

## **PART A**



# **Evaluator's Visit Report**

## **(Affiliated Institution Programs)**

**Postgraduate Management Program**

**Name of the Institution**

---

**Name of the Program**

---

**Visit Dates**

---

### **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 \_\_\_\_\_ *<<name of institution>>* To evaluate PG Management program *<<name of the program>>*.

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)*. 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

☐

Student

☐

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

---

---

---

---

---

---

## Program Details

<b>Name of the Program:</b>					
<b>Year of Commencement</b>					
<b>No.of Students admitted</b>	<b>Year</b>	<b>Sanctioned Intake</b>	<b>Actual Admitted</b>	<b>Percentage of students admitted</b>	
	CAY (20__ - 20 __)				
	CAY m1 (20__ - 20 __)				
	CAY m2 (20__ - 20 __)				
	Averaged percentage over three academic years i.e. CAY, CAYm1 and CAYm2.				
<b>Placement</b>	<b>Year</b>	<b>No.of students in 1<sup>st</sup> year</b>	<b>No.of students placed</b>	<b>Percentage of students placed</b>	
	CAY m1 (20__ - 20 __)				
	CAY m2 (20__ - 20 __)				
	CAY m3 (20__ - 20 __)				
	Averaged percentage over three academic years i.e. CAYm1, CAYm2 and CAYm3.				
<b>No.of faculty members</b> (Attach a Copy of faculty list compared with Time Table)	<b>Regular</b>		<b>CAY</b>	<b>CAYm1</b>	<b>CAYm2</b>
		No.of Professors			
		No.of Associate Professors			
		No.of Assistant Professors			
	<b>Contractual</b>	No.of Professors			
		No.of Associate Professors			
		No.of Assistant Professors			
		<b>No. of PhD. available in the Dept.</b>			
	Student - Faculty Ratio (SFR) value in the Department				
	<b>Student - Faculty ratio in the Department averaged over CAY, CAYm1 and CAYm2</b>				
			<b>CAY</b>	<b>CAYm1</b>	
		No.of Professors			
		No.of Associate Professors			
<b>Previous accreditation (if any)C</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= 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 or hourly based), will be considered. 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

## ***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**

### **AWARD OF ACCREDITATION FOR THE PG MANAGEMENT PROGRAMS**

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

- i. Program should score a minimum of 750 points out of 1,000 points with at least 60% in all criteria.
- ii. Admissions in the program should be greater than or equal to 75% of Sanctioned Intake, averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2)
- iii. Number of Ph.D. available in the program should be greater than or equal to 33% of the required number of faculty, averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).
- iv. The institution should have two Professor(s) or one Professor and one Associate Professor with Ph.D. qualification (on regular basis) for each Management Program being offered by the department/ institution for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1)
- v. The Faculty Student Ratio in the department under consideration should be less than or equal to 1:15, averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2)
- vi. The HOD should possess Ph.D. degree for the programs under consideration in current academic year.
- vii. The placement ratio (Placement + Higher Studies + Entrepreneurship) should be greater than or equal to 75%, averaged over three academic years i.e. Current Academic Year (CAYm1), Current Academic Year Minus One (CAYM2) and Current Academic Year Minus Two (CAYM3).

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

- i. Program should score a minimum of 600 points with at least 40% in criteria VI (Faculty Attributes & Contributions)
- ii. Number of PhDs available in the program should be greater than or equal to 20% 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. Admissions in the program should be more than 60% of the sanctioned intake either for CAY or averaged for three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2).
- iv. The institution should have two Professor(s) or one Professor and one Associate Professor with Ph.D. qualification (on regular basis) for each Management Program being offered

by the department/ institution for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

- v. The placement ratio (Placement + Higher Studies + Entrepreneurship) should be greater than or equal to 60% averaged over three academic years i.e. Current Academic Year (CAYm1), Current Academic Year Minus One (CAYM2) and Current Academic Year Minus Two (CAYM3).
- vi. 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).

#### **No Accreditation**

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

**Programme Specific Criteria:**

<b>S. No.</b>	<b>Criteria</b>	<b>Max. Marks</b>	<b>Marks Awarded</b>	<b>Remarks</b>
1	Vision, Mission & Program Educational Objectives	<b>50</b>		
2	Governance, Leadership & Financial Resources	<b>100</b>		
3	Program Outcomes & Course Outcomes	<b>100</b>		
4	Curriculum & Learning Process	<b>125</b>		
5	Student Quality and Performance	<b>100</b>		
6	Faculty Attributes and Contributions	<b>250</b>		
7	Industry & International Connect	<b>100</b>		
8	Infrastructure	<b>75</b>		
9	Alumni Performance and Connect	<b>50</b>		
10	Continuous Improvement	<b>50</b>		
<b>TOTAL</b>		<b>1,000</b>		

\_\_\_\_\_  
**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 criteria:

Criteria	Comments

---

**Signature  
(Chairperson)**