

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

NBA Team Visit Schedule – UG Engineering

Visit Dates: 09/08/2019 to 11/08/2019

Day 1: Morning Session 9:00am to 1:00pm on 09/08/2019

Arrival 8:45 am at the Institute

Time	Participants	Theme	Observations
PART - I			
9:00am- 9:20am	Entire Team	Introductions	At the Institute Board room/Senate room Director will introduce the NBA Team to all BOG/BWC/FC members, all Deans & Associate Deans, all HODs & Registrar Reception committee will coordinate the activity
9:20am- 10:00am	Entire Team and Management /Institution representatives	Director's Presentation about the Institute	Certainly not more than 45 minutes BOG/BWC/FC members, Director, all Deans & Associate Deans, all HODs, Registrar Dr. Ch. M. S. Rao, DCE & Dr. Dinesh Kumar, DPIE
10:20am – 12:30pm	Chairman	Visit Central facilities, 1 st Year Labs, meet 1 st Year faculty <u>Route plan:</u> <ul style="list-style-type: none"> • Conference Hall • Institute Computer Centre • CAD laboratory • Central Library • New Lecture hall complex • Hostels (Boys), Gymkhana, Bank , Post Office & provisional stores, Canteen, Dispensary & Sports facilities • Hostels (Girls) • Old Library, Main building South Annexure 1st Year faculty meeting 1st Year Labs (Maths, Phy, Chem & HSSM)	<u>Visiting team composition:</u> NBA evaluation team Chairman, BOG/BWC/FC members, Director, all Deans, HoDs & Registrar PI/Section in-charges and supporting staff must be available at their respective sections/offices Central facilities committee members will coordinate the activity Venue: DMATHS, C-Lab in South Annexure, Ground floor Prof. Tarani Mandal, HoD, DMATHS will coordinate the activity. In respective Depts., HoDs & PI Lab will coordinate the activity

PART - II			
10:15am – 11:00am	Experts in respective departments	Presentation by HoD	Respective HoDs will give presentation in front of Experts All faculty members of the respective Departments should attend the presentation by HoD
11:00am – 12:00pm	Experts in respective departments	Meeting with Program faculty	All faculty members of the respective program should attend the meeting with experts
12:00pm – 12:30pm	Experts in respective departments	Individual meetings with a few (3-4) faculty as decided by the experts	Selected faculty members as decided by the experts
12:30pm – 1:00pm	Entire team meets alone	To share thoughts	Board Room/Senate room
1:00pm – 2:00pm	Working Lunch at the Institute (Hospitality committee will coordinate the event)		

Day 1: Afternoon: 2.15pm to 5.30pm on 09/08/2019

Time	Participants	Work Theme	Observation
2:15pm -4:30pm	Chairman	Discussion and Study of Admin-Different committees and their working	Board Room/Senate room Different committees constituted at Institute level Committee wise meeting with Chairman
2:15pm -4:30pm	Experts	Laboratories to see equipment adequacy, Conduct of lab sessions	Friday is normally a working day. So, labs would be functioning PI Labs, Lab technicians & students working in the regular lab classes
4:30pm -5:30pm Day 1 the Institute ends	A meeting at the Institute to review the day's work Venue: Board room/Senate room		

Day 2: Morning Session 9:30am – 1:00pm on 10/08/2019

Time	Participants	Work Theme	Observations
PART - I			
9:30am – 10:00am <i>To be adjusted for the time table</i>	All Team	Lectures. Every member on his own	Either one or two halves. Allows one to see conduct of teaching. At respective Departments
10:00am – 12:00pm	Chairman	Study Budget, Accounts etc.	Board room/ senate room Account & budget details should be made available Registrar, AR (Finance) & accountants will coordinate the activity
PART - II			
10:00am – 1:00pm	Experts	Study all evidence for attainment POs	In the respective Departments HoD & Faculty members will produce the evidence documents for attainment of POs in their courses.
12:00pm – 1:00pm	Chairman	Visit to placement office	PI, Training & Placement cell will present the activities of TAP cell. PI, Members & student coordinators will attend the meeting in the TAP office.
1:00pm – 2:00pm	Working Lunch at the Institute (Hospitality committee will coordinate the event)		

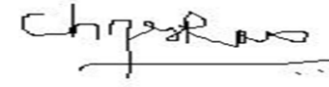
Day 2: Afternoon Session 2:00pm – 4:15pm on 10/08/2019

Time	Participants	Work Theme	Observations
2:00pm – 3:30pm	Experts	Visit and study of projects, towards attainment of POs	In the respective Departments HoD & Faculty members, PI, NID projects will produce the evidences of study of projects, research projects, products developed towards attainment of POs.
2:30pm – 3:00pm	Chairman	Alumni, Parents, employers	Alumni, Parents, employers will attend the meeting with Chairman in the Conference hall in the computer centre. Dean (A&IR), Dean (SW), PI, Training and Placement cell and student representatives will coordinate the activity
3:30pm – 4:00pm	All Team	Faculty meeting	All faculty members of the Institute should attend the meeting in the Conference hall. Dean (FW) & Associate Dean (FW) will coordinate the meeting
4:00pm – 4:30pm	All Team	Students	Students of I, II, III & IV year should attend the meeting. Dean (SW) & Associate Dean (SW), Students Council members will coordinate the event.
4:30pm onwards	All Team	Report writing	Board room/ senate room
4:30pm Depart for place of stay			

Day 3: Morning Session 10:00am – 11:00am on 11/08/2019

10:00am – 10:45am Exit meeting: Chairman and Evaluators present their exit comments
BOG/BWC/FC members, Director, all Deans & all HoDs and Registrar should attend the exit meeting

11:00am Expression of gratitude by Director to all
Visit Concludes



PLACE: NIT Jamshedpur

DATE: 26/07/2019

(Ch. MADHU SUDANA RAO)

Associate Dean (Academic: Accreditation & Recognition)

Copy to:

1. O.O Director, for favour of information to the Director.
2. All BOG/BWC/FC members with a request to be present at the Institute during the NBA visit
3. Registrar for n. a.
4. All Deans & Associate Deans for n.a.
5. All HoDs for n.a.
6. Librarian, Central Library for n.a
7. Chief Warden & Wardens for n.a.
8. Institute Medical Doctor for n.a
9. All PIs Central facilities for n.a.
10. All Officers and Section I/Cs for n.a.
11. All PIs/Coordinators/Section or Division (Civil/Electrical/Water works) I/Cs & members for n.a.
12. All Faculty & Staff of the Institute for n.a.
13. All Students & Student council for n.a.
14. All Alumni/Parents/Employers for n.a.
15. All Committees at Institute level for n. a.
16. All concerned in security/watch & ward/housekeeping for n.a.