



## DEPARTMENT OF MECHANICAL ENGINEERING

PARALA MAHARAJA ENGINEERING COLLEGE, SITALAPALLI, BERHAMPUR

PMEC/ME/38

Dt:07.11.2019

### Kind Attention Alumni, Employers and Parents

**Dear Madam/Sir**

Greetings from Mechanical Engineering Department, PMEC, Berhampur.

This department had applied for accreditation by National Board of Accreditation(NBA). The inspection for the same by a team of experts is scheduled by NBA during 15<sup>th</sup> -17<sup>th</sup> November 2019. An interaction with Alumni, Employers and Parents as a part of this inspection is scheduled at 2.30 PM on 16<sup>th</sup> November for half an hour. The detailed schedule as received from NBA is given below for your kind reference.

Day 1: Morning Session 9:00am to 1:00pm

Arrival 8:45am at the College

Time	Participants	Theme	Observations
<b>PART - I</b>			
9:00am- 9:20am	Entire Team	Introductions	At the College
9:20am- 10:00am	Entire Team and Management  /Institution representatives	Principal's Presentation about the Institute	Certainly not more than 45 minutes
10:20am – 12:30pm	Chairman	Visit Central facilities, 1 <sup>st</sup> Year Labs, meet 1 <sup>st</sup> Year faculty	
<b>PART - II</b>			
10:15am – 11:00am	Experts in respective departments	Presentation by HoD	
11:00am – 12:00pm	Experts in respective departments	Meeting with Program faculty	
12:00pm – 12:30pm	Experts in respective departments	Individual meetings with a few (3-4) faculty as decided by the experts	



12:30pm – 1:00pm	Entire team meets alone	To share thoughts	
1:00pm – 2:00pm	Working Lunch at the College		

Day 1:Afternoon: 2.15pm to 5.30pm

Time	Participants	Work Theme	Observation
2:15pm -4:30pm	Chairman	Discussion andStudy of Admin-Different committees and their working	
2:15pm -4:30pm	Experts	Laboratories to see equipment adequacy, Conduct of lab sessions	Friday is normally a working day. So, labs would be functioning
4:30pm -5:30pm Day 1 the college ends	A meeting at the College to review the day's work		

Day 2: Morning Session 9:30am – 1:00pm

Time	Participants	Work Theme	Observations
<b>PART - I</b>			
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.
10:00am – 12:00pm	Chairman	Study Budget, Accounts etc.	
<b>PART - II</b>			
10:00am – 1:00pm	Experts	Study all evidence for attainment POs	



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12:00pm – 1:00pm	Chairman	Visit to placement office	
1:00pm – 2:00pm	Working Lunch at the College		

Day 2: Afternoon Session 2:00pm – 4:15pm

Time	Participants	Work Theme	Observations
2:00pm – 3:30pm	Experts	Visit and study of projects, towards attainment of POs	
2:30pm – 3:00pm	Chairman	Alumni, Parents, employers	
3:30pm – 4:00pm	All Team	Faculty meeting	
4:00pm – 4:30pm	All Team	Students	
4:30pm onwards	All Team	Report writing	
4:30pm Depart for place of stay			

Day 3

10:00am – 10:45am Exit meeting: Chairman and Evaluators present their exit comments
11:00am Visit Concludes

You are one of the most important stake holders and can guide this department to new heights.

Therefore, you are requested to kindly devote some time from your busy schedule and attend the above mentioned meeting.

A line of confirmation is solicited to arrange the logistics.

With regards

-sd-  
HOD  
Mechanical Engineering