

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 6: Facilities and Technical Support

Sub-Criterion	Tier II
6.1 Adequate and well-equipped laboratories, and technical manpower	30
6.2 Additional Facilities created for improving the quality of learning experience in Laboratories.	25
6.3 Laboratories: Maintenance and overall ambience	10
6.4 Project laboratory/Facilities	05
6.5 Safety measures in laboratories	10
TOTAL	80

## Sub-Criterion 6.1

- Evaluation Guidelines for Tier II Institute:
  - A. Adequate well-equipped laboratories to run all the program-specific curriculum (20 Marks)
  - B. Availability of adequate technical supporting staff (5 Marks)
  - C. Availability of qualified technical supporting staff (5 Marks)

Data to be provided (for both Tier 1 and Tier II institute):

Sr. No.	Name of the Laboratory	No. of Students per Setup (Batch size)	Name of the Important Equipment	Weekly utilization status (all the courses for which the lab is utilized)	Technical Manpower Support		
					Name of the Technical Staff	Designation	Qualification
1.							
N.							

# Good Practices

- A chart showing the utilization can be maintained in each lab.
- When the Lab is being shared by different departments:
  - Authority for allocation of Lab resources and Support Staff must be shown clearly.
  - It must be ensured that students of all the programs who are using the Lab are happy with the services provided in the Lab. (It may be necessary to get feedback from the students to ensure this)
  - Clear policy must be established for providing additional slots when required.

## Sub-Criterion 6.2: Additional Facilities Created for Improving the Quality of Learning Experience in Laboratories

- Data to be Provided

Sr. No.	Faculty Name	Details	Reason(s) for creating facility	Utilization	Areas in which students are expected to have enhanced learning	Relevance to Pos and PSOs
1.						
N.						

## Sub-Criterion 6.2..... Contd.

- Evaluation Guidelines:
  - A. Availability and relevance of additional facilities (10 Marks)
  - B. Utilization of facilities and effectiveness (10 Marks)
  - C. Relevance to POs and PSOs (5 Marks)
- Supporting documents must be available.
- Avoid listing routine equipment like Projectors as additional facilities!
- Impact analysis must be done. Actions must be taken based on such analysis. Supporting documents must be maintained.
- Records of sharing these facilities must be maintained, if relevant.

## Sub-Criterion 6.3: Laboratories: Maintenance and Overall Ambience

- Evaluation is based on the perception of the Visiting Team when they inspect the facilities.
- Good Practices:
  - Implement preventive maintenance where required. Have policy documents and implementation records.
  - Calibrate the equipment where necessary. Have policy documents and implementation records.
  - Maintenance records must be up to date.
  - Implement the necessary inventory policies for the components/materials.



## Sub-Criterion 6.4: Project Laboratory/Facilities

- Evaluation is based on the perception of the Visiting Team when they inspect the facilities.
- Good Practices:
  - Ensure that a separate laboratory is provided for project work. Do not combine it with Regular Laboratory / Research Laboratory.
  - Maintain a logbook of utilization of the facility.
  - Provide flexible access timings if feasible.
  - Allocate necessary budget for the maintenance and upgradation.

## Sub-Criterion 6.5: Safety Measures in Laboratories

- Evaluation is based on the perception of the Visiting Team when they inspect the facilities.
- Good Practices:
  - Ensure that proper safety instructions are prominently displayed at appropriate places in the laboratory.
  - Laboratories like High Voltage Laboratory need special safety measures. Ensure that relevant safety standards are followed. Maintain necessary records.
  - Ensure proper maintenance of safety equipment like Fire Extinguishers. Have necessary records.
  - Ensure that proper standards are followed while handling / storing hazardous chemicals, explosive substances etc.
  - Ensure that First-Aid Kits are in proper condition.
  - Have a Standard Operating Procedure for emergencies.
- Based on specific local context, implement any other safety measures in the laboratories as required.

All the sources used for presentation are duly acknowledged

Thanks