

# NATIONAL BOARD OF ACCREDITATION

## Pro-forma for Pre-Qualifiers

(Extension of Duration of Accreditation from 5 years to 6 years and Full Accreditation of 6 years.)

[Applicable to - PG Management]

### PART A- Profile of the Institute

#### **A1. Name and Address of the College:-**

City:-

State:-

Pin Code:-

Website:-

E-mail:-

STD Code:-

Phone No:-

Fax STD Code:-

Fax:-

#### **A2. Year of Establishment:-**

#### **A3. Head of the Institution:-**

Name:-

Designation:-

Status of Appointment:-

Phone No:-

Mobile:-

E-mail:-

Fax No:-

#### **A4. Name and Address of the Affiliating University:-**

City:-

State:-

Pin Code:-

Website:-

E-mail:-

Phone No:-

Fax:-

#### **A5. Type of the Institution:**

Institute of National Importance

Autonomous

AICTE approved PPGDM

Institution

Affiliated institution

University

Any other (Please specify)\*

Deemed University

\*Provide Details:

**A6. Ownership Status:**

Central Government	<input type="checkbox"/>	Trust	<input type="checkbox"/>
State Government	<input type="checkbox"/>	Society	<input type="checkbox"/>
Government Aided	<input type="checkbox"/>	Section 8 Company	<input type="checkbox"/>
Self financing	<input type="checkbox"/>	Any Other (Please specify)*	<input type="checkbox"/>

\*Provide Details:

**A7. Students Admissions (Institute level considering all UG programs):**

Item	CAY 2017-18	CAYm1 2016-17	CAYm2 2015-16	Total
Sanctioned intake				
Number of students admitted				
% of Students Admitted over last three academic years (including the current academic year) (Total Admitted/Sanctioned Intake )				

*Note: The year mentioned in this document is exemplary. It is to be considered as per the definition of CAY and according to the prevailing year.*

**Table A7**

**CAY: Current Academic Year**

**CAYm1: Current Academic Year minus 1= Current Assessment year**

**CAYm2: Current Academic Year minus 2= Current Assessment year minus 1**

**A8. Details of all the programs offered by the Institution**

Sr. No.	Program Name	Year of Start

**Table A8**

**A9. Programs to be considered for accreditation vide this application:**

Sr. No.	Program Name

**Table A9**

## **PART B- Program information**

(To be filled separately for all the programs applied for)

### **B1. Provide separate Information for each program applied for:-**

Sr. No.	Name of the program to be considered	Year of Start	Intake	Increase/ Decrease in intake, if any	Year of increase/ decrease	AICTE Approval	Accreditation Status*

**Table B1**

Note: Please mention **all increase/decrease intake** starting from the first increase for all programs

**\* Write applicable one:**

- Applying first time
- Granted provisional accreditation for two/ three years for the period(specify period)
- Granted accreditation for 5/6 years for the period (specify period)
- Not accredited (specify visit dates, year)
- Withdrawn (specify visit dates, year)
- Not eligible for accreditation
- Eligible but not applied

### **B2. Student Admissions (Program specific):-**

Item	CAY 2017-18	CAYm1 2016-17	CAYm2 2015-16	Total
Sanctioned intake of the program (N)				
N of students admitted (N1)				
% of Students Admitted over last three academic years (N1/N). (including the current academic year)				

*Note: The year mentioned in this document is exemplary. It is to be considered as per the definition of CAY and according to the prevailing year.*

**Table B2**

**CAY: Current Academic Year**

**CAYm1: Current Academic Year minus 1= Current Assessment year**

**CAYm2: Current Academic Year minus 2= Current Assessment year minus 1**

### B3. Information of Faculty

Please provide the list of faculty in the department as per the below format since CAYm3 (2013-14), please provide separate list for each year till CAY

S. No.	Name	PAN No.	Qualification	Area of Specialization	Designation	Date of Joining	Date on which Designated as Professor/Associate Professor	Currently Associated (Y/N)	Nature of Association (Regular/Contract/Adjunct)	Date of Leaving (In case Currently Associated is "No")
1.										
..										
N										

Table B3

#### B3.1. Number of the Available Faculty

S. No.	Designation/Numbers	Number of Faculty in the Department for both UG and PG*	
		CAY (2017-18)	CAY (2016-17)
1.	Professor		
2.	Associate Professor		
3.	Assistant Professor		
4.	Number of Ph.D. (as per the AICTE norms)		

Note: The year mentioned in this document is exemplary. It is to be considered as per the definition of CAY and according to the prevailing year.

Table B3.1

\*At least two Professors or one Professor and one Associate Professor should be available exclusively for the department of the program under consideration

#### B3.2. Detail of Head of the Department for the program under consideration:

Name:-

Qualification:-

Ph.D.

Others

### B.3.2. Student Faculty Ratio

(To be calculated at Department Level)

No. of UG Programs in the Department (n): \_\_\_\_\_

No. of PG Programs in the Department (m): \_\_\_\_\_

No. of Students in UG 2<sup>nd</sup> Year= **u1**

No. of Students in UG 3<sup>rd</sup> Year= **u2**

No. of Students in UG 4<sup>th</sup> Year= **u3**

No. of Students in PG 1<sup>st</sup> Year= **p1**

No. of Students in PG 2<sup>nd</sup> Year= **p2**

**No. of Students = Sanctioned Intake + Actual admitted lateral entry students**

(The above data to be provided considering all the UG and PG programs of the department)

**S**=Number of Students in the Department = UG1 + UG2 +.. +UGn + PG1 + ...PGm

**F** = Total Number of Faculty Members in the Department (excluding first year faculty)

**Student Teacher Ratio (STR) = S / F**

Year	CAY	CAYm1	CAYm2
u1.1			
u1.2			
u1.3			
UG1	<b>u1.1+u1.2+u1.3</b>	<b>u1.1+u1.2+u1.3</b>	<b>u1.1+u1.2+u1.3</b>
...			
u <sub>n</sub> .1			
u <sub>n</sub> .2			
u <sub>n</sub> .3			
UGn	<b>u<sub>n</sub>.1+u<sub>n</sub>.2+u<sub>n</sub>.3</b>	<b>u<sub>n</sub>.1+u<sub>n</sub>.2+u<sub>n</sub>.3</b>	<b>u<sub>n</sub>.1+u<sub>n</sub>.2+u<sub>n</sub>.3</b>
p1.1			
p1.2			
PG1	<b>p1.1+p1.2</b>	<b>p1.1+p1.2</b>	<b>p1.1+p1.2</b>
.....			
pm.1	<b>pm.1+pm.2</b>	<b>pm.1+pm.2</b>	<b>pm.1+pm.2</b>
pm.2			
PGm	<b>pm.1+pm.2</b>	<b>pm.1+pm.2</b>	<b>pm.1+pm.2</b>
Total No. of Students in the Department ( <b>S</b> )	<b>UG1 + UG2 +.. +UGn + PG1 + ...PGm</b>	<b>UG1 + UG2 + .. +UGn + PG1+... + PGm</b>	<b>UG1 + UG2 + .. +UGn + PG1+... + PGm</b>
No. of Faculty in the Department ( <b>F</b> )	<b>F1</b>	<b>F2</b>	<b>F3</b>
Student Faculty Ration (SFR)	<b>SFR1=S1/F1</b>	<b>SFR2= S2/F2</b>	<b>SFR3= S3/F3</b>
Average SFR	<b>SFR=(SFR1+SFR2+SFR3)/3</b>		

**Table B3.2**

**Note:**

- **Minimum 75% should be Regular/ full time faculty and the remaining shall be Contractual Faculty as per AICTE norms and standards.**
- **The contractual faculty (doing away with the terminology of visiting/adjunct faculty, whatsoever) who have taught for 2 consecutive semesters in the corresponding academic year on full time basis shall be considered for the purpose of calculation in the Student Faculty Ratio.**

Depending upon the No. of programs in UG and PG the above table has to be updated accordingly. For Ex: if UG="0" and PG="1". The table may be prepared for only one PG program

### B3.3. Placement, Higher Studies and Entrepreneurship Ratio

Year	No. of Students admitted in 1st year (N)	Z=( No. of students placed in companies or Government Sector + No. of students pursuing Ph.D. / Higher Studies + No. of students turned entrepreneur (In the areas related to management discipline))	Placement, Higher Studies and Entrepreneurship Ratio (Z/N)
CAYm1			
CAYm2			
CAYm3			
Placement, Higher Studies and Entrepreneurship Ratio			

Table B3.3

## Compliance Status to Pre-Visit Qualifiers

Sr. No.	Pre Visit Qualifiers	Current Status	Compliance Status Complied/Not Complied
1	Whether admissions in the program has been more than or equal to 75% of Sanctioned Intake averaged over the previous three academic years including the current academic year		
2	Whether number of available PhDs in the program is greater than or equal to 33% of the required number of faculty averaged for previous two academic years including current academic year		
3	Whether the institution has Professor(s) and Associate Professor(s) equal to the number of Management Programs being offered by the institution for previous two academic years including current academic year		
4	Whether student faculty ratio in the department under consideration is better than or equal to 1:15 averaged over the previous three academic years including current academic year		
5	Whether HOD possess Ph.D. degree for the programs under consideration		
6	Whether the placement ratio (Placement + Higher Studies + Entrepreneurship) is greater than or equal to 75% average of the previous three academic years		