

**PARTA**

# **Evaluator's Visit Report**

**Diploma Engineering Program**

**Name of the Institution**

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**Name of the Program**

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**Visit Dates**

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**NATIONALBOARD OF ACCREDITATION**

NBCC Place, East Tower, 4th Floor, Bhisham Pitamah  
Marg, Pragati Vihar, New Delhi 110003  
Tel: +91112430620-22; 01124360654; www.nbaind.org

## Program Evaluator Summary

### **Overview**

The Expert team of National Board of Accreditation(NBA) conducted a three day accreditation visit from \_\_\_\_\_ to \_\_\_\_\_  to evaluate Diploma program in Engineering & Technology discipline .

Pre visit meeting of the expert team was held on<<date>>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/Principal/Head of the Department \_\_\_\_\_ .The briefing on the institution was given by\_\_\_\_\_and on the program was given by the  The respective program evaluators also visited the various facilities of the program. Apart from comprehensive review of documented evidences pertaining to various accreditation criteria, the visiting team also held meeting and discussions with the following stakeholders (kindly tick).

Faculty	<input type="checkbox"/>	Alumni	<input type="checkbox"/>
Employers	<input type="checkbox"/>	Parents	<input type="checkbox"/>
Staffmembers	<input type="checkbox"/>	Students	<input type="checkbox"/>

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

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## Program Details

Name of the Program			
Year of Commencement			
<b>Student</b>	<b>Year</b>	<b>Sanctioned Intake</b>	<b>Actual Admitted</b>
	CAY(20__ -20__)		
	CAYm1(20__ -20__)		
	CAYm2(20__ -20__)		
	<b>Total Students in the Programme 1<sup>st</sup> to Final Year</b>		
	<b>Averaged over CAY, CAYm1 and CAYm2</b>		
<b>Faculty</b> (Attach a Copy of faculty list compared with Time Table)	<b>Regular</b>	Professor	
		Associate professor	
		Assistant professor	
	<b>Ad-hoc</b>	Professor	
		Associate professor	
		Assistant professor	
	<b>Contractual</b>	Professor	
		Associate professor	
		Assistant professor	
	<b>Student-Teacher ratio</b>		
<b>Visiting/guest faculty</b> (Total Numbers of Hours)			
<b>Previous accreditation (if any)</b>	<b>First accreditation</b>	No. of years accredited for	
		With effect from	
	<b>Previous accreditation</b>	No. of years accredited for	
		With effect from	

CAY: Current Academic Year

CAYm1: Current Academic Year minus 1

CAYm2: Current Academic Year minus 2

*\*All the faculty whether regular or contractual (except Part-Time), will be considered. The contractual faculty (doing away with the terminology of visiting/adjunct faculty, whatsoever) who have taught for 2 consecutive semesters in the 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 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.*

**Explicit observations about the program**

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

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

**Strengths:**

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

**Weakness/Areas of improvement:**

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

**Other Observations, if any:**

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

## **Information for Evaluation**

### **Award of Accreditation (Diploma Engineering)**

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

1. Program should score greater than or equal to 750 points in aggregate out of 1000 points with minimum score of 60 percent in mandatory fields (criteria 4 to 6).
2. Program should meet all the essential parameters for Accreditation of 3 years.

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

1. Program should score greater than or equal to 600points.
2. The admissions in the Diploma Engineering program should be more than or equal to 50percent, averaged over three academic years (including lateral entry), i.e., Current Academic Year minus One (CAYm1), Current Academic Year minus Two (CAYm2) and Current Academic Year minusThree (CAYM3).
3. Faculty Student Ratio in the department of the program under consideration should be less than or equal to 1:30, 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**

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

**Department/Programme Specific Criteria:**

<b>S. No.</b>	<b>Criteria</b>	<b>Max. Marks</b>	<b>Marks Awarded</b>	<b>Remarks</b>
1.	Vision, Mission and Program Educational Objectives	50		
2.	Program Curriculum and Teaching– Learning Processes	200		
3.	Course Outcomes and Program Outcomes	100		
4.	Students’ Performance	200		
5.	Faculty Information and Contributions	150		
6.	Facilities and Technical Support	100		
7.	Continuous Improvement	75		
<b>TOTAL</b>		<b>875</b>		

\_\_\_\_\_  
**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

\_\_\_\_\_  
**Signature  
(Chairperson)**