



IARE
INSTITUTE OF
AERONAUTICAL ENGINEERING

**STANDARD OPERATING PROCEDURE
FOR
NBA, NAAC AND NIRF**

STANDARD OPERATING PROCEDURE FOR NBA, NAAC AND NIRF

Objective: STANDARD OPERATING PROCEDURE FOR NBA, NAAC AND NIRF 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:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of details required for Pre-qualifier application	Faculty incharge	15 days before the applicationSubmission
2	Internal verification of Pre-qualifier application	Principal, Dean & HODs	10 days before the applicationsubmission
3	Preparation of final Copy application and Uploading in the e-NBA portal	Faculty In charge	10th Day
4	Criterion incharge meeting with Principal regarding the preparation of SAR and files	Faculty In charge of concerned department, HOD	11th to 15th day
5	Preparation of SAR and related files	Faculty Incharge and HODs	16th to 60th day
6	Verification by department HODs	Faculty Incharge and HODs	61st to 65th day
7	Improvisation of SAR and files from the feedback and comments of by experts	Faculty Incharge, HODs and Deans	66th to 70th day
8	Verification by Principal and other department HODs	Principal and other department HODs	71st to 75th day
9	Improvisation of SAR and Files from the feedback and comments of Principal	Faculty In charge and HODs	76th to 80th day
10	Finalization of SAR	Faculty Incharge and HODs	81st to 85th day
11	Submission of SAR	Faculty In charge and HODs	86th to 90th day
12	File updation	Faculty Incharge	91st to 120th day
13	Mock Accreditation	Faculty Incharge, HODs and Dean	121st to 125th day
14	Improvisation of SAR and Files from the feedback and comments of expert members	Faculty Incharge and HODs	126th to 150th day
15	Fine Tuning of Files and Documents	Faculty Incharge 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 of IQAC	1st to 5th day
2	Preparation of SSR and related supporting documents	Dean of IQAC, and Associate incharge IQAC	6th to 50th day
3	Preparation and verification of criteria	Criteria Incharge	51st to 55th day
4	Improvisation of SSR and Files from the feedback and comments of Principal	Dean of IQAC and Criterion Incharge	56th to 70th day
5	Verification by Principal and Dean of IQAC	Dean of IQAC and Associate incharge IQAC	71st to 75th day
6	Improvisation of SAR and Files from the feedback and comments of Principal	Coordinator IQAC and Criterion In charge	76th to 80th day
7	Final SSR verification by Principal, and External expert	Director IQAC, Coordinator IQAC and criterion incharge	81st to 85th day
8	Submission of SSR	Dean of IQAC	86th to 90th day
9	File updation	Coordinator IQAC and Criterion Incharge	91st to 120th day
10	Conducting mock NAAC visit	Principal and Dean of IQAC	121st to 125th day
11	Improvisation of SSR and Files from the feedback and comments of Expert Members	Coordinator IQAC and Criterion Incharge	126th to 150th day
12	Fine Tuning of Files and Documents	Dean of IQAC, and Associate incharge IQAC and Criterion In charge	Till Committee Visit

Procedure: NIRF

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