

“Orientation Workshop on Outcome Based Accreditation”



May 14th, 2016

Role & Responsibilities of Chairman

- Team Leader/Chairman:
 - Lead the evaluation team
 - Chair Team meetings
 - Chair Exit meetings
 - Spokes person for the Team
 - Harmonise comments from team members while preparing report
 - Collate Team inputs from review of Self-Study-Report and request clarification or further information

Role & Responsibilities of Chairman

- Team Leader:
 - Conduct a pre-visit meeting with all evaluators on day zero of the visit
 - Initiates discussion on the observation made after going through SAR in the pre-visit meeting
 - Prepares a list on documents to be verified, questions to be raised and information to be obtained from the institution/department
 - Collects pre-visit report from each evaluator
 - Ensures adherence of visit schedule

Contd....

- Verifies institutional record regarding constitution of GC, Proceedings, Finance List of faculty members, non-teaching staff, their salaries, safety and security related matters etc
- Conducts a meeting of all the experts in the evening for sharing their observations during the day and also preparing additional list of documents/evidences to be obtained.
- Chairs meetings with the stakeholders in the institute
- Conducts a meeting in the evening of second day and complete the evaluation process and prepare the report based on the evidences collected, interaction with stakeholders and reliable documents produced
- Sign and be responsible for evaluation report

Contd....

- Conducts exit meeting on day three with head of the institution
- Ensures no discussion on the findings of the outcome of accreditation
- Presents orally strength and weaknesses of common facilities in the colleges while expert present details of the respective program strength and weaknesses
- All other aspects of the outcomes of visit are confidential and not to be leaked at any place under any situation
- Provide a chance to the institute to continue with the accreditation process or withdraw the application for any program
- In case of withdrawal, ensures that it is given in writing by the head of the institution their itself.

Desirable Attributes of Chairman

- Good professional standing
- Expertise in subject matter and/or accreditation system & process
- Professional approach
- Leadership skills
- Communication skills – Listening in particular

Role & Responsibilities of PEV

- Team Members, including Chairman
 - Evaluate programme together with Team Leader
 - Familiar with accreditation system in general
 - Well-versed with accreditation criteria
 - Good understanding of outcomes-based system and assessment
 - Go through self study report
 - Thorough evaluation of criteria and outcomes
 - Professional approach, unbiased, free of conflict of interest
 - Committed full-time during accreditation visit, focused

Attributes of Program Evaluators

- Enthusiastic volunteer
- Technically competent
- Well-regarded
- Effective communication
- Listening skill
- Interpersonal skill
- Team-oriented
- Professional approach
- Courteous
- Time management
- Organized

Conflict of interest

- Definition of possible conflict of interest:
 - have **financial or personal interest** in the university;
or
 - have or have had a **close, active association with the programme or faculty/school** in the university. Close or active association are, for example:
 - **Employment**, as staff or consultant;
 - **Attendance**, as student at the faculty/school;
 - **Receipt** of honorary degree from the faculty/school;
 - **Membership** of a board of the university or any committee advising on the programme being accredited.

The DO'S

During Campus Visit

- Discuss issues of concern
- Interview Dean, HOD, management team, faculty, alumni and students to assess:
 - Morale, attitudes and motivation
 - Institutional and industry support
 - Theoretical and practical aspects of curriculum
- Review of examination papers, student reports, instruction materials
- Exit Interview –present Team's prelim findings

What the PEVs looks for?

- PEVs are sent to evaluate programs, certifying that they satisfy the criteria stipulated
- They look for evidences that the required criteria are met
- They identify deficiencies, weaknesses, concerns

Major focus

- Quality assurance processes, including internal reviews
- Entry standards for admission of students
- Qualifications, enthusiasm, workload of faculty
- Facilities
- Industry participation
- Title of a programme as shown on graduate's certificate and transcript

The DON'Ts

DON'Ts

- Don't keep on talking most of the time
- Don't waste time listening to presentation of information already well-documented (e.g. in self-study report)
- Don't give solutions/advices to problems identified – no need to tell how you would have run the program
- Don't compare with their own institution /program
- Don't group diverse stakeholders in a joint feedback session, e.g. employers, alumni and parents all together

DON'Ts

- Don't group HOD, senior Professors in management position and junior staff in a single session for faculty feedback
- Don't engage in non-accreditation activities during the campus visit
- Don't be aloof, abusive – but should be assertive at times
- Don't be overly fault-finding – adopt a balanced assessment of strengths and weaknesses

DON'Ts

- Don't engage in bean-counting – rather look at the bigger picture & the outcomes
- Don't examine all thoroughly – sufficient samples are good enough
- Don't engage in conflict-of-interest activities

DO's And Don'ts

- The evenings of the visiting team are deliberately kept free of activities to enable the team to complete the writing of the report.
- It is extremely important to note that the visiting team members do not indicate to the institution whether they would accredit or not accredit the programme and that the report is strictly confidential.
- After the conclusion of the exit meeting all contact of the institution should be through NBA only.

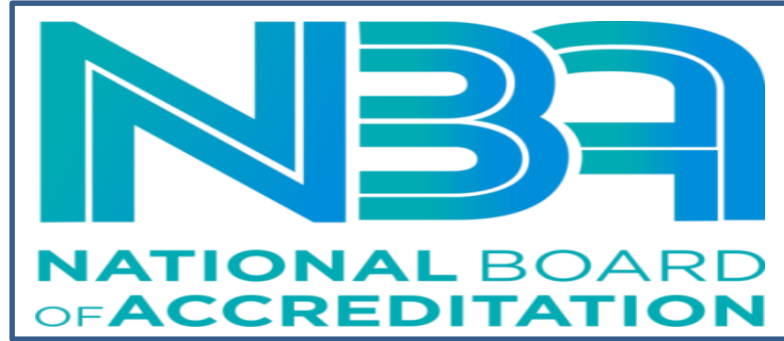
- Assessment by the Experts and the Chairperson should be holistic and fair.
- Each cell shall be filled with any one observation Y for compliance, C for concern, W for weakness and D for deficiency and should be consistent with corresponding points awarded.
- Finding must be filled in ink in each and every cell in Program Evaluation Worksheet. If there is any crossing, the same must be counter signed by both the experts.
- Wherever points awarded differs from that in SAR, reasons for differences should be provided in the report.
- Avoid subjectivity in awarding marks as far as possible.

DO's And Don'ts

- NBA makes travel arrangement for the team members including accommodation and travel to or from the campus where the program is delivered through the authorized travel agencies.
- NBA requires every team member to exhibit the highest standard of professionalism, honesty and integrity.
- ET members must be objective and truthful in reports, statement and testimony.

DO's And Don'ts

- ET member must strictly adhere to visit schedule.
- ET members must avoid socializing event during the accreditation visit.
- ET members shall not solicit/accept gratuities from the institutions.
- The visit should be conducted in a very polite and cordial atmosphere.
- The behavior and attitude must not be authoritative and humiliating.



Thank you