



INTERNAL QUALITY ASSURANCE CELL
BIRLA INSTITUTE OF TECHNOLOGY,
MESRA, RANCHI-835215

Observations of Review Visit done by IQAC Team to University Polytechnic

Team Members of the IQAC visited University Polytechnic on 16 August, 2023 to inspect and review the preparations of University Polytechnic ahead of their NBA visits scheduled from 15-17 September, 2023 for accreditation of Diploma Computer Engineering (CE) and Electronics and Communication Engineering (ECE) programs.

Observations/Suggestions:

General:

1. Vision, Mission, Values of University Polytechnic should be prominently put on display in common areas, board rooms, conference halls, corridors etc.
2. Program Outcomes may be displayed on Laboratory walls. Laboratory manuals, safety guidelines, steps for usage of equipment may also be put on notice boards. Safety measures, fire extinguishers etc should be in place.
3. Preparation of exhibits in accordance with NBA Manual for Accreditation for Diploma Engineering Programs is suggested
4. All documents presented in files should be duly authenticated by the Competent Authority, indexed and tagged in a manner that makes locating documents easy as per the index.

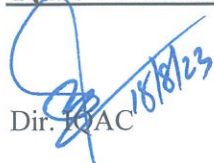
Institute Specific Files:

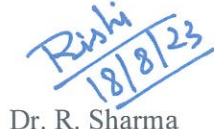
1. File 2 - Rules, policies and procedures published by the institution including service book and academic regulations along with the proof that the employees / students have been made aware of the rules and procedures – screenshots of Institute website where policies / regulations have been made may be included. Photos of notice boards informing students of rules, code of conduct etc. may be added to the files
2. File 3 – Budget allocation and utilization: Audited Statement of Accounts – Notification/Office Order of Budget Committees formed in assessment period may be included in the file
3. File 10 – Academic Calendar, Schedule of tutorial and make up classes – including notice, schedule, attendance records of “bridge classes”, “remedial classes”, if any, may be considered
4. Files 11 – 14 – were under process

Program Specific Files:

1. Profile of faculty – salary slips of faculty members pertaining to the assessment period are to be added to the Personal Files of faculty members
2. Other documents were merged with Evidence files of SAR. It is recommended to exhibit these documents in a separate set of files numbered as per NBA Manual.

IQAC Members:


Dir. IQAC


Dr. R. Sharma


Member Secretary

University Polytechnic:


Dir. University Polytechnic


Coordinator – ECE


Coordinator – CE