

# **NATIONAL BOARD OF ACCREDITATION**

## **Pro-forma for Pre-Qualifiers TIER-II Institutions**

### **PARTA- Profile of the Institute**

#### **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	<input type="checkbox"/>	Deemed University	<input type="checkbox"/>
Government Aided	<input type="checkbox"/>	Autonomous	<input type="checkbox"/>
Affiliated	<input type="checkbox"/>		

**A7. Ownership Status:**

Central Government	<input type="checkbox"/>	State Government	<input type="checkbox"/>
Government Aided	<input type="checkbox"/>	Self financing	<input type="checkbox"/>
Trust	<input type="checkbox"/>	Society	<input type="checkbox"/>
Section 25 Company	<input type="checkbox"/>	Any Other (Please specify)	<input type="checkbox"/>

**Provide Details:**

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

Item	2015-16	2014-15	2013-14	Total
Sanctioned intake				
Number of students admitted				
% of Students Admitted over last three assessment years ( Total Admitted/Sanctioned Intake )				

**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

## **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 including shifts, if any:-**

<b>Name of the Department</b>	<b>Name of the programs running</b>	<b>Name of the program to be considered</b>	<b>Year of Start</b>	<b>Intake</b>	<b>Increase in intake, if any</b>	<b>Year of increase</b>	<b>AICTE Approval</b>	<b>Accreditation Status*</b>

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

#### **\* Write applicable one:**

- Applying first time
- Granted provisional accreditation for two years for the period (specify period)
- Granted accreditation for 5 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>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>Total</b>
Sanctioned intake				
Number of students admitted				
% of Students Admitted over last three assessment years ( Total Admitted/Sanctioned Intake )				

### B3. Information of Faculty

#### B3.1. Faculty Details

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

- At least one Professor or 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.4. Student Faculty Ratio (No of Faculty as per the sanctioned intake):-

Year	Sanctioned Intake + 20% Lateral Entry, if any			N= x+y+z	Faculty (Considering the fractional load)	SFR=N/F
	II year (x)	III Year (y)	IV Year (z)			
2015-16	Sanctioned Intake + 20% Lateral Entry of 2014-15	Sanctioned Intake + 20% Lateral Entry of 2013-14	Sanctioned Intake + 20% Lateral Entry of 2012-13			
2014-15	Sanctioned Intake + 20% Lateral Entry of 2013-14	Sanctioned Intake + 20% Lateral Entry of 2012-13	Sanctioned Intake + 20% Lateral Entry of 2011-12			
2013-14	Sanctioned Intake + 20% Lateral Entry of 2012-13	Sanctioned Intake + 20% Lateral Entry of 2011-12	Sanctioned Intake + 20% Lateral Entry of 2010-11			
<b>Average SFR for three assessment years</b>						

F = No. of faculty = (a + b - c) for every assessment year

- a:** Total number of full-time regular Faculty serving fully to 2nd, 3rd and 4th year of the this program
- b:** Total number of full-time equivalent regular Faculty(considering fractional load) serving this program from other Program(s)
- c:** Total number of full time equivalent regular Faculty(considering fractional load) of this program serving other program(s)

**Regular Faculty means:**

- Full time on roll with prescribed pay scale. An employee on contract for a period of not less than two years AND drawing consolidated salary not less than applicable gross salary shall only be counted as a regular employee.
- Prescribed pay scales means pay scales notified by the AICTE/Central Government and implementation as prescribed by the State Government. In case State Government prescribes lesser consolidated salary for a particular cadre then same will be considered as reference while counting faculty as a regular faculty.

## Compliance status to Pre-Visit Qualifiers

S.N.	Pre Visit Qualifiers	Current Status	Compliance Status Complied/Not Complied
<b>Essential qualifiers</b>			
1	<b>Vision, Mission &amp; PEOs</b> i. Are the Vision & Mission of the Department stated in the Prospectus / Website? 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 the Institute has received Zero deficiency report from the regulatory authority, i.e., AICTE, UGC etc. for the current academic session.		
4	Whether admissions in the undergraduate programs at the Institute level has been more than 50% * (average of the last three assessment years)		
5	Whether admissions in the undergraduate programs under consideration has been more than 50% ** (average of the last three assessment years)	Program 1<name>:    % Admission	
6	Whether student faculty ratio in the programs under consideration is better than or equal to 1:20 (average of the last three assessment years)	Program 1<name>:    SFR	
7	Whether at least one Professor or one Associate Professor available in the respective Department		
8	Whether number of available Ph.Ds in the department exceeds 10% of the required number of faculty		

9	Whether the placement ratio(Placement + higher studies) is greater than 40% (average of the last three assessment years)		
10	Whether two batches have passed out in the programs under consideration		
<b>Desirable parameters</b>			
1	Whether department has program assessment and quality improvement committee. If so, its constitution and mandate.		
2	Whether the departments under consideration receives separately earmarked funds for i. Maintenance of Laboratory/computational facilities(recurring funds) ii. Up-gradation of laboratory/computational facilities(non-recurring funds)		
3	Whether HODs possess Ph.D degrees for the programs under consideration		
4	Whether number of available Ph.Ds in the department exceeds 15% of the required number of faculty		
5	Whether admissions in the undergraduate programs under consideration has been more than 60% (average of the last three assessment years)		

\*Total number of students admitted in first year minus number of students migrated to other institutions, plus the number of students migrated to this institution divided by the sanctioned intake.

\*\*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.

**Decision:** If compliance status in all the cases is yes, then the institute shall be treated as eligible for furnishing the e-SAR of the programs which may be considered for accreditation as per procedure.

As far as desirable parameters are concerned, the Institutions are expected to meet these parameters also. Although institutions which are non-compliant on these parameters may be invited to prepare their SAR, it is expected that they would have taken necessary steps in this direction.