

File No. 11-337-2019-NBA

Date: 10-09-2024

To,
The Principal,
E.S.C Government Polytechnic,
Tekke, Nandyal-518501,
Andhra Pradesh

Subject: Accreditation Visit to E.S.C Government Polytechnic, Tekke, Nandyal-518501, Andhra Pradesh from 27th to 29th September, 2024 to evaluate Diploma Engineering programs for grant of NBA accreditation.

Sir,
Please refer to your Application ID. No. **9015-20/02/2024** on e-NBA requesting National Board of Accreditation (NBA) for evaluating the following Diploma Engineering programs:

- 1. Diploma- Civil Engineering**
- 2. Diploma- Electrical & Electronics Engineering**
- 3. Diploma- Mechanical Engineering**

An Expert Team has been constituted for evaluating the above-mentioned program from **27th to 29th September, 2024.**

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 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 and 3rd 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 member during the visit.

4. You are also requested to ensure that updated Faculty list of the above program 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.

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6. Since, the team of Experts, in the process of evaluation of the programme(s) are to interact with the students, faculty etc. and assess the programme(s), it is desirable that all the academic activities including the regular classes of the programme(s) under reference are in progress during the course of the visit.
7. The arrangement for video recording of the visit and handing over the Compact Disc (CD)/Pen Drive to the Visiting Expert may also be made. Copy of the video recording may be uploaded on google drive and link provided to the Chairman/Experts.
8. 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.
11. You are requested to ensure that at the time of arrival of the Expert Team at the Institution on the first day of the visit, the Team members are received by the Institution in a very simple and formal manner.

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 10 above.