



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

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Ref. GITAM/P/23-24/003 (h)

STANDARD OPERATING PROCEDURE FOR NBA, NAAC AND NIRF

Objective: To elaborate the procedure for preparing the Guidelines of NBA, NAAC, NIRF related work.

Responsibility:

- Principal
- Heads of the respective Departments
- Deans
- All the teaching and non-teaching staff members.

Procedure: NBA

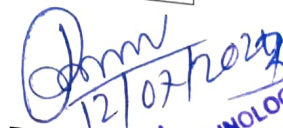
S.No	Activities	Responsibility	Target Dates/Days
1	Preparation of details required for Pre-qualifier Application	Faculty in charge	15 days before the Application Submission
2	Internal verification of Pre-qualifier application	Principal, Dean & HODs	10 days before the Application submission
3	Preparation of final Copy application and Uploading in the-NBA portal	Faculty In charge	10 th Day
4	Criterion incharge meeting with Principal regarding the preparation of SAR and files	Faculty In charge of concerned department, HOD	11 th to 15 th day
5	Preparation of SAR and related files	Faculty In charge And HODs	16 th to 60 th day
6	Verification by department HODs	Faculty In charge And HODs	61 st to 65 th day
7	Improvisation of SAR and files from the Feedback and comments of by experts	Faculty In charge, HODs and Deans	66 th to 70 th day
8	Verification by Principal and other department HODs	Principal and Other department HODs	71 st to 75 th day
9	Improvisation of SAR and Files from the Feedback and comments of Principal	Faculty In charge And HODs	76 th to 80 th day
10	Finalization of SAR	Faculty In charge And HODs	81 st to 85 th day
11	Submission of SAR	Faculty In charge And HODs	86 th to 90 th day
12	File updation	Faculty In charge	91 st to 120 th day
13	Mock Accreditation	Faculty In charge, HODs and Dean	121 st to 125 th day
14	Improvisation of SAR and Files from the Feedback and comments of expert members	Faculty Incharge And HODs	126 th to 150 th Day
15	Fine Tuning of Files and Documents	Faculty In charge And HODs	Till Committee Visit

Procedure: NAAC

S.No	Activities	Responsibility	Target Dates/Days
1	Criterion Incharge meeting with Principal Regarding the preparation of SSR and files	Dean, Coordinator IQAC	1 st to 5 th day
2	Preparation of SSR and related supporting documents	Dean, Coordinator IQAC, and Associate in charge IQAC	6 th to 50 th day
3	Preparation and verification of criteria	Criteria In charge	51 st to 55 th day
4	Improvisation of SSR and Files from the Feedback and comments of Principal	Dean, Coordinator IQAC and Criterion In charge	56 th to 70 th day
5	Verification by Principal and Dean of IQAC	Dean, Coordinator IQAC and Associate in charge IQAC	71 st to 75 th day
6	Improvisation of SAR and Files from the feedback and comments of Principal	Coordinator IQAC and Criterion In charge	76 th to 80 th day
7	Final SSR verification by Principal, and External expert	Dean, Coordinator IQAC	81 st to 85 th day
8	Submission of SSR	Dean, Coordinator IQAC	86 th to 90 th day
9	File updation	Coordinator IQAC And Criterion In charge	91 st to 120 th day
10	Conducting mock NAAC visit	Principal, Dean and Coordinator IQAC	121 st to 125 th day
11	Improvisation of SSR and Files from the Feedback and comments of Expert Members	Coordinator IQAC And Criterion In charge	126 th to 150 th day
12	Fine Tuning of Files and Documents	Dean, Coordinator IQAC, Associate in charge IQAC and Criterion In charge	Till Committee Visit

Procedure: NIRF

S.No	Activities	Responsibility	Target Dates/Days
1	Preparation of Application	NIRF coordinator	1 st to 10 th day
2	Verification of parameters	Principal and NIRF coordinator	11 th to 15 th day
3	Constructive suggestion from Principal	Principal	16 th to 20 th day
4	Final application preparation after making correction	Nodal Officer	20 th to 25 th day
5	Online Uploading of Application	Nodal Officer	Before last date


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