Criteria wise Evaluation Guidelines and Document Verification during NBA team visit
(Tier – II Institution)

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Criteria wise Marks

Criteria No.	Criteria	Tier – I Marks	Tier-II Marks
	Programme Level Criteria		
1	Vision, Mission and Program Educational Objectives	50	60
2	Program Curriculum and Teaching-Learning Processes	100	120
3	Program Outcomes and Course Outcomes	175	120
4	Students' Performance	100	150
5	Faculty Information and Contributions	200	200
6	Facilities and Technical Support	80	80
7	Continuous Improvement	75	50
	Institute Level Criteria		
8	First Year Academics	50	50
9	Student Support Systems	50	50
10	Governance, Institutional Support, and Financial Resources	120	120
	Total	1000	1000

Criterion 5. Faculty Information and Contributions (Tier II)

	Sub-Criterion	Marks
5.1	Student-Faculty Ratio (SFR)	20
5.2	Faculty Cadre Proportion	25
5.3	Faculty Qualification	25
5.4	Faculty Retention	25
5.5	Innovations by the Faculty in Teaching and Learning	20
5.6	Faculty as participants in Faculty development /training activities /STTPs	15
5.7	Research and Development	30
5.8	Faculty Performance Appraisal and Development System (FPADS)	30
5.9	Visiting/Adjunct/Emeritus Faculty etc.	10

Sub-Criterion 5.1 Student-Faculty Ratio (SFR)

Evaluation Guidelines

- Marks to be given proportionally from a maximum of 20 to a minimum of 10 for average SFR between 15:1 to 25:1, and zero for average SFR higher than 25:1.

    - ≤ 15 - 20 Marks
    - ≤ 17 - 18 Marks
    - ≤ 19 - 16 Marks
    - ≤ 21 - 14 Marks
    - ≤ 23 - 12 Marks
    - ≤ 25 - 10 Marks
    - > 25 - 0 Marks

- 25:1 for the Accreditation of 3 years and 15:1 for the Accreditation of 6 years.

Sub-Criterion 5.1 Exhibits/Context to be Observed/Assessed

- SFR is to be verified considering the faculty of the entire department.
- No. of Regular faculty calculation considering **Regular faculty definition;** Faculty appointment letters, time table, subject allocation file, salary statements.
- No. of students calculation as mentioned in the SAR (as per table under criterion 5.1)
- Faculty Qualification as per AICTE guidelines shall only be counted

Note: Minimum 75% should be Regular faculty and the remaining can be Contractual Faculty as per AICTE norms and standards.

- The contractual faculty (doing away with the terminology of visiting/adjunct faculty, whatsoever) who have taught for 2 consecutive semesters in the corresponding academic year on full time basis shall be considered for the purpose of calculation in the Student Faculty Ratio
- The faculty to be counted as regular faculty in the respective year, if the faculty has joined before or on 31st August of the same year and continued till 30th April of the subsequent year.
- The PhD faculty count requirement shall be calculated on the pro-rata basis – with at least 75% to be part of the regular faculty, and the remaining being part of the contractual faculty, if any.
- The available and required number of PhD. in the department would be calculated on the average basis for the previous two academic years including the current academic year.
- The available and required number of PhDs in the department shall be truncated to its nearest lower integer.
- If a member of regular or contractual faculty is designated as lecturer, even though holding an MTech degree, the same will not be counted against the faculty requirements.

Sub-Criterion 5.2 Faculty Cadre Proportion

Evaluation Guidelines

AF – Available Faculty RF – Required Faculty

Tier II

- Cadre Proportion Marks = $\left[\left(\dfrac{AF1}{RF1}\right)+\left(\dfrac{0.6\times AF2}{RF2}\right)+\left(\dfrac{0.4\times AF3}{RF3}\right)\right]\times 12.5$

  If AF1 = AF2 = 0 then zero marks

- Maximum marks to be limited if it exceeds 25

Sub-Criterion 5.2 Exhibits/Context to be Observed/Assessed

- Faculty Qualification and experience required for cadre posts shall only be considered as per AICTE norms/guidelines

- Cadre wise No. of faculty available; Faculty qualification and experience and eligibility; Appointment/Promotion orders

- Cadre wise no. of faculty required as per AICTE guidelines (refer calculation in SAR)

Sub-Criterion 5.3. Faculty Qualification

Evaluation Guidelines:

FQ = 2.5 x [{10X + 4Y}/F] (Tier II)

FQ = 2.0 x [{10X + 4Y}/F] (Tier I)

where X is no. of faculty with Ph.D.; Y is no. of faculty with M.Tech.; F is no. of faculty required to comply 1:20 Faculty Student ratio

Exhibits/Context to be Observed/Assessed:

- Documentary evidence – Faculty Qualification

Sub-Criterion 5.4 Faculty Retention

Evaluation Guidelines:

A. 90% of required Faculties retained during the period of assessment keeping CAY$m2$ as base year (Marks-25)

B. 75% of required Faculties retained during the period of assessment keeping CAY$m2$ as base year (Marks-20)

C. 60% of required Faculties retained during the period of assessment keeping CAY$m2$ as base year (Marks-15)

D. 50% of required Faculties retained during the period of assessment keeping CAY$m2$ as base year(Marks-10)

E. Otherwise (0)

Exhibits/Context to be Observed/Assessed

- Faculty date of joining; at least three month (July-April-May) salary statement for each of the assessment years.

Sub-Criterion 5.5 Innovations by the Faculty in Teaching and Learning

Evaluation Guidelines

A. The work must be made available on Institute Website (4)

B. The work must be available for peer review and critique (4)

C. The work must be reproducible and developed further by other scholars (2)

D. Statement of clear goals, use of appropriate methods, significance of results, effective presentation and reflective critique (10)

Exhibits/Context to be Observed/Assessed

A. Availability on Institute website; awareness among faculty and students of the department

B. Self -explanatory

C. Self -explanatory

D. Innovations that contribute to the improvement of student learning, typically include use of ICT, instruction delivery, instructional methods, assessment, evaluation etc.

Sub-Criterion 5.6: Faculty as participants in Faculty development /training activities/ STTPs

Evaluation Guidelines

- For each year: Assessment = $3 \times$ Sum/0.5RF

- Average assessment over last three years starting from CAYm1

Exhibits/Context to be Observed/Assessed

- Relevance of the training/development programme

- No. of days; No. of faculty

- The Institute must seek a report from the faculty who participated in the FDPs and training programs on knowledge and methods they learnt and propose to use. The format of the report can be decided at the Institute level

Sub-Criterion 5.7: Research and Development

- 5.7.1 Academic Research (10)
- 5.7.2 Sponsored Research (05)
- 5.7.3 Development Activities (10)
- 5.7.4 Consultancy (From Industry) (05)

Evaluation Guidelines

5.7.1 Academic Research

A. Number of quality publications in refereed/SCI Journals, citations, Books/Book Chapters etc. (6)

B. PhDs guided /PhDs awarded during the assessment period while working in the institute (4)

Exhibits/Context to be Observed/Assessed:

A. Quality of publications; publications copy

B. Documentary evidence

Sub-Criterion 5.7: Research and Development.....Contd.

Evaluation Guidelines:

Funded research from outside; Cumulative during CAYm1, CAYm2 and CAYm3

- Amount > 20 Lakh   – 5 Marks
- Amount ≥ 16 Lakh and ≤ 20 Lakh   – 4 Marks
- Amount ≥ 12 Lakh and < 16 Lakh   – 3 Marks
- Amount ≥ 8 Lakh and < 12 Lakh   – 2 Marks
- Amount ≥ 4 Lakh and < 8 Lakh   – 1 Mark
- Amount < 4 Lakh   – 0 Mark

Documentary Evidence:

- Funding agency
- Amount
- Duration
- Research progress
- Outcome

Sub-Criterion 5.7.3 Development Activities

Evaluation Guidelines

A. Product Development

B. Research laboratories

C. Instructional materials

D. Working models/charts/monograms etc.

The Department should make a list of the things developed and preferably create some posters.

Exhibits/Context to be Observed/Assessed:

- Self explanatory

Sub-Criterion 5.7.4 Consultancy (From Industry)

Evaluation Guidelines

Consultancy; (Cumulative during CAYm1, CAYm2 and CAYm3)

- Amount > 10 Lakh – 5 Marks

- Amount ≥ 8 Lakh and ≤ 10 Lakh – 4 Marks

- Amount ≥ 6 Lakh and < 8 Lakh – 3 Marks

- Amount ≥ 4 Lakh and < 6 Lakh – 2 Marks

- Amount ≥ 2 Lakh and < 4 Lakh – 1 Mark

- Amount < 2 Lakh – 0 Mark

Documentary Evidence:

- Funding agency

- Amount

- Duration

- Research progress

- Outcome

Sub-Criterion 5.8. Faculty Performance Appraisal & Development System

Evaluation Guidelines

A. A well-defined performance appraisal and development system instituted for all the assessment years (10)

B. Its implementation and effectiveness (20)

Department should include the steps it has taken to develop the competencies of its faculty.

Exhibits/Context to be Observed/Assessed:

A. Notified performance appraisal and development system; Appraisal Parameters; Awareness

B. Implementation, Transparency and Effectiveness

Sub-Criterion 5.9: Visiting/Adjunct/ Emeritus Faculty etc.

Evaluation Guidelines

- Provision of Visiting /Adjunct/Emeritus faculty etc.(1)

- Minimum **50** hours per year interaction (per year to obtain three marks : 3 x 3 = 9)

Department should prepare a report on the activities and contributions made by these faculty.

Exhibits/Context to be Observed/Assessed:

- Documentary evidence

All the sources used for presentation are duly acknowledged

Thanks