

# NATIONAL BOARD OF ACCREDITATION

## Pro-forma for Pre-Qualifiers

(Extension of Duration of Accreditation from 5 years to 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:-**

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

**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):-**

<b>Item</b>	<b>CAY 2017-18</b>	<b>CAYm1 2016-17</b>	<b>CAYm2 2015-16</b>	<b>Total</b>
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	Designation	Date of Joining	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. No. 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

#### B3.3. Faculty Retention

No. of faculty in the program in Year CAYm3 (2014-15) = "X"

S. No.	Description	Faculty Retained
1.	Out of " <u>X</u> ", No. of faculty available in CAYm2 (2015-16)	
2.	Out of " <u>X</u> ", No. of faculty available in CAYm1 (2016-17)	
3.	Out of " <u>X</u> ", No. of faculty available in CAY (2017-18)	
<b>Average</b>		

Note: Averaged during period of assessment keeping CAYm3 as base year. 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 B3.3

### B3.4. 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 B3.4**

- Note:**
- 75% should be Regular/ full time faculty and the remaining shall be Contractual Faculty/Adjunct Faculty/Resource persons from industry as per AICTE norms and standards.
  - The contractual faculty will be considered for assessment only if a faculty is drawing a salary as prescribed by the concerned State Government for the contractual faculty in the respective cadre.
  - 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

**B3.4. Placement Ratio**

<b>Year</b>	<b>No. of Students admitted in 1st year (N)</b>	<b>Z=(No. of students Placed + selected for higher studies + opted Entrepreneurship)</b>	<b>Placement Ratio (Z/N)</b>
<b>CAYm1</b>			
<b>CAYm2</b>			
<b>CAYm3</b>			
<b>Average Placement Ratio</b>			

Table B4

### **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 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 the faculty retention rate is greater than or equal to 60% averaged during the period of assessment keeping CAYm3 as base year		
6	Whether HOD possess Ph.D. degree for the programs under consideration		
7	Whether the placement ratio (Placement + Higher Studies + Entrepreneurship) is greater than or equal to 75% average of the previous three academic years		