

**PART-A**



# **Evaluator's Visit Report**

## **Diploma Engineering Programs**

**Name of the Institution**

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**Name of the Program**

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**Visit Dates**

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**Name of Program Evaluator**

**NATIONAL BOARD OF ACCREDITATION**  
NBCC Place, East Tower, 4<sup>th</sup> Floor, Bhisham Pitamah Marg,  
Pragati Vihar, New Delhi 110003  
Tel: +91 112430620-22; 01124360654;  
[www.nbaind.org](http://www.nbaind.org)

## Program Evaluator Summary

### Overview

The Expert team of National Board of Accreditation (NBA) conducted a three-day accreditation visit from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_

to evaluate Diploma Engineering program \_\_\_\_\_

Pre-visit meeting of the expert team was held on \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ to exchange the respective findings with the evaluation team

members, based on review of Self-Assessment Report (SAR) and the pre-visit evaluation reports.

During the visit, the visiting team met with Head of the Institution/Director/Principal/Dean  
\_\_\_\_\_ . The briefing on the Institution was given by

\_\_\_\_\_ and on the program was given by  
\_\_\_\_\_ . The respective program evaluators also

visited the various facilities of the program. Apart from comprehensive review of documental evidences pertaining to various accreditation criteria, the visiting team also held meeting and discussions with the following stakeholders

(kindly tick).

Faculty

Alumni

Employers

Parents

Staff members

Students

The Program Evaluation Team found that (general findings about the program to be mentioned)

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## Program Details

Name of the Diploma (Engineering) Program:						
S.N.	Year of Commencement					
1.	No. of Diploma (Engineering) programs in the Department	No. of Diploma (Engineering) programs in the Department (Refer to section 5.1 of SAR)	Item	<b>CAY</b> (20- - 20- -)	<b>CAYm1</b> (20- -20- -)	<b>CAYm2</b> (20- -20- -)
			No. of Diploma (Engineering) programs			
2.	Student - Faculty Ratio (SFR) in the Department	Student-Faculty Ratio (SFR) averaged over 3 years (CAY, CAYm1 and CAYm2) in the Department (Refer to section 5.1 of SAR)	Item	<b>CAY</b> (20- -20- -)	<b>CAYm1</b> (20- -20- -)	<b>CAYm2</b> (20- -20- -)
			S=Total no. of students in all Diploma programs in the Department			
			F*=Total no. of faculty members in the Department			
			Student Faculty Ratio (SFR) =S/(F)			
			<b>Average SFR</b> over 3 years (CAY, CAYm1, CAYm2)			

CAY: Current Academic Year;

CAYm1: Current Academic Year Minus 1= Current Assessment Year;

CAYm2: Current Academic Year Minus 2= Current Assessment Year Minus 1.

### Note 1:

Please provide details of the faculty in the Department including cumulative information for all three academic years starting from the current academic year (CAY) in the specified format. Programs such as UG (Engineering), PG (Engineering), BCA, and etc running in the Department need to have sufficient faculty members to support those programs. Note that these faculty members should not be included in the above said Table no. 5A.

### Note 2:

All the faculty whether regular or contractual (except part-time or hourly based), will be considered. All faculty members shall meet the AICTE qualifications and experience requirements. All the faculty appointed with any terminology whatsoever, who have taught for 2 consecutive semesters with or without break between the 2 semesters in corresponding academic year on full-time basis shall be considered for the purpose of calculation in the faculty student ratio. However, following will be ensured in case of contractual faculty

- Shall have the AICTE prescribed qualifications and experience.
- Shall be appointed on full time basis and worked for consecutive two semesters with or without break between the 2 semesters during the particular academic year under consideration.
- Should have gone through an appropriate process of selection and the records of the same shall be made available to the visiting team during NBA visit.

## **Program Specific Criteria:**

<b>S.N.</b>	<b>Criteria</b>	<b>Max. Marks</b>	<b>Marks Awarded</b>	<b>Remarks</b>
<b>1</b>	Vision, Mission, Program Educational Objectives	50		
<b>2</b>	Program Curriculum and Teaching – Learning Processes	200		
<b>3</b>	Course Outcomes and Program Outcomes	150		
<b>4</b>	Students' Performance	150		
<b>5</b>	Faculty Information and Contributions	100		
<b>6</b>	Facilities and Technical Support	100		
<b>7</b>	Continuous Improvement	75		
<b>TOTAL</b>		<b>825</b>		

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**Name & Signature  
(Program Evaluator)**

# Declaration of Conformity with Evaluator's Report by the Team Chair

I agree with the observations of the program evaluators on each criterion.

Or

I agree with most of the observations of the program evaluators. However, I have following comments to make on certain criteria:

Criteria	Comments

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**Name and Signature of Chairperson**

# ***Explicit Observations about the Program***

**(Please use additional sheets if necessary to elaborate)**

**Program title:** \_\_\_\_\_

## **Strengths:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

## **Concerns:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Weakness/Areas of improvement:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Deficiencies:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Other Observations, if any:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**EVALUATION CRITERIA FOR DIPLOMA (ENGINEERING)  
PROGRAMS**

**Information for Evaluation**

**Accreditation for 6 Years:**

- i. Program should score greater than or equal to 750 marks in aggregate out of 1000 marks with minimum score of 60 percent in all criteria.
- ii. Student Faculty Ratio (SFR) in the department of the program under consideration should be less than or equal to 25:1, averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYm1) and Current Academic Year Minus Two (CAYm2).

**Accreditation for 3 Years:**

- i. Program should score greater than or equal to 600 marks in aggregate out of 1000 marks with minimum score of 40 percent in all criteria.
- ii. Student Faculty Ratio (SFR) in the department of the program under consideration should be less than or equal to 30:1, averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYm1) and Current Academic Year Minus Two (CAYm2).

**No Accreditation**

- i. If the program fails to meet the criteria for award of accreditation for 3 years, it is awarded "Not Accredited" Status.