

राष्ट्रीय प्रत्यायन बोर्ड

चौथा तल, ईस्ट टावर, एन. बी. सी. सी. प्लेस, भीष्म पितामह मार्ग, प्रगति विहार, लोधी रोड, नई दिल्ली -110003

NATIONAL BOARD OF ACCREDITATION

4th Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi 110003



File No. 11-162-2010-NBA

Date: 18.08.2022

To,

The Principal

University College of Engineering, Kakinada,
Pithapuram Road, Kakinada, East Godavari,
Andhra Pradesh- 533003

Vice-Principal (Admin)
MW
27/8

Subject: Visit of Expert Team to University College of Engineering, Kakinada, Pithapuram Road, Kakinada, East Godavari, Andhra Pradesh- 533003 from 02nd- 04th September, 2022 to evaluate UG Engineering programs in Tier I format for grant of NBA accreditation.

Sir,

Please refer to your Application ID No. 6522- 11/02/2022 on e-NBA requesting National Board of Accreditation (NBA) for evaluating the following UG Engineering programs for accreditation in Tier-I format:

1. Civil Engineering
2. Computer Science & Engineering
3. Mechanical Engineering
4. Electrical & Electronics Engineering
5. Electronics & Communication Engineering

An Expert Team has been constituted and a visit of the Team has been scheduled from 02nd- 04th September, 2022 for evaluating the above programs.

2. Please find enclosed herewith a copy of the Visit Schedule of the Team and the list of the documents/records to be made available to the Visiting Team of Experts for your perusal and necessary action. You are requested to make available to the visiting team the following documents also duly certified by the Head of the Institution:

- (i) Faculty list of each of the Department in respect of the above programs separate for each year for the academic years CAY, CAYm1 and CAYm2 in the Performa attached in soft copy as well as hard copy.
- (ii) List of students during the current academic year in the program evaluated (Separately for 1st, 2nd, 3rd and 4th year).
- (iii) List of placements made for the last three academic years providing the data of each student placed in the following manner: Student name, University Serial No., discipline, year of passing from Institution, On/Off Campus Placement, Name of the Employer.

The above documents may be made available to the Team on the first day of the visit itself.

3. One hard copy each of the e-SARs may be kept ready and made available to the visiting team during the visit.

4. You are requested to ensure that updated Faculty lists of departments (UG and PG both) pertaining to the above programs along with their profile including designation, joining date, qualification and nature of association (regular/contractual/adjunct), is put on your Institution's website positively and at least seven days before the dates of the visit.

You are requested to put the placement data also for the last three academic years on your Institutions' website.

5. Please also find enclosed Feedback Form regarding accreditation visit which may be filled up by the Head of the Institution and sent by e-mail to feedback.nba@nbaind.org within 3 days of the visit. **Please note that it is compulsory to submit the Feedback form.** It will enable NBA to not only improve its accreditation process and enhance its effectiveness but also help it in bringing transparency and objectivity in the process.

Team of Experts, in the process of evaluation of the programme(s) are to interact with the programme(s) and assess the programme(s), it is desirable that all the academic activities including the programme(s) under reference are in progress during the course of the visit.

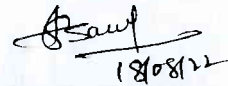
Arrangement for video recording of the visit and handing over the Compact Disc (CD)/Pen Drive to the head of the visiting team may also be made.

Under no circumstance, the College/Institute, its representative or any person associated with the College/Institute shall make any arrangements for Travel/ board and lodging or local transport for the visiting team. NBA will take care of all these.

9. You are requested to ensure that no official of your Institution/Management meets the members of the Expert Team outside the College premises or visits them at the Hotel either during the period of stay or after the exit meeting.

10. In order to maintain transparency and impartiality in the accreditation process and the decision making, you are requested to ensure that no gifts in cash or kind and/ or souvenirs are offered by your institution to the visiting Team members. You are further requested not to arrange special function/tour for the Visiting Team Members. A certificate to this effect as per enclosed Performa may be sent to the Member-Secretary, NBA, New Delhi within 10 days of the conclusion of the expert team visit.

Yours faithfully,



Member Secretary
National Board of Accreditation

Enclosures:

1. List of Documents/Records to be made available during the visit.
2. Visit Schedule of the Team.
3. Feedback Form to be filled by the Institute.
4. Performa mentioned in paragraph 2(i) above.
5. Performa mentioned in paragraph 10 above.