

Power and Duties of Officers of NBA.

1. Chairperson

- i. The Chairperson shall preside over the meetings of the General Body, Executive Committee, Finance Committee and Academic Advisory Committee.
- ii. The Chairperson shall perform such other duties, as may be specified under the Rules and/ or Bye-Laws.
- iii. The Chairperson shall exercise such powers for the conduct of the affairs of the NBA as may be delegated to him/her by the Executive Committee.
- iv. If, in the opinion of the Chairperson, any emergency has arisen which requires immediate action to be taken, the Chairperson shall take such action as he/she deems necessary and shall report the same for approval at the next meeting of the Executive Committee. In case Executive Committee do not approve it, the action shall be null and void from prospective effect.
- v. The Chairperson, may, with the approval of the Executive Committee delegate such of his/her powers, as may be considered necessary, to the Member Secretary of NBA.
- vi. Executive Committee shall nominate the members of the Academic Advisory Committee from the panel recommended by the General Council of the NBA. However, any other expert from outside the country may be co-opted by the Academic Advisory Committee, subject to the concurrence of the Chairperson, Executive Committee.

2. Member Secretary

- i. The Member Secretary shall be the executive authority of the NBA and shall have all power needed for the administration of the NBA and shall be responsible for proper administration and control over funds of the NBA.
- ii. The Member Secretary shall be vested with such executive powers as may be necessary or incidental for the purpose of proper administration, subject to the Rules and the Bye-laws.
- iii. The Member Secretary shall, subject to the provisions of the Rules and the Bye-laws and decisions of the Executive Committee, exercise general supervision and disciplinary control over the officers and the staff of the NBA and prescribe their duties and functions.
- iv. The Member Secretary shall co-ordinate and exercise academic leadership and administrative supervision of all the activities of the NBA.
- v. The Member Secretary of the NBA shall act as the Secretary of the Society. For the purpose of the Societies Registration Act.

3. Advisor

- i. Overall supervision of Administration and Accounts Section
- ii. Maintenance and updation of NBA and NIRF Web site
- iii. Analysis of data of Ranked and eligible Institutions under India Rankings and drafting of India Rankings Report every year
- iv. Organize and manage India Ranking (NIRF) Events
- v. Drafting and compilation of Agenda and Minutes of various meetings.
- vi. Drafting, compilation and publication of NBA Annual Reports
- vii. Writing-off and disposal of obsolete and unserviceable store items
- viii. Handling RTI Queries as Central Public Information Officer (CPIO) of NBA
- ix. To handle all issues/matters related to vigilance and discipline
- x. To handle VIP references, Parliamentary Questions and other communications with the Ministry.

4. Director(Accreditation)

- i. 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.
- ii. Preparing Self-assessment report for PG Pharmacy program, PG Management program, MCA Program and UG architecture Program.
- iii. Updating existing SARs, evaluation guidelines of UG engineering Programs.
- iv. Developing lists of documents for UG engineering program, diploma engineering program and PG management program.

5. Consultant (Administration)

- i. Manpower planning; recruitment and selection training and development of staff; career progressive/up gradations; establishment and administrative matters
- ii. Housekeeping, procurement of stores, maintenance of office building, equipment and vehicles, services and supply, receipt and issue of Dak, etc.
- iii. To handle all issues/matters related to vigilance and discipline and public grievances
- iv. To develop procedures and systems for redressal of public grievances in a time-bound and effective manner
- v. To process and respond to the queries made under the RTI Act.
- vi. Preparation of work order, procurement orders and sanction orders

6. Consultant (Finance)

- i. Overall supervision of Account Section
- ii. Convene Meetings of the Finance Committee
- iii. Manage investments and through Investment Committee
- iv. Serve as Drawing and Disbursing officer of NBA

- v. Handle finance and budget of NIRF Scheme
- vi. Ensure statutory compliances of NBA with regard to Income Tax, GST and related issues and attended to court cases and notices from taxation department.

7. Consultant (Accreditation & IT)

- i. General supervision of accreditation related work from the State of Maharashtra, Andhra Pradesh, Telangana, Delhi, Punjab, Haryana, Madhya Pradesh, Chhattisgarh, Bihar, Himachal Pradesh, Chandigarh, Jharkhand, Orissa, A & N, Dadar & Nagar Haveli, Goa and all North Eastern States.
- ii. Overall monitoring of the accreditation process including (a) online application for registration and accreditation from the Institution; (b) Scheduling of visit dates of Expert Team; (c) Preparation of visit and sending nomination letters for the Chairperson and Expert Members as well as to the Institute; (d) Conveying decisions to Institute and e) Appeals received against NBA's decision;
- iii. Response to RTI's complaints and grievances received
- iv. Review of all policy and academic matters relating to accreditation
 - v. Processing of travel bills and other claims of the Expert Team
- vi. Processing of queries received from the students from other Countries/ States regarding equivalence
- vii. Accreditation and issuance of the Certificate for the Accreditation Status of the programs.
- viii. To develop and maintain IT infrastructure – software and hardware
- ix. To put in place online interactive and time bound accreditation process

8. Retainer (Accreditation)

- i. General supervision of accreditation related work from the State of Uttar Pradesh, Tamil Nadu, Puducherry, Karnataka, Kerala, Rajasthan, Gujarat, J&K, West Bengal and Uttarakhand
- ii. Overall monitoring of the accreditation process including (a) online application for registration and accreditation from the Institution; (b) Scheduling of visit dates of Expert Team; (c) Preparation of visit and sending nomination letters for the Chairperson and Expert Members as well as to the Institute; (d) Conveying decisions to Institute and e) Appeals received against NBA's decision;
- iii. Response to RTI's complaints and grievances received
- iv. Review of all policy and academic matters relating to accreditation
 - v. Processing of travel bills and other claims of the Expert Team
- vi. Accreditation and issuance of the Certificate for the Accreditation Status of the programs
- vii. Processing and supervision of All Court cases.

8. Retainer (Planning, Lesioning and Coordination)

- i. Organize awareness programmes/webinars on outcome-based education and accreditation for the stakeholders;
- ii. Organize Orientation Workshops/Webinars on Outcome Based Education and Accreditation for the Team Chairs/PEV's
- iii. Development/revision of Self-Assessment Report (SAR), Evaluation Guidelines, etc. for accreditation of programs;
- iv. Publication of accreditation documents, annual reports, other official documents;