# NATIONAL BOARD OF ACCREDITATION

## Pro-forma for Pre-Qualifiers

*(Extension of Duration of Accreditation from 5 years to 6 years and for full accreditation for 6 years)*
*[Applicable to – UG Pharmacy]*

## PARTA- Profile of the Institute

**Name of the program applied for:**

**A1.  Name of the College:-**                                   **Year of Establishment:-**

Location of the College:-

**A2. Address:-**                                          **City:-**

State:-                                        Pin Code:-

Website:-                                    E-mail:-

STD Code:-                                 Phone No:-

Fax STD Code:-                            Fax:-

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

Name:-                                      Designation:-

Status of Appointment:-

**A4. Contact details of Head of the Institution:-**

STD Code:-                                 Telephone No:-

Mobile:-                                    E-mail:-

Fax STD Code:-                            Fax No:-

**A5. Name of the Affiliating University:-**

Address:-                                  City:-

State:-                                      Pin Code:-

Website:-                                   E-mail:-

STD Code:-                                 Phone No:-

Fax STD Code:-                            Fax:-

**A6. Type of the Institution:**

| University ☐ | Deemed University ☐ |
|---|---|
| Autonomous ☐ | Any other (Please Specify) ☐ |
| Affiliated ☐ | |

**A7. Ownership Status:**

| Central Government ☐ | State Government ☐ |
|---|---|
| Grant-in-Aid ☐ | Self financing ☐ |
| Trust ☐ | Society ☐ |
| Section 25 Company ☐ | Any Other (Please specify) ☐ |

**Provide Details:**

**A8. Students Admissions (Institute level considering all programs):**

| Item | CAY | CAYm1 | CAYm2 | Total |
|---|---|---|---|---|
| Sanctioned intake | | | | |
| Number of students admitted | | | | |
| % of Students Admitted over last three assessment years ( Total Admitted/Sanctioned Intake ) | | | | |

**Table A8**

CAY: Current Academic Year
CAYm1: Current Academic Year minus1=Current Assessment Year
CAYm2: Current Academic Year minus 2=Current Assessment Year minus 1

**A9. Campus Information:-**

**Does the College have its own building:-**

**Sports Complex:-**

**Canteen and Hostel (If any):-**

**Medical Room:-**

**Computer Laboratories:-**

**Counselling and guidance:-**

**Placement:-**

**A10. Names of programs offered by the College:-**

**UG:-**

**PG:-**
Note: - Please mention department wise.

**A11. Programs to be considered for Accreditation vide this application.**

| S. No. | Program Name |
|---|---|
|  |  |
|  |  |
|  |  |

**Table A11**

# PART B- Program information as per point A11

(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 consider-ed | Year of Start | Initial Intake | Increase/decrease in intake, if any (mention the no. of seats increased/decreased, also) | Year of increase | AICTE Approval Letter No. | Accreditation Status* |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Table B1**

*** 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):-**

**Table B2**

| Item | CAY | CAYm1 | CAYm2 | Total |
|---|---|---|---|---|
| Sanctioned intake |  |  |  |  |
| Number of students admitted |  |  |  |  |
| % of Students Admitted over last three assessment years ( Total Admitted/Sanctioned Intake ) |  |  |  |  |

**CAY: Current Academic Year**
**CAYm1: Current Academic Year minus1=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 Faculty in the department

| S. No. | Designation/Numbers | Number of Faculty in the department* | |
|---|---|---|---|
| | | CAY | CAYm1 |
| 1. | Professor | | |
| 2. | Associate Professor | | |
| 3. | Assistant Professor | | |
| 4. | Number of Ph.D. | | |

**Table B3.1**

**\*Atleast one Professor or Associate professor should be available exclusively for the program under consideration**

**B3.2. Detail of Head of the Department for the program under consideration:**
Name:-
Qualification:-
Ph.D.
Others

**B.4.Student Faculty Ratio (to be calculated as per the Department):-**
   *(No of Faculty as per the sanctioned intake)*
      No. of UG Programs in the Department (n): _____
      No. of PG Programs in the Department (m): _____
      No. of Students in UG 1$^{st}$ Year= **u1**
      No. of Students in UG 2$^{rd}$ Year= **u2**

No. of Students in UG 3rd Year= **u3**
No. of Students in UG 4th Year= **u4**
No. of Students in PG 1st Year= **p1**
No. of Students in PG 2nd Year= **p2**

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

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

**S** = Number of Students in the Department = UG1 + PG1 + PG2

**F** = Total Number of Regular Faculty Members in the Department

**Student Faculty Ratio (SFR) = S/F**

| Year | CAY | CAYm1 | CAYm2 |
|---|---|---|---|
| u1.1 | | | |
| u1.2 | | | |
| u1.3 | | | |
| u1.4 | | | |
| UG1 | **u1.1+u1.2+u1.3+u1.4** | **u1.1+u1.2+u1.3+u1.4** | **u1.1+u1.2+u1.3+u1.4** |
| p1.1 | | | |
| p1.2 | | | |
| PG1 | **p1.1+p1.2** | **p1.1+p1.2** | **p1.1+p1.2** |
| ….. | | | |
| pm.1 | | | |
| pm.2 | | | |
| PGm | **pm.1+pm.2** | **pm.1+pm.2** | **pm.1+pm.2** |
| Total No. of Students in the Department **(S)** | **UG1 + PG1 + …PGm=S1** | **UG1 + PG1+… + PGm= S2** | **UG1 + PG1+… + PGm= S3** |
| No. of Faculty in the Department **(F)** | **F1** | **F2** | **F3** |
| Student Faculty Ratio (SFR) | **SFR1=S1/F1** | **SFR2= S2/F2** | **SFR3= S3/F3** |
| Average SFR | **SFR=(SFR1+SFR2+SFR3)/3** | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Table B3.3**

***Note:***

All the faculty whether regular or contractual (except Part-Time), will be considered. 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 Faculty Student Ratio. However, following will be ensured in case of contractual faculty:
1. Shall have the AICTE prescribed qualifications and experience.
2. Shall be appointed on full time basis and worked for consecutive two semesters during the particular academic year under consideration.
3. Should have gone through an appropriate process of selection and the records of the same shall be made available to the visiting team during NBA visit

**B5. Placement and Higher Studies Ratio**

| Year | N= Total No. of Final Year Students | Z= (Number of students placed in Industries/ Hospitals/ Government sector through on/off campus recruitment or opted for Entrepreneurship + No. of students admitted to higher studies with valid scores in various qualifying exams) | Placement and Higher Studies Ratio (Z/N) |
|---|---|---|---|
| CAYm1 | | | |
| CAYm2 | | | |
| CAYm3 | | | |
| Average Placement and Higher Studies Ratio | | | |

**Table B5**

**B6. Faculty Cadre Proportion:-**

**(The reference Faculty cadre proportion is 1:2:6 i.e.; Professor: Associate professor: Assistant professor)**

| Year | Professors | | Associate Professors | | Assistant Professors | |
|---|---|---|---|---|---|---|
| | Required F1 | Available | Required F2 | Available | Required F3 | Available |
| CAY | | | | | | |
| CAY$m$1 | | | | | | |
| CAYm2 | | | | | | |
| Average Numbers | RF1= | AF1= | RF2= | AF2= | RF3= | AF3= |

**Table B6**

# Compliance status to Pre-Visit Qualifiers

| S.N. | Pre Visit Qualifiers | Current Status | Compliance Status (Complied/Not Complied) |
|---|---|---|---|
| **Essential Qualifiers** | | | |
| 1 | **Vision, Mission & PEOs**<br>i. **Are the Vision & Mission stated in the Prospectus / Website?**<br>ii. **Are the PEOs of the Program listed in the Prospectus / Website?** | | |
| 2 | **Whether approval of AICTE for the programs under consideration has been obtained for all the years including current year** | | |
| 3 | **Whether admissions in the undergraduate programs under consideration has been more than or equal to 75%* for previous three academic years including current academic year.** | **% Admission** | |
| 5 | **Whether student faculty ratio in the department of the program under consideration is better than or equal to 1:15 averaged for previous three academic years including current academic year.** | **SFR** | |
| 6 | **Whether at least one Professor and one Associate Professor available in the respective Department during previous two academic years including current academic year.** | | |
| 7 | **Whether the placement ratio(Placement + higher studies) is greater than 40%**<br>**(average of the last three assessment years)** | | |
| 8 | **Whether two batches have passed out in the programs under consideration** | | |
| 9 | **Whether HODs possess Ph.D. degrees** | | |
| 10 | **Whether number of available faculty with Ph.D. in the department is greater than or equal to 30% *(including the director)* of the required number of faculty averaged for previous two academic years including current academic year.** | | |

*Total number of students admitted in first year in the respective program minus number of students migrated to other programs/ institutions plus the number of students migrated to this program divided by the sanctioned intake in the respective program.