

Amrita School of Engineering, Coimbatore

NBA Accreditation Peer Team Visit Schedule

11th October 2019 (Friday): Day 1 Forenoon Session - 9:00am to 1:00pm

Arrival 8:45am at the campus

| Time | Participants | Theme | Venue | AMRITA Participants/Remarks |
|----------------------|--|---|--|--|
| PART – I | | | | |
| 9:00am- 9:20am | Entire Team | Introductions | Muralikrishna Hall, Corporate & Industry Relations (CIR) block | Director–CIR, Dean-Engineering, Director-HR, Deputy Dean, Chairpersons, Vice-Chairpersons, NBA department coordinators & hosts of EEE, Civil, Aerospace and Chemical Engineering departments, Head-Research & Projects, Head- Student Affairs, GM Purchase, Head- ICTS, Deputy Directors & Advisor- CIR, Chairman-Admissions, Chairperson - IQAC, Professor – Student Welfare, Dy Controller of Examinations (Dy COE), Director- Physical Education, Chairman- Council of Wardens (CCWH), Admissions Coordinator, Academic Coordinator, Accounts Officer |
| 9:20am- 10:00am | Entire Team and Management /Institution representatives | Dean’s Presentation | | |
| 10:20am – 12:30pm | Chairman | Visit Central facilities, 1 st Year Labs, meet 1 st Year faculty | 1 st Year faculty meeting at Acharya Hall (E- learning studio), Academic Block # 1 (AB#1) | Visit to cover Central Library, Gymnasium, Swimming Pool, Hostels, Mess, Canteen, Convention Center, Yoga Hall, Amenities complex, Clinic, Playground, Engineering drawing halls, Physics Lab, Chemistry Lab, Language Lab, Computer Lab (1st Year) |
| PART – II | | | | |

| | | | | |
|-------------------|---|--|---|---|
| 10:15am – 11:00am | Experts in respective departments | Presentation by Chairperson | <ul style="list-style-type: none"> • Civil Engineering: Viveka Hall, AB#1 • Aerospace Engineering: Acharya Hall, AB#1 • Chemical Engineering: Conference Room, AB#2 • EEE: Sandheepani Hall (E-learning Studio), AB#2 | Department chairperson and faculty |
| 11:00am – 12:00pm | Experts in respective departments | Meeting with Program faculty | Department conference room | Departmental faculty |
| 12:00pm – 12:30pm | Experts in respective departments | Individual meetings with a few (3-4) faculty as decided by the experts | Department conference room | Departmental faculty |
| 12:30pm – 1:00pm | Entire team meets alone | To share thoughts | Viveka Hall, Academic Block # 1 | Office set-up in the hall with 6 computers, scanner, printer, CD/DVD drive, CDs, DVDs, pen drives etc and secretarial assistant |
| 1:00pm – 2:00pm | Working Lunch at the Campus Guest house dining hall | | | No AMRITA representative to be present in the dining hall |

11th October 2019 (Friday): Day 1 Afternoon Session - 2.15pm to 5.30pm

| Time | Participants | Work Theme | Venue | AMRITA Participants/Remarks |
|----------------|---------------------|---|---------------------------------|---|
| 2:15pm -4:30pm | Chairman | <p>Individual meetings with selected 1st year faculty as decided by the Chairman. Study all evidence for attainment of POs</p> <p>Discussion and Study of Admin - Different committees and their working</p> | Viveka Hall, Academic Block # 1 | All first year faculty and representatives of administrative departments & support services like CIR, Dy COE, HR, Admissions, Student Welfare, Physical Education, Clinic, ICTS, Library, Finance, General Administration, Purchase etc have to produce |

| | | | | |
|--|---|---|---------------------------------|--|
| | | | | documentation and files on demand by NBA peer committee chairman. These meetings will cover review and perusal of all campus-level & school-level academic & administrative committees and files |
| 2:15pm -4:30pm | Experts | Laboratories to see equipment adequacy, Conduct of lab sessions | Departmental Labs | Departmental faculty |
| 4:30pm -5:30pm Day 1 the visit ends | A meeting at the institution to review the day's work | | Viveka Hall, Academic Block # 1 | |

12th October 2019 (Saturday): Day 2 Forenoon Session- 9:30am – 1:00pm

| Time | Participants | Work Theme | Venue | AMRITA Participants/Remarks |
|--|---|---|---|---|
| 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) | .Classrooms in the respective departments | Departmental faculty |
| 10:00am – 12:00pm | Chairman | Study Budget, Accounts etc. | Office of Dean-Engineering | Accounts Officer |
| PART – II | | | | |
| 10:00am – 1:00pm | Experts | Study all evidence for attainment of POs | Department conference room | Departmental faculty |
| 12:00pm – 1:00pm | Chairman | Visit to placement office | Corporate & Industry Relations (CIR) | Director-CIR and team |
| 1:00pm – 2:00pm | Working Lunch at the Campus Guest house dining hall | | | No AMRITA representative to be present in the dining hall |

12th October 2019 (Saturday): Day 2 Afternoon Session - 2:00pm – 4:15pm

| Time | Participants | Work Theme | Venue | AMRITA Participants/Remarks |
|--|---------------------|--|-------------------------------------|--|
| 2:00pm – 3:30pm | Experts | Visit and study of projects, towards attainment of POs | Department conference room and labs | Departmental faculty |
| 2:30pm – 3:00pm | Chairman | Alumni, Parents, employers | Gokulakrishna Hall, CIR | Alumni Interaction In-Charge, CCWH, Deputy Directors – CIR, Departmental faculty {In-charges for alumni and parents} |
| 3:30pm – 4:00pm | All Team | Faculty & non-teaching staff meeting | Muralikrishna Hall, CIR | Faculty & non-teaching staff Interaction In-Charge, Departmental faculty {In-charge for faculty} |
| 4:00pm – 4:30pm | All Team | Students | Radhakrishna Hall, CIR | Student Interaction In-Charge, Departmental faculty {In-charge for students} |
| 4:30pm onwards | All Team | Report writing | Viveka Hall, Academic Block # 1 | |
| 4:30pm Depart for place of stay | | | | |

13th October 2019 (Sunday): Day 3 Forenoon Session

| Time | Participants | Work Theme | Venue | AMRITA Participants/Remarks |
|-------------------|---------------------|---|---------------------------------|---|
| 10:00am – 10:45am | All Team | Exit meeting: Chairman and Evaluators present their exit comments | Viveka Hall, Academic Block # 1 | Director – CIR, Dean, Deputy Dean, Chairpersons, Vice-Chairpersons of 4 departments, Chairperson IQAC |
| 11:00am | Visit Concludes | | | |

Roles & Responsibilities

1. Hosts

End-to-end responsibility of accompanying the person for first 2 days and take them around the department and campus as per need and also as and when required.

- Chairman Host: Mr. Sreevalsan M. (ICTS)
- EEE Host # 1: Mr. P. Sivraj
- EEE Host # 1: Mr. K. Vijith
- Aerospace Host # 1: Dr. A.R. Srikrishnan
- Aerospace Host # 2: Wg Cdr. TVK Sushil Kumar
- Civil Host # 1: Dr. K.B. Anand
- Civil Host # 2: Mr. C. Prakash
- Chemical Host # 1: Dr. K. Jayanarayanan
- Chemical Host # 2: Dr. Murali Rangarajan

2. Guest House & Food

- In-charge: Mr. Ajith Kumar (Events) & Dr. Janci Rani PR (Students Welfare)
- Working Lunch for 9 persons at guest house dining hall
- Refreshments to be brought in forenoon and afternoon to the respective venues on all 3 days
- 4 A/C Rooms and 1 A/C Suite Room to be kept ready, if required

3. Photography & Videography

- In-charge: Mr. M. Sreevalsan (ICTS)
- 2 photographers and 5 videographers are needed on 11 and 12 October, 2019
- 1 photographer and 1 videographer are needed on 13 October, 2019
- The video feed and photographs of the proceedings of 11 and 12 October, 2019 to be put in pen drives by morning of 13 October, 2019 and handed over to the NBA peer team chairman

- Exit meeting video and photographs to be taken at the start of the meeting on 13 October also to be provided immediately in pen drive

4. Transport

- In-charge: Dr. C. Arunkumar (CSE)
- 5 vehicles to be available full-time for movement inside the campus for peer team and if required for pick-up and drop from airport/hotel
- Additional vehicles may be needed for industry interaction and this requirement will be provided by Mr. S. Srikanth of CIR to transport in-charge
- Vehicles may be requested to transport in-charge for alumni and parent interaction, if required.
- Transport in-charge will be single point of contact for all transport requests from all departments and purposes

5. Departmental faculty

- Departmental faculty/In-Charges for following activities to be nominated by respective chairpersons:
 - Individual departmental files
 - Individual Laboratories
 - Projects and working model display in respective labs
 - Regular Classes
 - Regular lab sessions

6. Campus-level & School-level academic and administrative committees and files

- All campus-level & school-level academic and administrative files and supporting documents shall be made available at Viveka Hall. This will include supporting documents pertaining to Criteria 8, 9 and 10.
- The chairman will have a one-to-one interaction with persons responsible for all campus-level and school-level files
- All administrative departments and support services like Corporate & Industry Relations (CIR), Dy COE, HR, Admissions, Academic Coordinator, Student Welfare, Physical Education, Clinic, ICTS, Finance, General Administration, Purchase, Central Library, etc to be ready with their representatives for this one-to-one interaction. Various in-charges are appended as below:
 - Criterion 8: Dr. Kumar Abhisek (Mathematics), Dr. S. Hariharan (Mathematics), Dr. T. Palanisamy (Mathematics), Dr. C. Shanmugha Velayutham (CSE) & Dr. Balaji K. (Mech Engg)
 - Criterion 9 & Students Welfare: Dr. P.N. Kumar (CSE & Student Affairs), Dr. K. Shailendhra (Students Welfare), Dr. OJ Kumaresan (Physical Education) and Dr. Janci Rani PR (Students Welfare)
 - Criterion 10: Mr. Vinod Kumar (Accounts)
 - Governance, admissions, and school-level files: Mr. Sivesh Kumar (Administration Officer)
 - Placement, Training and Entrepreneurship files: Mr. N.R. Mohanan (CIR)
 - Service book, HR Policies, Personnel files: Mr. P. Venugopal, Director – HR
 - Examinations: Dr. Krishna Kumar P. (Dy COE)
 - Purchase: Mr. N. Ravindran (GM Purchase)
 - Central Library: Mr. Jyothi Prakash
 - Physical Education: Dr. O.J. Kumaresan
 - Academic Coordinator: Mrs. Subha V. Menon
 - ICTS: Mr. M. Sreevalsan
 - Stakeholder feedback: Mr. Vijay Narayanan (Office of Dean-Engineering)

7. ICTS

- In-charge: Mr. Gopakumar P. (ICTS)
- At Viveka Hall, Office set-up in the hall with 6 computers, scanner, printer, CD/DVD drive, CDs/DVDs, pen drives etc and secretarial assistant
- At departmental conference rooms of EEE, Civil, Aerospace and Chemical Engineering, office-set up with 2 computers, scanner, printer, CD drive, CDs/DVDs, pen drives etc. Departmental office assistant to provide secretarial assistance, if required.

8. Central Facility Visit

- In-charge: Dr. K. Bagavinar (CCWH), Mr. S. Adarsh (VCCWH & ECE)
- Visit to cover Central Library, Gymnasium, Swimming Pool, Hostels, Mess, Canteen, Convention Center, Yoga Hall, Amenities complex, Clinic, Playground, Engineering drawing halls, Physics Lab, Chemistry Lab, Language Lab, Computer Lab (1st Year)
- A ready-reckoner about the general facilities in the campus - class rooms, projectors, seminar halls, auditorium, sports facilities, hostels, mess halls, canteen, reprography centers, amenities complex, bank, post office, ATMs, Saloons, Laundromat, auditorium etc to be made and provided during the visit

9. 1st Year faculty OBE & Criterion 8

- In-charge: Dr. Kumar Abhisek (Mathematics), Dr. S. Hariharan (Mathematics), Dr. T. Palanisamy (Mathematics), Dr. C. Shanmugha Velayutham (CSE) & Dr. Balaji K. (Mech Engg)
- Individual one-to-one meetings with selected 1st year faculty as decided by the Chairman will be held separately focusing on course file, faculty file, OBE, attainment of POs etc

10. Welcome Kit

- In-charge: Mr. Vijay Narayanan (Office of Dean-Engineering)
- 4 departments may provide documents and data as required to the in-charge
- Contents of the kit:
 - School Brochure
 - List of faculty
 - List of students
 - SAR report
 - Dean's presentation
 - Chairpersons presentation
 - Infrastructure details
 - Placement details

11. Liaison between department and Chairman of NBA Peer Team

- In-charge:
 - Civil Engineering: Dr. M. Ganesan (ECE)
 - Chemical Engineering: Dr. P.V. Suneesh (Sciences)

- Aerospace Engineering: Dr. K. Balaji (Mech Engg)
- EEE: Dr. J. Aravinth (ECE)
- Coordination and exchange of information between department and Chairman of NBA Peer Team is needed as experts and chairman are working in parallel at different locations. The liaisons will work in close coordination with the departments for all aspects as per need of the Chairman and experts

12. Employer Interaction

- In-charge: Mr. S. Srikanth, Deputy Director, CIR

13. Alumni Interaction

- In-charge: Mr. Vijay Narayanan (Office of Dean-Engineering)
- Chemical Engineering departmental in-charge: Dr. Uday Bhaskar Reddy
- Aerospace Engineering departmental in-charge: Mr. Rajesh Senthil Kumar
- Civil Engineering departmental in-charge: Ms. M. Surya
- EEE departmental in-charge: Ms. N. Kirthika & Mr. T. Prabu

14. Parent Interaction

- In-charge: Dr. K. Bagavinar (CCWH)
- Chemical Engineering departmental in-charge: Dr. Meera Balachandran
- Aerospace Engineering departmental in-charge: Mr. Rajesh Senthil Kumar
- Civil Engineering departmental in-charge: Mr. P. Ramakrishnan
- EEE departmental in-charges: Dr. A. Suyambulingam & Mr. Shanmugasundaram

15. Student Interaction

- In-charge: Mr. Sabarish Narayanan (ECE)
- Selected students from the 4 departments to be presented with a total number of 100
- Chemical Engineering departmental in-charge: Dr. K. Nithya
- Aerospace Engineering departmental in-charge: Dr. R. Kannan
- Civil Engineering departmental in-charge: Mr. Lakshan RR
- EEE departmental in-charges: Dr. D. Kavitha & Mr. N. Krishnaprakash

16. Faculty & Non-Teaching Staff Interaction

- In-charge: Dr. S.P. Anbuudayasankar (Mechanical Engg)
- There are 2 interactions, one with selected Faculty and non-teaching staff from the 4 departments. Non-teaching includes lab staff and office staff and a separate common meeting with all first year faculty focusing on general issues, welfare etc.
- Chemical Engineering departmental in-charge: Dr. M. Kannan
- Aerospace Engineering departmental in-charge: Dr. Balajee

- Civil Engineering departmental in-charge: Mr. M. Ananthkumar
- EEE departmental in-charges: Mr. S. Sampath Kumar & Mr. R.R. Nagharaj