

राष्ट्रीय प्रत्यायन बोर्ड

चौथा तल, ईस्ट टावर, एन. बी. सी. सी. प्लेस, भीष्म पितामह मार्ग, प्रगति विहार, लोधी रोड, नई दिल्ली -110003

NATIONAL BOARD OF ACCREDITATION

4th Floor, East Tower, NBCC Place, Bhasham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi 110003



F. No. 28-684-2023-NBA

Date: 01-08-2023

To,

The Director,
Swayam Siddhi College of Management & Research,
Sonadevi Compound, Near Sai-Baba Mandir,
Kalyan Road, Temghar, Bhiwandi,
Thane, Maharashtra- 421302.

Subject: Visit of Expert Team to Swayam Siddhi College of Management & Research, Sonadevi Compound, Near Sai-Baba Mandir, Kalyan Road, Temghar, Bhiwandi, Thane, Maharashtra- 421302 from 18th to 20th August, 2023 to evaluate its Management program for grant of NBA accreditation.

Sir,

This has reference to your application Id No. **7808-09/02/2023** requesting National Board of Accreditation (NBA) for evaluating following Management program for NBA accreditation:

- (i) Masters in Management Studies

An Expert Team has been constituted and a visit of the team has been scheduled from **18th to 20th August, 2023** for evaluating the program.

2. Please find enclosed herewith the list of 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 /records also duly certified by the Head of the Institution:

- (i) Faculty list of the Department in respect of the above program 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 and 2nd 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.

3. One hard copy of the e-SAR may be kept ready and made available to the visiting team during the visit.

4. You are also requested to ensure that updated Faculty list of the department pertaining to 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 (without Aadhar Card No. of the student) also for the last three academic years on your Institutions' website.



Contd.2/...

5. Please also find enclosed Feedback Form regarding accreditation visit which may be filled up by the Head of the Institution and sent by email 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.
6. Since the team of experts, in the process of evaluation of the program, are to interact with the students, faculty, etc. and assess the program, all the academic activities including regular classes of the program to be evaluated are required to be in progress during the course of the visit.
7. The arrangements for video recording of the visit and handing over the Compact Disc (CD) /Pen Drive to the Chairperson of the visiting team may also be made.
8. Under no circumstances, the Institute its representative or any other person associated with the College 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 per-forma may be sent to the Member-Secretary, NBA, New Delhi within 10 days of the conclusion of the expert team visit.

Yours faithfully,


01/08/23

Member Secretary,
National Board of Accreditation

Enclosures:

1. List of Documents/Records to be made available during the visit.
2. Feedback Form to be filled by the Institute.
3. Performa mentioned in paragraph 10 above.