

**PART- A**



**Evaluator's Visit Report**

**Undergraduate Engineering Programs**

**Tier-II**

**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 1**

**Name of Program Evaluator 2**

**NATIONAL BOARD OF ACCREDITATION**  
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## Program Evaluator Summary

### Overview

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

to evaluate UG 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 UG (Engineering) Program:						
S.N.	Year of Commencement					
1.	No. of Engineering programs in the Department and allied Departments	No. of <b>Engineering programs</b> in the Department and allied Departments (See Table Nos. A7 and A8.1 of PARTA of SAR)	Item	<b>CAY</b> <b>(20- - 20- -)</b>	<b>CAYm1</b> <b>(20- -20- -)</b>	<b>CAYm2</b> <b>(20- -20- -)</b>
			No. of UG (Engineering) programs*			
			No. of PG (Engineering) programs			
2.	Student - Faculty Ratio ( <b>SFR</b> ) in the Department and allied Departments	Student-Faculty Ratio ( <b>SFR</b> ) averaged over 3 years (CAY, CAYm1 and CAYm2) in the Department and allied Departments (Refer to section 5.1 (Table no. 5.1.2) of SAR)	Item	<b>CAY</b> <b>(20- -20- -)</b>	<b>CAYm1</b> <b>(20- -20- -)</b>	<b>CAYm2</b> <b>(20- -20- -)</b>
			S=Total no. of students in the Department (DS) and allied departments (AS)			
			F=Total no. of faculty members in the Department (DF) and allied Departments (AF)			
			PoP=Total no. of PoP in the Department (DF) and allied Departments (AF)			
			FF=The faculty members in F who have a 100% teaching load in the first-year courses			
			TF=Total faculty= (F+PoP-FF)			
			Student Faculty Ratio (SFR)=S/TF			
			<b>Average SFR</b> over 3 years (CAY, CAYm1, CAYm2)			

3.	Faculty Cadre Proportion in the Department and allied Departments	No. of Professors, Associate Professors, and Assistant Professors working in the Department and allied Departments excluding first-year faculty (100% load teaching faculty) for the past 3 years, including CAY (Refer to sections 5.2 and 5.3 of SAR)	Number of faculty in Department for both UG and PG programs		CAY (20- - 20- -)	CAYm1 (20- -20- -)	CAYm2 (20- -20- -)
			No. of Professors with Ph.D (as per the AICTE norms)	Regular (R) Contract (C)			
No. of Associate Professors with Ph.D (as per the AICTE norms)	Regular (R) Contract (C)						
No. of Assistant Professors	Regular (R) Contract (C)						
No. of Professor of Practice (PoP)	Contract (C)						
No. of Associate Professor of Practice (PoP)	Contract (C)						
No. of Assistant Professor of Practice (PoP)	Contract (C)						
No. of Ph.D							
4.	Head of Department(HoD) qualification	Whether the HoD of the department in which the program under consideration is running is appointed on regular basis and possesses PhD degree in the Current Academic Year (CAY).	Yes / No				

**Note \*:** If any undergraduate (Engineering) program in the Department or allied Departments has been running for less than 3 years (CAY, CAYm1), specify the year of the program's start.

Name of the UG (Engineering) program\*:

Year started:

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:**

All faculty whether regular or contractual (except part-time or hourly based), will be considered. All regular faculty members shall meet the

AICTE qualifications and experience requirements.

The contractual 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:

1. Shall have the AICTE prescribed qualifications and experience.
  2. 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.
  3. 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.
- A. Faculty members in the Department who do not have teaching, or practical loads, will not be counted.
  - B. Director/ Principal/ Dean/ other academic/administrative post, who has teaching/ practical load in the Department will be counted.
  - C. Visiting faculty/adjunct faculty, who are working on hourly based faculty will not be counted.

Programs such as MCA, BCA, and Diploma (Engineering), other non-engineering programs running in the Department or allied Departments need to have sufficient faculty members to support those programs. These faculty members and students should not be included in the aforementioned table.

NBA decided to consider the Professor of Practice (PoP), Associate Professor of Practice (PoP), and Assistant Professor of Practice (PoP) as per the qualifications and experience prescribed by the AICTE for accreditation of engineering programs. e.g. For calculation of SFR, Faculty Qualification, Faculty Cadre Proportion, Faculty Retention Ratio and Faculty members participation in STTPs/FDPs. The maximum number of faculty members engaged as Professor of Practice (PoP) with the required faculty strength (Cadre Ratio) as per AICTE norm would be 20% wherein 5% is exclusively reserved for Women Professor of Practice (PoP), Associate /Assistant Professor of Practice (PoP) (working on full time).

## **Program Specific Criteria:**

<b>S.N.</b>	<b>Criteria</b>	<b>Max. Marks</b>	<b>Marks Awarded</b>	<b>Remarks</b>
<b>1</b>	Outcome-Based Curriculum	120		
<b>2</b>	Outcome-Based Teaching Learning	120		
<b>3</b>	Outcome-Based Assessment	120		
<b>4</b>	Students' Performance	120		
<b>5</b>	Faculty Information	100		
<b>6</b>	Faculty Contributions	120		
<b>7</b>	Facilities and Technical Support	100		
<b>8</b>	Continuous Improvement	80		
<b>TOTAL</b>		<b>880</b>		

\_\_\_\_\_  
**Name & Signature  
(Program Evaluator 1)**

\_\_\_\_\_  
**Name & Signature  
(Program Evaluator 2)**

# 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 TIER-II (UG (ENGG.,))

### Information for Evaluation

**Y**=75% or Above; **C**= 60% and < 75%; **W**=40% and < 60%; **D** < 40%.

#### **Accreditation for 6 years:**

- i.** There should not be any 'Deficiency (D)' or 'Weakness (W)' in any of the criteria and at least six criteria must be fully compliant (Y), with only 'Concerns (C)' in the remaining criteria ( $Y \geq 6, W \& D=0$ ).
- ii.** The number of faculty having Ph. D degree available in the Department and allied Departments is greater than or equal to 30% of the required number of faculty averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYm1).
- iii.** The Student Faculty Ratio (SFR) in the Department and allied Departments should be less than or equal to 20:1, averaged over 3 academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYm1) and Current Academic Year Minus Two (CAYm2).
- iv.**
  - Case 1: If the Department/School is not running multiple UG (Engineering) programs and does not have allied Departments, which are running undergraduate engineering program, then the program under consideration needs either 2 Professors or 1 Professor and 1 Associate Professor on a regular basis with Ph.D. degree in the current academic year (CAY) and the previous academic year (CAYm1).
  - Case 2: If the Department/School, including allied Departments, is running multiple UG (Engineering) programs, the program under consideration needs either 2 Professors or 1 Professor and 1 Associate Professor on a regular basis with Ph.D. degree in CAY and CAYm1. Additionally, the remaining UG (Engineering) programs (N\*) need "N" Professors or "N" Associate Professors in the Department/ School/ Allied departments on a regular basis with Ph.D. degree in CAY and CAYm1 in total.
- v.** The HoD of the department in which the program under consideration is running should be appointed on regular basis and should possess Ph.D degree in the Current Academic Year (CAY).

**Note \*:** Exclude the number of Professors/Associate Professors for the UG programs (Engineering) that have been running for less than 3 years (CAY, CAYm1).

#### **Accreditation for 3 years:**

- i.** There should not be any Deficiency (D) and at least three criteria must be fully compliant (Y).
- ii.** The number of faculty having Ph. D degree available in the Department and allied Departments is greater than or equal to 10% of the required number of faculty averaged over

two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYm1)

**iii.** The Student Faculty Ratio (SFR) in the Department and allied Departments should be less than or equal to 25:1, averaged over 3 academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYm1) and Current Academic Year Minus Two (CAYm2).

**vi.**

- Case 1:

If the Department/School is not running multiple UG (Engineering) programs and does not have allied departments, which are running undergraduate engineering programs, then the program under consideration needs either 1 Professor or 1 Associate Professor on a regular basis with Ph.D. degree in the current academic year (CAY) and the previous academic year (CAYm1).

- Case 2:

If the Department/School, including allied departments, is running multiple UG (Engineering) programs, the program under consideration needs either 1 Professor or 1 Associate Professor on a regular basis with Ph.D. degree in CAY and CAYm1. Additionally, the remaining UG (Engineering) programs (N\*) need "N" Professors or "N" Associate Professors in the Department/ School/ Allied departments on a regular basis with Ph.D. degree in CAY and CAYm1 in total.

**vii.** The HoD of the department in which the program under consideration is running should be appointed on regular basis and should possess Ph.D degree in the Current Academic Year (CAY).

**Note \*:** Exclude the number of Professors/Associate Professors for the UG programs (Engineering) that have been running for less than 3 years (CAY, CAYm1).

### **No Accreditation**

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