

File No: 20-125-2020-NBA

Date: 30-07-2026

To,

The Principal
Government Polytechnic,
Palanpur, Outside Malan Gate,
Ambaji Road, Palanpur, Gujarat – 385001

Subject: Visit of NBA Team to Government Polytechnic, Palanpur, Outside Malan Gate, Ambaji Road, Palanpur, Gujarat – 385001 from 21st to 23rd August, 2026 to evaluate its Diploma Engineering program for grant of NBA accreditation.

Sir,

Please refer to your Application ID No. 11385-13/12/2025 on e-NBA requesting National Board of Accreditation (NBA) for evaluating the Diploma Electronics & Communication Engineering program.

A Team has been constituted for evaluating the above-mentioned program from **21st to 23rd August, 2026**.

2. Please find enclosed herewith a copy each of the Visit Schedule of the Team in respect of Diploma Engineering and the list of the documents/records to be made available to the Visiting Team, for your perusal and necessary action. You are requested to make available to the Visiting Team the following documents also duly certified by the Head of the Institution:

- (i) **Faculty list of the Department in respect of the above program separately for each year for the academic years CAY (2025-2026), CAYm1(2024-2025) and CAYm2(2023-2024) in the Proforma attached in both soft and hard copy.**
- (ii) **List of students during the current academic year in the programs evaluated (separately for 1st, 2nd and 3rd 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 itself.

3. One hard copy of the eSAR 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 above program along with their profile including designation, joining date, qualification and nature of association (regular/contractual), 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 also for the last three academic years on your Institutions' website.

5. Please also find enclosed Feedback Form regarding accreditation visit which may be filled up by the Head of the Institution and sent by e-mail to **feedback.nba@nbaind.org** within 7 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.

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6. Since, the team of Experts, in the process of evaluation of the program(s) are to interact with the students, faculty etc. and assess the program(s), it is desirable that all the academic activities including the regular classes of the program(s) under reference are in progress during the course of the visit.
7. The arrangement for video recording of the visit and handing over the Compact Disc (CD)/Pen Drive to the Visiting Team may also be made.
8. Under no circumstance, the Institute, its representative or any person associated with the Institute shall make any arrangements for Travel/ board and lodging or local transport for the Visiting Team. NBA will take care of all these. **The Institute will not provide any food packet also to any member of the Team on the day of the Exit meeting. NBA will take care through Travel Coordinator.**
9. You are requested to ensure that no official of your Institution/Management meets the members of the Visiting Team outside the Institute 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 Proforma may be sent to the Member-Secretary, NBA, New Delhi within 10 days of the conclusion of the Team visit.
11. You are requested to ensure that at the time of arrival of the Visiting Team at the Institution on the first day of the visit, the Team members are received by the Institution in a very simple and formal manner.

Yours faithfully,

**Member Secretary
National Board of Accreditation**

Enclosures:

1. List of Documents/Records to be made available during the visit.
2. Visit Schedule of the Team-Diploma Engineering.
3. Feedback Form to be filled by the Institute.
4. Proforma mentioned in paragraph 2(i) above.
5. Proforma mentioned in paragraph 10 above.