

Govt. Engineering College Ajmer

Department of Electronics and Communication Engineering

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Date: 5-2-2019

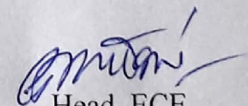
Office Order

Following is the work distribution regarding all the necessary preparations for NBA accreditation of the department:

S. No.	Details of NBA departmental work	Work related to	Follow up by
1.	NBA accreditation reports	-----	-----
2.	Department budget and allocations (2015-16, 2016-17, 2017-18)	Account section	LDC
3.	Admission---seats filled and ranks (2015-16, 2016-17, 2017-18)	Proctor section	Sh.L.K.Dusad
4.	List/number of students who have cleared the programme in THREE years (2015-16, 2016-17, 2017-18)	Exam section	Sh. Harish Sharma Sh. Diwakar Gautam Ms. Namita
5.	Average percentage (last three years data of students percentage) (2015-16, 2016-17, 2017-18)	Exam section	Sh. Harish Sharma Sh. Manoj Falaswal Ms. Durga Kumari
6.	Placement and higher studies data (2015-16, 2016-17, 2017-18)	T&P	Sh. Rajesh Kr Raj Sh. Ravi Goyal Sh. Manoj Falaswal
7.	Professional society activities, events, conferences organized, etc.	Deptt.	LDC
8.	List of students' papers along with hard copies of the publications; professional society publications/magazines, etc.	Deptt.	Sh. Rajesh Kr Raj Sh. Divakar Gautam
9.	Sample best and average project reports / thesis	Deptt.	Sh. Anurag Garg Ms. Durga Kumari
10.	Details of faculty-student ratio	Proctor	Sh. L.K.Dusad
11.	Faculty details with their service books, salary details, sample appointment letters, promotion and award letters/certificates	Estb.Section	LDC
12.	Faculty list with designation, qualification, joining date, publication, R&D, interaction details	Deptt.	LDC (by circulation to all faculty)
13.	List of faculty publications along with DOIs and publication/citation details	Deptt	LDC (by circulation to all faculty)
14.	List of R&D and consultancy projects along with approvals and project completion reports	Deptt	LDC (by circulation to all faculty) Sh. Susheel
15.	List and proof of faculty interaction with outside world	Deptt	Sh. Divakar Gautam LDC (by circulation to all faculty)
16.	List of classrooms, faculty rooms	Deptt	Sh. Shri Chand

17.	List of programme- specific laboratories and computing facility within the department.	Deptt	Dr Rekha Mehra Sh. MukeshVerma Sh. Shri Chand Sh. SantoshMeena Sh. Sushil Kr.
18.	List of non-teaching staff with their appointment letters, etc.	Estb.Section	LDC
19.	List of short-term courses, workshops arranged, and course modules developed	Deptt.	LDC
20.	Records of new programme- specific facility created, if any	Deptt.	Sh. Mukesh Verma
21.	Records of overall programme- specific improvement, if any	Deptt.	Sh. Santosh Meena
22.	Curriculum, POs, PEOs, Mission and Vision statement	Deptt.	NBA committee
23.	Mapping of outcomes with the PEOs	Deptt.	NBA committee
24.	Mapping of course outcomes with the Program Outcomes	Deptt.	NBA committee
25.	Course files, plan of course delivery, question papers, answer scripts, assignments, reports of assignments, project reports, report of design projects, list of laboratory experiments, reports of laboratory experiments, etc.	Deptt.	Individual faculty will maintain this record and will submit on demand.
26.	Rubrics developed to validate the Pos	Deptt.	NBA committee
27.	Continuous improvement in the PEOs	Deptt.	NBA committee
28.	Improvement in curriculum for correlating the POs and the PEOs	-----	-----
29.	Direct and indirect assessment methods to show attainment of the Pos	Deptt.	NBA committee
30.	Stakeholder's involvement in the process of improvement of the PEOs and the POs	Deptt.	NBA committee

All the above concerned will get the respective files and data prepared well in time in consultation with Dr Amit Sharma, NBA Coordinator and NBA Committee (ECE).


Head, ECE

- Copy to:
1. Principal for kind information
 2. Dr Amit Sharma, NBA Coordinator
 3. All Concerned As Above (through circulation)
 4. Guard File, ECE