



NBA Visit: Evaluation pattern and a gist of documentation for eSAR and mock assessment

by Dr. Sasmita Behera, Assistant Professor

NBA Coordinator, Internal Quality Assurance Cell,

Veer Surendra Sai University of Technology Burla, Odisha – 768018



Objective

This presentation brings out the information about related files for the different criteria in a concise manner to update requisite files during NBA visits in a cohesive manner. It will help to support the eSAR filled, avoid failure of the production of documents. We can achieve the accreditation, the programs deserve.

SELF ASSESSMENT REPORT(TIER - I) UG

Part A: Institutional Information

Institution Details

Student & Faculty Details

Contact Details

Part B: Program Information

Program Level Criteria

Institute Level Criteria

Part C: Declaration by the Institution

Declarations

Annexure I

Program Outcomes

Refer enba.nbaind.org

PART A to be provided at the Institute Level by IQAC to the Departments/ Programs to fill eSAR

Institute Level Criteria of PART B to be filled by IQAC to the Departments/ Programs to fill eSAR

Institution-Specific list of files (Responsibility marked in red)

- I.1. **Composition** of GC/GB, Senate and other Academic and Administrative bodies, their functions and responsibilities. **of all the meetings held in the past 3 years** along with the attendance records, **minutes and action-taken reports** of a few meetings of such bodies along with the list of current faculty members who are members of such bodies. (Registrar/ Dean Academic Affairs)
- I.2. Rules, policies and procedures published by the Institution including **service book and academic regulations** along with the **proof that the employees/students are aware of the rules** and procedures; (Registrar/ Dean A & A/ Dean PG&SR)
- I.3. Budget allocation and utilization: Audited Statement of accounts. (Registrar/ COF)
- I.4. Informative web site. (IQAC/ Dean F & P)
- I.5. Library resources – books and journal holdings. (PIC, Library)
- I.6. Listing of core, computing and manufacturing, etc. (PIC, CCF)
- I.7. Records of T & P, career and guidance cells. (PIC, T & P)
- I.8. Records of safety checks and critical installations. (PIC, Civil Works and Electrical Maintenance)
- I.9. Medical care records and usages of ambulance, etc. (DSW)
- I.10. Academic calendar, schedule of tutorial and makeup classes. (Dean A & A)
- I.11. Handouts / files along with Outcomes; list of additional topics to meet the Outcomes. (Dean A & A/ Dean PGSR)
- I.12. Set of question papers, assignments, evaluation schemes, etc. (COE/ Dean A & A)
- I.13. Feedback form, analysis of feedback and corrective actions. (IQAC)
- I.14. **Documented feedback** received from the stake-holders (e.g., Industries, Parents, Alumni, and Financiers, etc.) of the Institution. (IQAC)
- I.15. List of faculty along with their qualifications teaching first year courses. (Dean A & A)
- I.16. Results of the First Year students. (COE)

PART B 780 points in total



Program Level Criteria

	Total Marks
1. Vision, Mission & Program Educational Objectives	50
2. Program Curriculum & Teaching - Learning Processes	100
3. Course Outcomes & Program Outcomes	175
4. Students' Performance	100
5. Faculty Information & Contributions	200
6. Facilities & Technical Supports	80
7. Continuous Improvement	75

The largest criterion is the faculty information and contributions having 20% share.



Very Important

- Most of the program level criterion have A to G with marks distributed for Evaluation Guidelines (Marks) in this referred document link which needs supporting documents to be produced during visit.

https://www.nbaind.org/files/NBA_UGEngg_Tier_I_Manual.pdf

pp-176-230

- Not only documents, exhibits are also required during visit.

Refer Exhibits/Context to be Observed/Assessed pp 112-135

https://www.nbaind.org/files/NBA_UGEngg_Tier_I_Manual.pdf



Program-Specific list of files (Related criteria marks marked in red)

Each program for which an institution seeks accreditation or reaccreditation must have in place:

P.1 NBA accreditation reports of the past visits, if any. (Explicit observations about the program in report such as Fully Complaint, Concerns, Weakness and Deficiency marked should have been taken care of in respective points with documentary evidence before subsequent visit to improve outcome)

P.2 Department budget and allocations (last 3 years data). (Criterion 10.3) marks 15 Refer Program Assessment Worksheet p-150-158 https://www.nbaind.org/files/NBA_UGEngg_Tier_I_Manual.pdf

P.3 Admission – seats filled and ranks (last 3 years data). (Criterion 4) marks 20

P.4 List/Number of students who cleared the program in 4 years (last 3 years data). (Criterion 4) marks 20

P.5 Average Grade point (CGPA) (last 3 years data of students' CGPA/ percentage). (Criterion 4)

P.6 Placement and higher studies data (last 3 years data). (Criterion 4.4) marks 30

P.7 Professional society activities, events, conferences organized, etc. (Criterion 4.5.1-4.5.3) marks 15

P.8 List of students' papers along with hard-copies of the publications; professional society publications/magazines, etc. (Criterion 4.5.1-4.5.2) marks 5 to be checked for quality publication

P.9 Sample best and average project reports/theses. (2.2.3. Quality of Student Projects) marks 20

P.10 Details of faculty student ratio. (Criterion 5) marks 20

Refer Exhibits/Context to be Observed/Assessed pp 112-135

https://www.nbaind.org/files/NBA_UGEngg_Tier_I_Manual.pdf

Program-Specific (Contd...)



P.11 Faculty details with their service books, salary details, sample appointment letters, promotion and award letters/certificates. (Criterion 5.4 Faculty Retention) marks 10

P.12 Faculty list with designation, qualification, joining date, publication, R & D, interaction details. (Criterion 5.5-5.8) marks 10+10+15+75+10+10

P.13 List of faculty publications along with DOIs and publication/citation details. (Criterion 5.8.1) marks 20

P.14 List of R & D and consultancy projects along with approvals and project completion reports. (Criterion 5.8.1-5.8.3) marks 20+15

P.15 List and proofs of faculty interaction with outside world. (Criterion 5.10 Visiting/Adjunct/Emeritus Faculty etc.) 3marks
Minimum 50 hours per year interaction

P.16 List of class rooms, faculty rooms. (Criterion 6 - Facilities and Technical Support) marks 80

P.17 List of program-specific labs and computing facility within the department. (Criterion 6.2 and 6.4) marks 25+20
Project laboratory/Facilities Facilities & Utilization (20)

P.18 List of non-teaching staff with their appointment letters, etc. (Criterion 6.21) marks 15

P.19 List of short-term courses, workshops arranged and course-modules developed. (Criterion 5.5 and 5.8.3) marks 10+15

P.20 Records of new program specific facility created, if any. (?)

P.21 Records of overall program specific improvements, if any. (Criterion 7: Continuous Improvement) marks 75

P.22 Curriculum, POs, PEOs, Mission and Vision statements. (Criterion 2 See various subcomponents to keep documentary evidence) marks 100



Program-Specific (Contd...)

P.23 Mapping of Course Outcome with Program Outcomes. (Criterion 3: Course Outcomes and Program Outcomes See various subcomponents to keep documentary evidence such as the results of assessment of each PO for two to three assessment years shall be indicated as they play a vital role in implementing the **continuous improvement process** of the program and so on.) **marks 175 It also relates to Criterion 7 Continuous improvement, marks 75 (Specifically 7.1 Action Taken based on the Results of Evaluation of each of the COs, POs & PSOs, marks 30)**

P.24 Course files, plan of course delivery, question papers, answer scripts, assignments, reports of assignments, project reports, report of design projects, list of laboratory experiments, reports of laboratory experiments, etc. (**Criterion 2**) **marks 175**

P.25. Rubrics developed to validate the POs. (**Criterion 3.2.1** Rubrics communicate to students and to other markers your expectations in the assessment, and what you consider important.) (Criterion 3 and 7) **marks 20**

P.26. Improvement in curriculum for mapping POs and PSOs. (**Criterion 7**) **marks 75**

P.27. Direct and indirect assessment to show attainment of POs and PSOs. (Criterion 3.3 and 8.4. Attainment of Course Outcomes of first year courses) **marks 75+ marks 10**

P.28. Stake-holders involvement in the process of improvement of PEOs and POs. (**Criterion 7**) Relates to file I 14, documentation at program level required (**feedback analysis**, meetings, workshops for Faculty, Alumni, Employers, Parents Staff members, Students)

PART B Institute Level 220 marks



Institute Level Criteria

	Total Marks
First Year Academics	50
Student Support Systems	50
Governance, Institutional Support & Financial Resources	120

Part B 1. Vision Mission and PEO is Evaluated for 50 points, the critical points to check

1.3 Indicate where the Vision, Mission and PEOs are published and disseminated among stakeholders (15)

1.The Vision, Mission and PEOs are adequately published as indicated below

•University Web Site: <https://www.vssut.ac.in/departement.php?url=civil-engineering> (Check availability and consistency everywhere)

•Syllabus

The Vision, Mission and PEOs are disseminated as follows

•Lesson plan/ Syllabus

•Laboratories

•Laboratory manuals (Confirm inclusion)

•Staff rooms

•HOD chamber

•Department Library

•Department notice board

•Respective Department floors (Signage required)

2.The awareness of Vision, Mission and PEOs are created among the internal and external stakeholders through:

•Alumni meet (Supporting documents)

•Annual placement function

•Class committee meetings (Supporting documents)

•Parent teacher meeting

•Induction program for freshers (Supporting documents)

•Academic council meeting (Supporting documents)

NB: Claims as in eSAR should be supported by fixed signages and past documents. On interaction also it should be confirmed from stake-holders.



1.4 State the process for defining the Vision and Mission of the Department, and PEOs of the program (15)

The vision and mission of the Department are designed through a cumulative process of consulting all stake holders of the Department. It is ensured that the vision and mission of the Department must be parallelized with the vision and mission of the University. The steps involved in defining vision, mission and PEOs of the Department are given below:

Step-1: A committee is set up to propose the vision, mission and PEOs of the Department.

Step-2: A workshop is conducted at the Institute level organised by IQAC/Dean, Academics/Dean, PGS&R/Dean.

Step-3: The suggestions from stake holders (Expert members, Alumni, faculties, students and parents) are considered while finalising vision, mission and PEOs of the Department.

Step-4: The suggested draft of the vision, mission and PEOs is put in the meeting of Board of Studies (BoS) for their recommendations.

Step-5: The modified vision, mission and PEOs document is passed through the academic council meeting for necessary suggestions.

Step-6: The final vision, mission and PEOs is put in the Board of Management (BoM) meeting for their approval.

NB: Claims should be supported by past documents if any changes in Vision and mission. On interaction also it should be confirmed.

1.5 Establish consistency of PEOs with Mission of the Department (10)

Generate a “Mission of the Department – PEOs matrix” with justification and rationale of the mapping

M1, M2, . . Mn are distinct elements of Mission statement. Enter correlation levels 1, 2 or 3 as defined below:
1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High) If there is no correlation, put “-”

“process” is used in this document its meaning is **process formulation, notification** to all the concerned, and **implementation**

NB: Claims in eSAR should be supported by past documents why 1,2,3 or -, if any changes. On interaction also should be confirmed.

Requirement to fulfill get accreditation for 6 years

(Refer Part B-Program Assessment Worksheet pp-176-230)

https://www.nbaind.org/files/NBA_UGEngg_Tier_I_Manual.pdf



The evaluators give marks as well as Grades.

- Tentatively 750 marks out of 1000.
- At least Grade 7 criterion should be Y and 3 should be C out of 10. None should be W or D.

Grades (Y,C,W, D) Y= 75% or Above; C= 60% and <40%; W=40% and <40%.

Y Fully Complaint

C Concerns

W Weakness

D Deficiency

- Number of available Ph.D. in the department should be greater than or equal to 30 percent 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)



Requirements to fulfill to get accreditation for 3 years

- **Tentatively 750 marks out of 1000**
- At least 4 criteria Grade should be Y and 3 should be C out of 10

(Y,C,W, D)

None should be W or D.

Y Fully Compliant

C Concerns

W Weakness

D Deficiency

- i. There should be **at least four criteria Y** fully compliant, none should be “**Deficiency**” in the **remaining six** criteria. In **Criterion – V** (Faculty Information & Contributions) **compulsorily it should be C or above**.
- ii. 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).
- iii. Number of available Ph.D. in the department should be **greater than or equal to 20** percent of the required number of faculty averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYM1).

Rest conditions same as required for 6 years.



Standard Visit Schedule and during visit maximum time given to in this link:

https://www.nbaind.org/files/NBA_UGEngg_Tier_I_Manual.pdf
pp-100-102

Important: See point 3, 6 and 7 notes in this link:

- criterion 2 and 3 are comprehensively checked.
- assessment of attainment levels of some of the POs is expected to be done here.

Particularly, **POs {6 to 10}. (3 hours)**

PO6: The engineer and society

PO7: Environment and sustainability

PO8: Ethics

PO9: Individual and team work

PO10: Communication

https://www.nbaind.org/files/NBA_UGEngg_Tier_I_Manual.pdf
p-102



Important

During visit

Interaction with stakeholders answers some queries.

Faculty

Alumni

Employers

Parents

Staffmembers

Students



Name of the Program:					
Year of Commencement					
Student	Year	Sanctioned Intake	Actual Admitted (<i>without Lateral Entry</i>)		
	CAY(20__-20__)				
	CAYm1 (20__-20__)				
	CAYm2 (20__-20__)				
	Total Students in the Programme 1 st to Final Year				
Average of the CAY, CAYm1 and CAYm2					
Faculty (Attach a Copy of faculty list compared with TimeTable)	Regular		CAY	CAYm1	CAYm2
		Professor			
		Associate professor			
	Contractual	Assistant professor			
		Professor			
		Associate professor			
	Assistant professor				
No.ofPhD.availableintheddept.					
Student-Faculty ratio (averaged over CAY, CAYm1 and CAYm2) (Refer criteria-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

Format requested from Program Head during visit

<https://www.nbaind.org/files/evaluator-report-Part-A-ug-tier-i-v0.pdf> p-3



References:

Refer to information for Evaluation pp 141-142

https://www.nbaind.org/files/NBA_UGEngg_Tier_I_Manual.pdf

Refer Part B-Program Assessment Worksheet pp-176-230 for sub-criterionwise mark distribution.

https://www.nbaind.org/files/NBA_UGEngg_Tier_I_Manual.pdf

Refer Evaluator's Report

<https://www.nbaind.org/files/evaluator-report-Part-A-ug-tier-i-v0.pdf> p-3

Thank You for Your Cooperation