

General Manual for Accreditation



National Board of Accreditation

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General Manual for Accreditation 2019



National Board of Accreditation (NBA)
New Delhi

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Vision

To be an accrediting agency of international standard by ensuring the highest degree of credibility in assurance of quality and relevance to professional education and come up to the expectations of its stakeholder's viz., academicians, corporates, educational institutions, government, industry, regulators, students and their parents..



Mission

To stimulate the quality of teaching, self-evaluation and accountability in the higher education system, which help institutions realize their academic objectives and adopt teaching practices that enable them to produce high-quality professionals and to assess and accredit the programs offered by the institutions imparting technical and professional education.

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List of Abbreviations

AC	Appellate Committee
AAC	Academic Advisory Committee
AICTE	All India Council for Technical Education
COs	Course Outcomes
EAC	Evaluation and Accreditation Committee
EC	Executive Committee of NBA
GC	General Council of NBA
MHRD	Ministry of Human Resource Development
MoA	Memorandum of Association
NBA	National Board of Accreditation
PEOs	Program Educational Objectives
PG	Postgraduate
POs	Program Outcomes
PSOs	Program Specific Outcomes
SAR	Self - Assessment Report
SCAAC	Sub-Committee of Academic Advisory Committee
UG	Undergraduate
WA	Washington Accord

PART - I

Introduction

1. Introduction

1.1. Preamble

India has a large, complex and multi layered system of technical and higher education. It has the third largest higher education system in the world, behind China and the United States comprising of 903 universities, 39,050 affiliated colleges, 10,011 standalone institutions, 12,84,755 teaching faculty and 3,41,86,925 students including 40,91,720 post-graduate and 2,07,009 research scholars. The total enrolment has increased from a meagre 2 lakhs in 1947 to 341 lakhs in 2017-18. Colleges, affiliated to 285 affiliating universities, constitute the bulk of the higher education system in India contributing around 73.93% of the total enrolment. There are various types of institutions in India such as Central Government funded, State Government funded, Privately funded, Deemed to be Universities and Institutions of National Importance.

1.2. About NBA

The National Board of Accreditation (NBA) was set-up in September 1994 by the AICTE to assess the qualitative competence of the programs offered by technical educational institutions from diploma level to post-graduate level in engineering and technology, management, pharmacy, architecture and related disciplines, which are approved by AICTE and the regulatory bodies.

NBA came into existence as an independent autonomous body with effect from 7th January 2010 with the objectives of assurance of quality and relevance to technical education, especially of the programs in technical disciplines, i.e., Engineering and Technology, Management, Architecture, Pharmacy and Hospitality, etc., through the mechanism of accreditation of programs offered by technical institutions. The Memorandum of Association and Rules of NBA were amended in April 2013, to make it completely independent of AICTE, administratively as well as financially. NBA conducts evaluation of programs of technical institutions based on evaluation criteria and parameters laid down by its Committees and Council. This may include, but not limited to institutional vision, mission and objectives, organization and governance, infrastructure facilities, quality of teaching and learning, curriculum design and review, support services (library, laboratory, instrumentation, computer facilities, etc.) and any other aspect as decided by the Competent Authority of NBA, which will help the graduates produced by the institutions as per industry requirements.

1.3. Objectives of NBA

Major objectives of the NBA are as follows:

- ☞ To assess and accredit the technical education programs like Engineering, Management, Pharmacy, Hotel Management, etc. ;
- ☞ To evolve standards and parameters for assessment and accreditation in line with the parameters laid

down by the appropriate statutory regulatory authority for co-ordination, determination and regulation of standards in the concerned field of technical education;

- ☞ To promote excellence through a benchmarking process, which is helpful in determining whether or not an institution is able to achieve its mission and broad based goals, and in interpreting the results of the outcomes assessment process;
- ☞ To promote quality conscious system of technical education where excellence, relevance to market needs and participation by all stakeholders are prime and major determinants;
- ☞ To build a technical education system as facilitator of human resources, that will match the national goals of growth by competence, contribution to economy through competitiveness and compatibility with societal development;
- ☞ To set the quality benchmarks targeted at global and national stockpile of human capital in all fields of technical education;
- ☞ To conduct evaluation of self-assessment of technical institutions and/or programs offered by them on the basis of guidelines, norms and standards specified by it; and
- ☞ To contribute to the domain of knowledge in quality parameters, assessment and evaluation.

1.4. Authorities & Committees of NBA

NBA is empowered by its Memorandum of Association (MoA). The governance of NBA is effected through the following three statutory committees enshrined in its MoA:

- (i) The General Council (GC)
- (ii) The Executive Committee (EC)
- (iii) The Academic Advisory Committee (AAC)

All these committees are chaired by the Chairman NBA.

Member Secretary is the Member Secretary of these committees. Member Secretary is the Executive Authority of NBA.

1.4.1. The General Council

The General Council is the principal authority of the NBA and is responsible for its overall activities and affairs. It gives policy directions/ guidelines to the Executive Committee, which takes steps for managing the activities and affairs of the NBA accordingly.

The constitution of General Council is given in Memorandum of Association (MoA) available on the NBA Web site.

1.4.2. The Executive Committee

The affairs of the NBA are managed, administered, directed and controlled as per Rules and Bye-laws approved by the Executive Committee (EC) and ratified by the General Council (GC).

The constitution of Executive Committee is given in Memorandum of Association (MoA) available on the NBA Web site.

1.4.3. The Academic Advisory Committee (AAC)

The Academic Advisory Committee of NBA monitors and promotes the activities of NBA with reference to its various functions like assessment, accreditation, publications, selection and shaping of instruments for Assessment and Accreditation, modalities of operations, the Rules, Regulations and Guidelines.

The Chairperson of the Executive Committee is also the Chairperson of the Academic Advisory Committee. The Member Secretary of the NBA is ex-officio member of the Academic Advisory Committee.

The constitution of the Academic Advisory Committee (AAC) is given in Memorandum of Association (MoA) available on the NBA Web site.

1.4.4. Sub-Committees of AAC

Sub-Committees on each discipline, i.e., Engineering and Technology, Management, Pharmacy, Architecture, etc. function separately to evolve standards for assessment and accreditation, in their respective field, to form assessors panels, to lay down guidelines for assessors, to evaluate and approve the recommendations of the Evaluation and Accreditation Committee (EAC).

The Sub Committees perform such other functions and duties as may be assigned to them by the General Council and/or the Executive Committee.

1.4.5. Evaluation and Accreditation Committee (EAC)

The EAC is constituted for each discipline, i.e., Engineering & Technology, Management, Pharmacy, Architecture, etc. to review the reports of the Evaluation Team and submit its recommendations on accreditation to the concerned Sub Committee of AAC.

1.4.6. Appellate Committee (AC)

The Appellate Committee considers the appeal applications made by the institutions against the decision on accreditation of a program by NBA and gives its recommendations to the Academic Advisory Committee (AAC) for the consideration and disposal of the appeals received.

1.5. Washington Accord

The Washington Accord is an international and multi-lateral agreement among bodies responsible for accrediting undergraduate engineering degree programs, originally signed among six countries in 1989. It recognizes the substantial equivalency of programs accredited by bodies that are its signatory and recommends that graduates of programs accredited by any of the signatory bodies be recognized mutually as having met the academic requirements for entry to the practice of engineering in the area of their jurisdiction. The NBA became a provisional member of the Washington Accord (WA) in 2007 and was given the status of permanent signatory on 13th June, 2014. Signatory status is subject to the condition that only programs of Tier I institutions accredited by NBA are eligible for mutual recognition under the Washington Accord.

1.6. Accreditation

Accreditation is formal recognition of the quality of an educational program by an external - independent agency by impartial assessment on the basis of well-defined criteria of assessment. It is a process of quality assurance and improvement, whereby a program in an approved institution is critically appraised to verify that the program continues to meet and/or exceed standards prescribed by the accrediting body from time-to-time.

Accreditation provides quality assurance that the academic aims and objectives of the institution are honestly pursued and effectively achieved by the resources currently available, and that the institution has demonstrated capabilities of ensuring effectiveness of the educational program(s), over the validity period of accreditation.

Accreditation may be summarized as a process, based on professional judgment, for evaluating whether or not an educational institution or program meets specified standards of educational quality. Its primary purpose is to assure prospective students and other stakeholders that graduates of an institution conducting various accredited programs, have achieved a minimum level of competence in their chosen fields of study.

1.7. Outcome-based Education and Accreditation

Outcome-based education is targeted at achieving desirable outcomes (in terms of knowledge, skills, attitudes and behaviour) at the end of a program. Teaching with this awareness and making the associated effort constitutes outcome-based education. This entails a regular methodology for ascertaining the attainment of outcomes, and benchmarking these against the program outcomes consistent with the objectives of the program.

Initially, NBA accreditation used to be based on “Input – Process – Output” model with major emphasis on availability of resources / facilities and the outputs thereof. In the year 2009, NBA aligned its methodology with international benchmarks and started accreditation on the basis of outcomes. It believes that educational quality must be measured by outcomes rather than inputs, because inputs do not necessarily correlate with

quality outcomes. Outcomes are dependent not only on inputs but also on the processes followed by an institution to convert inputs into defined outcomes.

1.8. Purpose of Accreditation

The purpose of the accreditation by NBA is to promote and recognize excellence in technical education in colleges and universities—at both the undergraduate and postgraduate levels—through accreditation. Institutions, students, employers, and the public at large all benefit from the external verification of quality provided through the NBA accreditation process. They also benefit from the process of continuous quality improvement that is encouraged by the NBA's developmental approach in promoting excellence in technical education.

Through accreditation, the following main purposes are served:

- ☞ support and advise technical institutions in the maintenance and enhancement of their quality;
- ☞ confidence and assurance on quality to various stakeholders including students;
- ☞ assurance of the good standing of an institution to government departments and other interested bodies; and
- ☞ enabling an institution to state publicly that it has voluntarily accepted assessment of its systems and processes by NBA and has satisfied all the requirements for operation and maintenance of quality in education.

1.9. Benefits of Accreditation

The process of accreditation helps in realizing a number of benefits, such as:

- ☞ Helps the institution to know its strengths, weaknesses and opportunities;
- ☞ Initiates institutions into innovative and modern methods of paedagogy;
- ☞ Gives institutions a new sense of direction and identity;
- ☞ Provides society with reliable information on quality of education offered;
- ☞ Students studying in NBA accredited programs can be assured that they will receive education which is of high academic quality and professional relevance and that the needs of the corporate world are well integrated into programs, activities and processes;
- ☞ Accreditation assures prospective employers that students come from a program where the content and quality have been evaluated, satisfying established standards. It also signifies that the students passing out have acquired competence based on well-established technical inputs; and
- ☞ Accreditation helps in gaining confidence of stakeholders and in giving a strong message that as a country, our technical manpower is of international standards and can be very useful in enhancing the global mobility of our technical manpower.

1.10. The Impact of Accreditation

The impact of accreditation goes far beyond quality assurance of an institution/ program. Major impacts of accreditation system are summarized below:

- ☞ Encourages quality improvement initiatives by institutions;
- ☞ Improves student enrolment both in terms of quality and quantity;
- ☞ Helps the institution in securing necessary funds;
- ☞ Enhances employability of graduates;
- ☞ Facilitates transnational recognition of degrees and mobility of graduates and professionals;
- ☞ Motivates faculty to participate actively in academic and related institutional / departmental activities;
- ☞ Helps create sound and challenging academic environment in the institution; and
- ☞ Contributes to social and economic development of the country by producing high quality technical manpower.

1.11. Imperatives of Accreditation

Accreditation of educational institutions/programs is a global practice and its need has been felt by various developing and developed countries for one or more of the following purposes.

- ☞ Funding decisions;
- ☞ State recognition of qualification/ certification of professionals;
- ☞ Accountability of institutions to stakeholders;
- ☞ Encouraging self-improvement initiatives by institutions; and
- ☞ Quality assurance of educational programs.

PART - II

Accreditation Policy

2. Accreditation Policy

2.1. Scope

NBA accords accreditation of programs in the following professional disciplines:

Sl. No.	Programs	Level (Diploma/UG/PG)
1	Engineering & Technology	Diploma (of 3 Years duration), UG, PG
2	Management	PG
3	Pharmacy	Diploma, UG, PG
4	Architecture, Applied Arts and Crafts	UG, PG
5	Computer Applications	PG
6	Hotel Mangement and Catering Technology	UG

2.2. Classification of Institutions

Presently, NBA operates on a two-Tier system for Undergraduate Engineering Programs only. For all other programs, the operation is uniform for all institutions. The classification in respect of Undergraduate Engineering Programs has been retained since Washington Accord (WA) recognizes the substantial equivalency of UG Engineering qualifications accorded by different member countries. Only the Undergraduate Engineering Programs offered by Tier-I institutions which are accredited by NBA fall under the ambit of WA.

2.2.1. TIER-I

The categories of institutions that qualify for Tier I accreditation for Undergraduate Engineering/Technology Programs through NBA are given below:

- ☞ Institutions of National importance (Indian Institutes of Technology (IITs), Indian Institute of Science (IISc), and Indian Institutes of Information Technology (IIITs), etc).
- ☞ National Institutes of Technology (NITs).
- ☞ Central Universities (Universities established by or under Act enacted by Parliament of India).
- ☞ State Universities (Universities established by or under legislation enacted by the legislature of the concerned States).
- ☞ Private Universities (Universities established by or under legislation enacted by the State legislature but promoted by private trusts, societies, companies under Section 25 of Indian Companies Act).
- ☞ Deemed-to-be-Universities (Institutions declared as Deemed-to-be-Universities by MHRD).
- ☞ Institutions declared as Autonomous by a competent empowered authority.

These institutions have freedom to design, develop and update curricula and also have complete academic autonomy.

2.2.2. TIER-II

The Tier-II accreditation for Undergraduate Engineering/Technology Programs is applicable to non-autonomous institutions affiliated to a university. These institutions depend on university for any change in curriculum, its implementation and to examine the enrolled students for award of degree. The categories of institutions that qualify for Tier II accreditation for Undergraduate Engineering/Technology Programs through NBA are given below:

- ☞ Non-autonomous technical institutions affiliated to a University which may include:
 - Government Colleges
 - Government Aided Colleges
 - Private/Self Financing Colleges

Programs of Tier-I and Tier-II institutions are assessed with the similar set of criteria albeit with the variation of weightages in some criteria.

2.3. General Policy on Accreditation

The following general policies are the guiding principles for accreditation of programs offered by various technical institutions:

- i) NBA accredits programs of technical institutions (as per its scope mentioned in 2.1) and not the Institutions as a whole which is in conformance with internationally accepted practice.
- ii) Institutions are required to apply for accreditation through eNBA portal as per norms prescribed by NBA from time-to-time.
- iii) Programs to be accredited should be offered by an educational institution, which has been formally approved by the AICTE or the concerned regulatory authority.
- iv) Except Management programs, all other programs from which at least two batches of students have graduated are considered for accreditation. The program should continuously be running without break with approval of the concerned regulatory authority during the whole duration of last two batches (for example: 5 years for UG Engineering, 3 years for PG Engineering, etc.). For Management programs, where at least three batches of students have graduated are considered for accreditation.
- v) Engineering programs in respect of affiliated institutions (Tier-II) shall have the affiliation from the concerned affiliating university without any break in the admissions during the whole duration of last two batches (for example: 5 years for UG Engineering, 3 years for PG Engineering, etc.).

- vi) The institution is required to pay accreditation fee as prescribed by NBA from time-to-time. The accreditation fee is payable in two phases – 10 per cent first phase fee at the time of submission of Pre-Qualifiers (explained later) and balance 90 per cent second phase fee at the time of submission of SAR, once the Pre-Qualifiers are approved.
- vii) The institution must submit Self-Assessment Report (SAR) online through e-NBA portal in the prescribed format in respect of each program proposed for accreditation.
- viii) The title of a program to be accredited must be the same as shown on the graduating student's degree and the approval letters of the concerned regulatory authority, if required. Part-time programs are not considered for accreditation.
- ix) Programs are evaluated in accordance with the accreditation criteria as specified by NBA from time-to-time.
- x) Institutions are required to represent the accreditation status of each program accurately and without ambiguity. If accreditation is withdrawn or discontinued or expires, the institution should no longer refer to the program as accredited.
- xi) A two/three day's onsite visit is a part of the accreditation process. A Visiting Team appointed by the NBA carries out the evaluation of the program. The institution is required to propose such sets of dates for the visit when the regular classes and all academic activities of the program applied for, are going on.
- xii) Institutions have the option of withdrawing a program during the Exit Meeting of the visit. The institution shall handover a written request to the Team Chair during the Exit Meeting. No communication regarding withdrawal will be accepted after the Visiting Team has left the institution. No fee would be refunded in such cases.
- xiii) The final decision made by the NBA is communicated to the educational institution, together with comments detailing strengths, weaknesses and scope for improvement.
- xiv) A copy of the report of the Visiting Team is sent to the institution along with the accreditation status in order to maintain the transparency. In the event of change of the decision from the Visiting Team to the decision making authority, the reasons for changes are also conveyed along with the visiting team report.
- xv) If an institution is not satisfied with the decision of NBA regarding accreditation status, it may appeal against the decision to the Appellate Committee (AC) of NBA within 30 days of receipt of the communication.
- xvi) Commencement of accreditation period:
 - ☞ In case visit of the Expert (Visiting) Team to an institution is conducted between 1st July - 31st December, the period of accreditation would commence from the on-going academic year (i.e. with effect from 1st July of the on-going academic year).

- ☞ In case visit is conducted between 1st January to 30th June, the accreditation period would be from the next academic year (i.e. with effect from 1st July of the next academic year).
 - ☞ Same rules apply for deciding the validity period of accreditation periods of programs in appeal cases also.
- xvii) If a program is 'not accredited' or withdrawn during the visit, a fresh application for accreditation of the same program can be considered one year after the date of previous visit of the Visiting Team.
- xviii) If an institution requests postponement of the visit of the Expert (Visiting) Team after the team has already been constituted for the purpose, an additional fee of 25% shall be required to be paid before the visit is rescheduled. If the institution causes cancellation of the visit after the team has already been constituted for the purpose, there would be a cancellation fee of 25% deducted from the fees paid by the institution. In case, an institution requests for withdrawal of the program(s) applied by it after the application has been approved by the NBA for further processing and the fee has been paid by the institution, 10% of the accreditation fee per program should be deducted while refunding the fee as per the request of the institution.
- xix) For consideration of accreditation of a Postgraduate Engineering Program, it is mandatory that the corresponding Undergraduate Engineering Program should have valid accreditation on the date of application. However, this does not apply in cases for special PG Engineering Programs that may not have a corresponding UG Engineering Program running in the institution. The special PG Engineering Programs will be considered on case-to-case basis.

2.4. Accreditation Criteria

The SAR contains the accreditation criteria on the basis of which the institution has to assess itself and provide details as required. There are broadly ten accreditation criteria which may vary from program to program in different disciplines. These accreditation criteria have been split into two:

- Program Level Criteria
- Institution Level Criteria

The criteria for each discipline are defined in the respective discipline-specific manuals.

2.5. Self-Assessment Process and Report

Self-assessment is a method that facilitates an institution to assess the overall effectiveness of its own processes. Institution should be careful in compiling data, gathering information and their interpretation.

Self-Assessment Report (SAR)

Institutions seeking accreditation need to submit a Self-Assessment Report (SAR) in the prescribed format to NBA. Self-Assessment Report (SAR) should be based on self-introspection and facts. It should not be narrative and promotional in nature. The Self-Assessment Report

- ☞ helps institution in identifying gaps and preparing an appropriate action plan to address the weaknesses of the programs to be accredited,
- ☞ provides preparedness to institution for the NBA visit for the programs,
- ☞ provides brief status of the program to the Visiting Team explaining the processes and the extent to which a program meets each criterion,
- ☞ provides the first impression about the institution /program to the Visiting Team, and
- ☞ provides documented evidences which the Evaluation Team maps/matches and verifies with the visual/oral evidences during the visit.

Subsequently, institutions have to prepare themselves for an on-site visit to be conducted by an Evaluation Team constituted by NBA in order to validate the SAR submitted by the institution and assess the strengths and weaknesses of the program.

Definitions of various terms used as accreditation criteria by the NBA are given below:

- a. **Mission and Vision Statement:** Mission statements are essentially the means to achieve the vision of the institution. For example, if the vision is to create high-quality engineering professionals, then the mission could be to offer a well-balanced program of instruction, practical experience, and opportunities for overall personality development. Vision is a futuristic statement that the institution would like to achieve over a long period of time, and Mission is the means by which it proposes to move toward the stated Vision.
- b. **Program Educational Objectives (PEOs):** Program Educational Objectives are broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve.
- c. **Program Outcomes (Pos):** Program Outcomes are statements that describe what students are expected to know and be able to do upon graduating from the program. These relate to the skills, knowledge, attitude and behaviour that students acquire through the program. NBA has defined the Program Outcomes for each discipline.
- d. **Course Outcomes (Cos):** Course Outcomes are narrower statements that describe what students are expected to know, and are able to do at the end of each course. These relate to the skills, knowledge and behaviour that students acquire in their progress through the course.

- e. **Assessment:** Assessment is one or more processes, carried out by the institution, that identify, collect, and prepare data to evaluate the achievement of Program Educational Objectives and Program Outcomes.
- f. **Evaluation:** Evaluation is one or more processes, done by the Evaluation Team, for interpreting the data and evidence accumulated through assessment practices. Evaluation determines the extent to which Program Educational Objectives or Program Outcomes are being achieved, and results in decisions and actions to improve the program.
- g. **Mapping:** Mapping is the process of representing, preferably in matrix form, the correlation among the parameters. It may be done for one to many, many to one, and many to many parameters.
- h. **Rubrics:** Rubrics provide a powerful tool for assessment and grading of student work. They can also serve as a transparent and inspiring guide to learning. Rubrics are scoring, or grading tool used to measure a students' performance and learning across a set of criteria and objectives. Rubrics communicate to students (and to other markers) your expectations in the assessment, and what you consider important.

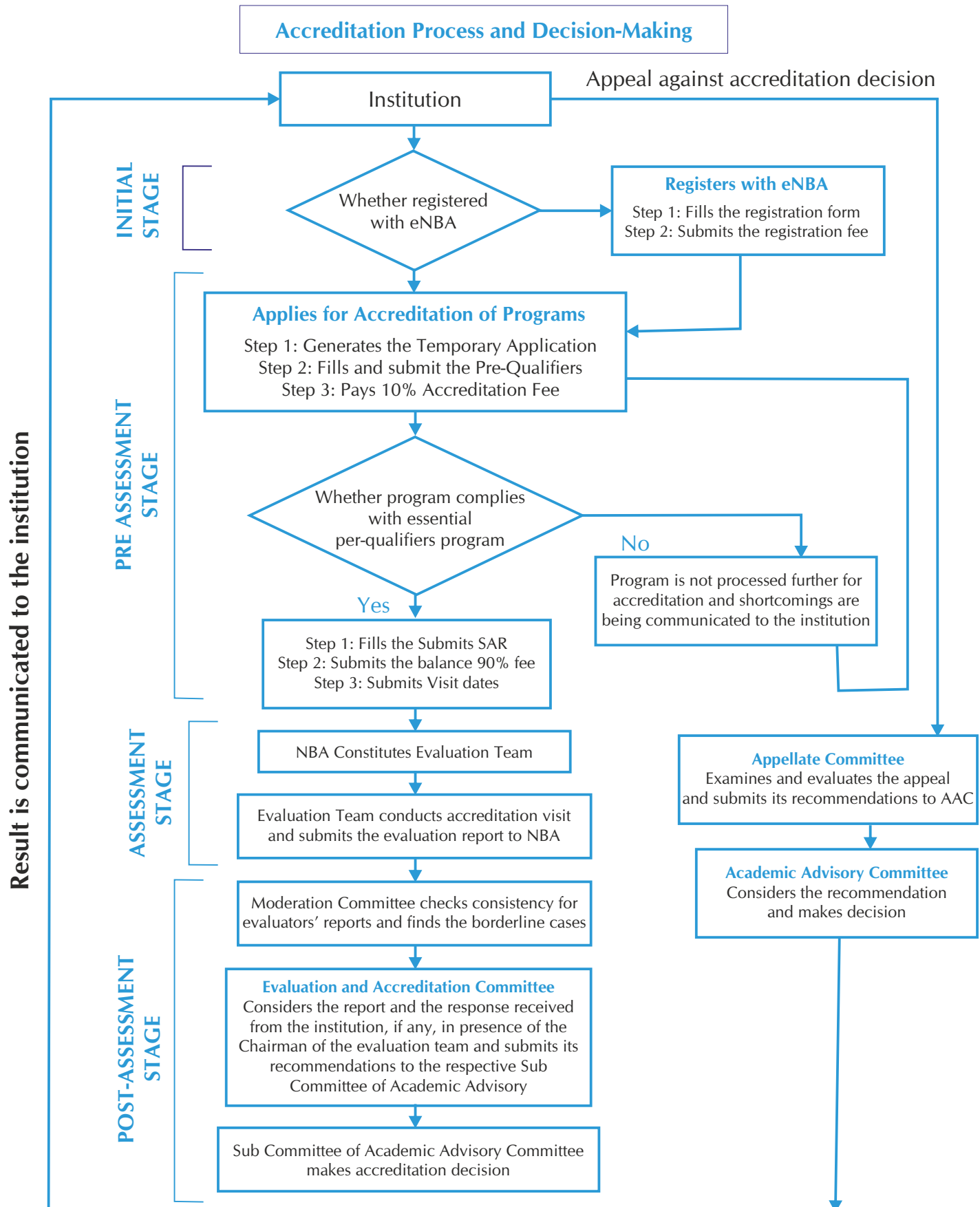
Note: Self-Assessment Report format for each discipline is available on NBA's Website.

2.6. Stages of Accreditation Process

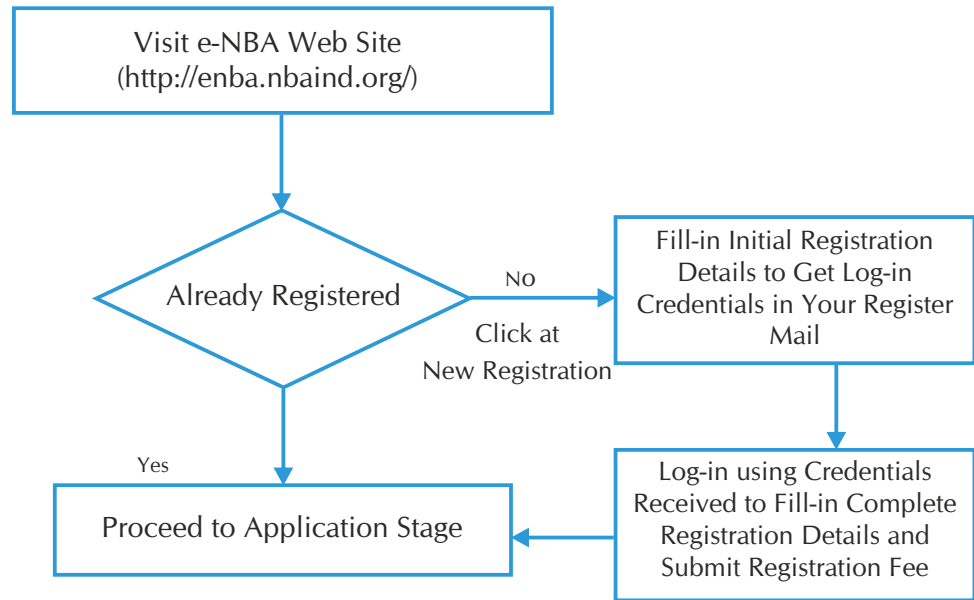
Accreditation workflow for Tier II Engineering institution is summarized in Workflow diagram (Fig. 1) and described below.

Eligible institutions may apply for accreditation of its programs online through the "Accreditation Workflow Management System" (<https://enba.nbaind.org/>) called e-NBA. The process of accreditation can be grouped into the following four sequential stages essentially in the same order. These stages are: i) Initial Stage; ii) Pre-Assessment Stage; iii) Assessment Stage; and iv) Post Assessment Stage (Decision-Making). Applicant institution must complete the previous stage, before proceeding to the next stage.

ACCREDITATION PROCESS FLOW CHART



Initial Stage: Registration



Pre-Assessment Stage

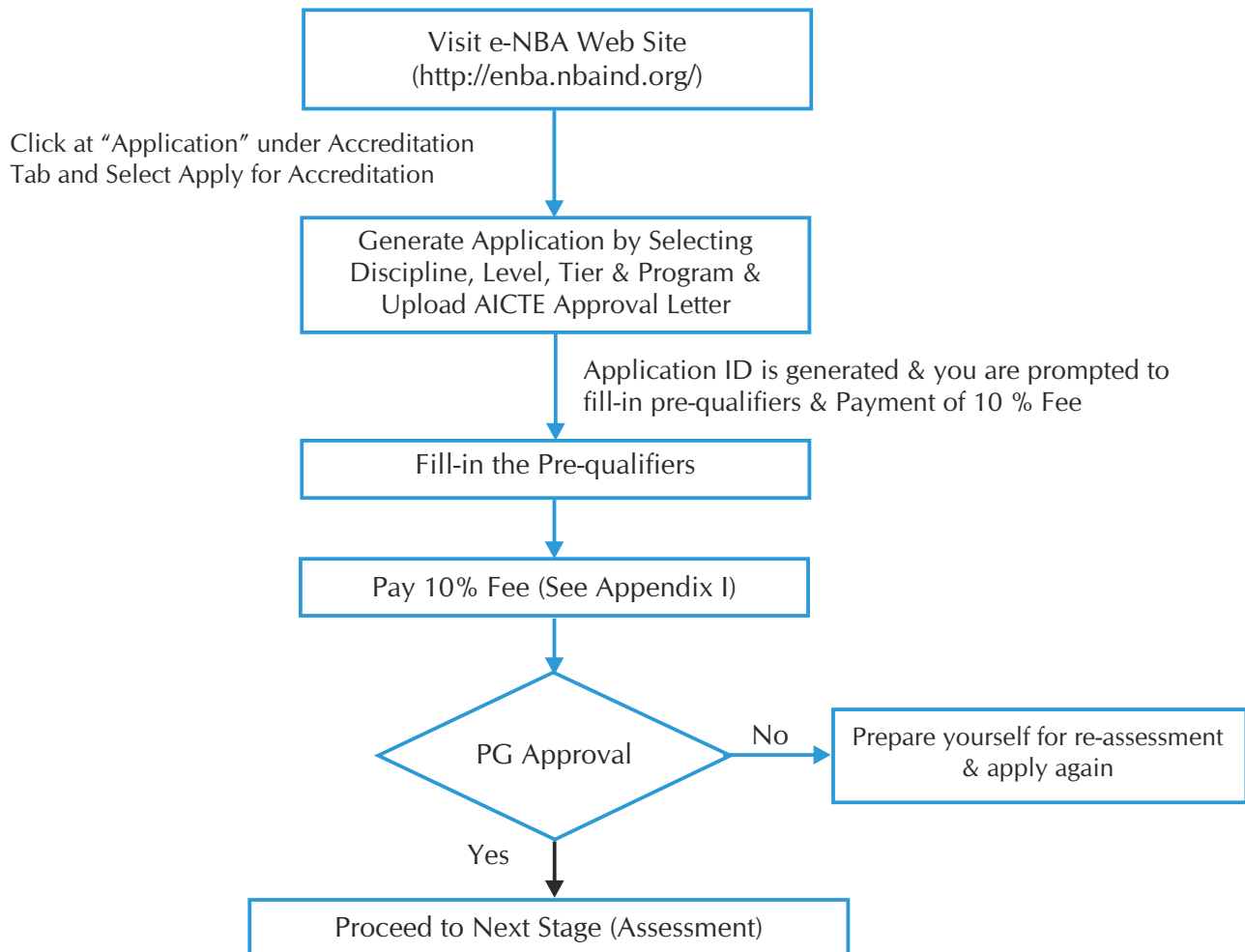
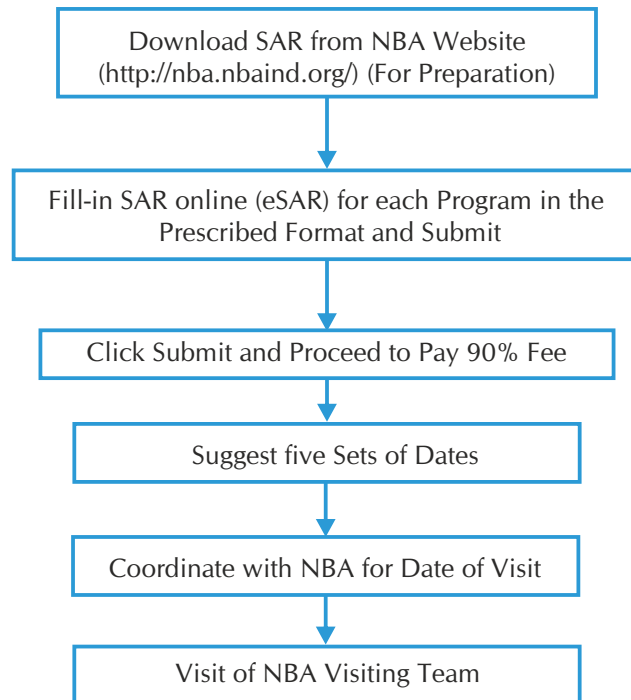


Fig. 1: Accreditation Workflow: Registration and Pre-assessment Stage

Assessment Stage



Post-Assessment Stage

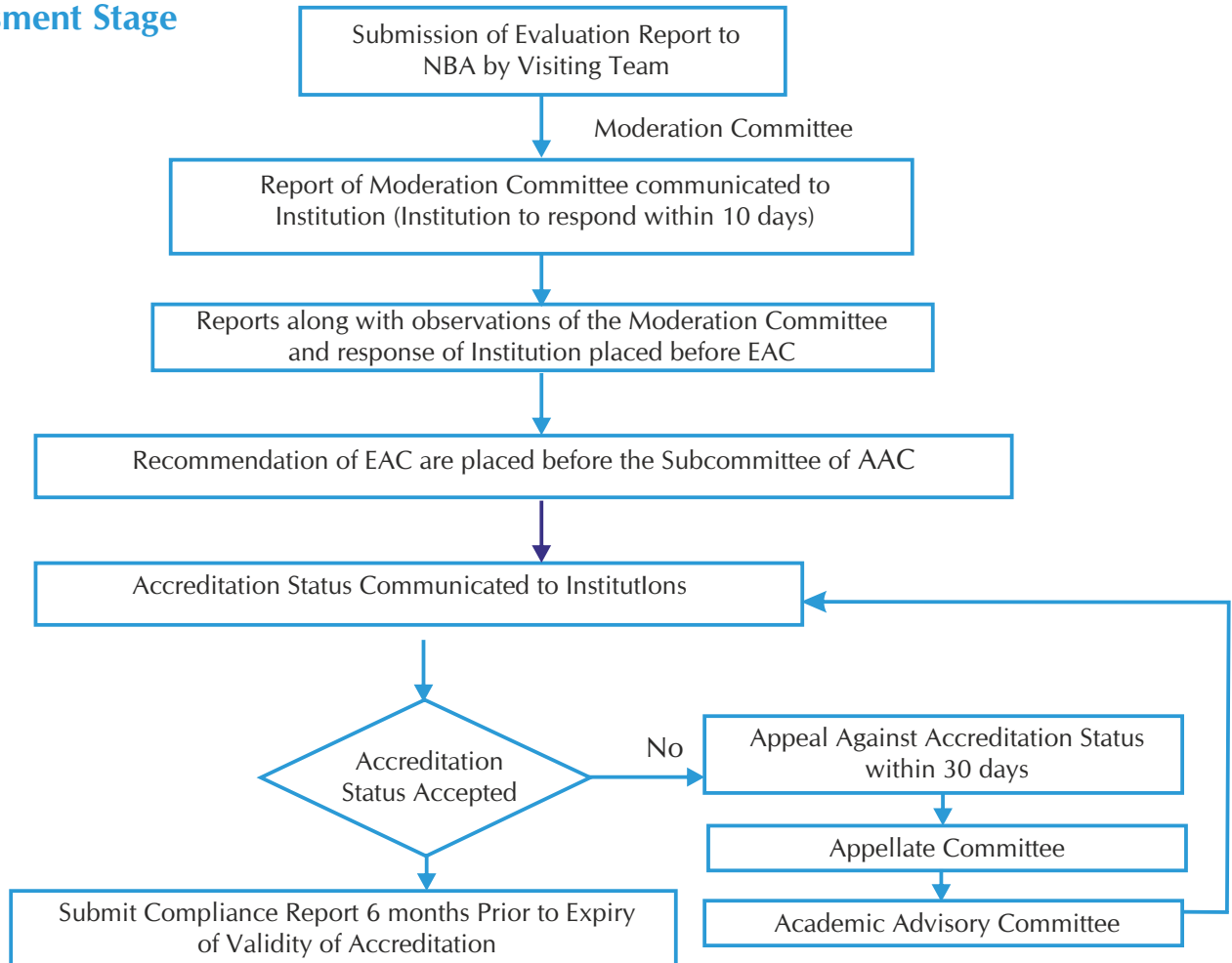


Fig. 1: Accreditation Workflow: Assessment Stage and Post-Assessment Stage

2.6.1. Initial Stage: Registration

Institutions willing to seek accreditation of its programs by NBA are required to register with eNBA. Registration with eNBA is a one-time process. After filing the initial registration form, user gets user-id and password to fill-in the complete Registration Form. Fig. 2 is screen shot of initial registration and login interface for registered institutions.

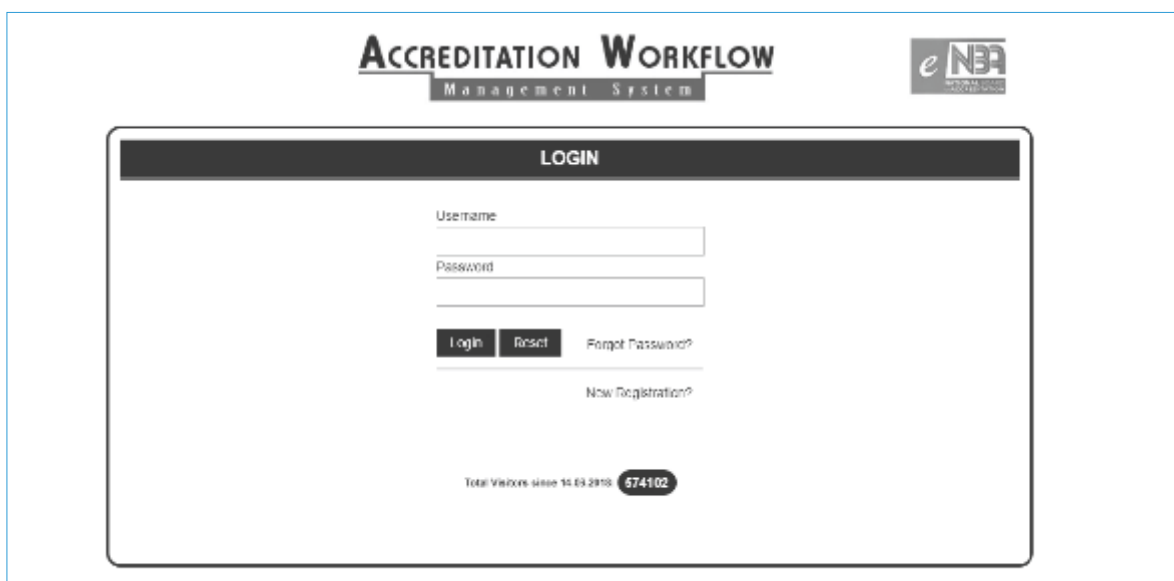


Fig. 2: Registration of Institutions on e-NBA

Steps involved in the process of registration are as follows:

- ☞ The process of registration involves filling-in and submission of basic information of the registering institution in the data input boxes on e-NBA Registration Interface. On submission of basic information, the institution receives temporary login credentials through their registered e-mail, which become permanent user ID after submission of one-time Registration Fee (**See Annexure I: Fee Structure**).
- ☞ The institution is required to login using credentials received through their registered e-mail to complete the process of registration which includes keying-in information in the data input boxes on e-NBA portal, such as the head of the institution, details of key promoters, bank details, details of the programs proposed for accreditation by the institution and uploading copies of all AICTE Approval Letters (academic year-wise) or any other appropriate regulatory authority. The copies should be duly authenticated by the Head of the institution on each page.
- ☞ The institution is required to pay one-time registration fee to complete the process of registration.
- ☞ Institutions already registered with e-NBA are not required to register again.
- ☞ The above-mentioned process should be completed within 15 working days of the initiation of the registration, failing which institution will have to register again.
- ☞ Institutions already registered with e-NBA are not required to start the process of registration again.

2.6.2 Pre-Assessment Stage

2.6.2.1 Application for Accreditation

- ☞ Registered institution may apply online for accreditation of its programs by NBA. Login into eNBA portal using login credentials obtained during the Registration process mentioned above.
- ☞ Generate appropriate format for application by selecting Discipline, Level and Programs from pull-down menus as shown in Fig. 3.

Application Form For Accreditation Add AICTE Letter

Programme(s) for Accreditation

Application Date * 12-26-2019

	Engg.&Tech./Pharmacy	Management	Computer Application
Discipline *	Select Discipline ▾	Select Discipline ▾	Select Discipline ▾
Level *	Select Level ▾	Select Level ▾	Select Level ▾
Tier *	-Select- ▾	None ▾	-Select- ▾
Programme *	Select Programme ▾	Select Programme ▾	Select Programme ▾
	Add To List	Add To List	Add To List

Note: Guidelines for Filling Application Form:

1) The Institutes can apply maximum for 5 programmes in a single application for various levels. However, MBA and MCA Programmes may be included alongwith Engineering Programmes in an application.

2) Upload all AICTE approval letters till date.

Fig. 3: Generating Application(s) for Accreditation of Specific Program

- ☞ Upload all AICTE Approval Letter for the last five years including the Current Academic Year or any other appropriate regulatory authority duly authenticated by the Head of the institution.
- ☞ Institutions can apply for accreditation up to five programs through a single application on the e-NBA portal. Management and MCA programs can be clubbed with other programs in a singly application. Applications for accreditation can be submitted any time when an institution is fairly confident that its programs comply with the relevant pre-qualifiers, and their system for outcome-based education and accreditation have been put in place and well imbibed by the faculty members of the program.
- ☞ Click at “Submit” button, for submission of temporary application to NBA for further processing. Application ID gets generated on successful submission of application.

2.6.2.2 Submission of Pre-Qualifiers

After the generation of the temporary application, the institution is required to fill in the pre-qualifiers for program(s) to be accredited through eNBA portal. Login into eNBA portal and Click at “Pre-qualifier / e-SAR” under “Application” from the Left Navigation Panel. eNBA would display your Application No., Program and

Level. Click at “Proceed to Pre-qualifiers”. e-NBA seeks information on pre-qualifiers. Screenshot of program-specific information is given below as an example in Fig. 4.

Program Specific Information for Civil Engg.

Note: Please provide details of all the programs offered by the department
Note: Please click on Add more before clicking at Save and Next.

Name of Department

Name of the Program <input style="width: 95%;" type="text"/>	Programs for Consideration --Select--	Level --Select--
Year of Start <input style="width: 95%;" type="text"/>	Year of AICTE Approval <input style="width: 95%;" type="text"/>	Initial Intake <input style="width: 95%;" type="text"/>
Increase / Decrease in Intake(Yes/No) --Select--	Current Intake <input style="width: 95%;" type="text"/>	Accreditation Status --Select--

Add More

Name of program	Program Applied Level	Start of Year	Year of AICTE Approval	Initial Intake	Intake Increase	Current Intake	Accreditation Status	From	To	Program For Consideration	Duration	Delete
												✕

Save & Next

Fig. 4: Generating Application(s) for Accreditation of Specific Program

2.6.2.3 Submission of 10 % of Total Accreditation Fee

The institution is required to submit 10 per cent of the total applicable accreditation fee (as prompted by eNBA portal) (see Annexure I: Fee Structure) along with duly filled-in pre-qualifiers for further processing of the application. This first stage fee is non-refundable. If all the pre-qualifiers applied through an application are not approved, then the application is not processed further and the institution is informed accordingly.

All pre-assessment steps mentioned-above (2.6.2.1 to 2.6.2.3) should be completed within 30 days from the generation of the temporary application. If all these steps are not completed within 30 days, the application needs to be regenerated and PQs needs to be filled again.

2.6.3 Assessment Stage

2.6.3.1 Submission of Self-Assessment Report (SAR)

Submission of Self-Assessment Report (SAR) and Assessment by Visiting Team of NBA involves the following steps:

- ☞ Once the Pre-Qualifiers are approved, the institution is required to fill-in the e-SAR for the programs whose pre-qualifiers are approved as prompted by eNBA portal.
- ☞ To fill e-SAR, login into eNBA portal, click at “PQ/e-SAR” under “Application” and start filling the e-SAR online for each program. The information filled in Pre-Qualifier come prefilled (such as student

information and faculty details) in the e-SAR and institutions are required to fill rest of the information. The e-SAR contains more detailed information about the programs and helps the institution to self-assess itself on each accreditation criteria. It is an opportunity for the institution to showcase its strengths, weaknesses, etc. for evaluation and assessment criteria of NBA. However, e-SAR is expected to be factual and not narrative. Screenshot of the Index Page of eSAR is given below as an example in Fig. 5.

Fig.5: Screenshot of eSAR: Index Page

- ☞ Once all e-SAR of individual programs are submitted, click on the final submit button and pay the remaining 90% fees for all the programs whose e-SAR has been submitted (See Annexure I – Fee Structure). Institution can view the submitted e-SAR online and save it as PDF. The e-SAR submitted online is automatically forwarded to NBA for further necessary action.
- ☞ On submission of e-SAR, institution is invited to suggest dates for the visit and prepare itself for the visit as shown in Fig. 5. Submit three sets of dates for the visit. The institution is required to propose such sets of dates for the visit when the regular classes and all academic activities of the program applied for accreditation are on. NBA selects one set of dates and communicates the same to the institution. After receiving the concurrence of the institution, the dates of visit are fixed, and Visiting Team of NBA conducts the visit.

Application Detail

Application Number --Select--

Proposed Set of Visit Dates for Expert Visit to the Institution

	Slot 1	Slot 2	Slot 3	Slot 4	Slot 5
From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fig. 6: Propose Five Sets of Dates for Visiting Team

2.6.3.2 Visiting Team to the Institution for Accreditation

- ☞ Once the institution confirms the visit date, NBA constitutes the Visit Team. A typical accreditation visit is for 3 days. The Visiting Team consists of a Chairperson and two Program Evaluators for each program.
- ☞ While constituting a Visiting Team, NBA checks for the conflict of interest, i.e., expert must not be from the same State as of the institution and should not have any professional relation with the institution and/or program. Declaration and Feedback taken from the Chairperson and Evaluators.
- ☞ The Complete Evaluation Process including composition of Visiting Team, criteria for nomination, general policies for team formation, etc. have been elaborated in Part III of General Manual available at the NBA web site.
- ☞ The following Evaluation Documents that are helpful to the Visiting Team in preparing themselves for the visit as well as guiding them on processes and procedures to be followed are available in their respective Manuals:
 - ✓ Pre-visit Preparation for Chairperson
 - ✓ Pre-visit Evaluation Report for Evaluator
 - ✓ Visit Schedule
 - ✓ List of Documents to be Verified during the Visit
 - ✓ Evaluation Guidelines
 - ✓ Chairperson’s Visit Report (Part A, B and C)
 - ✓ Evaluator’s Visit Report (Part A, B and C)
 - ✓ Certificate of Participation (to be filled-in by the Chairperson of the Visiting Team)
 - ✓ Certificate and Feedback to be filled-in by the institution

2.6.3.3 Accreditation Visit

The Evaluation Team will visit the institution seeking accreditation of its program(s) to evaluate and validate the assessment of the institution/department through the SAR of the program concerned as per specified accreditation criteria. The program evaluators may obtain such further clarifications from the institution as they may deem necessary. Although it may not be possible to describe adequately all the factors to be assessed during the on-site visit, some of the common ones are the following:

- i) Outcomes of the education provided;
- ii) Quality assurance processes; including internal reviews;
- iii) Assessment;
- iv) Activities and work of the students;
- v) Entry standards and selection for admission of students;
- vi) Motivation and enthusiasm of faculty;
- vii) Qualifications and activities of faculty members;
- viii) Infrastructure facilities;
- ix) Laboratory facilities;
- x) Library facilities;
- xi) Industry participation;
- xii) Organization.

In order to assist the Evaluation Team in its assessment, the educational institution should arrange for the following:

i. Meeting with:

- a. The Head of the Institution/Dean/Heads of Department (HoD)/Program and Course Coordinators;
- b. A member of the management (to discuss how the program fits into overall strategic direction and focus of the institution, and management support for continued funding and development of the program);
- c. Faculty members;
- d. Alumni (sans Alma Matters);
- e. Students; and
- f. Parents

ii. Availability of the following Exhibits:

- a. Profile of faculty involved in the program;
- b. Evidence that the results of assessment of course outcomes and program outcomes are being applied to the review and ongoing improvement of program effectiveness;
- c. List of publications, consultancy and sponsored/funded research projects by the program faculty;
- d. Sample materials for theory and laboratory courses;
- e. Sample test/semester examination question papers for all courses;
- f. Sample of test/semester examination answer scripts projects, assignments, (including at least one excellent, one good and one marginal pass for each examination) question papers and evidences related to assessment tools for COs and POs;
- g. Student records of three immediate batches of graduates;
- h. Sample project and design reports (excellent, good and marginal pass) by students;
- i. Sample student Feedback Form;
- j. Sample for industry-institution interaction;
- k. Results of quality assurance reviews;
- l. Records of employment/higher studies of graduates;
- m. Records of academic support and other learning activities; and
- n. Any other document that the Evaluation Team/NBA may require.

iii. Visit to:

- a. Classrooms;
- b. Laboratories pertaining to the program;
- c. Central and department library; and
- d. Computer centre.

The Evaluation Team should conduct an Exit Meeting with the Management Representative, the Head of the Institution, the Head of Department and other key officials at the end of the on-site visit to present its findings (strengths, concerns, weaknesses, deficiencies). The instituting will be given a chance to withdraw one or more programs from the process of accreditation. In this case, the Head of the Institution will have to submit the withdrawal in writing to the Chairperson of the Evaluation Team during the Exit Meeting.

2.6.4 Post-Assessment Stage

2.6.4.1 Processing of Evaluation Report

Processing of Evaluation Report submitted by the Visiting Team involves the following steps:

- ☞ Once the accreditation visit is completed, the experts prepare the Evaluation Report and submit it to the NBA.

- ☞ In respect of the UG Engineering Programs, the report is first placed before the Moderation Committee. The Moderation Committee considers the Evaluation Report and find out the borderline cases. The observations of the Moderation Committee, for such cases are communicated to the institution for seeking necessary clarification within 10 days of submission of Evaluation Report. Response of the institution is sent to Chairperson of the Visiting Team.
- ☞ The Visiting Team Report, observations of Moderation Committee and the response of the institution are considered by the EAC (Evaluation and Accreditation Committee) in the presence of Chairperson of the Visiting Team. In the case of the programs of all other disciplines the evaluation reports are considered directly by the respective EAC.
- ☞ The recommendations of the EAC are considered by the concerned Sub-Committee of AAC for taking a final decision on the accreditation status. The final status of accreditation, as per the decision of Sub-committee of AAC, is communicated to the institution by NBA.
- ☞ If the institution is not satisfied with the accreditation status of the program, it can make an appeal against the accreditation status conveyed by the NBA by submitting an appeal within 30 days of the date of receipt of the communication along with the prescribed fee as detailed in Annexure I: Fee Structure.

2.7 Continuation of Accreditation

Institutions whose UG Engineering and UG Pharmacy programs have already been granted accreditation for a period of three years, are required to submit the Compliance Report at least 6 months before the expiry of validity of accreditation along with the compliance fee.

On receipt of Compliance Report, a two-member Visiting Team of experts is constituted by NBA for the visit of the respective institution for data verification. The report of the Visiting Team is considered by the concerned committee in NBA for continuation (or otherwise) of accreditation for an appropriate period.

2.8 Accreditation Fee

Any institution which has applied for accreditation is required to pay the fee at various stages as per the details given in Annexure I: Fee Structure.

2.9 Reconsideration of Programs

If a program is 'not accredited' or withdrawn during the visit, a fresh application for accreditation of the same program could be considered after one year from the date of previous visit of the Visiting Team.

PART - III

Evaluation Process

3. Evaluation Process

The evaluation process plays a significant role in the grant of accreditation to programs of technical institutions in the country which starts with the Evaluation Team visit where the information provided by the institution in the Self-Assessment Report is verified and the report of Evaluation Team is considered for taking the final decision by NBA.

3.1. Composition of the Evaluation Team

NBA's Evaluation Team comprises of one Chairperson (Team Chair) and two Program Evaluators for each program. In case, the visit is to evaluate a single program, the Team may consist of the Chairperson and one Evaluator. In such cases, while appointing the Chairperson, NBA shall ensure that the Chairperson belongs to the same or allied program discipline. The Program Evaluators may be from amongst the serving as well as retired professionals. NBA provides training / orientation to evaluators on a regular basis through workshops and seminars to ensure smooth and standardized evaluation process,. This also helps in updating the program evaluators about the current policies of NBA.

3.2 Base Qualifiers for Evaluation Team

Institute / Industry	Evaluators		
	Qualifications	Career Profile	Accomplishments
Academic Evaluators / Research Organizations	Ph.D. preferably in an allied area (for UG & PG programs) M. Tech. or equivalent (for Diploma program)	Associate Professor + 4 plus year's experience or Scientist D and above (Research Organizations)	Minimum two publications in WoS indexed journals
Industry/Corporates	M. Tech. or B. Tech. with first division or equivalent	15 years experience in research, design, development, corporate training, quality control, etc.	Demonstrated accomplishments of a high order in an allied area of activity
For Chairperson			
	All the above conditions	<ul style="list-style-type: none"> • Should be a Professor or • Director of institution of national repute • Should have significant experience in accreditation / program evaluation • Should have administrative experience preferably as Head, Dean or Coordinator of an academic program or • should have ongoing/ completed three R&D or consultancy projects (in previous 5 years) 	May have undergone around 10 visits of NBA

3.3 General Policies for Formation of Evaluation Team

- i) The Chairperson and Program Evaluators are selected from a State which is different from the State in which the institution is located.
- ii) There should be no adverse points pending against the Evaluator. Adverse points may include:
 - ☞ Report not submitted on time;
 - ☞ Misrepresentation of certain information;
 - ☞ Violation of the code of conduct; and
 - ☞ Input from vigilance or investigating agencies
- iii) Evaluation Team is constituted by NBA after obtaining the consent of the members to undertake the visit on the specified dates.

3.4 Evaluation Documents

3.4.1 Documents Provided by NBA to the Evaluation Team

The NBA provides the following documents in print / soft form to the Evaluation Team prior to the visit:

- i) Pre Qualifiers of each program submitted by the institutions for accreditation of the program;
- ii) Self-Assessment Report of each program applied for accreditation by the institution;
- iii) Evaluation Guidelines;
- iv) Format of the Visit Report;
- v) Visit Schedule;
- vi) List of documents to be verified during the visit; and
- vii) Self-declaration and Feedback Forms for the Chairperson and Evaluators.

3.4.2 Documentary Evidences to be Kept Ready by the institution

3.4.2.1 Institution Specific

- I) Composition of General Council/Board of Governors, Senate and other Academic and Administrative bodies, their functions and responsibilities. List of all the meetings of these bodies held in the past three 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;

- ii) Rules, policies and procedures published by the institution including service book and academic regulations along with the proof that the employees / students have been made aware of the rules and procedures;
- iii) Budget allocation and utilization: Audited Statement of Accounts;
- iv) Informative website along with its address;
- v) Library resources – books and journal holdings;
- vi) Listing of core, computing and manufacturing, etc;
- vii) Records of T & P, career and guidance cells;
- viii) Records of safety checks and critical installations;
- ix) Medical care records and usages of ambulance, etc;
- x) Academic calendar, schedule of tutorial and makeup classes;
- xi) Course Files containing course details, expected Course Outcomes, sets of question papers, assignments, evaluation schemes, etc. for first year students;
- xii) Analysis for assessment and attainment of outcomes; list of additional topics to meet the outcomes;
- xiii) Feedback form, analysis of feedback and corrective actions;
- xiv) Documented feedback received from the stake-holders (e.g., Industries, Parents, Alumni, Financiers, etc.) of the Institution;
- xv) List of faculty along with their qualifications teaching first year courses;
- xvi) Results of First Year students; and
- xvii) Documents related to number of seats filled in the first year.

3.4.2.2 Program Specific

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

- i) NBA accreditation reports of the past visits, if any;
- ii) Department budget and allocations (last 3 years data);
- iii) Admission – seats filled and ranks (last 3 years data);
- iv) List/Number of students who cleared the program in 4 years (last 3 years data);
- v) Average Grade point (CGPA) (last 3 years data of students' CGPA/percentage);

- vi) Placement and higher studies data (last 3 years data);
- vii) Professional society activities, events, conferences organized, etc.;
- viii) List of students' papers along with hard-copies of the publications; professional society publications/magazines, etc.;
- ix) Sample best and average project reports/theses;
- x) Details of faculty student ratio;
- xi) Faculty details with their service books, salary details, sample appointment letters, promotion and award letters/certificates;
- xii) Faculty list with designation, qualification, joining date, publication, R & D, interaction details;
- xiii) List of faculty publications along with DOIs and publication/citation details;
- xiv) List of R & D and consultancy projects along with approvals and project completion reports;
- xv) List and proofs of faculty interaction with outside world;
- xvi) List of class rooms, faculty rooms;
- xvii) List of program specific labs and computing facilities within the department;
- xviii) List of non-teaching staff with their appointment letters, etc.;
- xix) List of short-term courses, workshop arranged and course-modules developed;
- xx) Records of new program specific facility created, if any;
- xxi) Records of overall program specific improvements, if any;
- xxii) Curriculum, POs, PEOs, Mission and Vision statements;
- xxiii) Mapping of Course Outcomes with POs and PSOs;
- xxiv) 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.;
- xxv) Rubrics developed to validate the POs and PSOs;
- xxvi) Improvement in curriculum for mapping POs and PSOs;
- xxvii) Direct and indirect assessment to show attainment of POs and PSOs;
- xxviii) Analysis of assessment and attainment of outcomes;
- xxix) Actions identified for improvement and their impact analysis;
- xxx) Stake-holders involvement in the process of improvement of POs and PSOs; and
- xxxii) Budget allocation and utilization.

3.4.3 Documents to be Returned by the Evaluation Team to NBA

The Chairperson of Evaluation Team will submit the following documents to NBA:

- i) Visit Report of Chairperson and Evaluator's Report;
- ii) Duly filled-in Self Declaration Form for the Visiting Team members including the Chairperson; and
- iii) Feedback Form to be filled-in by the members of the Evaluation Team including Chairperson.

The team should ensure that no document related to the visit is left with the institution.

3.4.4 On-Site Accreditation Visit

A two to three day visit (The complete Visit Schedule given in the respective Manuals) is conducted by the Evaluation Team constituted by NBA. The team visits the institution seeking accreditation of its program(s) to evaluate and verify the information / data submitted by the institution in the Self-Assessment Report. The evaluators may obtain clarification from the institution as they may deem necessary during the visit. The institution may arrange for discussions with the stakeholders, visit to central facilities and documentary evidences as needed.

3.5 Pre-visit Activities

- i) Once the evaluation team is finalized by NBA, the Pre-Qualifier and SAR is made available to each program evaluator at least 15 days before the on-site visit;
- ii) The Program Evaluators review the SAR and prepare the pre-visit report well in advance and send it to the Chairperson of the Visiting Team 2-3 days before the visit. The pre visit report is discussed on Day 0 of the visit; and
- iii) Members of Evaluation Team may contact NBA if necessary, for any institutional/program details while preparing the pre-visit evaluation report. In any circumstance, the member of Evaluation Team should not contact the institution directly.

3.5.1 Activities during Visit

- i) The evaluation team conducts an accreditation visit to the institution as per the visit schedule given by NBA. Duration of the visit for 1 program is of 2 days and for more than 1 program is of 3 days;
- ii) The members of Evaluation Team meet on Day-0 to review the pre-visit reports and to identify and discuss issues common to all programs. The Chairperson briefs the Program Evaluators on evaluation process during the visit which is further followed by Q&A session;
- iii) Each evaluator of respective program submits the Day-wise report to Chairperson on each day;

- iv) The Exit Meeting is conducted on last day of the visit which is chaired by the Chairperson in the presence of all the members of the Evaluation Team. Management representative / Head of the Institution / Dean / HoD / Program Coordinator / Senior Faculty Members also attend the meeting. The members of the Evaluation Team share the preliminary findings of program evaluation during the Exit Meeting. The Chairperson of the team gives an option to the institution to withdraw from any of the program(s), if the institution wishes to do so after the team has shared their findings during evaluation visit. In case, the institution opts for withdrawal of a program then it shall handover a written request to the Team Chair during the Exit Meeting. No communication regarding withdrawal will be accepted after the Visiting Team has left the institution;
- v) Each Program Evaluator submits a complete evaluation report to the Chairperson after the Exit Meeting. Chairperson prepares the Executive Summary of the visit and also consolidates the program-wise evaluation report and submits the same to NBA within 7 days from the date of Exit Meeting; and
- vi) The reports are processed as explained under Point 2.6.4 “Post Assessment Stage”. Post Assessment Stage in Stages of Accreditation.

3.6 Award of Accreditation

- i) Accreditation of the Program for Six years;
- ii) Accreditation of the Program for Three years; and
- iii) No Accreditation of the program.

The details of Award of Accreditation for each program in various disciplines is given in the respective Accreditation Manuals.

3.7 Appeal

If the institution is not satisfied with the NBA’s decision on the Status of Accreditation, then the institution can make an appeal against the decision within 30 days of date of receipt of communication from NBA along with the fee given in Annexure I. The appeal is placed before the Appellate Committee and its recommendations are considered by the Academic Advisory Committee (AAC) for taking decision on appeal.

PART - IV

Code of Conduct

4. Code of Conduct

4.1. NBA Guidelines for Code of Conduct

NBA holds its staff and volunteers to the highest standards of conduct. The following Conflict of Interest Policy and Code of Conduct are signed in writing by all participants in the NBA accreditation process. NBA requires ethical conduct by each volunteer and staff member engaged in fulfilling the mission of NBA. The organization requires that every volunteer and staff member exhibits the highest standards of professionalism, honesty and integrity. The services provided by NBA require impartiality, fairness, and equity.

NBA guidelines for interpretation of the Code of Conduct represent the objectives towards which its volunteers and staff members should strive. The personnel involved in accreditation activities can refer to these principles in specific situations.

- a. NBA volunteers and staff members agree to accept responsibility in making accreditation decisions and credential evaluations consistent with approved criteria in the interest of safety, health, and welfare of the public and to disclose promptly factors that might endanger the public interest.
- b. NBA volunteers and staff members agree to perform services only in areas of their competence. All those involved in NBA activities shall undertake accreditation assignments only when qualified by education and/or experience in the specific technical field involved.
- c. NBA volunteers and staff members agree to act as faithful agents or trustees of NBA, avoiding real or perceived conflicts of interest whenever possible, disclosing them to affected parties when they do exist.
- d. NBA volunteers and staff members agree to keep confidential all matters relating to accreditation decisions and credential evaluations unless by doing so they endanger the public or are required by law to disclose information.
- e. NBA volunteers and staff members agree to conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the reputation and usefulness of NBA.
- f. NBA volunteers and staff members agree to treat fairly all persons regardless of such factors as race, religion, gender, disability, age, national origin, marital status, or political affiliation. All those involved in accreditation activities and credentials evaluations shall act with fairness and justice to all parties.
- g. NBA volunteers and staff members agree to assist colleagues and co-workers in their professional development and to support them in following this Code of Conduct.
- h. NBA will provide a mechanism for the prompt and fair adjudication of alleged violations of the Code of Conduct. Persons found to be in violation of the Code may be subject to any of a number of sanctions including ineligibility for service in further activities on behalf of NBA.

4.2. Conflict of Interest

Members of the GC, EC, or other Committees of NBA, Program Chairperson, Program Evaluators, Accreditation Consultants, or any staff member should not create situations that may result in Conflicts of Interest or questions regarding the objectivity and credibility of the accreditation process. NBA expects these individuals to behave in a professional and ethical manner, to disclose real or perceived conflicts of interest, and to recuse themselves from discussions or decisions related to real or perceived conflicts of interest. The intent of this policy is to: maintain credibility in the accreditation process and confidence in the decisions of NBA; assure fairness and impartiality in decision-making; disclose real or perceived conflicts of interest; act impartially and avoid the appearance of impropriety.

- a. Individuals representing NBA must not participate in any decision-making capacity, if they have or have had a close, active association with a program or institution that is being considered for official action by NBA.
- b. Individuals must absent themselves from any portion of an NBA meeting in which discussions or decisions occur for which they have a real or perceived Conflict of Interest. Real or perceived conflicts may occur if there is: a close, active association with a program or institution; a financial or personal interest; or any reason that the individual cannot render an unbiased decision.

The names of individuals who have recused themselves during a meeting for conflicts of interest will be recorded.

4.3. Conflict of Interest Policy

4.3.1. Purpose

The purpose of Conflict of Interest Policy is to:

- ☞ To maintain credibility and transparency in accreditation process; and
- ☞ To have confidence and assurance of fairness and impartiality in the decision making vis-à-vis the accreditation processes.

4.3.2. Persons of Interest who must Declare any Conflict of Interests

Members of Governing Council, Executive Committee, Academic Advisory Committee, Evaluation and Accreditation Committee, Chairpersons/ members of Visiting (Evaluation) Team, Resource Persons, Master Trainers, and Consultant and Staff of NBA.

4.3.3. Procedure

In order to avoid potential or perceived Conflict of Interest, the persons are not expected to:

- ☞ have personal or financial interests of any kind in the university / institution; or
- ☞ have or had a close, active association with the programme or faculty / school / department in the university / institution that is being considered for accreditation. Some of the close / active associations are:
 - ☞ serving as Faculty or Consultant, either currently or in the past, for the university / institution whose programme is being considered for accreditation;
 - ☞ being an Alumnus or a recipient of honorary degree from the university / institution whose programme(s) is / are being considered for accreditation;
 - ☞ hold current or past membership of a board of the university / institution or any advisory committee in the university / institution whose programme is being considered for accreditation;
 - ☞ having current or past discussions or negotiations of employment with the institutions. The list above is just illustrative, and not exhaustive.
- ☞ The persons having Conflict of Interest must absent themselves from any NBA meeting(s) in which discussions or decisions occur for which they have any actual or possible Conflict of Interest.
- ☞ Governing Council, Executive Committee, Evaluation and Accreditation Committee and Staff members of NBA may observe an accreditation visit, but they are not eligible to serve as members or Chairpersons of Evaluation Team.
- ☞ All individuals representing NBA must sign a Conflict of Interest indicating that they have read and understood the policies.

4.3.4. Duty to Disclose

The responsibility of disclosing any conflict of interest lies with the individuals identified as persons of interest. They must come forward voluntarily and disclose the nature of their conflict and recuse themselves from discussions about the institution with which they have the said conflict.

4.4. NBA Policy on Misconduct shown or/and done by an Institution

NBA holds all the higher technical and educational institutions to the highest standards of conduct. However, if an institution indulges in misconduct and wilful misinformation of data and NBA comes to know about it,

appropriate penalty would be awarded to the institution after due verification of the facts by way of either inquiry and/or the institution given an hearing as detailed below:

Sr. No.	Misdemeanor	Penalty
1.	False/misleading advertisement not conforming to NBA norms in any public media.	Notice to withdraw false information within 7 days or else withdrawal of accreditation.
2.	Information on website conflicting with SAR.	Notice to correct information on website within 7 days or else withdrawal of accreditation.
3.	False information in pre-qualification form – clerical/typo errors.	Re-submission within 2 weeks.
4.	False information in pre-qualification form – wilful falsification of data.	Not Eligible for accreditation for 2 years.
5.	False information in SAR not affecting accreditation.	Re-submission of information within 4 weeks.
6.	False information in SAR affecting accreditation.	Not Eligible for accreditation for 3 years.
7.	Attempts to influence Visiting Teams or other NBA authorities.	Not Eligible for accreditation for 2 years.
8.	Non-cooperation with NBA teams on official or surprise visits.	Not Eligible for accreditation for 2 years.

PART - V

Feedback

Feedback

Appraisal 360° works by gathering the opinions of a number of people. A series of carefully structured questions prompt one to assess skills in a number of key areas. A number of other people are then asked to give their perception by answering a set of questions, which are then compiled into a feedback report. It is envisaged that such feedback will help in bringing transparency and objectivity in the evaluation process which will help in improving quality of the accreditation process, the cherished goal of all the stakeholders.

The 360° Feedback Forms are available online for the institutions, chairpersons and the evaluators by NBA. They have the flexibility to either fill-in the form online or download the form and submit the same by mail within 3 days of the visit. These forms are mentioned below:

- A. Feedback Form to be Filled-in by the Head of the Institution: This Form mainly focuses on the feedback on the entire Evaluation Team comprising the Chairperson and Evaluators regarding the accreditation and evaluation process and seeking comments about the general behaviour of the Evaluation Team.
- B. Feedback Form to be Filled-in by the Chairperson: This Form mainly focuses on the feedback on the performance of the Evaluators and also about the cooperation and coordination rendered by the institution at the time of accreditation visit.
- C. Feedback Form to be Filled-in by the Evaluators: This Form mainly focuses on the feedback on the Chairperson, Co-evaluators and also about the cooperation and coordination rendered by the institution at the time of accreditation visit.
- D. Feedback Form to be Filled-in by the Chairperson / Evaluators in Respect of Service Provider- This Form mainly focuses on the feedback on the performance of the service providers during the visit of accreditation.

Annexures

Fee Structure & Refund Policy

Fee Structure

1. Registration Fee

The Registration Fee amount is Rs.1,00,000 only + (Taxes as applicable from time-to-time)

2. Accreditation Fee

- a. Processing fees to be paid by the institution for NBA accreditation for any program except Engineering Diploma

No. of Programs to be Accredited	Payment to be made with the application plus taxes as applicable from time-to-time (Amount in Rupees)
1	2,00,000 + Taxes
2	4,00,000 + Taxes
3	6,00,000 + Taxes
4	8,00,000 + Taxes
5	10,00,000 + Taxes

- b. Processing fees to be paid by the institutions for NBA accreditation of Engineering Diploma Program:

No. of Programs to be Accredited	Payment to be made with the application plus taxes as application plus taxes as applicable (Amount in Rupees)
1	2,00,000 + Taxes
2	3,50,000 + Taxes
3	5,00,000 + Taxes
4	6,50,000 + Taxes
5	8,00,000 + Taxes

3. Appeal Fee

Rs. 1,50,000/- per program + Taxes as applicable from time-to-time

4. Compliance Fee

a. UG Engineering Programs

No. of Programs to be Accredited	Payment to be made with the application plus taxes as applicable (Amount in Rupees)
1	2,00,000 + Taxes
2	2,50,000 + Taxes
3	3,00,000 + Taxes
4	3,50,000 + Taxes
5	4,00,000 + Taxes

b. UGC Pharmacy Programs and Diploma Engineering Programs

No. of Programs to be Accredited Payment to be made with the application plus taxes as applicable (Amount in Rupees)

No. of Programs to be Accredited	Payment to be made with the application plus taxes as applicable (Amount in Rupees)
1	1,00,000 + Taxes
2	1,50,000 + Taxes
3	2,00,000 + Taxes
4	2,50,000 + Taxes
5	3,00,000 + Taxes

Mode of Payment

The institution may pay the fee (Registration/Accreditation) by the following modes:

- i. Net Banking
- ii. Credit/ Debit Card
- iii. NEFT/RTGS as per the details given below:-

A/c Name: National Board of Accreditation

A/c No: 054805000417

IFC Code: ICIC0000548

Branch Address: Bhisham Pitamah Marg, Pragati Vihar, New Delhi - 110003GST

Registration No: 07AAAAN8753G1ZF

PAN Registration No: AAAAN8753G

With regard to the payment through eNBA, please indicate GST Registration No. of your organization.

Refund Policy

a. Withdrawal of Program(s) by the Institution after Payment of Accreditation Fee but before the Constitution of the Visiting Team

In case an institution requests for withdrawal of the program or programs applied by it after its application has been approved in NBA for further processing and the fee has been paid by the institution, 10% of the accreditation fee per program paid by the institution shall be deducted while refunding the fee as per the request of the institution.

Note: Applicable to the applications in old format where Pre-Qualifiers are not applicable.

b. Closing /Disposing-off the Application Submitted by the Institution due to Institution not Responding to NBA's Communication

In case the application is closed after giving a final notice to the institution when it fails to submit the pre-qualifiers/SAR/Visit Dates even after the prescribed timelines are over and does not respond to the reminders sent by NBA, 20% fee paid by the institution shall be deducted while refunding the Fee paid by it.

c. Cancellation/Postponement of the visit of the Program(s) by the Institution after the Expert Team has been Constituted

If the institution causes postponement of the visit after the Expert Team has already been constituted for the purpose, an additional fee of 25% shall be required to be paid before the visit is rescheduled and if the institution causes cancellation of the visit after the Expert Team has already been constituted for the purpose, there would be a cancellation fee of 25% deducted from the fees paid by the institution.

National Board of Accreditation

NBCC Place, 4th Floor East Tower, Bhasham Pitamah Marg, Pragati Vihar, New Delhi 110003

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E-mail: membersecretary@nbaind.org; Website: www.nbaind.org