mts -----
2. Record of progress is being maintained 

Yes	No
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3. Are the students made aware of DOEACC Scheme 

Yes	No
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4. Whether the institute's prospectus contains a briefing about DOEACC courses, admission procedure, the fee structure of different courses, infra -structure, faculty details etc 

Yes	No
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5. When was the prospectus last revised?(Please attach the latest copy also)
6. Providing hand-outs /books provided to the students
7. Follows the DOEACC Syllabus
8. Ratio of Practical & Theory classes
9. No. of hrs. per week for theory/lab,
10. Student per terminal (a) 1:1(b) 1:2 (c) more than 3
11. Hands on opportunity
12. Teaching Aids used

#### 9. Placement

- What are the efforts made by the institute to give placement assistance to the DOEACC qualifiers.
- Professional Practice
  - Maintenance of placement record.
  - Please enclose a list of industries with whom the institution has linkages for placement of students.
  - No. of students given placement during last year (Level wise)

## 10. Training Methodology

- Any innovative method being adopted by the institute for training in DOEACC course. Please give details
- Training of candidates in industry : whether institute have arrangement with industry to give actual working experience in the field to their students (give details)

## 11. PERFORMANCE IN DOEACC EXAMINATION (please provide details for each level)

Year	No. of candidates		Pass %	No. of Candidates with 'A' grade or above
	Sent	Cleared exam		

- System of In-house test to monitor the progress of students.
- Tests and Assignments given to the students
- Action on failed students

## 12. PUBLICITY / PROMOTIONAL EFFORTS

- Banner of conducting DOEACC accredited course for specified level is displayed permanently at the institute  Yes  No
- What are the efforts made by the institutes for the promotion of the DOEACC Scheme.
- Advertisement released by the institute in last year. (Please attach the copies also)

## 13. Participation in DOEACC Programmes (Give details)

- (a) Joint Advertisement
- (b) Workshops
- (c) TTP
- (d) Contribution to QUQNBOOK / revision syllabi

## 14. Are you conducting any courses sponsored/assisted by Govt. Of India or any other body where DOEACC Accreditation is a pre-requisite? (YES / NO). If Yes, Please provide details in annexure-III.

## 15. Miscellaneous

- Changes in management, franchisee financing etc.
- Has the institute kept a record of its drawback as communicated by DOEACC and whether those weaknesses mentioned has been rectified?  Yes  No
- Faculty changes since getting accreditation, if yes, informed DOEACC  Yes  No
- Faculty resignation high  Yes  No
- List of training conducted /organised for faculty skills upgradation

Future Plans , if any :

Signature  
(authorised representative of institute )  
Name  
Designation  
Address of the Institute  
Phone(o)

**VERIFIED & FORWARDED BY CONVENOR TO DOEACC SOCIETY**

**Signature of the Convenor  
Of Monitoring Team**

**Signature of the Member  
of Monitoring Team**

**DATE** \_\_\_\_\_  
**PLACE** \_\_\_\_\_

**ANNEXURE –III**

Are you conducting any courses sponsored / assisted by Govt. Of India or any other body where DOEACC Accreditation is a pre-requisite?

(Please tick(√) in the appropriate box).

YES	NO
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*If Yes, then:*

1. Name of the Sponsoring Authority/Agency

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2. Name of the Programme sponsored

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3. No. of students being trained under the programme

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4. Assistance/ grant/re-imburement from Govt. per student.

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