

School of Agricultural Sciences
Yashwantrao Chavan Maharashtra Open University, Nashik – 422 222

Agriculture Education Centre: Annual Evaluation Form

1. Name & Address of Center:.....

2. Date of Evaluation:.....

3. Details of Evaluation:

Instruction for filling Centre Evaluation Form:

1. Prepare your supporting document and enclose with this 100 Point Evaluation Form.
2. Point-wise Score Key is given at the bottom of Evaluation Form shall be visited seriously before score allotment.
3. **Encircle one of the 3 Continuums:** Allot 0, if your answer is No, Allot 0.5, if your answer is Partially Yes & Allot 1, if your answer is fully Yes. **(Points Not Applicable to your centre shall carry 0.5 score.)**

	<i>Marking and Evaluation Component</i>	<i>Internal</i>			<i>External</i>		
1.0	General Administration						
1.1	Designated Center Head, Coordinator & their qualification	0	0.5	1	0	0.5	1
1.2	Display of Students Enrolment chart	0	0.5	1	0	0.5	1
1.3	Register of Teachers & Students Attendance	0	0.5	1	0	0.5	1
1.4	Three Sign board on Main Road, Sub-Main Road & Center Building	0	0.5	1	0	0.5	1
1.5	Designated YCMOU Notice board inside building	0	0.5	1	0	0.5	1
1.6	Timely Payment of Honorarium to Teacher & Center Staff	0	0.5	1	0	0.5	1
1.7	Timely Purchase of farm & laboratory Consumables	0	0.5	1	0	0.5	1
1.8	Program wise List of students not allowed for examination	0	0.5	1	0	0.5	1
1.9	Accommodation facility to students during examination	0	0.5	1	0	0.5	1
1.10	Bio-data of All Staff & their presence in Evaluation.	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
2.0	Technical & Supporting Staff						
2.1	Foundation in Agriculture Teachers & their qualification.	0	0.5	1	0	0.5	1
2.2	Diploma in Horticulture Teachers & their qualification.	0	0.5	1	0	0.5	1
2.3	Diploma in ABM Teachers & their Qualification.	0	0.5	1	0	0.5	1
2.4	Diploma in Agro-Journalism Teachers & their Qualification	0	0.5	1	0	0.5	1
2.5	Diploma in Fruit Production Teachers & their Qualification	0	0.5	1	0	0.5	1
2.6	Diploma in Vegetable Production Teachers & their Qualificatn.	0	0.5	1	0	0.5	1
2.7	Diploma in Floriculture Teachers & their Qualification	0	0.5	1	0	0.5	1
2.8	Presence of Designated Accountant, Assistant & peon	0	0.5	1	0	0.5	1
2.9	YCMOU Agri / Horti Degree Project Students Guided	0	0.5	1	0	0.5	1
2.10	Teacher Counsellors possessing Doctorate Degrees	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
3.0	Teaching – Learning Class Rooms & Teaching Aids						
3.1	Foundation in Agriculture Class Room with Teaching Aids	0	0.5	1	0	0.5	1
3.2	Diploma in Horticulture Class Room with Teaching Aids	0	0.5	1	0	0.5	1

	Marking and Evaluation Component	Internal			External		
3.3	Diploma in ABM Class Room with Teaching Aids	0	0.5	1	0	0.5	1
3.4	Diploma in Agro-Journalism Class Room with Teaching Aids	0	0.5	1	0	0.5	1
3.5	Diploma in Fruit Production Class Room with Teaching Aids	0	0.5	1	0	0.5	1
3.6	Diploma in Vegetable Prodn Class Room with Teaching Aids	0	0.5	1	0	0.5	1
3.7	Diploma in Floriculture Class Room with Teaching Aids	0	0.5	1	0	0.5	1
3.8	Students Seating with Desk & Bench in classroom	0	0.5	1	0	0.5	1
3.9	Bottled & Labelled Samples of Soils, Rocks, Minerals, Fertilizers	0	0.5	1	0	0.5	1
3.10	Bottled & Labelled Samples of Pests, Diseases, Seeds, Weeds, Insecticides, Fungicides & Weedicides	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
4.0	Demonstration Farm & Nursery						
4.1	Plant Propagation Nursery with Mother plants	0	0.5	1	0	0.5	1
4.2	Plant Propagation Nursery with Seedlings	0	0.5	1	0	0.5	1
4.3	Plant Propagation Nursery with Fruit grafts	0	0.5	1	0	0.5	1
4.4	Fruits Orchard/ Garden/Plantation Unit	0	0.5	1	0	0.5	1
4.5	Vegetable Production & Crop Cafeteria Unit	0	0.5	1	0	0.5	1
4.6	Flowers production & Foliage Plant Cafeteria Unit.	0	0.5	1	0	0.5	1
4.7	Shade House, Poly house, Poultry, Dairy, Vermicompost Unit	0	0.5	1	0	0.5	1
4.8	Agronomic Crop Cafeteria	0	0.5	1	0	0.5	1
4.9	Horticulture Crop Cafeteria	0	0.5	1	0	0.5	1
4.10	Farm and Garden Machine, Implements, Tools & Implements	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
5.0	Laboratory Facilities						
5.1	Designated Soil & Water Testing Laboratory	0	0.5	1	0	0.5	1
5.2	pH Meter, Flame-photometer, Spectro-photometer in Operation	0	0.5	1	0	0.5	1
5.3	Records of Soil & Water analysis by students in practical class	0	0.5	1	0	0.5	1
5.4	Designated Phyto-diagnosis Laboratory	0	0.5	1	0	0.5	1
5.5	Microscopes, Sprayers, Duster & Seed Dresser	0	0.5	1	0	0.5	1
5.6	Isolation Chamber, Dissection Boxes, Glassware & Chemicals	0	0.5	1	0	0.5	1
5.7	Designated Post Harvest Technology Laboratory.	0	0.5	1	0	0.5	1
5.8	Gas burner, Refrigerator, Food Processor, Autoclave & Cooker.	0	0.5	1	0	0.5	1
5.9	Digital Balance, Capping & Cork Machine, Refractometer	0	0.5	1	0	0.5	1
5.10	Processed, bottled & labelled samples of fruits & vegetables in Practicum	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
6.0	Academic Management						
6.1	Conduct of 36 Theory & 36 Practical Contact Sessions	0	0.5	1	0	0.5	1
6.2	Timely Conduct of Internal Examination on Scheduled dates	0	0.5	1	0	0.5	1
6.3	Timely Evaluation & Written Comments on Answer Sheets	0	0.5	1	0	0.5	1
6.4	Timely Disbursement of Money to Teachers for Teaching Aids.	0	0.5	1	0	0.5	1
6.5	Program wise Study Tour / Exposure Visit of Enrolled Students	0	0.5	1	0	0.5	1

	Marking and Evaluation Component	Internal			External		
6.6	Organization of Career/Self-employment Counselling Sessions	0	0.5	1	0	0.5	1
6.7	Provision to Teacher Counsellors to attend Training, Workshop	0	0.5	1	0	0.5	1
6.8	Conduct of 3 contact sessions for Degree Project Report	0	0.5	1	0	0.5	1
6.9	Presence of Head & Coordinator on Saturday & Sundays	0	0.5	1	0	0.5	1
6.10	Sending Teacher Counsellors to University for Evaluation work	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
7.0	Financial Management						
7.1	Joint Bank Account in Nationalized Bank	0	0.5	1	0	0.5	1
7.2	Maintenance of Cash Book, Dead Stock, Purchase & Issue Register	0	0.5	1	0	0.5	1
7.3	Item wise Statement of Income & Expenditure in Honorarium cost	0	0.5	1	0	0.5	1
7.4	Item wise Statement of Income & Expenditure under Operation cost	0	0.5	1	0	0.5	1
7.5	Item wise Statement of Income & Expenditure under development cost	0	0.5	1	0	0.5	1
7.6	Timely Payment of Honorarium to Teacher Councillors	0	0.5	1	0	0.5	1
7.7	Timely Payment Honorarium to Administrative Staff	0	0.5	1	0	0.5	1
7.8	Timely purchase of Reference book, Magazines & CD ROM	0	0.5	1	0	0.5	1
7.9	Item wise Reasoning for Expenditure of More than Rs.10,000	0	0.5	1	0	0.5	1
7.10	Last Years Annual Audit & Account report	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
8.0	Physical Infrastructural Facilities						
8.1	Designated Building and 8 Class Rooms	0	0.5	1	0	0.5	1
8.2	Designated Building and 4 Laboratories	0	0.5	1	0	0.5	1
8.3	Designated Two LCD Projectors.	0	0.5	1	0	0.5	1
8.4	Designated LCD Large Screen TV & Sound System	0	0.5	1	0	0.5	1
8.5	Designated PC with Internet facilities	0	0.5	1	0	0.5	1
8.6	Provision of Separate Male & Female Bathroom facility.	0	0.5	1	0	0.5	1
8.7	Provision of Potable Drinking Water on holidays.	0	0.5	1	0	0.5	1
8.8	Provision of Library & Reading Room to Students.	0	0.5	1	0	0.5	1
8.9	Provision of Paid Xerox facility to students.	0	0.5	1	0	0.5	1
8.10	Provision of Battery backup to laboratory instruments	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
9.0	Students Monitoring & Evaluation						
9.1	Conduct of Internal Theory & Practical Examination	0	0.5	1	0	0.5	1
9.2	Last Years Students Academic Performance Sheet	0	0.5	1	0	0.5	1
9.3	Last & Current years Students Feed back & Grievances Register	0	0.5	1	0	0.5	1
9.4	Preparation of Insects, Pests, Disease album by students	0	0.5	1	0	0.5	1
9.5	Preparation of Seed, Weed, Fertilizer album by students	0	0.5	1	0	0.5	1
9.6	Number of Students Enrolment in Mali & Foundation in Agriculture	0	0.5	1	0	0.5	1
9.7	Number of Students Completed B.Sc.(Agri./Horti) in last year	0	0.5	1	0	0.5	1
9.8	Organization of Self Employment Training Classes to Students	0	0.5	1	0	0.5	1
9.9	Organization of Campus Placement Interview for Students	0	0.5	1	0	0.5	1
9.10	YCMOU Degree Holders last 3 years Employment Status Record	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
10.0	Overall Impression of Evaluation Team						
10.1	Overall Impression about Campus Development	0	0.5	1	0	0.5	1
10.2	Overall Impression about Center Administration.	0	0.5	1	0	0.5	1
10.3	Overall Impression about Technical & Supporting Staff	0	0.5	1	0	0.5	1
10.4	Overall Impression about Class Rooms & Teaching Aids	0	0.5	1	0	0.5	1
10.5	Overall Impression about Farm & Demonstration Units.	0	0.5	1	0	0.5	1

	Marking and Evaluation Component	Internal			External		
10.6	Overall Impression about Laboratory Facilities	0	0.5	1	0	0.5	1
10.7	Overall Impression about Academic Management	0	0.5	1	0	0.5	1
10.8	Overall Impression about Financial Management	0	0.5	1	0	0.5	1
10.9	Overall Impression about Physical Infrastructure Facilities	0	0.5	1	0	0.5	1
10.10	Overall Impression about Students Monitoring & Evaluation	0	0.5	1	0	0.5	1
	Sub-Total Score out of 10						
	Grant Total Score out of 100:						
	Corresponding Grading :						

Cumulative Grading:

1. A Grade (Very Good) : Cumulative Score: > 81
2. B Grade (Good) : Cumulative Score: 71 to 80
3. C Grade (Average) : Cumulative Score: 60 to 70
4. D Grade (Poor) : Cumulative Score: < 60: (Centre to be closed)

Internal Evaluation

External Evaluation

 Name & Signature of Center Co-ordinator,
 YCMOU Agriculture Education Centre

 Name & Signature of U.G. Coordinator,
 SAS, YCMOU, Nashik

 Name & Signature of Center Head,
 YCMOU Agriculture Education Centre

 Name & Signature of Director
 SAS, YCMOU, Nashik

Note: All The supporting documents shall be enclosed with this evaluation form

Point wise Score Key and Guidelines for filling Evaluation Form

1.0 General Administration

- 1.1 The Designated Study Center Head shall be a Post Graduate in Agricultural Sciences while the Designated Study Centre Coordinator shall be a Post Graduate in Agricultural Sciences with specialization in Agronomy / Horticulture. **Score:** If no = 0 mark, if yes = 1 mark, if other than prescribed qualification = 0.5 mark.
- 1.2 Year wise & Program wise student enrolment chart of minimum 3.0 x 6.0 feet horizontal size shall be displayed in the format provided in Center Management booklet at two places outside the Center office and outside the office of the Head or Coordinator. **Score:** If no = 0 mark, if more than two places = 1 mark, if less than two places = 0.5 mark.
- 1.3 The Payment of honorarium to Teacher Counsellors shall be made through crossed cheque in two instalments, first in November and second in February each year. **Score:** If no payment = 0 mark, if yes = 1 mark, if one or both payment not made/paid in time = 0.5 mark.
- 1.4 The Purchase of Farm, Laboratory and other consumable required for scheduled practical shall be made at the beginning of academic session and not later than 15th August each year. **Score:** If not purchased = 0 mark, if purchased before 15th August = 1 mark, if purchased after 15th August = 0.5 mark.
- 1.5 Signed Register of Attendance of Teacher Counsellors and Students shall be kept separately on Open Agriculture Education Center. **Score:** If no = 0 mark, if yes = 1 mark, if Incomplete = 0.5 mark.
- 1.6 The Center shall fix at least Three sign boards duly prescribed by university, one on highway, one on main Road and another on the office building of the center. **Score:** If one board = 0 mark, if three board = 1 mark, if two board = 0.5 mark.
- 1.7 The Center shall fix up designated YCMOU Notice board showcase of 3 x 4 feet size for Notice, Instruction, Examination Time table etc. shall be displayed outside the center office. **Score:** If no Notice board = 0 mark, if yes = 1 mark, if not designated = 0.5 mark.
- 1.8 The Open Agriculture Education Centre shall not allow the student to appear for final examination, if their total attendance is less than 50%, even under the condition of genuine reasons including his/her illness/hospitalization. **Score:** If not allowed for examination = 1 mark, if selectively allowed for examination with justification = 0.5 mark, if allowed for examination inspite of less attendance = 0 mark.
- 1.9 The Open Agriculture Education Center shall provide separate accommodation facility to boys & girls students during examination, if needed and required by them. **Score:** If no facility = 0 mark, if separate facility for boys and girls = 1 mark, if no separate facility = 0.5 mark.
- 1.10 The one page bio-data of Study Center Head, Coordinator, and Accountant & All Teacher Counsellors as prescribed by the university shall be provided and the concern person shall be present in person during annual verification. **Score:** If not present = 0 mark, if all are present in total = 1 mark, if partially present = 0.5 mark.

2.0 Technical and Supporting Staff

- 2.1 The Foundation in Agriculture course shall have two designated teacher counsellors & they shall be M.Sc. (Agri.) in Agronomy or Soil Science and Botany or Plant Pathology or Agricultural Entomology. **Score:** If not = 0 mark, if yes = 1 mark, if partial fulfilment = 0.5 mark, if Program not offered = 0.5 mark.
- 2.2 The Diploma in Horticulture shall have designated Teacher Counsellor & he shall be M.Sc. (Agri.) in Horticulture. **Score:** If not = 0 mark, if yes = 1 mark, if from other disciplines = 0.5 mark, if program not offered = 0.5 mark.
- 2.3 The Diploma in Agribusiness Management shall have designated Teacher Counsellor & he shall be M. Sc. (Agri.) in Agricultural Economics or Agribusiness Management or M.B.A. in Agribusiness Management. **Score:** If not = 0 mark, if yes = 1 mark, if from other discipline = 0.5 mark, if program not offered = 0.5 mark.
- 2.4 The Diploma in Agro-journalism shall have designated Teacher Counsellor & he shall be M.Sc. (Agri.) in Agricultural Extension or Agricultural Communication or Agricultural Development or Farm Journalism. **Score:** If not=0 mark, if yes =1 mark, if from other discipline = 0.5 mark, if program not offered = 0.5 mark.
- 2.5 The Diploma in Fruit Production shall have designated Teacher Counsellor & he shall be M.Sc. (Agri.) in Horticulture. **Score:** If not = 0 mark, if yes = 1 mark, if from other disciplines = 0.5 mark, if program not offered = 0.5 mark.

- 2.6 The Diploma in Vegetable Production shall have designated Teacher Counsellor & he shall be M.Sc. (Agri.) in Horticulture. **Score:** If not = 0 mark, if yes = 1 mark, if from other discipline = 0.5 mark, if program not offered = 0.5 mark.
- 2.7 The Diploma in Floriculture & Landscape Gardening shall have designated Teacher Counsellor & he shall be M.Sc. (Agri.) in Horticulture. **Score:** If not = 0 mark, if yes = 1 mark, if from other discipline = 0.5 mark, if program not offered = 0.5 mark.
- 2.8 There shall be Designated Person appointed through written order as Center Accountant, Center Assistant and Center Peon. **Score:** If no Designated person = 0 mark, if All Designated person = 1 mark, if partial information = 0.5 mark.
- 2.9 The YCMOU has recognized eligible Teacher Counsellors from all Open Agriculture Education Centers as B.Sc. (Agriculture/Horticulture) Project Report Guides and are credited for the same for their Guide ship efforts. **Score:** If Less than 5 students submitted reports = 0 mark, if 5 to 10 students submitted reports = 0.5 mark, & if more than 10 students submitted reports = 1 mark.
- 2.10 The Center having faculties with Doctorate degree are additionally credited for Score: If no = 0 mark, if one Doctorate faculty = 0.5 mark, & if more than one Doctorate faculty = 1 mark.

3.0 Teaching, Learning Classrooms & Teaching Aids

- 3.1 to 3.7 Each Class rooms shall have minimum 20 x 30 feet size or total carpet area of 600 square feet with at least two cross windows at both side and minimum 3 x 6 feet size of Black Board/Writing Board and Course related posters, charts, photos & teaching aids fixed on wall for ready references and students learning. **Score:** If right size classroom with black board and teaching aids = 1 mark, if no = 0 mark, if Partial fulfilment = 0.5 mark.
- 3.8 Each Class Room shall have proper seating arrangements with bench and desk with flat smooth surface for writing. **Score:** If Bench & Desk Seating = 1 mark, if PVC Chair Seating with Desk = 0.5 mark, if PVC Chair Seating without Desk = 0 mark.
- 3.9 Soil & Water Testing Laboratory shall have not less than 100 bottled / jarred / stored / preserved and suitably labelled samples of Soils, Rocks, Minerals, Organic Manures, Chemical Fertilizers, Bio-fertilizers, Plant growth regulators. **Score:** If less than 80 Samples = 0 mark, if 80 to 100 Samples = 0.5 mark, if more than 100 Samples = 1 mark.
- 3.10 Phyto-dignostic Laboratory shall have not less than 200 bottled / jarred / stored / preserved and suitably labelled samples of Pests, Diseases, Seeds, Weeds, Insecticides, Fungicides & Weedicides. **Score:** If less than 100 Samples = 0 mark, if 100 to 200 Samples = 0.5 mark, if more than 200 Samples = 1 mark.

4.0 Demonstration Farm & Nursery

- 4.1 Center shall have scientifically laid out Plant Propagation Nursery with at least 10 mother plants each of Mango, Guava, Sapota, Pomegranate, Orange, Cashew nut. **Score:** If less than 5 plants = 0 mark, if 5 to 10 plants = 0.5 mark, if more than 10 plants = 1 mark.
- 4.2 The Plant Propagation Nursery shall produce at least 5000 saleable seedling of fruits and vegetable crops like Papaya, Drumstick, Tomato, Chilly, Brinjal, Flowers, etc. **Score:** If less than 3000 Seedlings = 0 mark, if 3000 to 5000 Seedlings = 0.5 mark, if more than 5000 Seedlings = 1 mark.
- 4.3 The Plant Propagation Nursery shall produce at least 5000 saleable grafts of fruit crops like Mango, Guava, Sapota, Pomegranate, Orange, Cashew nut, etc. **Score:** If less than 3000 grafts = 0 mark, if 3000 to 5000 grafts = 0.5 mark, if more than 5000 grafts = 1 mark.
- 4.4 Center shall have minimum 5 Acres of fruits orchard / plantation crops. **Score:** If less than 3 Acres Orchard/Plantation Crops = 0 mark, if 3 to 5 Acres Orchard = 0.5 mark, if more than 5 Acres Orchard = 1 mark.
- 4.5 Centre shall have minimum 3 Acres of Vegetable Crop Production and Vegetable Crop Cafeteria. **Score:** If less than 2 Acres Vegetable Production Farm and Vegetable Crop Cafeteria = 0 mark, if 2 to 3 Acres area = 0.5 mark, if more than 3 Acres = 1 mark.
- 4.6 Center shall have minimum 2 Acres of Floriculture Crops and Crop Cafeteria. **Score:** If less than 1 Acre Floriculture Crop and Crop Cafeteria = 0 mark, if 1 to 2 Acres = 0.5 mark, if more than 2 Acres = 1 mark.
- 4.7 Center shall desirably have minimum 3000 Square feet Green House / Poly House / Protected Cultivation Unit OR unit of Poultry, Dairy or Vermi-composting for demonstration. **Score:** If less than 1000 Square feet Poly house / Green house = 0 mark, if 1000 to 3000 Square feet = 0.5 mark, if more than 3000 Square feet = 1 mark.

- 4.8 Center shall have minimum 1 Acre Agronomic Crop Cafeteria in both Rainy (Kharif) & Winter (Rabbi) Seasons as prescribed by the University with each crop not less than 1000 Square feet each crop and minimum 20 crops in each season out of total crops grown in your locality. **Score:** If less than 10 Crops in Cafeteria = 0 mark, if 10 to 20 crops in both seasons = 0.5mark, if more than 20 crops in both seasons = 1 mark.
- 4.9 Center shall have minimum 1 Acre Horticulture Crop Cafeteria in both Rainy (Kharif) & Winter (Rabbi) Seasons as prescribed by the University with each crop not less than 1000 Square feet each plot and minimum 20 fruit, vegetable & flower crops in each season out of total crops grown in your locality. **Score:** If less than 10 Crops in Cafeteria = 0 mark, if 10 to 20 crops in both seasons = 0.5mark, if more than 20 crops in both seasons = 1 mark.
- 4.10 Center shall have all Major Farm and Garden Implements, Tools & Equipments like Tractor, Power Tiller, Plough, Harrow, Seed Drill, Power Sprayers and Dusters. **Score:** If less than 10 Tools & Implements = 0 mark, if 10 to 20 Tools & Implements = 0.5 mark, if more than 20 Tools & Implements = 1 mark.

5.0 Laboratory Facilities

- 5.1 Center shall have Designated Laboratory for Soil & Water Testing in designated room with Size of not less than 600 square feet carpet area. **Score:** If less than 300 square feet laboratory = 0 mark, if 300 to 600 square feet area = 0.5 mark, if more than 600 square feet area = 1 mark.
- 5.2 Soil & Water Testing Laboratory shall have Major Laboratory Instruments like Digital pH Meter, Flame Photometer & Spectrophotometer in fully working condition and factual proof for using in laboratory based practical during the year. **Score:** If No Instrument = 0 mark, if Less than three instrument in working condition = 0.5 mark, if all three instrument in working condition = 1 mark.
- 5.3 Center shall produce Record of Soil & Water Testing Reports that has been prepared during Foundation course practical. **Score:** If Less than 10 reports = 0 mark, if 10 to 20 reports = 0.5 mark, if more than 20 reports = 1 mark.
- 5.4 Center shall have Designated Phyto-diagnosis Laboratory in designated room with size of not less than 600 square feet carpet area. **Score:** If 300 square feet Laboratory = 0 mark, if 300 to 600 square feet = 0.5 mark, if more than 600 square feet = 1 mark.
- 5.5 Phyto-diagnosis Laboratory shall have Major Instruments and Equipments like Microscope, Power Sprayers, Seed Dressers in fully working condition and factual proof of using them in practical Contact Sessions. **Score:** If Not available = 0 mark, if Not in working condition = 0.5 mark, if all are in working condition = 1 mark.
- 5.6 Phyto-diagnosis Laboratory shall have Laminar flow, Isolation Chamber, Dissection Boxes and essential Glass wares & Chemicals and factual proof of using them during Practical Contact Sessions. **Score:** If Not available = 0 mark, if All Not in working condition = 0.5 mark, if All in working condition = 1 mark.
- 5.7 Center shall have Designated Post Harvest Technology (PHT) Laboratory in designated room of not less than 600 square feet carpet area. **Score:** If less than 300 square feet laboratory = 0 mark, if 300 to 600 square feet area = 0.5 mark, if more than 600 square feet area = 1 mark.
- 5.8 PHT Laboratory shall have Major Equipments like Gas burner, Refrigerator, Food Processor, Autoclave & Pressure Cooker in working condition and factual proof of using them during practical contact sessions. **Score:** If Not available = 0 mark, if some of them available = 0.5 mark, if all of them available = 1 mark.
- 5.9 PHT laboratory shall have Digital Weigh Balance, Capping & Corking Machine and Refractometer in working condition and factual proof of using them during practical contact sessions. **Score:** If Not available = 0 mark, if some of them available = 0.5 mark, if all of them available = 1 mark.
- 5.10 Center shall have bottled and labelled samples of value added products from fruits and vegetables produced in practical contact sessions. **Score:** If Less than 10 bottles = 0 mark, if 10 to 20 bottles = 0.5 mark, if more than 20 bottles = 1 mark.

6.0 Academic Management

- 6.1 Center shall conduct 36 Theory Contact Sessions each of 3 hours duration from 10 am to 1 pm and 36 Practical Contact Sessions each of 3 hours duration from 2 pm to 5 pm on all contact session days excluding first contact session on first August each year. **Score:** If less than 24 Theory & Practical contact sessions = 0 mark, if 24 to 36 Theory & Practical contact sessions = 0.5 mark, if more than 36 Theory & Practical contact sessions = 1 mark.
- 6.2 Center shall conduct all Internal Theory and Practical Examination on scheduled dates printed in the Teaching Schedule in Program Prospectus for the duration (Theory Paper = 10 am to 1 pm & Practical

- Paper 2 pm to 5 pm). **Score:** If Not conducted on date and time = 0 mark, if some of them conducted on scheduled dates and time = 0.5 mark, if All of them conducted on Scheduled dates & time = 1 mark.
- 6.3 The Respective Teacher Counsellors on the center shall evaluate internal theory and practical papers with written corrective comments on the answer sheets to be distributed to students during very next contact session. **Score:** If Evaluated without written comments = 0 mark, if some of courses evaluated without corrective comments = 0.5 mark, if all of courses evaluated with corrective written comments = 1 mark.
 - 6.4 Center shall disburse Rs. 3000 to 5000 on the basis of course requirement to each Teacher Counsellors for preparing all necessary Teaching Aids (like Photographs, Charts, Tables, Models, Maps, Power Points, Audio Visuals etc.) at the beginning of academic year. **Score:** If amount is not disbursed = 0 mark, if amount is disbursed for some Programs = 0.5 mark, if amount is disbursed for all program = 1 mark.
 - 6.5 Center shall Organize & Coordinate Study Tour cum Exposure Visits for the students of all Programs separately or combined before December each year to good Agriculture / Horticulture / Nursery Farm. **Score:** If study tour not organized = 0 mark, if organized for some programs = 0.5 mark, if organized for all programs = 1 mark.
 - 6.6 Center shall organize outside Expert facilitated career counselling contact session to students before December each year. **Score:** If Less than 1 session =0 mark, if 1 to 2 sessions = 0.5 mark, if more than 2 sessions =1 mark.
 - 6.7 Center can provide financial help with duty leave to Teacher Counsellors to attend program related Trainings, Workshops, Seminars etc for minimum 1 day to maximum 1 week duration during the year. **Score:** If No opportunities provided = 0 mark, if provided to less than 2 Teachers = 0.5 mark, if provided to more than 2 Teachers = 1 mark.
 - 6.8 Center Head/ Coordinator shall conduct minimum 3 contact sessions for B.Sc. (Agriculture/Horticulture) students for preparation of Project Report & Guide them how to prepare report and produce information of Name of Student, Title of Project and Name of Guide. **Score:** If not conducted = 0 mark, if less than 3 conducted = 0.5 mark, if more than 3 conducted = 1 mark.
 - 6.9 Center Head and Coordinator irrespective of their involvement in course teaching shall supervise theory and practical contact session on Saturday and Sunday to take stock of working and conduct of classes as Scheduled. **Score:** If Head & Coordinator not present on contact session days = 0 mark, if present for less than 24 contact sessions = 0.5 mark, if present for 24 to 32 contact sessions = 1 mark.
 - 6.10. Center Head shall depute Respective Teacher Counsellors to University head quarter for Terminal Examination Paper Assessment to ensure that the papers are assessed on time and results are declared in time. **Score:** If less than 3 Teachers Deputed = 0 mark, if 3 to 6 Teacher Deputed = 0.5 mark, if more than 6 Teachers Deputed = 1 mark.

7.0 Financial Management

- 7.1 Center shall have Separate Joint Bank Account in Nationalized Bank in the name of the Center Head and Center Co-ordinator or Secretary / Chairman of Host Organization. **Score:** If No Separate bank account in Nationalized bank = 0 mark, if No Joint bank account in Nationalized bank = 0.5 mark, if Joint bank Account in Nationalized bank = 1 mark.
- 7.2 Center shall maintain separate Cash Book, Dead Stock Register and Purchase and Issue Register for Materials, Equipments, Instruments, Tools, Teaching Aids, Reference Books, Charts, Maps and Posters etc. for the center and upgrade it from time to time. **Score:** If Register not maintained = 0 mark, if Some Registers maintained = 0.5 mark, if All Registers fully maintained = 1 mark.
- 7.3 Center shall produce item wise statement of Income & Expenditure under **Honorarium** as prescribed by University like total receipt under the head & item wise expenditure like Center Head, Coordinator, Accountant, Assistant, Peon and each teacher counsellor honorarium. **Score:** If No Statement = 0 mark, if Incomplete Statement = 0.5 mark, if full Statement with full justification = 1 mark.
- 7.4 Center shall produce item wise statement of Income & Expenditure under **Operational Cost** as prescribed by University like total receipt and item wise expenditure & justification for the purchase & full justification of expenditure of more than Rs. 10000. **Score:** If No Statement = 0 mark, if Incomplete Statement = 0.5 mark, if full Statement with full justification = 1 mark.
- 7.5 Center shall produce item wise statement of Income & Expenditure under **Development cost** prescribed by University like center development expenditure. **Score:** If No Statement = 0 mark, if Incomplete Statement = 0.5 mark, if full Statement with balance amount reflected in Bank Passbook = 1 mark.
- 7.6 Center shall make Mandatory Crossed Cheque Payments to designated Teacher Counsellors at the rate of 50 % amount in the month of November and remaining 50 % amount in the month of April during each academic

year. **Score:** If Payment is not made = 0 mark, if Payment made partially & not through cross cheque & not in time = 0.5 mark, if Payment made on time with crossed cheque and reflected in Individual's Bank Pass book = 1 mark.

- 7.7 Centre shall make Mandatory Crossed Cheque Payments to designated Centre Staff like Head, Coordinator, Accountant, Assistant and Peon at the rate of 50 % amount in the month of November and remaining 50 % amount in the month of April during each academic year. **Score:** If Payment is not made = 0 mark, if Payment made partially & not through cross cheque & not in time = 0.5 mark, if Payment made on time with crossed cheque and reflected in Individual's Bank Pass book = 1 mark.
- 7.8 Center shall purchase Reading materials, Reference books, CD ROM well in advance but not later than October each year and keep in Reading room to be used by Course teacher & Students. **Score:** If not purchased=0 mark,if purchased worth less than Rs.25000=0.5mark,if purchased more than Rs.25000=1 mark.
- 7.9 Center shall produce a Statement of Purchase of Goods & Services or Transfer of Funds for more than Rs. 10,000 in Single stroke legally and illegally both with concrete reasons. **Score:** If No Statement = 0 mark, if Partial Statement & Legal Transfer = 0.5 mark, if Full Statement with concrete reasoning and no Transfer of Funds from Center Account = 1 mark.
- 7.10 Center shall make available last years Annual Audit & Account Report duly signed by Center Head & Chartered Accountant. **Score:** If No Report = 0 mark, if Partial & unsigned report = 0.5 mark, if Signed & Certified Report = 1 mark.

8.0 Physical Infrastructure Facilities

- 8.1 Center shall have designated Buildings & 8 Class rooms at one location with proper Sign boards on respective places. **Score:** If No designated buildings & 8 class rooms = 0 mark, if Buildings & 8 Class Rooms scattered on more than two locations = 0.5 mark, if designated buildings & 8 Class rooms located at less than two places = 1 mark.
- 8.2 Center shall have designated building and 4 designated laboratories namely soil & water testing laboratory, Phyto-diagnosis Laboratory, Post harvest technology laboratory and Multimedia Computer & Audio-Video Laboratory with well equipped. **Score:** If No designated Laboratories = 0 mark, if designated 4 Laboratories without well equipped = 0.5 mark, if designated 4 Laboratories with well equipped = 1 mark.
- 8.3 Center shall have designated Two LCD Projectors of their own one fitted at proper location while one in common pool to be used by Teacher Counsellors for Group / Mass Counselling. **Score:** If No LCD Projector = 0 mark, if Two LCD Projectors and used by less than 50 % Teacher Counsellors = 0.5 mark, if Two LCD Projectors used by more than 50% Teacher Counsellors = 1 mark.
- 8.4 Center shall have designated large Screen LCD Television and Sound System of their own for facilitating audio - video programs, CD and VCD related to course content. **Score:** If No Large Screen Television = 0 mark, If Television and Sound System is not used for facilitating audio –video learning = 0.5 mark, if the Large Screen Television used for learning support = 1 mark.
- 8.5 Center shall have designated 5 High end Personal Computer with University Approved Configuration and or latest computer system with UPS, High Speed Printer, Scanner and Internet connection available for use to center staff & students. **Score:** If less than 2 PC = 0 mark, If 2 to 5 PC lower than approved configuration and No Printer, Scanner and Internet facilities = 0.5 mark, if more than 5 PC with prescribed configuration with UPS, Printer, Scanner and Internet facility = 1 mark.
- 8.6 Center shall have designated & separate Bathroom, Latrine & Urinal unit for Male & Female Students on the center. **Score:** If No bathroom, latrine & urinal unit = 0 mark, if partially available = 0.5 mark, if fully available = 1 mark.
- 8.7 Center shall have Sufficient Potable Drinking Water available to all students while attending scheduled contact sessions on Saturday & Sundays and during examination period. **Score:** If No drinking water available = 0 mark, if provision of drinking water is not acceptable = 0.5 mark, if provision of good quality & sufficient drinking water = 1 mark.
- 8.8 Center shall have designated modest sized but not less than 300 square feet carpet area of Library & Reading room available to working students. **Score:** If No designated Library & Reading room = 0 mark, if partially available = 0.5 mark, if fully available with seating facilities = 1 mark.
- 8.9 Center shall have Photo Copying (Xerox) facility available on center & operational on holidays on payment basis to students. **Score:** If No facility = 0 mark, if partial facility = 0.5 mark, if full facility = 1 mark.
- 8.10 Center shall have Battery Backup/Inverter Facility available to Laboratory on all contact session days on Saturday and Sundays during academic year. **Score:** If No Battery Backup = 0 mark, if partially Available = 0.5 mark, if fully Available = 1 mark.

9.0 Students Monitoring and Evaluation

- 9.1 Center shall conduct Internal Theory & Practical examination as per scheduled Dates and Time, Evaluate answer sheet with corrective remarks, distribute them to students for information, recollect and keep ready for annual inspection by university authorities. **Score:** If Examination not conducted on Date & Time = 0 mark, if Examination conducted on time but paper not set in format and not evaluated as per instructions = 0.5 mark, if Examination paper set as per format, Examination conducted as per scheduled date & time, paper evaluated with corrective remarks, redistributed & recollected = 1 mark.
- 9.2 Center shall produce Program wise Consolidated Record Sheet of last year's academic performance of students in all programs together indicating 1. Name of program 2. No. of Students enrolment 3. No. of Students appeared for final examination 4. No. of Students passed in final examination 5. Total Percentage of passing (against number of students appeared) 6. No. of Students passed in first class 7. Percentage of passing in first class (against number of students appeared). **Score:** If percentage of passing in first class is less than 10% = 0 mark, if % of passing in first class is between 10 to 30 % = 0.5 mark, if % of passing in first class is more than 30% = 1 mark.
- 9.3 Center shall maintain student's Feedback & Grievance Register for current year & last year to obtain feedback, suggestion and complaints about admission, program operations, contact session, farm & laboratory practical, internal and final examination, delivery of Books and Hall Ticket, Declaration of Examination Results. **Score:** If record maintained but not analysed = 0 mark, if Record maintained, analyzed & actions taken partially = 0.5 mark, if Record maintained, analyzed and actions taken fully = 1 mark.
- 9.4 The Teacher Counsellor shall guide & help all students to prepare Insect, Pests & Diseases album. **Score:** If Less than 30 album = 0 mark, if 30 to 40 album = 0.5 mark, if more than 40 album = 1 mark.
- 9.5 The Teacher Counsellor shall guide & help all students to prepare Seeds, Weeds & Fertilizer album. **Score:** If Less than 30 album = 0 mark, if 30 to 40 album = 0.5 mark, if more than 40 album = 1 mark.
- 9.6 Center shall undertake special efforts to enrol maximum number of students to Certificate in Gardening (Mali Training) and Foundation in Agriculture Program being feeder course, well suited to accommodate 10th class & 12th class failure students **Score:** If each Enrolment less than 40 = 0 mark, if each enrolment between 40 to 50 = 0.5 mark, if each enrolment more than 50 = 1 mark.
- 9.7 Center shall Guide and Supervise maximum number of students intended to complete Graduation in Agriculture and Horticulture and will be evaluated through number of students completed B.Sc. (Agriculture / Horticulture) program during last year. **Score:** If less than 5 students = 0 mark, if 5 to 10 students = 0.5 mark, if more than 10 students = 1 mark.
- 9.8 Center shall organize outsider Expert facilitated self employment orientation Training to diploma students for personality & entrepreneurship development. **Score:** If No Training = 0 mark, if one Training = 0.5 mark, if more than one Training = 1 mark.
- 9.9 Center shall organize Campus Placement Interview for Open University students by inviting Agro-based industry people, Agro-service Centers, Seed, Fertilizers, Pesticide companies during the year. **Score:** If No Campus placement meet = 0 mark, if one Campus placement meet = 0.5 mark, if more than one Campus placement meet = 1 mark.
- 9.10 Center shall maintain factual record of employment status of all students, who has completed B.Sc. (Agri./Horti.) degree during last three years. **Score:** If No record = 0 mark, if partial record = 0.5 mark, if complete record = 1 mark.

10.0 Overall Impression of Annual Evaluation Team

The Internal Evaluation Team comprises of Respective Center Head & Center Coordinator shall visit all the parameters related to their Open Agriculture Education Center in person and assign appropriate score to each head and sub-heads in 100 point Annual Evaluation Form and find out Total Score and Grading for the Center in operation before the visit of University Authorized External Evaluation Team and same shall be made available during External Evaluation.

The External Evaluation Team comprises of The Director, School of Agricultural Sciences, UG Program Coordinator & The Regional Director from the Region shall visit in person all parameters related to the Open Agriculture Education Center and evaluate the score assigned by Internal Evaluation Team and if necessary re-assign appropriate score to each head and sub-heads in 100 point Annual Evaluation Form and find out the revised Total Score and Grading for the Center in operation.

The Assessment of External Evaluation Team shall be final and binding on respective Center for further action.