

Annexure X

Part A

Evaluator's Visit Report

**Undergraduate Engineering Program
TIER-I**

Name of the Institution

.....

Name of the Program

.....

Visit Dates

.....

Program Evaluator Summary

Overview

The Expert team of National Board of Accreditation (NBA) conducted a three day accreditation visit from _____ to _____ **(name of institution)** _____, to evaluate UG Engineering program **(name of the 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/Dean _____. The briefing on the institution was given by _____ and on the program was given by the **(Name of the respective Head of the Department/Program Coordinator)**. 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)

Program Details

Name of the Program:					
Year of Commencement					
Student	Year	Sanctioned Intake	Actual Admitted (without Lateral Entry)		
	CAY (20__ - 20 __)				
	CAY m1 (20__ - 20 __)				
	CAY m2 (20__ - 20 __)				
	Total Students in the Programme 1st to Final Year				
	Average of the CAY, CAY m1 and CAYm2				
Faculty (Attach a Copy of faculty list compared with Time Table)			CAY	CAYm1	CAYm2
	Regular	Professor			
		Associate professor			
		Assistant professor			
	Contractual	Professor			
		Associate professor			
		Assistant professor			
	No. of Ph.D available in the dept.				
Student - Faculty ratio (averaged over CAY, CAY m1 and CAYm2) (Refer criterion-5.1)					
Previous Accreditation (if any)	First accreditation	No. of years accredited for			
		With effect from			
	Previous accreditation	No. of years accredited for			
		With effect from			

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 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:

- i. Shall have the AICTE prescribed qualifications and experience.
- ii. Shall be appointed on full time basis and worked for consecutive two semesters during the particular academic year under consideration.
- iii. 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. _____

Concerns:

1. _____
2. _____
3. _____

Weakness/Areas of improvement:

1. _____
2. _____
3. _____

Deficiencies:

1. _____
2. _____
3. _____

Other Observations, if any:

1. _____
2. _____
3. _____

Information for Evaluation

Award of Accreditation [TIER I (UG)]

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

Y	C	W	D
≥ 7	≤ 3	0	0

- ☞ 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).

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

Y	D
≥ 4	0

- ☞ There should be at least four criteria fully compliant with zero (0) “Deficiency” in the remaining criteria.
- ☞ 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).

3. 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.

Department/Programme Specific Criteria:

S. No.	Criteria	Max. Marks	Marks Awarded	Grade (Y, C, W, D)	Remarks
1.	Vision, Mission and Program Educational Objectives	50			
2.	Program Curriculum and Teaching-Learning Processes	100			
3.	Course Outcomes and Program Outcomes	175			
4.	Students' Performance	100			
5.	Faculty Information and Contributions	200			
6.	Facilities and Technical Support	80			
7.	Continuous Improvement	75			
	TOTAL	780			

Signature
(Program Evaluator 1)

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 criterion:

Criteria	Comments

Signature
(Chairperson)