Introduction to NBA, Accreditation Process, Role of Chairman and PEVs, Do's & Dont's
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# Accreditation

- Accreditation is a process of quality assurance and improvement, whereby a program in an approved Institution is critically appraised to verify that the program continues to meet and/or exceed the Norms and Standards prescribed by regulator from time to time.

- It is a kind of recognition which indicates that a program fulfills desired standards.

# NBA

NBA is committed to provide:

1. Credible System of Accreditation

2. Transparent & Accountable System

# Credible System of Accreditation

- Strength and credibility of accreditation process largely lies in the integrity, honesty, expertise and professionalism.
- Evaluators – face of NBA.
- **Transparency**-
  - Report discussed in the meetings of EAC in presence of all team chair
  - Recommendations of EAC are considered in Sub-committee of AAC
  - Copy of the report is sent to the Institution
  - Change in decision communicated to the institution with reasons
  - 360 degree feedback

# Washington Accord

- The membership of Washington Accord is an international recognition of the quality of undergraduate engineering education offered by the member country and is an avenue to bring it into the world class category. It encourages and facilitates the mobility of engineering graduates and professionals at international level.

- **India became Permanent Signatory status in June, 2014 and again in 2020 got the Permanent Signatory status of Washington Accord for a further period of six years. In the Washington Accord, India is represented by National Board of Accreditation(NBA).**

# WHAT IS NOT THE PURPOSE OF ACCREDITATION

❑ **Not to** find faults with the institution but to assess the status-ante of the performance.

❑ **Not to** denigrate the working style of the institution and its programs but to provide a feed back on their strengths and weaknesses.

❑ **Not to** demarcate the boundaries of quality but to offer a sensitizing process for continuous improvement in quality provisions.

❑ **Not to** select only institutions of national excellence but to provide benchmarks of excellence and identification of good practices.

# General Policy on Accreditation

The following general policies are the guiding principles for the accreditation of programs:

1. Programs, and not Educational Institutions, are considered for   accreditation.

2. Programs from which at least two batches of students have graduated are considered for accreditation.

# What is Outcome based Education?

1. What the students need to learn?

2. What the students should demonstrate to the professional world?

3. Accordingly designing both curricula and delivery mechanisms(teaching strategies) to build the required skills and competence.

# Outcome-based Program Accreditation

- Knowledge and competencies profiles

- Graduate attributes which form the student learning outcomes:
  - Engineering knowledge
  - Problem analysis
  - Design/development of solutions
  - Investigation
  - Modern tool usage
  - The engineer and society
  - Environment and sustainability
  - Ethics
  - Individual and team work
  - Communications
  - Project management and finance
  - Life-long learning

# NBA Outcome Based Accreditation

## Two Tier System

- Introduction of Two-Tier System based on Types of Institutions.

- The Tier–I documents: applicable to the engineering/technology programs offered by academically autonomous institutions and by university departments and constituent colleges of the universities.

- Tier-II documents: for non-autonomous institutions, i.e., those colleges and technical institutions which are affiliated to a university.

- For both: Same set of criteria have been prescribed for accreditation.

❑ **VISIT**

- **During the two and a half day visit, the team has discussions with**

1. The Head of the institute/Dean/Heads of Department /Program and course coordinators

2. A member of the management (to discuss how the program fits into the overall strategic direction and focus of the institution and management support for continued funding and development of the program)

3. Faculty members

4. Alumni

5. Students

6. Employers

# Marks Comparison of SAR of UG Engineering Tier-I & Tier II (First Cycle)

| S.No. | Criteria | UG Engineering | |
| --- | --- | --- | --- |
| | | Tier-I | Tier-II |
| 1. | Vision, Mission and Program Educational Objectives | 50 | 60 |
| 2. | Program Curriculum and Teaching – Learning Processes | 100 | 120 |
| 3. | Course Outcomes and Program Outcomes | 175 | 120 |
| 4. | Students' Performance | 100 | 150 |
| 5. | Faculty Information and Contributions | 200 | 200 |
| 6. | Facilities and Technical Support | 80 | 80 |
| 7. | Continuous Improvement | 75 | 50 |
| 8. | First Year Academics | 50 | 50 |
| 9. | Student Support Systems | 50 | 50 |
| 10. | Governance, Institutional Support and Financial Resources | 120 | 120 |
| | TOTAL | 1000 | 1000 |

# Tier – I Grades

| | |
|---|---|
| ❖ ≈75% & Above | 'Y' |
| ❖ ≈ 60% and <75% | 'C' |
| ❖ ≈ 40% and <60% | 'W' |
| ❖ <40% | 'D' |

# Award of Accreditation-Tier-I (UG)

**Full Accreditation for Six years will be accorded to a program on fulfilment of the following requirements :**

- There should not be any "Deficiency" or "Weakness" in any of the criteria and at least seven criteria must be fully compliant with only "Concerns" in the remaining criteria.

- Number of available Ph.D. in the department should be greater than or equal to 30 per cent of the required number of faculty averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- **The admissions in the UG program should be more than or equal to 60 per cent, 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 Minus Three (CAYM3).**

- Faculty Student Ratio in the department should be less than or equal to **1:20** averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2).

- At least 2 Professors or 1 Professor and 1 Associate Professor **(on regular basis)** with Ph.D. degree should be available in the respective department for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- HoD of the program under consideration should possess Ph.D. degree in the Current Academic Year (CAY)

**#Y shall be >=7, #W and #D shall be Zero (0), where the symbol # has been used to indicate the count.**

**Accreditation for Three years will be accorded to a program on fulfilment of the following requirements:**

- "#Y" shall be greater than or equal to 04

- **The admissions in the UG program should be more than or equal to 60 per cent, 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 Minus Three (CAYM3).**

- At least 2 Professors or 1 Professor and 1 Associate Professor **(on regular basis)** with Ph.D. degree should be available in the respective department for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- The faculty student ratio in the department under consideration should be less than or equal to 1:25 averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2)

- Number of available Ph.D. in the department should be greater than or equal to 20 per cent of the required number of faculty averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- HoD of the program under consideration should possess Ph.D. degree in the Current Academic Year (CAY).

- **In case of a "D" in any of the criteria, the program is not considered for accreditation.**

## No Accreditation of the program:

If the program fails to meet criteria for award of accreditation for 3 years, the program will not be considered for accreditation.

# Award of Accreditation-Tier-II (UG)

**Full Accreditation for Six years will be accorded to a program on fulfilment of the following requirements:**

- Program should score a minimum of 750 points in aggregate out of 1000 points with minimum score of 60 per cent in mandatory fields (i.e. Criteria 4 to 6).

- Number of available Ph.D. in the department should be greater than or equal to 30 per cent of the required number of faculty, averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- **The admissions in the UG program should be more than or equal to 50 per cent, 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 Minus Three (CAYM3).**

- Faculty Student Ratio in the department should be less than or equal to **1:20**, averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2).

- At least 2 Professors or 1 Professor and 1 Associate Professor **(on regular basis)** with Ph.D. degree should be available in the respective department for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- HoD of the program under consideration possesses Ph.D. degree in the Current Academic Year (CAY).

**Accreditation for Three years will be accorded to a program on fulfilment of the following requirements:**

- Program should score a minimum of 600 points with atleast 40 per cent marks in Criterion V (Faculty Information and Contributions).

- **The admissions in the UG program should be more than or equal to 50 per cent, 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 Minus Three (CAYM3).**

- At least one Professor or one Associate Professor on regular basis with Ph.D. degree is available in the respective department for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- The faculty student ratio in the department under consideration should be less than or equal to 1:25, averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2).

- Number of Ph.D. available in the department should be greater than or equal to 10 per cent of the required number of faculty, averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

## No Accreditation of the program:

If the program fails to meet criteria for award of accreditation for 3 years, the program will not be considered for accreditation.

# POSTGRADUATE ENGINEERING SAR

| Criteria No. | Criteria | Mark/Weightage |
|:---:|:---|:---:|
| | **Department Level Criteria** | |
| 1. | Program Curriculum and Teaching – Learning Processes | 125 |
| 2. | Program Outcomes | 75 |
| 3. | Students' Performance | 75 |
| 4. | Faculty Contributions | 75 |
| 5. | Laboratories and Research Facilities | 75 |
| 6. | Continuous Improvement | 75 |
| | **Total** | **500** |

# Award of Accreditation- (PG Engineering New SAR)

**Full Accreditation for Six years will be accorded to a program on fulfilment of the following requirements:**

- Program should score greater than or equal to 375 with 60 per cent in each criterion.

- Number of Ph.D. available in the department should be greater than or equal to 30 per cent of the required number of faculty, averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- Faculty student ratio in the department under consideration should be less than or equal to 1:20, averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2).

- At least two Professors or one professor and one associate professor **(on regular basis)** with a Ph.D. degree having expertise in the domain of the Program under consideration should be available for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

**Accreditation for Three years will be accorded to a program on fulfilment of the following requirements:**

- Program should score greater than or equal to 300 with 50 per cent in Criterion–IV (Faculty Contribution).

- **Corresponding UG Program should be accredited by NBA.**

- **In case of Tier – I, the corresponding UG Engineering Program should have been granted with at least 3 Compliances (Y) for the SAR with 9 criteria and 4 Compliances (Y) for the SAR with 10 criteria or In case of Tier – II, the corresponding UG Engineering Program should have been granted with at least 650 marks out of 1000.**

- At least two Professors or one professor and one associate professor **(on regular basis)** with Ph.D. qualification with expertise in the domain of the Program under consideration should be available for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- The department should have at least two faculty having Ph.D. qualification for two academic year i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- Faculty Student Ratio in the department under consideration should be less than or equal to 1:25, averaged over three academic year i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2).

## No Accreditation of the program:

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

# Pre-Qualifiers (TIER-II UG Engineering)

| S.N. | Pre Visit Qualifiers | Current Status | Compliance Status Complied/Not Complied |
|---|---|---|---|
| | **Essential qualifiers** | | |
| 1 | **Vision, Mission & PEOs**<br>i. **Are the Vision & Mission of the Department stated in the Prospectus / Website?**<br>ii. **Are the PEOs of the Program listed in the Prospectus / Website?** | | |
| 2 | **Whether approval of AICTE for the programs under consideration has been obtained for all the years including current year** | | |
| 3 | **Whether admissions in the undergraduate programs under consideration has been more than or equal to 50% (including lateral entry) average of the CAYm1, CAYm2 and CAYm3.** | **% Admission** | |

| 4 | Whether faculty student ratio in the department under consideration is better than or equal to 1:25 average of CAY, CAYm1 and CAYm2. | SFR | |
|---|---|---|---|
| 5 | Whether at least one Professor or one Associate Professor on regular basis with Ph.D. degree is available in the respective Department during CAY and CAYm1. | | |
| 6 | Whether number of available Ph.Ds. in the department is greater than or equal to 10% of the required number of faculty average of CAY and CAYm1. | | |
| 7 | Whether two batches have passed out in the programs under consideration | | |

# Pre-Qualifiers (TIER-I UG Engineering)

| S.N. | Pre Visit Qualifiers (Average of Assessment years) | Current Status | Compliance Status Complied/Not Complied |
|---|---|---|---|
| | **Essential qualifiers** | | |
| 1 | **Vision, Mission & PEOs**<br>i. **Are the Vision & Mission of the Department stated in the Prospectus / Website?**<br>ii. **Are the PEOs of the Program listed in the Prospectus / Website?** | | |
| 2 | **Whether approval of the competent authority (Approval of AICTE/ UGC/ BoG of Universities/ Deemed Universities etc.) for the programs under consideration has been obtained for all the years including current year** | | |
| 3 | **Whether admissions in the undergraduate programs under consideration has been more than or equal to 60% (including lateral entry) average of the CAYm1, CAYm2 and CAYm3.** | **% Admission** | |
| 4 | **Whether faculty student ratio in the department under consideration is better than or equal to 1:25 averaged over CAY, CAYm1 and CAYm2** | **SFR** | |

| 6 | Whether at least two Professors or one Professor and one Associate Professor on regular basis with Ph.D. degree is available in the respective Department for CAY and CAYm1. | | |
|---|---|---|---|
| 7 | Whether number of available PhDs in the department is greater than or equal to 20% of the required number of faculty averaged for CAY and CAYm1. | | |
| 8 | Whether two batches have passed out in the programs under consideration | | |
| 9 | Whether HODs possess Ph.D. degrees for the programs under consideration | | |

# Pre-Qualifiers (PG Engineering)

| Sr. No. | Pre Visit Qualifiers | Current Status | Compliance Status Complied/Not Complied |
|---|---|---|---|
| 1 | Whether corresponding UG Program is accredited by NBA. | | |
| 2 | In case of Tier I, whether the corresponding UG Engineering program has been granted at least 3 Compliances (Y) in SAR with 9 criteria and at least 4 Compliances (Y) in SAR with 10 criteria<br>or<br>In case of Tier II, whether the corresponding UG Engineering program has been granted at least 650 marks out of 1000. | | |
| 3 | Whether the at least two Professors or one Professor and one Associate Professor with Ph.D. qualification (on a full-time/regular basis) having expertise in the domain of the Program under consideration during CAY and CAYm1. Also, provide the name of the professor and associate professor concerned. | | |

| | | | |
|---|---|---|---|
| 4 | **Whether the department have at least two faculty having Ph.D. qualification during the CAY and CAYm1** | | |
| 5 | **Whether faculty student ratio in the department under consideration is better than or equal to 1:25 averaged over CAY, CAYm1 and CAYm2.** | | |

**Note:** *Point No. 1 & 2 above will not be applicable to the Post Graduate Program, that do not have corresponding Under Graduate Program.*

## Guidelines for Faculty:

✓ The faculty will be counted in the respective year, if the faculty has joined on or before 31$^{st}$ August of the same year and has continued at least till 30$^{th}$ April of the next year. However, considering the COVID-19 situation:

- **For Academic Year 2020-21:** The joining date of faculty will be considered as 31$^{st}$ December 2020 instead of 31$^{st}$ August 2020 only for the Academic Year 2020-21.

- **For Academic Year 2021-22:** The joining date of faculty will be considered as 31$^{st}$ December 2021 instead of 31$^{st}$ August 2021 only for the Academic Year 2021-22.

✓ 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

- ✓ The available and required number of PhD. in the department would be calculated on the average basis for the previous two academic years including the current academic year (i.e., CAY and CAYm1).

- ✓ The available and required number of PhD. in the department shall be truncated to its nearest lower integer.

- ✓ If a member of regular or contractual faculty is designated as lecturer, even though holding an M.Tech degree, the same will not be counted against the faculty requirements.

- ✓ In the multidisciplinary areas (like MBA or PGDM) or specialized areas like Biotechnology, all the qualifications relevant and purposeful to those disciplines need to be considered, in addition to the M.Tech/MBA/PGDM degrees.

- ✓ There is no age limit to the consideration for the emeritus faculty as long as they are physically fit to take classes and engage with students, and are employed on a full time basis.

- ✓ Academic year is considered from July to June.

- ✓ If the SAR is submitted before 30<sup>th</sup> September, then the CAY shall be the previous academic year and if the SAR is submitted after 30<sup>th</sup> September, then the CAY shall be the running academic year for the purpose of data consideration and calculations.

**CAY: Current Academic Year**
**CAYm1: Current Academic Year minus 1**
**CAYm2: Current Academic Year minus 2**
**CAYm3: Current Assessment Year minus 3**

**The year mentioned in the documents are just the examples; Institute has to consider the academic years as per the definition of CAY given in the document and according to the prevailing year.**

**The Student Faculty Ratio considered by NBA:**

**UG Engineering Programs (Tier I & Tier II):-** 25:1 for the Accreditation of 3 years and 20:1 for the Accreditation of 6 years.

**PG Engineering Programs:** 25:1 for the Accreditation of 3 years and 20:1 for the Accreditation of 6 years.

**Diploma Engineering Programs**: 30:1 for the Accreditation of 3 years

**PG Management Programs:** 25:1 for the Accreditation of 3 years and 15:1 for the Accreditation of 6 years.

**UG Pharmacy:** 20:1 for the Accreditation of 3 years and 15:1 for the Accreditation of 6 years.

# PROCESS FLOW FOR THE COMPLIANCE REPORT

➢ Institutions are required to submit Compliance Report in respect of the programs which have been Accredited for 3 years.

➢ These Compliance Report are to be submitted 6 months Prior to Expiry of Validity of Accreditation.

➢ The processing fees for the compliance report is Rs. 2.00 Lac (for the first program) plus (+) Rs. 50, 000/- per additional program plus (+) applicable GST.

➢ The visit for the data verification pertaining to compliance report would be done by two member expert team.

# UG ENGINEERING SAR FOR TIER I
## SECOND CYCLE ACCREDITATION

| Criteria No. | Criteria | Mark/Weightage |
|---|---|---|
| | **Program Level Criteria** | |
| 1. | Course Outcomes and Program Outcomes | 100 |
| 2. | Program Curriculum and Teaching – Learning Processes | 75 |
| 3. | Students' Performance | 75 |
| 4. | Faculty Information and Contributions | 100 |
| 5. | Resources | 75 |
| 6. | Continuous Improvement | 75 |
| | **Total** | **500** |

# Award of Accreditation

## Second Cycle Accreditation Tier-I (UG)

**Full Accreditation for Six years will be accorded to a program on fulfilment of the following requirements :**

- There should not be any "Deficiency" or "Weakness" in any of the criteria and at least five criteria must be fully compliant with only "Concerns" in the remaining criteria.

- Number of available Ph.D. in the department should be greater than or equal to 30 per cent of the required number of faculty averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYm1).

- The admissions in the UG program should be more than or equal to 60 per cent, 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 minus Three (CAYm3).

- Faculty Student Ratio in the department should be less than or equal to 1:20 averaged over three academic years i.e., Current Academic Year (CAY), Current Academic Year Minus One (CAYm1) and Current Academic Year Minus Two (CAYm2).

- At least 2 Professors or 1 Professor and 1Associate Professor (on regular basis) with Ph.D. Degree should be available in the respective department for two academic years i.e., Current Academic Year (CAY) and Current Academic Year Minus One (CAYm1).

- HoD of the program under consideration should possess Ph.D. degree in the Current Academic Year (CAY).

**#Y shall be >=5, #W and #D shall be Zero (0), where the symbol # has been used to indicate the count.**

**Accreditation for Three years will be accorded to a program on fulfilment of the following requirements:**

- "#Y" shall be greater than or equal to 03

- The admissions in the UG program under consideration should be more than or equal to 60 per cent, 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 Minus Three (CAYM3).

- At least 2 Professors or 1 Professor and 1 Associate Professor (on regular basis) with Ph.D. degree should be available in the respective department for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- The faculty student ratio in the department under consideration should be less than or equal to 1:25 averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2)

- HoD of the program under consideration should possess Ph.D. degree in the Current Academic Year (CAY).

- **In case of a "D" in any of the criteria, the program is not considered for accreditation.**

## No Accreditation of the program:

If the program fails to meet criteria for award of accreditation for 3 years, the program will not be considered for accreditation.

# Role & Responsibilities of Chairman

- Team Leader/Chairman:
  - Lead the evaluation team
  - Chair Team meetings
  - Chair Exit meeting
  - 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 observations made after going through SAR in the pre-visit meeting

  - Prepares a list of 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

- 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 finalize the report based on the evidences collected, interaction with stakeholders and reliable documents produced

- Sign and be responsible for evaluation report

– Conducts exit meeting on day three with head of the institution

– Ensures no discussion on the findings of the outcome of accreditation

– Presents orally strengths and weaknesses of common facilities in the colleges while experts present details of the respective program strengths and weaknesses

– All other aspects of the outcomes of visit are confidential and not to be leaked at any place under any situation

– Provides a chance to the institute to continue with the accreditation process or withdraw the application for any program(s)

– In case of withdrawal, ensures that it is given in writing by the head of the institution there 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/institution; or

  - have or have had a **close, active association with the programme or faculty/school** in the university/institution.  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

# 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 strengths, concerns, weaknesses and deficiencies

# 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 meeting –present program strengths and weaknesses

# Major focus during visit

- 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 your 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 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

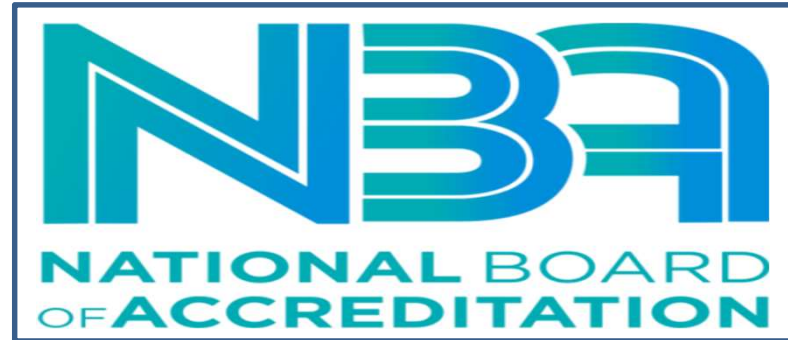- Don't engage in conflict-of-interest activities

# Guidelines

➢ 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 contacts of the institution should be through NBA only. If Institution contacts the team members, they should be advised to contact NBA.

- 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.

- Avoid subjectivity in awarding marks as far as possible.

➢ 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.

- 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 for the Institute.

# Thank you