

FUNCTIONS OF EACH DIVISION OF NBA

I. ACCREDITATION DIVISION:

To assess, evaluate the quality of, and accredit programs being offered across the country in the domain of technical, engineering, pharmacy and management education etc.

To constitute committees of well-trained evaluators who will conduct the visits to institutions offering courses in technology, engineering, pharmacy, management etc. and to submit reports based on which the accreditation will be considered.

II. INTERNATIONAL CO-OPERATION DIVISION:

To be responsible for maintaining the relation with the international accords and member countries

To liaise and coordinate with international accreditation bodies or other such bodies for knowledge sharing, planning and organization of national and international events such as WOSA to facilitate knowledge sharing in the field of accreditation, exchange of ideas and training related to accreditation as well as industry interface activities.

III. ADMINISTRATION AND FINANCE DIVISION:

Manpower planning; recruitment and selection training and development of staff; career progressive/up gradations; establishment and administrative matters; housekeeping, procurement of stores, maintenance of office building, equipment and vehicles, services and supply, receipt and issue of Dak, etc.

To handle all issues/matters related to vigilance and discipline and public grievances
To develop procedures and systems for redressal of public grievances in a time-bound and effective manner

To process and respond to the queries made under the RTI Act.

To convene meetings of the Finance Committee

To prepare annual budget and to maintain the accounts

To update financial statements

To process salary and other bills such as TA, LTC claim, medical reimbursement, etc.

To carry out pre-audit and statutory audit functions.

IV. IT DIVISION:

To develop and maintain IT infrastructure – software and hardware

To put in place online interactive and time bound accreditation process.

V. TRAINING DIVISION:

To devise policy and parameters related to accreditation and for training of external evaluators.

To organize training programs for new recruited NBA staff and external evaluators.

To facilitate and conduct meetings of NBA related to the accreditation process.

To bring out publications, journals, flyers, brochures, annual reports (inclusive of editing, publishing and printing).

VI. MS Secretariat:

To provide secretarial support to center heads of the Institute.

Attending phone calls/Checking emails.

Coordinating, tracking and monitoring the flow of information and correspondence in the Member Secretary's office.

Travel arrangements/Organizing meetings of Member Secretary

Record keeping, tracking, filing etc.

Any other responsibility assigned from time to time.