MANUAL OF ACCREDITATION
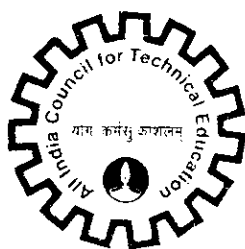
(Revised Edition, January, 2004)

NATIONAL BOARD OF ACCREDITATION
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
I.G. Sports Complex I.P. Estate
New Delhi – 110 002.

FOREWORD

The unprecedented expansion of the technical education sector in India in recent years has brought in its wake questions about the quality of the education imparted, the competence of the graduates and their relevance to the current technical manpower needs of our country. The concurrent ISO standardization movement in the industrial scene has highlighted the need for accrediting technical education programmes, especially in terms of their role as the main suppliers of technically qualified human resource.

The All India Council for Technical Education, set up to oversee the growth and quality of technical education, established the National Board of Accreditation (NBA) in September 1994. The NBA is charged with the task of evolving a procedure for quality assessment in the technical education sector, and specifically to:

- articulate the criteria for assessment of quality;

- identify parameters to quantitatively assess these criteria and assign appropriate programme-specific weightages for each;

- validate the procedure by well-designed test runs;

- establish appropriate benchmarks.

The NBA has carried out countrywide awareness workshops, training programmes and other essential activities such as benchmarking and finalization of the evaluation procedures and methodologies. The actual programme visits for Accreditation commenced in February 1996, and we are pleased to note that considerable experience has been gained in the assessment process, with nearly 1000 programmes accredited and the procedure steadily refined and improved. As a result, various formats/proformas used in this task have also been revised and updated.

It is heartening to note in this context that the NBA is now bringing out this edition of *Manual for Accreditation*, which consists of four Sections, viz.,

- The Accreditation Process: mainly to propagate the concept involved in accreditation to all the stakeholders of technical education.

- Criteria and Weightages: outlining the evaluation policy as well as its methodology for the benefit of all institutions seeking accreditation of their ongoing programmes.

- Accreditation Proformas : in two parts, to enable the institutions seeking accreditation of programmes to provide the necessary information.

- Accreditor's Manual : to assist the Visiting Teams in the discharge of their responsibilities.

Together, these documents represent the complete set of publications regarding the Accreditation process of the NBA. It is hoped that they will provide the students, parents, employers and the society at large, comprehensive information on all aspects of the Quality Assurance and consumer protection provided by the NBA to assist them in making a judicious choice among competing educational programmes.

These publications are the culmination of sustained efforts and mutually supporting interaction among several individuals, organizations and agencies. We would be failing in our duty if we do not place on record our gratitude and appreciation for the help we have received from the following:

- The members of the Board of the NBA and the officials of AICTE for their ready and willing cooperation, and especially the past and present Member Secretary, viz; Prof. I.K. Bhatt and Dr. P.N. Razdan and the former Chairpersons of NBA viz., Prof. G. J. V. J. Raju, Prof. H. C. Visvesvaraya and Prof. V. N. Gupchup, for their dedicated efforts.

- Prof. R. Natarajan, Former Director, and Prof. M.S. Ananth, the present Director of IIT Madras at Chennai for their contributions and valuable guidance for documentation of the processes and the Manual.

- Scores of individuals, academics and subject experts for participating in the different Meetings and Workshops arranged by the NBA, and helping to evolve, refine and fine tune an acceptable set of criteria for accreditation, the parameters as well as the relative weightages, and the evaluation strategy to enable a substantially objective assessment.

- National-level technical institutions for their significant contributions to the benchmarking exercises and for the training of evaluators.

- The NBA Sub Committee constituted by the previous Board (2000-03) Chaired by (late) Prof. Sachidanand, for their major role in refining/ revising
  · all the formats and proformas.

We welcome suggestions from all the Stakeholders in Technical Education for bringing about any further improvements in the efforts of NBA to provide a transparent and credible System of Accreditation.

Prof. B.S. Sonde
(Chairman, NBA)

Prof. R. Natarajan
(Chairman, AICTE)

January 2003

MANUAL OF ACCREDITATION

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SECTION I

ACCREDITATION PROCESS

1. PREAMBLE

The New Education Policy of 1986 had recognized the need for a statutory Body at the national level responsible for overseeing the growth and quality of technical education in the country. Accordingly the All India Council for Technical Education (AICTE) was established by an Act of the Parliament in 1987. As a part of its programmes and activities, the National Board of Accreditation (NBA) was set up by the AICTE in September 1994, in order to assess the qualitative competence of educational institutions from the Diploma level to the Post-Graduate level in Engineering and Technology, Management, Pharmacy, Architecture, Town Planning and related disciplines. The NBA is also concerned with assessing and assuring the quality of the various constituent elements of these educational institutions, such as academic ambience, infrastructure, financial resources, physical resources, human resources, supporting systems like library resources, computational resources, and avenues to mould and develop the students' personality and learning characteristics.

2. WHAT IS ACCREDITATION?

Accreditation is a process of quality assurance, whereby a programme in an approved institution is critically appraised at intervals not exceeding six years to verify that the institution or the programme meets the Norms and Standards prescribed by the AICTE from time to time. Accreditation does not seek to replace the system of award of Degrees and Diplomas by the Universities and Boards of Technical Education. But, accreditation provides quality assurance that the academic aims and objectives of the institution are known to be honestly pursued and effectively achieved by the resources currently available, and that the institution has demonstrated capabilities to ensure effectiveness of the educational programme(s), over the validity period of accreditation.

A major policy adopted by the NBA is to accord accreditation, not to the institution as a whole, but at the programme level, like the three year Diploma programme after 10, four-year under-graduate engineering Degree course after 10+2, and the 4 semester M.E./M.Tech programme after the Bachelor's Degree. Furthermore, the programmes are to be graded into three categories viz., Accredited for five years, Accredited for three years and Not Accredited (NA), depending on the marks they achieve on a 1000-point scale. This is especially important for promoting a healthy competition for quality achievement among the different Degree/Diploma programmes of the same institution, as well as among similar programmes in different institutions. Thus, in a given institution, some programmes may be accredited for five years, while some others may be accredited for three years and some even denied accreditation.

3. WHY ACCREDITATION?

The need and demand for accreditation of technical education programmes in India has arisen because of the explosive growth in the number and the variety of such educational institutions and programmes since the decade of the nineties. Though education in Engineering and Technology continues to be available only to less than ten percent of eligible 10+2 graduates, it is not possible to meaningfully sustain the present growth rate without a parallel exercise in quality assessment of the

programmes. Such an exercise will ensure that the institution indeed has, and is likely to continue to have in the near future, the necessary instruments and resources, for the programmes to deliver technical manpower that not only meets the local industry requirements, but is also an acceptable human resource for the global job market in the Engineering and Technology sectors.

The overwhelming objective of the accreditation process is to recognize and acknowledge the value-addition in transforming the raw student admitted to the programme into a capable technical professional, having a sound knowledge of fundamentals and an acceptable level of professional and personal competence for ready employability in responsible technical assignments.

4.   **WHO WILL BE ACCREDITED?**

Programmes approved by the AICTE, which have graduated at least two batches of students, are eligible to apply for accreditation.

The NBA has already assessed and accredited nearly 1000 programmes in about 200 technical institutions in the country covering a wide spectrum, that includes full-fledged technical Universities, autonomous/affiliated/Government/aided Institutions, National Institutes of Technology(earlier Regional Engineering Colleges), as well as private self-financing Institutions.

5.   **WHAT IS THE STRUCTURE OF NBA?**

The NBA functions through its Board, Sectorial Committees, the Visiting Teams and is supported by its Secretariat, located at the AICTE Headquarters, New Delhi. The Composition of the Board is as follows:

– Chairperson of the Board		1
– Representatives from Industry/ R&D establishments and eminent educationists		7
– President, The Institution of Engineers (India)	(Ex-officio)	1
– President, The Pharmacy Council of India	(Ex-officio)	1
– President, The Council of Architecture	(Ex-officio)	1
– Chairman/Vice Chairman, UGC (or nominee, not below Additional Secretary level, with background of Science/Technical Education)	(Ex-officio)	1
– President, The Association of Indian Management Schools	(Ex-officio)	1
– Representative of IIT Council, nominated by the Chairman from amongst the Council members	(Ex-officio)	1
– Representative of MHRD, Government of India – (not below Joint Secretary level, with background of Science/Technology)	(Ex-officio)	1

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– Member Secretary		(Ex-officio)	1
Total			16

The Chairman, AICTE may co-opt additional Members to the Board, if necessary.

The Chairman, AICTE will constitute the Board by nominating the Chairperson and the Members in consultation with the outgoing Chairperson of the Board and other professionals/ experts in the field. The term of Office of the Chairperson and Members, other than ex-officio Members of the Board, shall be three years. One third of the Board would continue for another term to ensure continuity. However, no member will continue for more than two terms.

The Board will work independently within AICTE, and as far as possible will be financially self-supporting. The AICTE Headquarters along with its Regional Offices will serve as the Secretariat of the Board. The Board shall meet at such time and place and at such frequency as decided by the Chairperson. However, the Board shall meet at least twice in a calendar year. There shall be Sectorial Committees consisting of Chairpersons of Boards of Studies and experts in respective areas concerned, to assist the Board in its task. The Chairman, AICTE shall constitute the Sectorial Committees for Programmes of Technician Education/ Undergraduate Studies/ Postgraduate Studies in Engineering & Technology, Management, Pharmacy, Town Planning, Applied Arts & Crafts. The Chairman, AICTE may also appoint additional Sectorial Committees for other discipline or entrust such disciplines to one of the above Sectorial Committees. The term of Office of all Members of the Sectorial Committees shall be co-terminus with that of the Board. To assist each Sectorial committee in its task, panels of subject experts shall be drawn up to constitute the Visiting Teams for undertaking the evaluation of the programmes.

Each Sectorial Committee will consider the Reports submitted by the Visiting Teams in their areas and verify adherence of the recommendations of these to the policies and criteria for accreditation enunciated by the Board, and make its own recommendations to the Board. In case of any difference in the recommendations of the Visiting Team and of the Sectorial Committee, the reasons in this regard shall be sent to the Board by the Sectorial Committee, while forwarding the recommendations of the Visiting Team. The Chairpersons of the Sectorial Committees or their nominated members will be invited to the Meetings of the Board for presenting their Reports/Recommendations. The Board will finally decide on the accreditation status of each programme.

The Member Secretary of the Board shall communicate the accreditation decision to the institution, along with that part of the Report showing weaknesses and strengths of the institution or the programme(s).

6 WHAT IS THE ACTION PLAN?

The NBA has already developed the necessary infrastructure for the process of accreditation by formulating important policy initiatives for diploma level, undergraduate and post-graduate programmes in Engineering, Technology, and related areas like Management, Pharmacy, Architecture, Town Planning.

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The policy guidelines have been translated into a working plan of action by developing a systematic, logical and transparent procedure of accreditation through a process of discussions, deliberations and national consensus. Various accreditation parameters have been identified and benchmarks established for their levels of acceptance. These have already been widely disseminated during various "awareness" workshops and seminars conducted all over the country. Several national Bodies of academics and industry experts as well as over a thousand participants have contributed their collective expertise to this national task.

As an aid to the accreditation process, the AICTE, through its various All India Boards of Studies has revised the Norms and Standards in various sectors of Technical Education like Engineering & Technology, Management, Computer Education, Pharmacy, Architecture, Town Planning, Technician Education and Catering Technology. These norms have been approved by competent Bodies of the AICTE, to provide a set of minimum essential requirements, both in terms of the academic infrastructure as well as the financial, physical and other resources essential for starting a new Degree/Diploma programme. These represent the **minimum requirements** for approval of any new programmes. It is expected that institutions desiring of and deserving *accreditation* will substantially exceed these norms. This will ensure the current competence of the institutions to provide an adequate level of teaching and learning processes as well as a capability to retain this competence in the future.

7 ACCREDITATION PROCESS OF NBA

7.1 POLICIES OF NBA

(i) The Board will undertake evaluation for purposes of accreditation, of all institutions and programmes approved by the AICTE, at regular intervals not exceeding six years; with the fifth-year being the preparatory period for the next accreditation.

(ii) The Board will provide feedback information to the Institutions, Universities and Boards of Technical Education on innovative activities and commendable achievements made by them to assist further initiatives for improvement of the quality of education.

(iii) The Board will communicate its findings and recommendations to the institutions concerned, and also give reasons for the intended action.

(iv) The Board will periodically publish a directory of accredited programmes.

(v) The institutions are expected to continue to maintain the standards on the basis of which accreditation was given to the programmes. If, at any time, the Board considers that the accredited programmes are no longer in conformity with the required criteria, the accreditation given may be revoked. The reasons for the revocation, however, will be communicated to the Institution, the University or the Board of Technical Education.

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(vi)   The Board will undertake accreditation of only those programmes from which at least two batches of students have graduated.

7.2   AIMS AND OBJECTIVES

The primary   purposes of the NBA accreditation process are:

(i)   To assist all the stakeholders (like parents, students, teachers, educational institutions, professional societies, potential employers, Government agencies) in identifying those institutions and their specific programmes which meet the AICTE Norms, Standards and other quality indicators specified from time to time. .

(ii)   To provide guidelines for the desirable upgradation of existing programmes and for the development of new programmes..

(iii) To encourage the maintenance of a standard of excellence and to stimulate the process of continual improvements in technical education in the country.

7.3   PROGRAMME-LEVEL ACCREDITATION

The NBA has, after considerable deliberations and extensive debate, taken a conscious decision to focus the accreditation process on the individual Post Graduate/Degree/Diploma level programmes offered by an institution rather than on the institution itself. This is because of the fact that the aspiring students usually aim at making a career in specific disciplines like Computer Science and Engineering, Mechanical Engineering, Chemical Engineering.

Therefore, accreditation of a Post Graduate/Degree/Diploma level programme provides a more meaningful career guidance and decision support for the students after their course of studies is completed. This also assists the employers to suitably focus on their campus recruitment processes discipline-wise.

7.4   GRADING OF PROGRAMMES

Unlike in many other countries, the process of accreditation by the NBA is a "yes" or "no" type two part grading system of accreditation. Individual programmes shall be classified into one of the following categories:-

Accredited for Five years:- Excellent/Very good; meeting all accreditation criteria or exceeding them.

Accredited for Three years:- Good; meeting the minimum criteria with deficiencies being marginal and can be improved within a short time.

Not Accredited (NA): - Not ripe for accreditation, due to the seriousness of the deficiencies.

7.5 PROVISION FOR WITHDRAWAL

The institutions have the option to withdraw a programme during the accreditation process by a written request to the Visiting Team Chairperson, after being informed of its strengths and weaknesses, but before the Visiting Team holds formal discussion among its members for finalizing the Report.

The purpose of this provision is to enable the institutions to improve the programme quality after making the necessary investments and corrections to overcome the indicated weaknesses, rather than be assigned a 'Not Accredited' status. The institution can apply again for the accreditation of programme(s) being withdrawn together with the specified fees, after a period of **three months** from the date of the visit.

8   ACCREDITATION PARAMETERS AND CRITERIA

The criteria and standards, by which individual programmes in any institution will be judged, have been carefully formulated so as to give a clear and transparent indication of the strengths and weaknesses of the programmes. These are classified into *indices* that measure the quality of different aspects of the programmes, viz., Organization/Infrastructure, Academic Performance and Industry Interaction. The criteria evolved for the measurement of performance under each of these indices are given below..

8.1   ORGANIZATION/INFRASTRUCTURE INDICES:

Criterion I.   ORGANISATION AND GOVERNANCE

(a)   Planning and Monitoring; Faculty/Staff recruitment/promotion policies and effectiveness; Leadership, Motivation, Transparency, Decentralization, Delegation and Participation of Faculty; Efficiency.

Criterion II.   FINANCIAL RESOURCES, ALLOCATION AND UTILISATION

(a)   Capital resources, Operational budget, Maintenance budget, Developmental resources and budget; Percentage utilization of grants allocated.

Criterion III. PHYSICAL RESOURCES (CENTRAL FACILITIES)

(a)   Land, Buildings, Hostels, Support services (water, electricity, communication, other services.); Office equipment, Internet; Canteen, Transport and Medical facilities.

8.2   ACADEMIC PERFORMANCE INDICES:

Criterion IV. HUMAN RESOURCES-FACULTY & STAFF

(a)   Faculty : Numbers, Students/faculty and Cadre ratios and their   adequacy; Faculty Qualifications/Experience; Workload (Teaching, Research, Consultancy, Administration); Attitudes, Commitment, Service rules; Faculty Development (QIP, Conferences, Continuing Education, Professional Studies,

Industrial Exposure, Sabbatical leave)initiatives; Performance Appraisal by students/others.

(b)   Supporting Staff (Teaching/Administrative) : Numbers, Qualifications/ skills, Attitudes, Involvement, Skill Up-gradation, Performance appraisal.

Criterion V. HUMAN RESOURCES-STUDENTS

(a)   Admissions- Intake quality, Percentage of seats filled; Academic Results – analysis and performance; Performance in competitive examinations, Admission to postgraduate courses, Employment of graduating students in the past years, Feedback from employers; Intake of GATE qualified candidates, Drop-out rate during the past years.

Criterion VI. TEACHING-LEARNING PROCESSES

(a)   Syllabus delivery and contents, Contents beyond the syllabus,, Academic calendar, continuous evaluation procedure(Mid semester class tests, assignments, other methods, regularity in conducting/announcing results), System of students' feedback; Laboratories, Workshops and Equipment (facilities, maintenance and utilization), Information access facilities. Student-centric learning initiatives; Other innovations in teaching-learning process.

Criterion VII. SUPPLEMENTARY PROCESSES

(a)   Extra and co-curricular activities, Counselling and guidance, Professional Society activities, Entrepreneurship development, Alumni interaction, Ethics, Students' publications/awards

8.3   INDUSTRY-INTERACTION INDICES:

Criterion VIII. RESEARCH AND DEVELOPMENT AND INTERACTION EFFORT

(a)   Institutional budget for Research and Development, Academic/Sponsored/ Industrial Research and Development, Publications and Patents.

(b)   Industry participation, in curriculum planning, Continuing Education and industrial internship for faculty/students, Consultancy, Industrial visits and Training, Students' Project Work, Extension lectures, Placement.

9.   **STEPS IN THE ACCREDITATION PROCESS**

STEP 1   :   Submission by the intending institution of information/data according to the performa provided by the NBA;

STEP 2   :   Identifying the Visiting Team and Chairperson by NBA;

STEP 3   :   Providing the Visiting Team with the profile of the institution/ Programme(s);

STEP 4   :   Critical study by the Visiting Team of the information furnished by the NBA;

STEP 5   :   Furnishing more information to the Visiting Team by NBA (through correspondence);

STEP 6   :   Visit to the institution (Laboratories, Libraries, Workshops and other Infrastructure/Facilities) as per schedule;

STEP 7   :   Discussions with the Management, Principal, Deans and others, Enumerating the strengths and weaknesses of the programmes;.

At this stage the institution may decide to withdraw the programmme(s) from consideration for accreditation;

STEP 8   :   Discussions among Members of the Visiting Team followed by finalization of the Report;.

STEP 9   :   Submission of the Report by the Chairperson of the Visiting Team to the Sectoral Committee;

STEP 10 :   Consideration of the Report of the Visiting Team by the Sectoral Committee and forwarding of the Report with its observations / recommendations to the NBA;

STEP 11 :   Consideration of the Visiting Team Report and the Sectoral Committee's observations /recommendations by the NBA;

STEP 12 :   Decision of the NBA on the status of accreditation;

STEP 13 :   Reporting the accreditation decision by NBA to AICTE.

STEP 14 :   Communication of the accreditation decision to institution(s);.

STEP 15 :   Entry into the Directory (to be published annually) of the name of the institution/programme(s), the accreditation status and the date of issue of certificate.

After taking action on these fifteen steps, should a programme be successful in obtaining accreditation, the entire process will be repeated at the expiry of the specified Accreditation period. The period of Accreditation shall be 3 years /5 years.

10.   APPEAL

In case an institution wishes to appeal for a review of the action on accreditation taken by the NBA, a written application along with the prescribed fee should be sent to the NBA Secretariat within 30 days of the date of notification of the Board action. On receipt of such an application, and being satisfied about its prima facie case, the Chairperson of the Board may appoint a special Committee to conduct the review, consisting of a minimum of three members. A meeting of the Committee will be convened, wherein the institution may be invited to present its case for review. The Committee may also visit the institution, if necessary. The recommendations of this Committee will be considered by the NBA, before arriving at its final decision.

11. POSTSCRIPT

The guidelines and criteria adopted by the NBA lend themselves to a substantially quantitative evaluation of major and core academic parameters in respect of faculty, students and the teaching-learning processes. Some element of subjective assessment cannot be avoided. However, this has been reduced to a minimum and the parameters can be assessed to a reasonable and acceptable degree, so that the results of the overall accreditation exercise are impartial and fair to the maximum possible extent.

Apart from organizing awareness workshops all over the country, the AICTE has organized a number of special workshops to familiarize selected groups of experts with the Accreditor's Manual as well as simulation visits to train the evaluators at selected institutions. These workshops have subsequently confirmed the perceptions regarding the benchmarking of good Undergraduate and Postgraduate programmes as per the criteria, parameters and weightages drawn up by the NBA.

12. THE ACCREDITATION VISIT

The Visiting Team consists of a Chairperson, two Programme Experts (preferably one of them being from industry/user organization) and a General Evaluator. The Visiting Team includes senior academicians and/or engineers/technologists having no conflict of interest with the institution to be visited, and who are selected on the basis of their high standing in the profession, capacity to assess curricula, competence in appraisal based on overall objectives and performance towards the achievements of set goals.

12.1 CHAIRPERSON

The Chairperson of the Visiting Team has the overall responsibility for the accreditation visit. The Chairperson assigns duties to each Team Member keeping in view the overall perspective. He should be familiar with the accreditation process and gather in advance the earlier reports, if any. He has the responsibility for the preparation of the **consolidated Team Report**, for the consideration of the NBA Sectoral Committee.

One of the Members of the Team will be identified to take on the role of the Chairperson if the Team Chairperson is unable to undertake the visit due to some unforeseen circumstances.

12. 2 PROGRAMME EXPERTS

These Programme Experts are responsible for the evaluation of individual programmes. Usually there is one Expert for each programme from the academic field, the other one being from industry/user organization. The later can sometimes serve as an Expert for more than one programme depending on his competence and abilities. However, in case two programmes with substantial duplication in course-content are being offered within a Department, a single set of two/three Experts may be chosen for both the programmes. For programmes in emerging or inter-disciplinary areas, there can be more number of experts, depending on the need.

The duties of the Programme Experts include evaluation with reference to the criteria given earlier, through physical verification of infrastructure/ facilities, records, interviews with students/other stakeholders and other activities, which they find necessary for the total performance appraisal. The experts are also required to mention **strengths and weaknesses** against each criteria in the worksheet. In order to provide transparency to the process, NBA may appoint independent Observers, and the Visiting Team Chairperson will be informed accordingly.

In case any Programme Expert is unable to undertake the visit due to circumstances beyond his/ her control, the Chairperson will nominate another Expert keeping in view the guidelines for selection of Experts.

12. 3 GENERAL EVALUATOR

The General Evaluator is responsible for examining the self-appraisal information provided by the institution. He should be closely associated with the Chairperson in all the visits/discussions and he is also required to make a Report. Usually the General Evaluator will be a senior academic or an industry representative, with long experience in assessment and accreditation assignments.

12.4 ACTIVITIES DURING THE VISIT

Normally, the Visiting Team requires a 3-day visit in order to complete the assessment process. However, for single programme the visit will be only for 2 days. Recent examination papers, laboratory instruction sheets, student transcripts, student reports, and such other material that may be of relevance in assessing the student performance, would be made available to the Visiting Team by the institution during their visit. Textbooks, teaching assignments and lecture files which the faculty use for instruction and continuous evaluation of students would also be made available for the perusal of the Team. Qualitative facts such as professional attitudes, staff commitment, intellectual atmosphere and morale should; also be assessed and quantified by the Visiting Team to the extent possible. Specifically, the following activities are expected to be completed by the Visiting Team during the visit:-

1. Discussions with Senior Administrators who form part of the Management, including the Vice-Chancellor (in case of University/ Constituent College) /Principal/Dean/Head of the Department of the concerned programme;

2. Discussions with groups of faculty members, and, if necessary, individuals to assess professional attitudes, commitment, morale and intellectual atmosphere;

3. Discussions with students, alumni and parents/employers if available, for obtaining their feedback;

4. Discussions with faculty members of support Departments (like Mathematics, Physics);

5. Discussion with the supporting staff – both administrative and technical;

6. Visits to laboratories, library, computer centre, centre for extension activities, placement cell, sports, medical and other facilities.

7. Perusal of all the documents furnished by the Department/Institution to support the claims made in the Profiles submitted to the NBA.

8. A final meeting with Senior Administrators and others, to explain the strengths and weaknesses of the programme(s), as observed by the Visiting Team. If the institution expresses a desire to withdraw the programme(s) from being considered for accreditation, the same may be permitted at this stage.

13. SCHEDULE OF THE VISITING TEAM

The following is a typical schedule for the Visiting Team, valid in all the cases except in those of single disciplinary programmes where the visit will be for two days. However, depending on the needs and requirements of the institution, the schedule may be altered by the Chairperson. Members are encouraged to have post-dinner meetings among themselves during the visit.

DAY ONE

:   0900 Hrs 1st discussion among the Members of the Team (at place of stay);.

:   1000 Hrs   Discussions with the Principal and the Administrators; Principal's Overview presentation on the College;

:   1200 Hrs   Discussions with groups of faculty members;

:   1300 Hrs   Working Lunch;

:   1400 Hrs   Visits to programmes group-wise; Chairpersons and General Evaluator meeting with the Principal for seeking clarifications;

    1600 Hrs   Discussions with students;

:   1645 Hrs   Discussions with supporting staff and staff of service Departments;

:   1730 Hrs   Discussions with alumni, parents and employers;

    1930 Hrs 2nd Discussion meeting among Team Members (at place of stay);.

DAY TWO

:   0900 Hrs   Visit to support Departments; Physics, Chemistry, Mathematics, Humanities

:   0945 Hrs   Visits to Library, Computer Centres, Internet facilities;

:   1045 Hrs   Visit to Placement Cell;

:   1115 Hrs   Visits to Administration Offices, NSS, NCC etc;.

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:	1200 Hrs	Meeting with Management/Governing Body;
:	1300 Hrs	Working Lunch;
:	1400 Hrs	Visits to programmes group-wise; Examination of documents by the Chairperson/General Evaluator;
:	1700 Hrs	Visit to Health Centre, Sports Complex, Hostels, Residential areas;
:	1830 Hrs	3rd Discussion Meeting among Team Members (at place of stay).

DAY THREE

:	0830 Hrs	4th Discussion Meeting among Team Members (at place of stay)
:	1030 Hrs	Meeting with the Principal; seeking additional information, if found necessary, subsequent to discussions.
:	1130 Hrs	5th Discussion Meeting among Team Members and comparison of draft documents (at the institution).
:	1200 Hrs	Sharing observations with the Principal/Management; Opportunity for withdrawal, if any;
:	1300 Hrs	Final meeting of stake holders to explain the strengths and weaknesses;
:	1400 Hrs	Working Lunch. Conclusion of visit.

14. ACCREDITATION FEE STRUCTURE

1. Institutions offering conventional programmes
    e.g. Mechanical Engineering, Civil Engineering,.
    Electrical Engineering, Electronics Engineering,
    Computer Engineering etc., and   Rs. 50,000/-..
                                                                (per programme)

    Institutions offering Emerging area programmes
    e.g. Chemical Technology, Petrochemical Technology,
    Metallurgy, etc.

2. For single programme Institutions and those which   Rs.1,00,000/-
    are seeking accreditation upto two programmes

3. In case of Withdrawal, fee for reapplying per programme   Rs.50,000/-

4. In case of Appeal, fee per programme   Rs 50,000/-

SECTION II

CRITERIA AND WEIGHTAGES

15. CRITERIA FOR ACCREDITATION

One of the major objectives of NBA is to encourage the institutions to continually strive towards the attainment of excellence. The NBA evaluation processes are so designed as to facilitate identification of the strengths and weaknesses of the programmes under accreditation. The NBA hopes that this will help the institutions in improving the quality and effectiveness of their programmes.

As indicated in an earlier paragraph, the evaluation process is based on a set of eight broad-based criteria developed through a lengthy participatory process involving more than 1000 participants concerned with Technical Education all over India. These criteria are being described here in some detail. Each criterion serves to assess a principal feature on the institutional activities and programme effectiveness. Hence, each of them is described in terms of carefully identified parameters, amenable to a substantially objective and quantitative assessment.

Institutions seeking accreditation of their programmes are expected to satisfy each of the criteria individually. They are expected to adhere to these criteria during the validity period of accreditation granted.. They are also encouraged to periodically review the strengths and weaknesses of their programmes and strive for their continuous improvement.

Criterion I : ORGANIZATION AND GOVERNANCE

This criterion applies to Institutional Management, Organization and Governance. Every institution should have a mission and a set of goals. Every programme offered by the institution should also have its objectives and goals. The mission and goals should be articulated and made known to every one in the institution.

The successful pursuit and realization of the mission and goals and the means adopted to accomplish them brings out the quality of the institution and its programmes. The goals should be concrete and realistic within the context of the committed resources. They should define the educational and other dimensions, including scholarship, research, public service and customer satisfaction. The effectiveness and extent of achievement of goals depend on the commitment, attitude, planning and monitoring capacity, incentives and self-appraisal policies of the Management. Similarly, Organization and Governance depend on the qualities of leadership, motivation, transparency of the operation, decentralization and delegation of powers, participation of faculty in the management, planning, and general efficiency indices.

Criterion II: FINANCIAL RESOURCES, ALLOCATION AND UTILIZATION

There is a need for the institution to be financially stable. The financial resources should be adequate to sustain not only the achievement of current educational objectives, but also provide for improvements in the foreseeable future. There should be a mechanism to ensure proper financial management and a well-organized process. Not only the allocation of adequate budget for capital (non-recurring) works (including infrastructure, and equipment) and Operational (Maintenance) budget and development budget of recurring type are important, but also their utilization for institutional/departmental activities besides, generation/mobilization of finances are also important for the future of institution/programmes.

Criterion III: PHYSICAL RESOURCES (CENTRAL FACILITIES)

There must be available adequate space and appropriate physical resources, including buildings, laboratories, equipment, material, library and other ancillary facilities. While examining the physical resources, there is a need to ensure provisions for safety, security, barrier free movement of the physically challenged and hygiene. Besides, the availability of language laboratory, councelling and guidance celll, medical facilities, canteen, transport and other units. will go a long way in gaining the confidence and respect of students and faculty/staff alike, leading to considerable improvements in the quality of the programmes.

Criterion IV: HUMAN RESOURCES : FACULTY AND STAFF

The faculty strength, cadres, qualification and level of competence and performance should be adequate to accomplish the institutional mission and goals. The commitment, attitudes and communication skills of the faculty play an important and crucial role in successfully running the academic programmes. This, in turn, depends upon the recruitment procedures, incentives, exposure to industrial activities, faculty development programmes and workload of the faculty. Each institution should have self-appraisal and in-house performance -appraisal mechanisms to monitor and ensure their continued effectiveness.

The qualifications of the faculty relevant to the programme area are generally measured by the advanced Degrees held by them, and their scholarship, creative activities and professional experience. The faculty are expected to act not only as instructors, but also as student advisors, academic planners and curriculum developers, and also to assist in institutional administration.

Faculty selection reflects the effectiveness of the management's commitment. The institution is expected to adopt an open process for recruiting its faculty members. Adequate employment security, salaries and benefits to commensurate with the position, provision for continued professional development, and periodic evaluation for their vertical mobility should be ensured and made known to the faculty.

The workload of the faculty should be such that it should not hinder their effective performance. The institution should protect and foster academic freedom for each member of the faculty and develop mechanisms to ensure that the faculty act responsibly, ethically and in conformity with the prescribed conditions of employment. The faculty members should strive to maintain professional competence and scholarly pursuits.

In the case of supporting staff, besides adequate numbers and appropriate qualifications, the requirements are: hands-on experience, skills, attitudes, commitment and involvement with the institutional objectives. The recruitment procedures, performance appraisal, incentives skill development possibilities and rewards should be transparent and objective. The inter-personal relations and interactions among and between faculty, supporting staff and students constitute an important ingredient in achieving the institutional goals.

Criterion V : HUMAN RESOURCES: STUDENTS

The administrative policies and procedures should be objective and transparent. The number of qualified candidates in national/state level tests, the number admitted and dropouts, their ranking in the overall merit list of candidates seeking admission, are some of the factors that reflect the institutional effectiveness. The evaluation procedures, academic results and time taken for completion of these requirements are important parameters.

The graduation requirements should be made known to every student. The Diploma/ Degree awarded should appropriately reflect the student's attainments. Information with regard to employment of the graduates and feedback from the employers help the institution to reorient its goals so as to enhance effectiveness.

Criterion VI: TEACHING-LEARNING PROCESSES

Each Diploma programme should be comprehensive to provide the student sufficient inputs in basic sciences, technical subjects (including general and specific/chosen), different technologies and training in relevant experimental/technical skills, so as to embark on a technical career as a Diploma holder or to enter into a professional engineering stream.

Each undergraduate Degree programme should embody general and specialized professional content of adequate depth and breadth , and should include appropriate Humanities and Science components. The core of the main programme should concentrate on acquisition of knowledge and skills in the specific discipline, and also ensure exposure to inter-disciplinary areas. There should also be an effective relationship between the curricular content and practice in the field of specialization. In addition, the students successfully completing the programme should demonstrate their competence in oral communication, scientific and quantitative reasoning, critical analysis, logical thinking, creativity and capacity for self-learning.

Postgraduate degree programmes should be designed to give students mastery in their specialized field of study. They should have coherent curricula and should enable the students to advance substantially beyond the educational requirements of the undergraduate Degree level..

The institutions offering both undergraduate and postgraduate Degree programmes should assess the relationship and interdependence of the two levels, and utilize the resources of both for collective improvement. Postgraduate programmes should not be offered unless resources and expectations greatly exceed those required for the corresponding undergraduate programme.

The academic calendar, number of instructional days, contact hours per week, delivery of syllabus, student evaluation and feedback are some of the important aspects in evaluating the teaching-learning processes. Effective teaching-learning processes include the development of practical skills through laboratory experiments, workshop practice and operation of modern equipment. They also require the inculcation of computing skills which make the availability of extensive library, internet and educational technology facilities a major necessity. The budget provision to meet the expenditure for the consumables required in the laboratories and the workshops is one of the indicators of the extent of hands-on practice that can be given. Implementation of the instructional programmes, lectures, tutorials, student-teacher interactions, group discussions, student centric learning initiatives, seminars and laboratory work have a direct bearing on the effectiveness of the teaching-learning processes. Maintenance of the course files by the teachers will help in assessing the effectiveness of the teaching and learning processes.

Criterion VII : SUPPLEMENTARY PROCESSES

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The institution should provide the environment, which fosters not only the intellectual, but also the personality development of its students. It should have personality

development opportunities provided through co-curricular and extra-curricular activities and student services. These opportunities are to enable the students to become responsible members of the society. The services and facilities should be readily accessible to the students.

The students undergoing the programme should have access to facilities for career development, counselling and health education. Opportunities to develop leadership qualities and participation in seminars and group discussions should be created.

The institution offering the programme should ensure that individuals responsible for co-curricular activities are well trained with work experience and possess personal qualities required to deal with the needs of students effectively. Facilities and funding should be adequate to create and maintain these student services. Policies concerning student responsibilities and grievance-redressal procedures are to be clearly stated and publicized. There should be a mechanism for regular and systematic evaluation to assess the fulfillment of the co-curricular goals and student needs.

Counselling and Guidance, professional society activities and entrepreneurship development, business ethics are some of the supplementary processes, which need to be promoted. Substantial feedback from employers and alumni should be obtained to assess the effectiveness of the academic programmes.

Criterion VIII : RESEARCH & DEVELOPMENT AND INTERACTION EFFORT

In the case of Diploma and undergraduate Degree programmes, teachers should participate in projects and quality improvement programmes in research institutions/ University departments. Such an involvement will not only improve the teaching- learning processes, but also enhance the quality of project work.

In the case of postgraduate Degree programmes, the aim should be to attain the stature of a Centre of Excellence. Grant of the status of Special Assistance Programme/ COSIST or other such support from UGC and other Agencies of the Government is an indication of the quality of the postgraduate Degree Programmes. The department should also undertake academic/ sponsored industrial R & D projects. Joint guidance with industry/ R & D laboratory/ other institutions for Ph. D theses / M Tech. Projects will not only develop close interaction between the department, industry and R & D laboratories, but will also enhance the quality if research. The criteria for evaluation of the Ph. D theses and M Tech. projects are important indicators of the quality of research work. Publications, citations, patents and resource allocation are the other indicators of the effectiveness of research work relevant to the postgraduate programmes

Industry participation in curriculum planning, consultancy, project work and extension lectures are essential to achieve the professional goals of the academic programmes in Engineering and Technology. At the same time, the knowledge and experience of the teachers can be utilized by the industry for technical advice. This, in turn, will help the teachers to gain insight into the latest industrial practices.

The fast-changing technologies also call for Continuing Education Programmes for personnel from industry. Similarly, industrial-internship for faculty will give them a sound exposure to the industrial practices.

Industrial visits and industrial training are essential for creating professionalism among the students, and will help them in securing placement at appropriate levels in industries and other employment sectors.

16. ACCREDITATION PARAMETERS AND THEIR WEIGHTAGES

Each of the criteria described above has been broken down into parameters, and weightages have been assigned to these parameters by the NBA. The parameters and the weightages assigned to them, which are different for Diploma, undergraduate(UG) Degree and postgraduate(PG) Degree programmes are given below:

PARAMETERS   MARKS

		Dip (30)	UG (80)	PG (50)
I. ORGANISATION AND GOVERNANCE				
A	Planning and Monitoring			
B	Recruitment Procedure & its Effectiveness			
C	Promotional Policies/Procedure			
D	Leadership			
E	Motivational Initiatives			
F	Transparency			
G	Decentralization and Delegation & participation of faculty			
H	Constitution of GC/GB			

		Dip. (70)	UG (70)	PG (50)
II. FINANCIAL RESOURCES, ALLOCATION & UTILIZATION				
II.1 Budget allocated to the Institution & Utilization		35	35	25
A	Recurring budget			
B	Non-recurring Budget			
II.2 Budget allocated to the Department& Utilization		35	35	25
A	Recurring budget			
B	Non-recurring Budget			

		Dip. (50)	UG (50)	PG (50)
III. PHYSICAL RESOURCES (CENTRAL FACILTIES)				
A	Students' Hostel (Men & Women)			
B	Power back up: Institution/Department/Hostels			
C	Reprographic facilities			
D	Bank, Post Office			
F	Counseling and Guidance, Language Lab.			
G	Medical Facility			
H	Internet Facility			

I   Canteen
J   Transport

	Dip. (200)	UG (200)	PG (200)
IV. HUMAN RESOURCES (FACULTY & STAFF)			

	Dip.	UG	PG
IV.1 Faculty	*160*	*160*	*160*

A   Numbers, Student Faculty :Ratio, Cadre ratio
    Avg. experience, faculty retention, Turnover
B   Qualifications
C   Participation of faculty in
    Institutional development/ Departmental
     development/ Academic matters/ Students
    Development/ Self growth
D   Implementation and Impact of Faculty
    Development initiatives
E   Analysis and Follow-up of Performance appraisal
F   Service rules, pay package, incentives

	Dip.	UG	PG
IV.2 Support Staff(Tech./Adm.)	*40*	*40*	*40*

A   Numbers
B   Qualification/ skills
    (Lab., Office, Computer centre etc.)
C   Skill upgradation

	Dip. (100)	UG (100)	PG (100)
V. HUMAN RESOURCES-STUDENTS			

A   Student admissions
B   Academic results
C   Performance in competitive
    examinations
D   Placement

	Dip. (450)	UG (350)	PG (250)
VI. TEACHING-LEARNING PROCESSES			

A   Delivery of syllabus, contents
B   Contents beyond the syllabus
C   Academic calendar
D   Continuous evaluation procedure
E   Utilization of Laboratories/ Equipment
F   Information access facilities
G   Student centric learning initiatives
H   Students feedback

		Dip. (50)	UG (50)	PG (50)
VII. SUPPLEMENTARY PROCESSES				
A	Extra & co-curricular activities			
B	Personality Development initiatives			
C	Professional society activities			
D	Entrepreneurship Development			
E	Alumni Interaction			
F	Ethics			
G	Students Publications/ Awards			

		Dip. (50)	UG (100)	PG (250)
VIII. R&D AND INTERACTION EFFORT				
A	Budget for in house R&D activities and its utilization			
B	Academic/ Sponsored/Industrial research and development			
C	Publications and Patents			
D	Industry participation in developmental and student related activities			
E	Continuing Education (organizing & attending)			
F	Consultancy and Testing			
G	Students' Project Work			

Note : For management programes, two parameters namely 'Innovation and Contribution to community' are also added. The distribution of marks under each parameter has been given on appendic 'C' (Page 79)

SECTION III

ACCREDITATION PROFORMAS

FORMAT OF LETTER FROM INSTITUTION TO NBA SEEKING ACCREDITATION OF ITS PROGRAMME(S)

To
The Member Secretary
National Board of Accreditation
All India Council for Technical Education
Indira Gandhi Sports Complex, I.P. Estate,
New Delhi - 110002

Sir,

We request you to consider the following Programme(s) of our Institution for Accreditation:

1. Name of the Institution _____

2. Full Postal Address of Institution_____
    _____

3. (a) Tel. No._____ (b) E-mail _____

4. Fax No._____

5. Name of University / Board affiliated to_____
    (if applicable)

6. Nature of Programmes
    - [ ] Diploma (Engg./Tech.)
    - [ ] UG (Engg./Tech.)
    - [ ] PG (Engg./Tech.)
    - [ ] Pharmacy
    - [ ] Architecture
    - [ ] Management
    - [ ] Town Planning
    - [ ] Applied Arts & Crafts

7. Programmes to be Accredited
    _____
    _____
    _____
    _____
    _____
    _____

(xi)

We are enclosing six copies and one floppy of information contained in The Accreditation Proforma Part-I and Part-II (one for each Programme / Discipline as listed in 7 above), alongwith the various enclosures as required.

We have paid the Accreditation fees (payable to "Member Secretary AICTE" at New Delhi) by crossed demand draft no. _____

Date _____   Amount _____

Bank _____   Branch _____

Yours sincerely,

SIGNATURE OF
THE HEAD OF INSTITUTION

DATE _____

PLACE_____

SEAL

17. ACCREDITATION PROFORMA

PART – I
Institutional Information

1.0 General Information

    1.1 Name of the Institution along with full address, fax, phone numbers and email:

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    1.2 Type of Institution: (Fill the appropriate detail)

        (a) University (U)/University Department (UD)/Deemed to be University (DU)/ Autonomous (A)/Government (G)/Government Aided (GA)/Self- Financing (SF)

        (b) Minority (M)/Non-Minority (NM)

    1.3 Name of contact person, designation along with full address, fax, phone numbers(Office & Residence) and email.

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    1.4 Name of affiliating University with postal address.

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1.5 Whether the following resources of the institution are being shared with other institutions?

(a) Physical resources

YES	NO

(b) Financial resources

YES	NO

(c) Human resources

YES	NO

If yes, give details.

2.0 Governance

2.1 Does the institution have Quality policy?

YES	NO

If yes, How is the Quality Policy disseminated and implemented?

2.2 (a) Composition of Board of Governors (BOG)/Governing Council (GC)/ Governing Body (GB) of the Institution at present.

(b) Number of meetings held during last three years:

(c) Dates of the meetings of BOG/GC/GB held during last one year. ·

(d) Provide details of approval granted by the (BOG)/(GC)/GB in respect of the following.

Items	BOG/GC/GB meeting in which decision taken	
	Item	Date
ADMINSTRATION a i) Delegation of Financial power to Director/Principal a ii) Delegation of Financial power to HOD		
b) Approval of the latest Budget		
c) Approval of the latest Perspective plan		
d) Approval of new programmes/ enhancement of seats.		
e) Decisions regarding other charges, penalties, fines levied on students		
g) Approval of Incentive Schemes for faculty, staff and students		
INFRASTRUCTURE: a) Construction of latest/ proposed Building		

b) Latest laboratory Development	
c) Latest up-gradation of computational facilities, connectivities.	
d) Creation /Enhancement of general amenities.	
e) Library up gradation	
f) Other major decisions, please specify	
FACULTY/STAFF a) Approval for Creation of posts	
b) Approval for Service conditions	
c) Approval for Latest recommendation of selection . committee for faculty and staff	
d) Approval for Leave rules	
e) Approval for latest study leave/ Deputation granted to faculty/ staff for higher studies during last two years.	
f) Approval for Sponsorship for attending Conferences/Training	
g) Faculty Development initiatives	
h) Other major Decisions	
LATEST REVIEW a) Examination results	
b) Placement	
c) Utilization of Budget	
d) Performance appraisal of Faculty/Staff	
e) Latest Collaboration initiatives with industry/academia	
f) R&D efforts	
g) Any other review conducted	

2.3   Is formal feedback obtained from the following ?

      (a)   Students | YES | NO |

      (b)   Alumni | YES | NO |

      (c)   Faculty | YES | NO |

      (d)   Parents | YES | NO |

      (e)   Employers | YES | NO |

3   FINANCIAL STATEMENT

Please supply information in the following format for last three (3) years separately. (Audited Balance sheets for last three years be kept ready for perusal of the Visiting Team.)

Income/Expenditure Statement For the Year_____

Receipts	
Particulars	Amount Rs. Lakhs
i. Capital receipts • Grant from Central and State Governments • Grant from AICTE/DST/UGC & other funding agencies • Donations and receipts from any other source • Any other, Please specify	
ii Research & Development Fund • Receipts from sponsored projects: • Receipts from consultancy, testing • Any other, Please specify	
iii Receipts from students: • Tuition fee: • Development fees • Any other, Please specify	
iv Any Other sources, Please specify: • Corpus Fund etc.	
Total Receipts	

Comparison of Budgeted Vs Actual expenditure incurred

Expenditure Heads	Budget (In Lakhs)	Expenditure incurred (In Lakhs)
I. Academic Buildings: · Construction cost · Maintenance expenses		
II Laboratories/Computing Centre · New Equipment · Furniture · Operation & Maintenance		
III Salary · Salary of Teaching staff · Salary of Non-Teaching staff		
IV Faculty/Staff development (Seminars/Workshops/Incentive schemes/Training/Higher studies)		
V Library · Books · Journals · e-resources		
VI Services: · Administration/Transport/Hostels/ Canteen/ Security Water/Electricity/P&T: · Hostel Maintenance · Landscaping		
VII Students Activities: · Extracurricular/Cocurricular/ Sports/Cultural:		
VIII Medical expenses:		
IX Miscellaneous expenses: · Payment towards repayment of loans · Interest payments/rent payments: · Management expenses:		
X Any Other, please specify		

4.0   ACADEMIC INFORMATION

(a)   AICTE approved programmes only

Programme	Full/Part-time/ Sandwich	Year of Starting	Intake		Accreditation status A/ NA/ AF	% of marks/ Rank of admitted Students	
			Sanc.	Admitted		Max.	Min.
UG 1._____ 2._____ 3._____ 4._____							
PG 1._____ 2._____ 3._____ 4._____							

A: Accredited; NA: Not Accredited; AF: Applied for Accreditation

(b)   List other programmes offered by the Institution, if any

(c)   Schemes for UG and PG Programmes;

UG : Annual [   ]   Semester [   ]   Any other, please specify [   ]

PG : Annual [   ]   Semester [   ]   Any other, please specify [   ]

(d)   Does the Institution follow the syllabus of the affiliating University ?

| YES | NO |

(i)   If no, does the Institution formulate its own syllabus? | YES | NO |

(ii)   If yes, What are the additional programme introduced in the last year?

(iii)   How frequently is the syllabus revised?

(iv)   When was the syllabus revised last time?

5.0 ACADEMIC CALENDAR:

(a) Does the institution follow an academic calendar? | YES | NO |

If no, please specify

(b) Number of instructional days in last two semesters of first year class:

days [   ]

6.0 RESULTS & ANALYSIS

(Please provide progressive details of the immediate past graduating batch. Do not include information about students in the same class, but belonging to different admission batches)

6.1 What are the weightages assigned for Sessional /Terminal and Internal / External evaluations?

6.2 What are the constituents of sessional work? How do you assess them?

6.3 How is the work experience/ Practical training/ fieldwork given due consideration in assessing the student's performance?

6.4 Date of admission (Y) of the immediate past graduating batch of students :

i) Batch graduated on:

ii) Academic performance:

Year	Semester	No. of students registered/ admitted/ appeared in exams	No. of students passed/ promoted	% of students securing class				Number of Rank Holders from the Institution in University
				First		Second		
				I	U	I	U	
Y	I							
	II							
Y+1	III							
	IV							
Y+2	V							
	VI							
Y+3	VII							
	VIII							

I: Institution; U: University

7.0 Information On Full Time Teaching Faculty And Staff

7.1 Faculty Strength at the Institution:

Category	Sanctioned Strength				Number in positions			
	UG	PG	Others	Total	UG	PG	Others	Total
Full Time								
Part Time								
Visiting/Contract								

7.2 Current cadre details for Faculty and staff:

Cadre	Faculty/Staff in Position (Numbers)	
	Basic Sciences including Humanities	Professional Disciplines
Faculty		
Principal/Director		
Professor		
Associate Professor		
Asstt. Professor/Reader		
Lecturer Selection Grade		
Sr. Lecturer		
Lecturer		
Staff		
Technical Staff		
Non-Technical Staff		
Library Staff		
Total		

7.3 Are faculty paid Basic salary, DA,CCA, HRA as per AICTE guidelines ?

| YES | NO |

if yes, please provide the following details for all faculty:

Name / Designation	Basic salary	DA	CCA	HRA
Professor				
Associate Professor				
Asst. Professor/Reader				
Lecturer Selection Grade				
Sr. Lecturer				
Lecturer				

7.4   Mobility and career progression:

(a) Faculty:

Date of admission (Y) of the immediate past graduating batch of students :

Year	Discipline	Faculty Numbers			
		Available at start of year	Joined	Left	Promoted
Y	Basic Sciences including Humanities				
	Professional Discipline				
Y+1	Basic Sciences including Humanities				
	Professional Discipline				
Y+2	Basic Sciences including Humanities				
	Professional Discipline				

(b) Staff:

Date of admission (Y) of the immediate past graduating batch of students :

Year	Category	Staff Numbers			
		Available at start of year	Joined	Left	Promoted
Y	Technical staff including Librarian				
	Non-Technical staff				
Y+1	Technical staff including Librarian				
	Non- Technical staff				
Y+2	Technical staff including Librarian				
	Non- Technical staff				

7.5   Whether the Institution has Faculty Appraisal System ? | YES | NO |

8.0   Faculty , Staff and Student Development Initiatives:

Schemes	No. of Persons selected during last three years		
	I	II	III
QIP /Study leave			
Seminars/ Workshops/ Conferences			
Summerschools/ winter schools			
Incentive/Reward for Faculty			
Incentive/Reward for Staff			
Incentive/Reward for Students			
Any others, please specify			

9.0   LIBRARY:

a)   Working hours on:

Week Days:

Holidays:

b)   Total number of Books in the Library

(i)   Titles:

(ii)   Volumes:

c)   Average number of users per day over last two Semesters;

d)   Facilities available:

Reprographic   YES | NO

LAN   YES | NO

WAN   YES | NO

Internet Connectivity   YES | NO

Book Bank   YES | NO

Educational Multimedia packages   YES | NO

Automated Services   YES | NO

e)   Books and Journals (Non periodicals) (Year wise) (Date of admission of the immediate past graduating batch of students =Y) :

Item	Numbers acquired in the last 3 years.								
	Books purchased			Journal * subscribed					
				National			International		
	Y+1	Y+2	Y+3	Y+1	Y+2	Y+3	Y+1	Y+2	Y+3
Professional Disipline									
Basic Sciences including Humanites									

* Please exclude periodicals, newsletters, newspapers and magazines

10.0   Central Amenities :

Item	Availability (Yes/ No)

Back up power supply (in KW) for
    · Library
    · Computer Centre
    · Laboratories
    · Hostels
    · Lecture rooms
Central Air-conditioning	

Canteen	
Student activity center	
Language laboratory	
Bank	
Post Office	
Open air-theatre / Auditorium	
Transport	
Common Room (Men Students)	
Common Room (Women Students)	
Guest House	
Residential accommodation for faculty/staff	
Medical facilities	
Faculty Club	
Any other, Please Specify	

11.0 Sports facilities:

(a) List five best indoor/outdoor facilities available

(b) Student Activities:

Activity	Existing (Yes/No)	If yes, number of students registered
NSS / NSO		
NCC		
Co-curricular		
Extra-curricular		
Awards Won		
Any other, Please specify		

12.0 Central Computing facilities:

(a) Average number of users per day over last two semesters: [   ] /day

(b) Licensed Softwares;

(c) Facilities Available :

Systems under Client Server architecture		Internet Connectivity Capacity (Kbps/Mbps)	Power back up (KVA)	Working Hours		Student involvement in management (Yes/No)
				Week days	Holi days	
Clients	Server					

(d) Internet Access to Students: Free (F) /Restricted (R) : [   ]

13.0 Students Hostels:

Please furnish following details :

a) Whether Hostel for boys is owned (O)/rented (R)/not there(N)? [   ]

b) Whether Hostel for girls is owned (O)/rented (R)/not there(N)? [   ]

c) Whether the hostel for boys is on campus(ON)/off campus(OFF) ? [   ]

d) Whether the hostel for girls is on campus(ON)/off campus(OFF) ? [   ]

Men   Women

e) Total number of rooms available in the hostel: [   ] [   ]

f)   Distance of women's hostel from the Institution?   ☐   km

                                          Boys   Girls

g)   Whether Computing/Internet facilities are   ☐   ☐
           available in the hostel?

                                          Boys   Girls

h)   Whether the transport facility is available   ☐   ☐
           to the Hostels?

i)   Whether the medical aid facility is available for the students? | YES | NO |

j)   Any other facility, please specify

14.0   STUDENT PLACEMENT:

(a)   Whether full time training and placement officer is available? | YES | NO |

(b)   List top ten companies that visited the institution during the last three years (Yearwise)

(c)   Recruitment done through placement cell during the last three years:

Department/ Programme	Number of students recruited	Average Salary/ annum	Highest salary offered/annum

d) Is there any feedback obtained from the Companies?

15.0   COLLABORATIVE ARRANGEMENTS:

Whether the institution has signed any MOU or made formal arrangement for collaboration with Institutions/Organisations/Industries for the following ?

Events	Collaborative arrangement (Yes/No)	Names of three best Collaborations
Industrial visits		
Student project		
Student training		
Faculty consultation		
Seminars /Expert Lectures		
Research projects		
Any other, please specify		

16.0   ALUMNI INFORMATION:

a)   Whether Alumni Association exists?s   YES | NO
      If yes, Give registration number :

b)   Does the Association have Chapters in other Cities/Countries? YES | NO
      If yes, give the number of Chapters; in India _____ Abroad _____

c)   Total number of members enrolled:

d)   Nature of alumni events held in last one year.

e)   Whether alumni newsletter is published?   YES | NO

f)   Extent of alumni involvement in the development of the Institution.

g)   Names of 10 renowned alumni along with outstanding contributions in their chosen professions :

17.0   Any other innovative practice introduced to improve the quality of Technical Education in the Institution.

CERTIFICATE

Certified that all the information given in the Accreditation Proforma (Part I) is correct to the best of our knowledge and shall be substantiated with documents at the time of visit.

SIGNATURE   **SIGNATURE**

CHAIRMAN/SECRETARY OF   HEAD OF
                                                       INSTITUTION
BOG/GC/GB

Place   Place

Seal   Seal

Date   Date

18.   ACCREDITATION PROFORMA

PART II

Programme Information
(Data should be provided for the last three years)

Institution Name:_____

1.0   NAME OF THE PROGRAMME:

2.0   NAME OF CONTACT PERSON WITH FAX, TELEPHONE NUMBER, EMAIL:

3.0   NAME OF DEPARTMENT ADMINISTERING THE PROGRAMME:

    3.1   Other Programme(s) administered by the Department, if any:

4.0   YEAR OF STARTING OF THE PROGRAMME:

5.0   AICTE APPROVAL DETAILS OF THE DEPARTMENT:

    (a)   Date of 1st approval by AICTE with Reference No.(Attach Proff):

    (b)   Approval for the current academic year with Reference No.(Attach Proff):

6.0   PROGRAMME DETAILS: (At the start of current academic session)
    a)   Nature of Programme   : Full time (F)/Part time(P)
    b)   Duration :
    c)   Sanctioned Intake   :
    d)   Year wise Students on roll:

        I   II   III   IV   V

7.0   COURSE STRUCTURE:

    7.1   Semester wise details of Course structure:

S.No.	Course Title	Nature of Subject	No. of Students enrolled	Dept. Offering the subject	Weekly Load (hours)			Students Feedback obtained (Yes/No)
					L*	T*	P*	
		Compulsory (C)/ Elective (E)						

*L = Lecture, T = Tutorial/Seminar, P =Practical/Project

    7.2   Courses/Training offered, if any, over and above the prescribed curriculum: If yes, give details. | YES | NO |

Title	Offered by	Level	Duration	Number of students enrolled

7.3 Results:

(Provide details here only for one batch, which has passed out recently, from First year to Final year progressively)

Courses Semester wise	Number of Students		Number of students securing	Question paper setting		Evaluation procedure		Pass %
	Appeared	Passed	>= 60% marks	Internal	External	Internal	External	

8.0 DEPARTMENTAL FACULTY DETAILS:

(a) PARTICIPATION IN:

i) External Sponsored projects: [YES | NO]

ii) Consultancy: [YES | NO]

iii) Continuing Education: [YES | NO]

iv) Collaboration (Industrial/Institutional) : [YES | NO]

v) Students' Projects: [YES | NO]

vi) Students' guidance (M.Tech/Ph.D) : [YES | NO]

vii) Invited Lectures (National/International) : [YES | NO]

viii) Professional Society Activities: [YES | NO]

ix) Conferences/Seminars/Winter/Summer Schools organized: [YES | NO]

x) Conferences/Seminars/Winter/Summer Schools attended: [YES | NO]

xi) Research Publications [YES | NO]

xii) Text Books/Monographs published: [YES | NO]

xiii) Patents/Awards received: [YES | NO]

xiv) Any Special recognition received by the Department: [YES | NO]
If yes, please provide details in each case:

xv) Any Financial Assistance for projects received by the Department?
[YES | NO]

If yes, furnish the following:

Project Title	Project Duration	Amount Received	Funding Agency	Status (Completed/ In progress)	Number of faculty involved

xvi) Any other, please specify:

(b)   Details of Departmental faculty participating in Interdepartmental activities:

Name of Faculty Member	Department in which participating	Nature of Participation		
		Elective Courses	Research Work	Consultancy /Testing

(c)   Faculty members deputed for specialized training/higher studies.

Schemes	No. of faculty members deputed during last three years		
	Year I	Year II	Year III
QIP/Study leave			
Seminars/ Workshops/ Conferences			
Summer schools/ Winter schools			
Any others, please specify			

9.0   DEPARTMENTAL LABORATORY DETAILS:

(a)   Laboratories:

S.No.	Name of the Lab.	Available floor area (sq.m)	Maximum Batch size	Weekly hours required as per curricula	No. of experiments		Recurring Expenditure (allotted Per year)
					Pre scribed	Cond ucted	

(d)   Major Equipment in the laboratories (Costing >=Rs. 50,000/-)

S.No.	Equipment		Purchase		Installation Date	Present Condition	
	Name	Make	Date	Cost		Working	Non-Working

10.0   FINANCIAL STATEMENT (DEPARTMENT):

Year	Total Budget		Budget for Major Equipment		Budget for Minor Equipment		Budget for Operation & Maintenance	
	Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent

11.0   DEPARTMENTAL LIBRARY:

Numbers available in the department				
Books	Journals		CDs, VCDs, Multimedia	Any Other, Please specify
	National	International		

12.0   STUDENTS:

a)   Number of students appeared/qualified in GATE/CAT/GRE/Central/State services through competitive examinations:

Year	Nature of Examination	No. of Students	
		Appeared	Qualified

13.0   PLACEMENT: Please provide placement record for the last three years

Year(Y)	No. of Companies	Number of students selected	Average Salary	Highest salary offered
Year I				
Year II				
Year III				

14.0   TRAINING:

a)   Is Industrial training compulsory for students in the Department?
       If yes, specify the duration: [   ] Weeks   [YES | NO]

b)   Number of students for whom training was arranged by the Training and Placement Cell during the last three years:

Year I [   ]   Year II [   ]   Year III [   ]

c)   Is any training report submitted by students? YES | NO

If yes, furnish the following evaluation details:

Nature of Evaluation	Evaluation by			Not Evaluated
	Industry	Institution	Industry + Institution	
Report				
Seminar				
Any Other, please specify				

d)   Are there any student projects sponsored by the industry? YES | NO
If yes, provide details.

15.0   INDUSTRY INSTITUTION INTERACTION :

a)   Are there any external resource persons being invited for lectures and seminars? If yes, furnish the following. YES | NO

Year(Y)	Names of Resource Person	Background Industry/Academic/R&D	Topics Covered
Year I			
Year II			
Year III			

16.0   CO-CURRICULAR ACTIVITIES OF THE STUDENTS:

(a)   In Inter-Departmental Competitions:

Nature of Activity	Number of Students enrolled	Recognition/Awards received, if any

(b)   In Inter-Institutional Competitions:

Nature of Activities	Number of Students enrolled	Recognition/Awards received, if any

17.0   EXTRA CURRICULAR ACTIVITIES OF THE STUDENTS:

  (a)   In Inter-Departmental Competitions:

Nature of Activity	Number of Students enrolled	Recognition/Awards received, if any

  (b)   In Inter-Institutional Competitions:

Nature of Activities	Number of Students enrolled	Recognition/Awards received, if any

18.0   ALUMNI

  h)   List the names of top TEN most renowned Alumni of the Department along with their designations;

  i)   Are the alumni contributing to the development of the Department? If yes, provide details

19.0   FACULTY PROFILE: (Full time-regular)

S.No	Name	Date of Birth	Design ation	Highest Qualifi- cation	Date of joining the present post	Date of joining the institute	Total Emoluments drawn	Number of papers published in last 3 years		Research Projects handled in last 3 years
								Journals (Refereed)	Conferences	

20.0   INNOVATIVE PRACTICES, IF ANY:

        Any other innovative practice introduced to improve the quality of technical education in the Department.

CERTIFICATE

NAME OF DEPARTMENT/PROGRAMME:

Certified that all the information given in the Accreditation Proforma (Part II) is correct to the best of our knowledge and shall be substantiated by documents at the time of visit.

SIGNATURE

HEAD OF DEPARTMENT

Place

Seal

Date

SIGNATURE

HEAD OF INSTITUTION

Place

Seal

Date

FACULTY-PROFILE

Name   :

Date of Birth   :

Highest Qualifications   :

Academic Performance   :

(High School to Highest Qual.)

Date of Joining   :

Status as on date of Joining   :

Salary as on date of Joining   :

Present Status   :

Salary as on date   :

Number of promotions since date of joining:

Achievements since date of joining:

FD	R&D	No.of Publication	Teaching Award	Books/ Monograph	Conf./ Seminars	Extra curricular activities	Admin.

Performance Appraisal during past three (3) years.

Self Appraisal:

-       3 Major Strengths

-       3 Major Weaknesses

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Signature

SECTION IV

ACCREDITOR'S MANUAL

19. TASKS FOR THE VISITING TEAM

19.1 PREAMBLE

The NBA will identify the Chairperson and the Members of the Visiting Team for the programme(s) being considered for accreditation as explained in an earlier section. The institution will be informed about the composition of the Visiting Team, and a copy sent to the Chairperson. The Secretariat of the Board at AICTE Head Quarters will contact the Chairperson and the Members of the Team and take their travel plan. The same will be also intimated to the institution. The institution will also be requested to contact the Chairperson and Members of the Visiting Team to plan for the arrangements and the schedule of the visit. The Secretariat will also send to the Chairperson and the Members of the Visiting Team all the necessary documents like the profile of the institution/programme and other publications furnished by the institution. as well as the relevant documents/ papers of the NBA in this connection.

19.2 TASKS PRECEDING THE VISIT

The Team members may find it useful to focus on the following items, while studying the material provided to them:

1. The institution's objectives, their relevance and appropriateness

2. Consistency of the activities with the objectives;

3. Design of programmes / activities, and relevance to achievement of objectives;

4. Achievement of the objectives as seen through the performance indicators.

5. Availability(present / future) of human, physical and fiscal resources required.

    Members of the Visiting Team who need additional information or clarifications on the information furnished to them, may get in touch with the Chairperson of the Team and seek the same well in time before proceeding for the visit to the institution.

19.3 TASKS DURING THE VISIT

The Chairperson of the Visiting Team should make sure that transparency, impartiality and fairness of the entire accreditation exercise is observed by all the Members and that this is made known to and appreciated by the host institution. It should be noted that this is not a fault-finding and blame-assigning exercise; but one that is designed to improve and upgrade the host institution in order for it to offer high-quality programmes in Technical Education.

20. REPORTS OF THE VISITING TEAM

20.1 FORMAT OF THE REPORT

The Visiting Team shall within two weeks of its visit, submit a Report giving the facts, observations, assessment, conclusions drawn and recommendations to the Member-Secretary, NBA for being considered by the concerned Sectoral Committee. The Report shall cover all its observations and conclusions relating to the institution's commitment to its goals, objectives and contents of the curricula, faculty and students, administration, financial position and other relevant factors affecting accreditation. The Report should include:

- A systematic presentation of the information gathered, the observations, assessment of the strengths and weaknesses, and innovative actions and commendable achievements of the institution.

- An unambiguous recommendation regarding the accreditation action.

- Suggestions to be transmitted to the institution indicating its weaknesses, commendable achievements, and steps to be taken for future improvements and development.

The Chairperson or his nominated Member will normally make a presentation of the Report before the concerned Sectoral Committee.

The final Report submitted to the NBA shall consist of two parts, as follows:

Part-1 of the Report will contain several sections. Firstly there will be a narrative Report prepared by the Chairperson himself. Secondly, there will be a Section on the general facilities common to all the programmes as well as programme-specific components. This section will be written by the Chairperson with the help of the General Evaluator. Thirdly, there will be Reports of the Programme Experts (one per each programme).

Part-II of the Report will consist of a summary assessment as well as the marks assigned by the Visiting Team against each of the criteria identified by the NBA in the workshed. The format of the summary assessment is given in Appendix C for the Diploma, UG / PG Degree programmesm, The workshed map be sent by the secreteriat to the experts. .

20.1.1. The Chairperson's narrative Report should normally include an Executive Summary of the important observations of the Visiting Team, visit information, names of the Visiting Team Members together with the assignments allotted to them, schedule of the main events during the visit, names of persons met / interviewed, facilities visited and other pertinent information. The Report should also consist of a summary of the Chairperson's observations and those provided to him by the General Evaluator and the other Members of the Team.

The Chairperson usually makes a visit to cover areas such as the common core, academic support departments (e.g. Mathematics, Physics, Chemistry, Humanities.) and institutional facilities (e.g. Library, Central Workshop, Computer Centre,

Internet.). The General Evaluator and any other Member may accompany the Chairperson in these visits. In addition, the Chairperson, along with the General Evaluator, would examine the self-appraisal information provided by the institution in Part I of the Performa submitted to the NBA. The narrative Report should conclude with an acknowledgement of the contributions and cooperation of the various individuals at the institution involved in the visits and the arrangements thereof.

20.1.2. The duties of the General Evaluator include assessment of items such as, the professional orientation of the programme/s, student projects, support departments and facilities, and other aspects as determined by the Chairperson. In addition to being narrative, the Report of the General Evaluator should include some quantitative assessment as well. The Report should include a summary of the status, and should provide input information to the other Team Members in preparing their Reports.

20.1.3 The Report of the Programme Experts (one for each programme being assessed) should consist of a concise documentation of the facilities visited, department's vital statistics and an explicit analysis of 'Strengths and Weaknesses' of each programme. The information reported should reflect the situation as observed at the time of the visit with respect to the information provided by the institution in its Proformas (Part I and Part II) submitted to the NBA. The marks allotted to each criterion must be supported in the **Strengths and Weaknesses** by giving detailed comments.

20.1.4 Marks awarded for the various criteria should be entered in the format given in Appendix – C, which should be attached to the consolidated Report of the Chairperson. The following rating schemes should be used on the 1000 point scale in arriving at the final recommendation of the Visiting Team on the accreditation status of each programme:-

"Accredited"

- Meets all criteria or exceeds them (Total Marks awarded: >750, with >50% score in three identified criteria, viz., Human Resources-Faculty, Human Resources-Students and Teaching-Learning Processes for UG programmes and > 65% in four identified criteria, viz., Human Resources-Faculty, Human Resources-Students and Teaching-Learning Processes and R&D and Interaction efforts for PG programmes)

Period of Accreditation: 5 years

- Meets the minimum criteria, and the deficiencies, if any, are marginal and can be improved within a short time (Total Marks awarded: 650-750, with >50% score in three identified criteria, viz., Human Resources-Faculty, Human Resources-Students and Teaching-Learning Processes for UG programmes and > 65% in four identified criteria, viz., Human Resources-Faculty, Human Resources-Students and Teaching-Learning Processes and R&D and Interaction efforts for PG programmes)

Period of Accreditation : 3 years

"Not Accredited"

- Deficiencies exist; Not ripe for Accreditation at this stage (Total Marks awarded: < 650).

It is necessary that the Programme Experts should highlight the strengths and outstanding features under any criterion in the Work Sheet/Award Format, when very high rating is awarded to it.. Their comments should be precise and concise, to normally fit into the space provided. However, if extra space is required, additional pages could be attached. Information, if any, not specifically sought in the rating format, may be included in the space provided for comments in each section of the Format.

In the case of other ratings, they should be backed by proper comments, along with suitable justification, which should also correspond to the other parts of the Report.

Only one Summary Assessment Report per programme is to be submitted regardless of the number of Programme Experts associated in evaluating the programme. It is therefore necessary that the Visiting Team, as a whole, comes to an agreement regarding the contents of the Report.

20.2   PRESENTATION OF THE REPORT

The Chairperson is expected to compile both the parts and submit the Report in a sealed confidential envelope to the Member Secretary- NBA within 21 days after completion of the visit. The Chairperson or his nominee will be invited to make a presentation of the Report at a Meeting of the concerned   Sectorial Committee, which is required to give its recommendations on the Report to the NBA. If there are differences between the recommendations of the Sectorial Committee and those of the Visiting Team, the Sectorial Committee is required to append the reasons for the same along with its recommendations. The NBA will take into account the Sectorial Committee Report along with the Visiting Team Report and the Institutional/Programme Profile, while arriving at its decision on the accreditation status of the programme(s). In case if the NBA differs from the views of both the Visiting Team and the Sectorial Committee or it accepts one or the other of the recommendations received by it, the Board will indicate reasons for arriving at such a decision.

20.3   REVIEW OF THE DECISION

In case if an institution is not satisfied by the accreditation decision of the NBA and wishes to appeal for a review of this decision, a written application along with the prescribed fee, should be sent to the NBA Secretariat, within 30 days of the date of notification of the Board action. On receipt of such an application, and on being satisfied about a prima facie case, the Chairperson of the Board may appoint a special Committee consisting of a minimum of three members to conduct a review of this matter. When a meeting of the Committee is convened, the institution may be invited to present its case for review. The Committee may visit the institution, if necessary, before arriving at its recommendations. The recommendations of the Committee will be considered by the Board, in order to arrive at the final decision.

21. ACCREDITATION QUESTION BANK

21.1 INTRODUCTION

The Question Bank has been prepared with a view to assist the Visiting Team in eliciting the information, data and other vital statistics of the different facets of the programmes offered for accreditation. The range and scope of the questions have been carefully designed to give an idea of the significant and important considerations governing the evaluation and assessment of different accreditation parameters.

The Question Bank is neither prescriptive nor exhaustive. All the questions need not be asked before an assessment is made. Many of the questions would be rendered unnecessary, when some of the answers are available or other equivalent information is forthcoming.

The Norms and Standards pertaining to the Engineering Degree Programmes are given in Appendix B, as an example, to provide an idea of the minimum level of facilities required at the time when a programme is launched. To achieve a good rating/score on the accreditation scale, these minimum requirements would have to be exceeded substantially.

21.1.1 *Criterion I : ORGANISATION AND GOVERNANCE*

1. What is conceived to be the over-riding mission of the institution?

2. How widely and pervasively is the mission understood by the faculty, the administration, the students, the supporting staff and the community in general?

3. What is the vision arising out of the stated mission?

4. Out of the vision as indicated above, what are the long- term and short-term goals of the institution?

5. How is the commitment to these goals made explicit?

6. Is the attitude of the institution towards the pursuit of goals consistent with the aims and objectives of higher education, especially at the tertiary level?

7. What is the mechanism by which the plans to achieve the aims and objectives are set in motion and monitored during implementation?

8. What incentives are provided to those responsible for activities that aid in the achievement of the goals and objectives?

9. With what effectiveness has the Institution successfully pursued its stated objectives during the recent past?

10. Who is responsible for providing leadership and motivation for the pursuit of excellence in day to day and/or routine activities?

11. What is the level of transparency in the higher level of policy-making, execution and monitoring of academic programmes ?

12. What is the level of decentralization in decision-making and delegation of powers for achieving the aims and objectives at the institutional/department level?

13. What is the involvement of faculty at the decision-making levels affecting mobilization of resources, allocation of available resources, procurement of laboratory equipment and conducting maintenance functions?

14. Within the overall resource constraints, what is the level of efficiency contributing to effective utilization and minimum wastage?

21.1.2 Criterion II : FINANCIAL RESOURCES, ALLOCATION AND UTILISATION

1. What are the most crucial capital resources of the institution in terms of land, buildings, endowment fund and other deposits of money?

2. What have been the major sources for the acquisition of above resources?

3 What is the level of grants committed by (i) State Government. (ii) Central Government. (iii) other funding agencies and (iv) private sources ?

4 For the given requirements of running of the academic programmes, what is the level of operational budget and of maintenance budget ?

5 What is the level of utilization of the budget allocated under (4) in the last year?

21.1.3 Criterion III : PHYSICAL RESOURCES (CENTRAL FACILITIES)

1. How are developmental activities (in terms of increasing infrastructure facilities/ services) carried out?

2. What are the plans of the institution towards achieving a self-sufficient campus?

3. What is the present usable floor area of the buildings for academic activities?

4. What are the current plans for additional building space and for what purpose?

5. How is the maintenance function carried out and monitoring achieved to ensure maximum levels of safety and hygiene?

6. Does the institution have hostel facilities available for men students and for women students?

7. What are the services available on campus in respect of requirements of the academic community, e.g. families of faculty members and students?

8. What are the levels of communication, power and water services available on the campus?

9. How are the requirements of reprographic services provided for on the campus?

10. Are there other avenues for refreshment of students/faculty members?

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11. What are the transport facilities available for students or employees to travel to the institution?

12. What is the level of medical facilities available on the campus? Are essential first aid services as well as emergency services available?

13. Does the institution have a regular/effective arrangement for emergency medical assistance to members of staff and/or students while on campus or in the laboratory?

14. Are the service facilities, especially electrical and other installations certified to be safe and free from hazards?

15. Are the employees and the students covered by group insurance?

21.1.4 Criterion -IV : HUMAN RESOURCES - FACULTY AND STAFF

1. What is the annual intake of new students and the present total enrollment in respect of full time students ?

2. Are there any part-time programmes? If so what would be the full time equivalent of that number as far as faculty requirements are concerned?

3. What is the total number of full time regular (not retired or part-time) faculty members and what is the over all faculty / student ratio?

4. For each Diploma/Degree programme, are there reasonably adequate number of full time teaching staff (equal to or exceeding the desirable ratio)?

5. Is there a senior Professor/Reader for each major subject area in the programme (the major areas could be as per general scheme of electives or as per the major laboratory classification) ?

6. How many faculty members possess AICTE prescribed qualifications? What is the percentage of the faculty with Doctorate/Master's Degrees?

7. How many faculty members were recruited during the last academic year (as percentage of total existing strength)?

8. How many faculty members are proposed to be recruited for the current academic session?

9. What is the mode of recruitment of faculty? Are senior faculty members of the programme associated in the Selection Committee?

10. How many faculty members have their highest Degree from the same institution?

11. What is the average teaching load of a Lecturer, Reader and Professor in terms of the theory and laboratory classes?

12. Apart from teaching, what are the major activities of faculty members (e.g., research, consultancy, counselling, administration, etc.)?

13. What is the level of faculty commitment in improving the quality of teaching in the classroom and in the laboratory? Indicate this with quality handouts issued.

14. What is the attitude of the faculty in undertaking special programmes or efforts to improve the learning experience of the students?

15. Are faculty members providing imaginative assignments, industry-relevant problems, awareness of current state-of-the-art technology in specific facets of the Diploma/Degree programme?

16. What are the avenues for improving the faculty qualifications while in service?

17. How many faculty members have attended (during the last academic year) orientation programmes, refresher courses, summer schools, winter schools, national conferences in their relevant subject areas and industry-sponsored continuing education?

18. What is the level of faculty participation in promoting activities of Professional Societies, especially among students on the campus?

19. What percentage of faculty members have industrial experience in the subjects they teach?

20. How many faculty members have made efforts to obtain industrial exposure or knowledge of best current practices in their area of the programme?

21. What is the level of welfare support, like provident fund/pension fund/ gratuity available to the faculty members and what is the minimum period of service after which the member qualifies for these support schemes?

22. Do the faculty members subject their courses to evaluation by students through a questionnaire?

23. What is the mechanism by which performance appraisal results are used to improve the quality of the teaching/learning processes?

24. What is the mechanism of grievance redressal available to faculty members?

25. What is the number and quality of administrative & laboratory supporting staff?

26. What is the level of qualifications and skills of the supporting staff?

27. How many such supporting staff members were recruited during the last academic year and how many are planned to be recruited in the current academic year?

28. What are the procedures followed for the recruitment of supporting staff?

29. What is the level of autonomy or delegation of powers to the Head of the department for utilization of their services?

30. What has been the level of their participation in the running of laboratory programmes by way of construction and fabrication of equipment, calibration and repair of instruments and systems, preparation of samples and making routine experimental observations?

31. What are the schemes available for upgrading the skills of supporting staff?

32. What is the method of performance monitoring of the staff and avenues of skill-up gradation ?

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33. What is the system of inculcating safety awareness as well as providing first aid during emergency situations to the affected students or staff?

21.1.5 Criterion - V   HUMAN RESOURCES – STUDENTS

1. To what extent is the admission capacity filled up ?

2. Are the admissions made on a centralized basis or through institutional procedures/ management quota ?

3. In the case of centralized admissions, what are the percentages of marks obtained by the top as well as the last admitted student ?

4. What is the procedure for lateral entry into the programme for the admission of Diploma holders or other similarly/professionally qualified students ?

5. What is the percentage of students (of those admitted annually) who clear the programme in the minimum scheduled duration ?

6. What are the subjects in which maximum failures (theory/practical) occur ?

7. What is the percentage of local students and outstation students ?

8. What percentage of students avail of the hostel facilities provided on the campus ?

9. What is the level of placement for the final year students of the programme through on-campus recruitment ?

10. What percentage of final year students achieve placement/employment - a) within 3 months, (b) within 6months, (c) after 6 months?

11. How many students appear in national -level competitive exams like UPSC, Engineering Services, IAS ?

12. What is the performance of graduating students in GATE or other national and international level exams like GRE, GMAT, CAT etc.,

13. What percentage of the graduates secured admission to postgraduate courses in (a) the programme or (b) other areas including Management ?

14. Does the Department/Programme office maintain a record of students' employment and any feedback received from the employers pertaining to achievements of graduating students ?

15. For postgraduate programmes what is the average number of students (expressed as a percentage of the intake) who complete the programme in the stipulated period ?

16. How many sponsored postgraduate students, after completing the course work, carry out project work at their place of employment ?

21.1.6 Criterion VI : TEACHING/LEARNING PROCESSES

1. What is the status of the programme offered (affiliated college/university department/autonomous college ?

2. When is the academic calendar published for the ensuing semester/academic year?

3. What is the minimum number of days of instruction (apart from those for examinations or other co-curricular activities) ?

4. Indicate the number of contact hours per week for(i) theory classes, (ii) laboratory sessions, (iii) tutorials, (iv) project supervision, (v) help with individual difficulties.?

5. When was the current syllabus last updated and what is the mechanism for review of syllabus on a regular basis ?

6. When a course is conducted, is there a Course Monitoring -Committee comprising teachers, students and other staff members ?

7. In case of non-performance of duties by the teachers, what is the mechanism by which this can be brought to the attention of top management for remedial action?

8. For autonomous academic systems on a semester basis and with continuous evaluation wholly by internal faculty, the following questions arise :

    (i)   What is the mechanism to ensure that the setting of question papers and the grading of answer scripts, as well as, the level of home work are of a standard appropriate to a Degree-level institution.

    (ii)   For what period of time after the announcement of the results of evaluation are the records of answer-books preserved for review in response to an appeal ?

    (iii) Is the evaluation of students' work based on periodic tests and/or final examination?

    (iv)   Are weightages for the class tests and the final exams announced at the beginning of a semester?

    (v)   Is there a provision for a make-up examination ? How soon is it conducted after the declaration of results ?

    (vi)   How much portion of the final exam requires (i) thorough understanding of the fundamentals, (ii) application of the basic principles, (iii) reproduction of the memorized text ?

9. Is the laboratory work consistent with already acquired theoretical background ?

10. Is the performance of an experiment merely the confirmation of the theory? Does it require a development of the concepts based on fundamental understanding? Does it demonstrate applications of already illustrated theory ?

11. What is the system in place for routine checking and calibration of all laboratory equipment prior to their use by the students ?

12. What are the modalities and procedures involved in obtaining new equipment, and how are these plans coordinated with the academic objectives ?

13. What is the level of grants for consumables, as a percentage of recurring grants ?

14. How much of computing facility is available in the laboratory for interfacing with machines and systems?

15. Are the demonstration type kits adequate for the number of students who work in the laboratory in each session ?

16. What is the number of students performing a single experiment with common apparatus ?

17. Is there a provision, for giving different quantitative measurements for different students to encourage independent learning experience ?

18. Are library, computing and e-mail facilities available to the students outside the normal working hours & on holidays ?

19. What percentage of students utilize these facilities outside the working hours (a) for their studies in the subject area (b) for their project work ?

20. Does the institution have a departmental library in addition to a central library ?

21. What is the number of books in core subject areas and what are the facilities in the form of CD-ROM/on-line data in major areas of knowledge ?

22. What is he level of automation and computerization in library and search services for faculty, students and other members of industry or community ?

23. Is the library part of a national / international network, with access to remote sources of information ?

24. What is the level of instructional material available in audio-visual (non-book) format ?

25. How many titles were added during the last academic year, exclusively (i)for Undergraduate programmes, (ii) for Post graduate programmes, and (iii) for faculty research needs ?

26. What is the number of books permitted to be taken out per student/faculty member and what is the duration for which they may be retained without payment of fine ?

27. On an average, how many persons visit the library during a week ?

28. How many volumes are issued and how many requests for reservations are received and fulfilled in an average week ?

29. Is there a separate photocoying service for students and faculty available within the library premises ?

30. What is the mechanism for acquiring urgently-required reference material from other libraries?

31. How many refresher courses or other continuing education programmes have been attended by library staff during the last academic year ?

32. What are the periodicals of Professional Societies made available on a regular basis?

33. What is the mode and mechanism of introducing new experiments, new courses or new topics in the present curriculum?

34. What is the academic structure for the removal of obsolete experiments and introduction of contemporary and new experiments?

35. How are the final year students' projects assigned, carried out and assessed?

36. Is the laboratory work assessed by outside examiners?

37. What is the system of reviewing grades upon appeal by the students?

38. What is the level of attendance required for the laboratory work?

39. After the submission of laboratory record, what is the usual period by which it is returned to the student, duly corrected and graded?

21.1.7 *Criterion - VII: SUPPLYMENTARY PROCESSES*

1. What are the facilities available to the students for extra-curricular and co-curricular activities and what is the mechanism by which the students have the freedom and autonomy in these activities?

2. What is the system of guidance and couselling available to the new students for (i) academic work, and (ii) for social interaction and compatibility?

3. What is the level of encouragement to students to undertake Professional Society activities, by forming student branches or student chapters on the campus?

4. How many competitions or competitive events pertaining to the subject matter of the programme were organized during the last academic year?

5. Is training for entrepreneurship provided for the senior students, through any specific programmes or through exposure to local regional industry?

6. How does the institution keep track of its alumni?

7. Is there an Alumni Association and, if so, what is the level of support provided to it by the institution?

8. When was the last get together of alumni held, and what is the frequency of such events?

21.1.8 *Criterion-VIII: RESEARCH & DEVELOPMENT AND INTERACTION EFFORT*

1. How many staff members of the programme have access to funding through sponsored research projects?

2. Is the sponsorship of projects primarily from Government. organizations or private

industry or from both?

3. What are the past instances of collaboration between staff members and industry personnel for joint papers and patents?

4. Has the programme/department been recognized for any specific area of excellence based on the availability of sophisticated equipment and/or competent faculty expertise?

5. What are the Fellowships and Assistantships available through institutional or project funds for students in postgraduate courses?

6. What is the mechanism for finalizing the topics for M.E./M. Tech. Students' Project work and Ph.D. Theses?

7. What is the average time period for evaluation of M. E. /M. Tech. projects and Ph.D. Theses and who decides the panel off examiners?

8. Is the publication of the main material of the thesis a pre-condition for its acceptance for the Degree award?

9. During the last three years, how many research papers were published based on (a) curiosity-driven research of the faculty members, and (b) sponsored research funded by external agencies?

10. How many postgraduate students have been employed in the subject areas of their project work?

11. How many staff members have completed their Ph. D Thesis by working in the department?

12. Are the system/software packages developed for their Ph D work made available for the use of students/research workers?

13. How is the industry participation ensured in planning the curriculum at the University level or at the institutional level or in finalizing the undergraduate and postgraduate programmes?

14. Has the department offered programmes fulfilling the needs of continuing education of industry personnel in the nearby area?

15. What is the level and duration of industrial exposure availed by the faculty in the local or regional industry in the last academic year?

16. How many of the projects undertaken by the final year students reflect the needs and problems of the industry?

17. What is the level of participation of industry personnel in successful implementation of such projects?

18. How many staff members have given lectures to industry personnel at the location of industry or at Professional Societies, where the industry representatives are also invited?

19. How many industry experts have given lectures to the students to familiarize them with the state-of-art industry practices and their correlation with the text-book material taught?

20. What is the level of campus recruitment of the graduates of the programme?

21. What are the programmes undertaken (a) to develop personality of students, and (b) to develop group discussion skills and presentation techniques?

21. Are there any mechanisms established in the institution to encourage and implement industrial consultancy and testing activities?

APPENDIX A

SPECIAL INFORMATION FOR INSTITUTIONS AND VISITING TEAMS

a)   The Accreditation Proforma(Parts I and II) should be completed in all respects and returned to the NBA Secretariat along with the prescribed application fee. All correspondence should be addressed to:

The Member Secretary,
National Board of Accreditation,
AICTE., Indira Gandhi Sports Complex
I. P. Estate, New Delhi-110002

b)   The Visiting Team will be identified and the visits will be normally scheduled within three months of the receipt of the completed proforma from the institution.

c)   The Member Secretary NBA will correspond with the Head of the Institution for all arrangements to be made for the Visiting Team.

d)   The NBA Secretariat will defray all the expenses of the Members of the Visiting Team.

e)   The Visiting Team will discuss with the Head of the Institution at the end of the visit, on the salient observations and findings concerning the institution and the programmes which are offered for accreditation. The essential purpose of this final meeting is to provide the Head of the Institution an opportunity to correct any misunderstanding on the part of the Visiting Team which might have inadvertently influenced their observations and findings. However, under no conditions should any Member of the Visiting Team disclose the likely recommendations regarding accreditation.

f)   Samples of question papers of University /Board examinations and internal tests along with available students' answer books, laboratory manuals/ instructions and reports should be made available by the institution to the Visiting Team during the visit for all the major courses in the main disciplines and the supporting areas. Course syllabi, textbooks followed and resource materials used by the faculty should also be made available for the perusal of the Visiting Team. Students' records will be reviewed to determine if their learning experience is consistent with the programme of study described in the curriculum document.

g)   The completed application on the prescribed form must be accompanied by a crossed demand draft as Accreditation Fee payable to "MEMBER SECRETARY, AICTE" at New Delhi. The present fee structure is given in Section I of this Manual. . The NBA reserves the right to change the fee structure from time to time.

h)   The institutions shall also indicate the preferred date/month of visit along with their application, and also give an indication of how to reach the city/town where they are located, with reference to metro cities/State capitals.

APPENDICES

APPENDIX B

NORMS AND STANDARDS AT A GLANCE FOR DEGREE PROGRAMMES

1.   Course Duration   - 4 years, 8 Semesters, with 15 working weeks per semester.

2.   Distribution of time per week

Project	Teaching	Tutorials	Practicals
(30-40)% in 8th semester	(Maximum 60%)	(Above 10%)	(Above 25%)

3.   Degree Programmes   - 200 credits

4.   Programme Structure

General	basic science	Engineering sciences & Technical/Arts	Professional Subjects
5-10%	15-25%	15-25%	55-65%

5.   Staff Norms

    i)   Principal and Teaching Faculty

    ii)   Workshop Staff

    iii) Technical Supporting staff

    iv)   Library

    v)   Computer Centre Staff

    vi)   Administrative Staff

    vii) Maintenance staff and other Miscellaneous staff

6.   Faculty Cadre

    i)   Lecturer/Senior lecturer/Senior lecturer (SG)

    ii)   Assistant Professor/Reader

    iii) Professor

    iv)   Principal/Director

7.   Cadre Distribution

	Professor	:	Asst. Prof.	:	Lecturer
Desirable ratio	1	:	2	:	4

8. Student/Teacher ratio

Desirable	10	:	1
Maximum	15	:	1
Theory/Lecture class	60	:	1
Tutorials	15-20	:	1
Lab practical/Workshop	15	:	1
Drawing	9	:	1

9. Training and leave reserve   10%

10. Non-teaching (Administrative and Technical) to teaching staff ratio   3 : 1

11. Important Facilities
    i)   Training and Placement Cell
    ii)   Performance Appraisal system for Teachers
    iii) Quality Improvement Programmes for Teachers
    iv)   Visiting faculty and guest lecturers
    v)   Courses in emerging areas
    vi)   Multi-use of Facilities-Central Facilities
    vii) Centralized Computer Service Centre with CAD facilities

12. Norms for Building and Space

Annual intake	360 Students
Programmes	6 In Engineering & Technology
Administrative area	755 sq.m
Academic area	11,236 sq.m
Residentail area	12,316 sq.m
Amenities area	660 sq.m
Total Carpet area	25,000 sq.m
Total plinth area	34,775 sq.m
Play ground	25,000 sq.m
Open air theatre	4,000 sq.m

Total Space

1. Single-storeyed Building with Playground & OAT   98,550 sq.m (24.6 acres)

2. Double - storeyed Building with Playground & OAT   69,550 sq.m (17.4 acres)

3. Three -storeyed Building with Playground & OAT   23,190 sq.m (5.8 acres)

APPENDIX C
FORMAT OF THE REPORT OF
THE VISITING TEAM

For DIP Programme

Dates of Visit_____   Programme Title_____

Name of the Institution   Name of the affiliating Board

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

Programme Evaluator1   Programme Evaluator2
Name_____   Name_____
Organisation_____   Organisation_____
_____   _____
_____   _____

General Evaluator

Name_____

Organisation_____

_____

_____

Chairperson

Name _____

Organisation _____

_____

_____

PART II

SUMMARY ASSESSMENT: *For Diploma Programme*

		Maximum Marks Allotted	Marks Awarded
I	Organization and Governance	30	
II	Financial Resources, Allocation And Utilization	70	
III	Physical Resources(Central Facilities)	50	
IV	Human Resources: Faculty & Staff	200	
V	Human Resources: Students	100	
VI	Teaching-Learning Processes	450	
VII	Supplementary Processes	50	
VIII	Research & Development And Interaction Effort	50	
	Total	1000	

RECOMMENDATIONS:

Name of Institution _____

Programme Title (DIP) _____

(a)   Total   Marks Awarded   [   ] / [1000]

(b)   Availed-Provision of withdrawal   :   [YES | NO]

_____   _____   _____
Programme Evaluator 1   General Evaluator   Programme Evaluator 2

_____ Team Chairperson

I ORGANISATION AND GOVERNANCE

| 30 |

a) Planning & Monitoring

b) Recruitment Procedure & its Effectiveness

c) Promotional Policies/Procedure

d) Leadership

e) Motivational initiatives

f) Transparency

g) Decentralization and Delegation & Participation of faculty

h) Constitution of GC / GB

II FINANCIAL RESOURCES, ALLOCATION AND UTILISATION

| 70 |

b) Budget allocated to the Institution

   i) Recurring Budget (allocated and % utilized)

   ii) Non-Recurring Budget (allocated and % utilized)

c) Budget allocated to the Department

   i) Recurring Budget (allocated and % utilized)

   ii) Non-Recurring Budget (allocated and % utilized)

III PHYSICAL RESOURCES (CENTRAL FACILITIES)

| 50 |

a) Hostels (Men students &Women students)

b) Power back up provision at Institution and Hostels

c) Reprographic facilities

d) Banking facilities

e) Post Office facilities

f) Counseling and guidance,

g) Language laboratory

h) Medical facilities

i) Internet facility

j) Canteen facility

k) Transport facilities

IV   HUMAN RESOURCES: FACULTY AND STAFF

IV.1   FACULTY

| 160 |

a)   Numbers, Faculty Student Ratio, Cadre Ratio, Average . Experience, Faculty Retention, Turnover

b)   Qualifications

c)   Participation of faculty towards Institutional development/ Departmental development/ Academic Matters/ Students Development/ Self Growth

d)   Implementation and Impact of Faculty Development Programmes

e)   Analysis and Follow up of Performance Appraisal.

f)   Service rules, Pay package, Incentives.

IV.2   SUPPORTING STAFF

| 40 |

a)   Numbers

b)   Qualification / Skills

c)   Skill Up-gradation

V   HUMAN RESOURCES : STUDENTS

| 100 |

a)   Student admissions

b)   Academic results

c)   Performance in Competitive Examinations

d)   Placement

VI   TEACHING - LEARNING PROCESSES

| 450 |

a)   Delivery of Syllabus contents

b)   Contents beyond the syllabus

c)   Academic Calendar

d)   Continuous evaluation procedure

e)   Utilization of Laboratories / Equipment

f)   Information access facilities

g)   Student centric learning initiatives

h)   Students' feedback

VII SUPPLEMENTARY PROCESSES

a)	Extra-curricular & co-curricular activities	

50

b) Personality Development initiatives

c) Professional Society Activities

d) Entrepreneurship Development

e) Alumni Interaction

f) Ethics

g) Student Publications/Awards

VIII RESEARCH & DEVELOPMENT AND INTERACTION EFFORT

a) Budget for in house R&D activities and its utilization

b) Academic/Sponsored/Industrial Research and Development

50

c) Publications and Patents

d) Industry participation in developmental and student related activities

e) Continuing Education (organizing & attending)

f) Consultancy and Testing

g) Students' Project Work

1000
Grand Total

Total Marks Awarded

FORMAT OF THE REPORT OF
THE VISITING TEAM

For UG Programme

Dates of Visit_____   Programme Title_____

Name of the Institution   Name of the affiliating University, if any

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Programme Evaluator1   Programme Evaluator2

Name_____   Name_____

Organisation_____   Organisation_____

_____   _____

_____   _____

General Evaluator

Name_____

Organisation_____

_____

_____

Chairperson

Name _____

Organisation _____

_____

_____

PART II

SUMMARY ASSESSMENT: *For UG Programme*

		Maximum Marks Allotted	Marks Awarded
I	Organization and Governance	80	
II	Financial Resources, Allocation And Utilization	70	
III	Physical resources	50	
IV	Human Resources: Faculty & Staff	200	
V	Human Resources: Students	100	
VI	Teaching-Learning Processes	350	
VII	Supplementary Processes	50	
VIII	Research & Development And Interaction Efforts	100	
	Total	1000	

RECOMMENDATIONS:

Name of Institution _____

Programme Title (UG) _____

    (a)   Total   Marks Awarded   [   ] / [1000]

    (b)   Availed-Provision of withdrawal   : | YES | NO |

_____   _____   _____
Programme Evaluator 1   General Evaluator   Programme Evaluator 2

_____ Team Chairperson

I   ORGANISATION AND GOVERNANCE

| 80 |

a)   Planning & monitoring   [ ]

b)   Recruitment procedure & its effectiveness

c)   Promotional policies/procedure

d)   Leadership

e)   Motivational initiatives

f)   Transparency

g)   Decentralization and delegation & participation of faculty

h)   Constitution of GC / GB

II   FINANCIAL RESOURCES, ALLOCATION AND UTILISATION

| 70 |

a)   Budget allocated to the Institution   [ ]

    i) Recurring Budget (allocated and % utilized)

    ii) Non-Recurring Budget (allocated and % utilized)

b)   Budget allocated to the Department

    i) Recurring Budget (allocated and % utilized)

    ii) Non-Recurring Budget (allocated and % utilized)

III   PHYSICAL RESOURCES (CENTRAL FACILITIES)

| 50 |

a)   Hostels (Men students &Women students)   [ ]

b)   Power back up provision at Institution and Hostels

c)   Reprographic facilities

d)   Banking facilities

e)   Post Office facilities

f)   Counseling and Guidance facilities

g)   Language laboratory facilities

h)   Medical facilities

i)   Internet facilities

j)   Canteen facilities

k)   Transport facilities

IV   HUMAN RESOURCES: FACULTY AND STAFF

IV.1   FACULTY

| 160 |

a)   Numbers, Faculty Student ratio, Cadre ratio, Average. experience, Faculty retention, Turnover

b)   Qualifications

c)   Participation of faculty in Institutional/Departmental development, Academic matters, Students' development and Self growth

d)   Implementation and impact of Faculty Development Programmes

e)   Analysis and follow up of Performance Appraisal.

f)   Service rules, Pay package, Incentives.

IV.2   SUPPORTING STAFF

| 40 |

a)   Numbers

b)   Qualification / Skills

c)   Skill up-gradation

V   HUMAN RESOURCES : STUDENTS

| 100 |

a   Student admissions

b)   Academic results

c)   Performance in competitive Examinations

d)   Placement

VI   TEACHING – LEARNING PROCESSES

| 350 |

a)   Delivery of syllabus contents

b)   Contents beyond the syllabus

c)   Academic calendar

d)   Continuous evaluation procedure

e)   Utilization of laboratories / equipment

f)   Information access facilities

| 70 |

g)   Student centric learning initiatives

h)   Students' feedback

VII   SUPPLEMENTARY PROCESSES

| 50 |

a)   Extra-curricular and co-curricular activities

b)   Personality development initiatives

c)   Professional Society activities

d)   Entrepreneurship development

e)   Alumni interaction

f)   Ethics

g)   Students' publications/Awards

VIII   RESEARCH & DEVELOPMENT AND INTERACTION EFFORT

a)   Budget for in-house R&D activities and its utilization

b)   Academic/Sponsored/Industrial Research and Development

| 100 |

c)   Publications and Patents

d)   Industry participation in developmental and student related activities

e)   Continuing Education (organizing & attending)

f)   Consultancy and Testing

g)   Students' Project Work

| 1000 |

Grand Total

Total Marks Awarded

FORMAT OF THE REPORT OF
THE VISITING TEAM

For PG Programme

Dates of Visit_____   Programme Title_____

Name of the Institution   Name of the affiliating University, if any

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Programme Evaluator1   Programme Evaluator2

Name_____   Name_____

Organisation_____   Organisation_____

_____   _____

_____   _____

General Evaluator

Name_____

Organisation_____

_____

_____

Chairperson

Name _____

Organisation _____

_____

_____

I   ORGANISATION AND GOVERNANCE

| 50 |

c)   Planning & Monitoring   [   ]

b)   Recruitment Procedure & its Effectiveness

c)   Promotional Policies/Procedure

d)   Leadership

e)   Motivational initiatives

f)   Transparency

g)   Decentralization and Delegation & Participation of faculty

h)   Constitution of GC / GB

II   FINANCIAL RESOURCES, ALLOCATION AND UTILISATION

| 50 |

a)   Budget allocated to the Institution   [   ]

     i) Recurring Budget (allocated and % utilized)

     ii) Non-Recurring Budget (allocated and % utilized)

b)   Budget allocated to the Department

     i) Recurring Budget (allocated and % utilized)

     ii) Non-Recurring Budget (allocated and % utilized)

III   PHYSICAL RESOURCES (CENTRAL FACILITIES)

| 50 |

a)   Hostels (Men students &Women students)   [   ]

b)   Power back up provision at Institution and Hostels

c)   Reprographic facilities

d)   Banking facilities

e)   Post Office facilities

f)   Counseling and guidance,

g)   Language laboratory

h)   Medical facilities

i)   Internet Facilities

j)   Canteen facilities

k)   Transport facilities

IV HUMAN RESOURCES: FACULTY AND STAFF

IV.1 FACULTY

160

a) Numbers, Faculty Student Ratio, Cadre Ratio, Average. Experience, Faculty Retention, Turnover

b) Qualifications

c) Participation of faculty towards Institutional development/ Departmental development/ Academic Matters/ Students Development/ Self Growth

d) Implementation and Impact of Faculty Development Programmes

e) Analysis and Follow up of Performance Appraisal.

f) Service rules, Pay package, Incentives.

IV.2 SUPPORTING STAFF

40

a) Numbers

b) Qualification / Skills

c) Skill Up-gradation

V HUMAN RESOURCES : STUDENTS

100

a) Student admissions

b) Academic results

c) Performance in Competitive Examinations

d) Placement

VI TEACHING – LEARNING PROCESSES

250

a) Delivery of Syllabus contents

b) Contents beyond the syllabus

c) Academic Calendar

d) Continuous evaluation procedure

e) Utilization of Laboratories / Equipment

f) Information access facilities

g) Student centric learning initiatives

h) Students' feedback

VII SUPPLEMENTARY PROCESSES

| 50 |

a) Extra & co-curricular activities

b) Personality Development initiatives

c) Professional Society Activities

d) Entrepreneurship Development

e) Alumni Interaction

f) Ethics

g) Student Publications/Awards

VIII RESEARCH AND DEVELOPMENT AND INTERACTION EFFORT

| 250 |

a) Budget for in house R&D activities and its utilization

b) Academic/Sponsored/Industrial Research and Development

c) Publications and Patents

d) Industry participation in developmental and student related activities

e) Continuing Education (organizing & attending)

f) Consultancy and Testing

g) Student Project Work

| 1000 |

Grand Total

Total Marks Awarded

FORMAT OF THE REPORT OF
THE VISITING TEAM

For Mgt. Programme

Dates of Visit_____   Programme Title_____

Name of the Institution   Name of the affiliating University, if any

_____   _____

_____   _____

_____   _____

_____   _____

Programme Evaluator1   Programme Evaluator2

Name_____   Name_____

Organisation_____   Organisation_____

_____   _____

_____   _____

General Evaluator

Name_____

Organisation_____

_____

_____

Chairperson

Name _____

Organisation _____

_____

_____

PART II

SUMMARY ASSESSMENT:

For Mgt. Programme

		Maximum Marks Allotted	Actual Marks Awarded
I	Mission Goals, Organization and Governance	80	
II	Financial Resources, Allocation & their utilization	100	
III	Academic Performance Indices Faculty & Staff	150	
IV	Students	100	
V	Teaching-Learning Processes	200	
VI	Supplementary Processes	50	
VII	Industry-Institution Interaction	100	
VIII	Research	120	
IX	Innovation	50	
X	Contribution to Community	50	
	Total	1000	

RECOMMENDATIONS:

Name of Institution _____

Programme Title _____

    (a)   Marks Awarded   [   ] / [1000]

    (b)   Availed-Provision of withdrawal   : | YES | NO |

_____   _____   _____

Programme Evaluator 1   General Evaluator   Programme Evaluator 2

[80]

_____ Team, Chairperson

MANUAL OF ACCREDITATION

I.   MISSION, GOALS AND ORGANISATION

    1.1   ORGANIATION AND ITS MISSION

| Max 20 | 1.1 | Organization and Governance | |

    1.1.1   The Founding Group (Philanthropic activities, Past involvement i.e. track record)

    1.1.2   Mission & Goals

    1.1.3   The Board of Governors and its composition

    1.1.4   Involvement of the Board in Governance

    1.2   MANAGEMENT

| Max 60 | 1.2.1 | Leadership | |

    1.2.2   Administrative Structure

    1.2.3   Planning and Monitoring

    1.2.4   Decentralisation & Delegation

    1.2.5   Transparency

    1.2.6   Involvement of Faculty in Administration

I.I   FINANCIAL & PHYSICAL RESOURCES AND THEIR UTILIZATION

| Max 30 | 2.1 | Capital Budget | |

    2.2   Operational Budget

    2.3   Maintenance Budget

    2.4   Developmental Resources and Budget

    2.5   Utilization of Surplus, if any

    2.6   Formation of a separate corpus fund

    2.7   udited statement of Accounts

    2.8   Land

| Max 50 | 2.9 | Buildings | |

- Administrative Offices
- Classrooms
- Faculty Offices
- Auditorium/Seminar Rooms

Max 20	2.10	Hostels	

2.11   Support Services (water, electricity, communication etc.)

2.12   Office equipment

2.13   Canteen

2.14   Medical Facilities

2.15   Games Facilities

III.   ACADEMIC PERFORMANCE INDICES FACULTY AND STAFF

Max 100	3.1.0	Faculty	

3.1.1   Number (non-discrimination on the basis of sex etc.)

3.1.2   Qualifications

3.1.3   Relevant Experience (Industry / Teaching & Others)

3.1.4   Recruitment procedures (Transparency in recruitment)

3.1.5   Workload (Teaching, Research and Publications, MDPs, Consultancy, Administration, etc.)

3.1.6   Service Rules, Pay Packets & Incentives

3.1.7   Faculty - Student Ratio

3.1.8   Number & Quality of Part-time faculty

Max 30	3.1.9	Faculty Development (QIP Conferences, Continuing Education, Professional Societies, Industrial Exposure, Sabbatical leave, etc.)	

3.1.10   'System of Faculty Evaluation Students' feedback / Peer group Evaluation/Performance Evaluation

Max 20	3.1.11	Support staff (Tech / Admn.)	

3.2.0   Number

3.2.1   Qualification / Skills

3.2.2   Recruitment Procedures

3.2.3   Skill Upgradation

3.2.4   Performance Appraisal

IV.   STUDENTS

82

Max 60	4.1.0	Admissions	

4.1.1   Central or Institutional

4.1.2   Selection Criteria

4.1.3   Integrity of the System

4.1.4   Intake, Dropouts (during the past 2/3 years)

4.1.5   Students Composition- Regional/National

4.1.6   Fees Charged (Break-up)

| Max 40 | 4.2.0   Academic results |

4.2.1   Students Publications / Awards

4.2.2   Awards & Recognitions in Inter – Institutional competitions

4.3.0   Placement Record of Graduating Students (during the past 2 / 3years)

4.3.1   Average Salary

4.3.2   Feedback from employers

V.   TEACHING-LEARNING PROCESSES

| Max 100 | 5.1   Syllabus |

5.2   Adequacy of Academic Calendar, number of instructional days, contact hours per week, etc.

5.3   Evaluation Procedures and Feedback

5.4   Consistency & Sustainability in Programme Design and Delivery

5.5   Instructional Materials

5.6   Workshops, Study Groups, Industrial Projects, Case Studies, etc.

5.7   Intra-Institutional Seminars, Conferences,

5.8   Computing Facilities, Maintenance and Utilization

| Max 50 | 5.9   Teaching Aids (Multimedia etc.) |

| Max 50 | 5.10   Library and Reading Room |

(No. of Journal / Books, No. of hours library is open, library staff qualifications, CD ROM, LAN, Internet, Multimedia, News Magazines, Journals of Academic Nature, facilities etc.)

VI.   SUPPLEMENTARY PROCESSES

| Max 50 | 6.1   Extra & Co-curricular activities |

6.2   Students counseling and guidance

6.3   Professional & Leadership development activities for students

6.4   Students Participation in Programme Administration

6.5   Alumni Information (Alumni Association and other relevant information)

6.6   Students' feedback for system development/up gradation

6.7   Entrepreneurship Development

6.8   Development of Ethical Concern

VII. INDUSTRY- INSTITUTION INTERACTION

| Max 50 | 7.1 | Industry participation in curriculum planning and support | |

7.2   Industry funding for institutional development

7.3   Industrial internship for faculty

7.4   Consultancy and Executive Development Programmes

7.5   National/Regional Seminars & lectures with Industry partnership

| Max 50 | 7.6 | Industrial visits and training of students |

7.7   Project work

7.8   Summer Placement

7.9   Internship Programme for students

VIII. RESEARCH

| Max 60 | 8.1 | Institutional Budget for Research |

8.2   Sponsored Research

8.3   Fellowships/Assistantships

8.4   Doctoral / Fellow Programme

8.5   Case development

| Max 50 | 8.6 | Other Teaching Material Development |

(Working papers, technical notes, simulation exercises)

8.7   Publications

(International/National level, Books / Papers / Articles / Monographs, etc.)

IX. INNOVATION

84

9.1   In Curriculum

9.2   Teaching Methodology

Max 50	9.3	Industry-Institutional Interaction	

9.4 Developing Practical bias in Teaching/Learning

9.5 Fund Raising

9.6 Students Placements

9.7 New Knowledge creation

9.8 Internationalization of the Programme

9.9 Making Innovation a Value in the Institution

X. CONTRIBUTION TO COMMUNITY

Max 50	10.1	Participation in Community Development Programmes	

10.2 Placement/Project work on Socially Useful Projects

10.3 Relevance of Curriculum Specializations to the local situation

10.4 Networking with Local Social Development Agencies

10.5 Contribution to Local Entrepreneurship Development

10.6 Contribution to NGO Development

10.7 Services to Business, Industry, Immediate Environment

PART II

SUMMARY ASSESSMENT:

For PG Programme

		Maximum Marks Allotted	Marks Awarded
I	Organization and Governance	50	
II	Financial Resources, Allocation And Utilization	50	
III	Physical Resources(Central Facilities)	50	
IV	Human Resources: Faculty & Staff	200	
V	Human Resources: Students	100	
VI	Teaching-Learning Processes	250	
VII	Supplementary Processes	50	
VIII	Research & Development And Interaction Effort	250	
	Total	1000	

RECOMMENDATIONS:

Name of Institution _____

Programme Title (PG) _____

    (a)   Total   Marks Awarded [   ] / [1000]

    (b)   Availed-Provision of withdrawal   : [YES | NO]

_____   _____   _____

Programme Evaluator 1   **General Evaluator**   **Programme Evaluator 2**

_____ Team Chairperson