

# 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	CAY 2016-17	CAYm1 2015-16	CAYm2 2014-15	Total
Sanctioned intake				
Number of students admitted				
% of Students Admitted over last three assessment years ( Total Admitted/Sanctioned Intake )				

*Kindly note that the year mentioned here is exemplary, institute has to consider the academic years as per the definition given in the document and according to the prevailing year.*

**Table A8**

CAY: Current Academic Year

CAYm1: Current Academic Year minus 1

CAYm2: Current Academic Year minus 2

**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 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>Initial Intake</b>	<b>Increase/decrease in intake, if any</b> (mention the no. of seats increased/decreased, also)	<b>Year of increase</b>	<b>AICTE Approval Letter No.</b>	<b>Accreditation Status*</b>

**Table B1**

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>CAY 2016-17</b>	<b>CAYm1 2015-16</b>	<b>CAYm2 2014-15</b>	<b>Total</b>
Sanctioned intake				
Number of students admitted				
% of Students Admitted over last three assessment years ( Total Admitted/Sanctioned Intake )				

*Kindly note that the year mentioned here is exemplary, institute has to consider the academic years as per the definition given in the document and according to the prevailing year.*

**Table B2**

### B3. Information of Faculty

Please provide the list of faculty in the department as per the below format for all the years under consideration

S. No.	Name	PAN No.	Qualification	Designation	Date of Joining	Currently Associated (Y/N)	Nature of Association (Regular/Contract/Adjunct)	Date of Leaving
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	CAYm1
1.	Professor		
2.	Associate Professor		
3.	Assistant Professor		
4.	Number of Ph. D (as per the AICTE norms)		

Table B3.1

- 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):-

(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)

Year	CAY	CAYm1	CAYm3
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			
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>F</b>	<b>F</b>	<b>F</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 B.4

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

**Note: 75% should be Regular/Full Time faculty and the remaining shall be Contractual Faculty/Adjunct Faculty/Resource Person 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 and who have taught over consecutive 4 semesters.**

#### B.5. Placement Ratio

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

**Table B.5**

## 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 admissions in the undergraduate programs at the Institute level has been more than or equal to 50% * (average of the last three academic years including current academic year)		
4	Whether admissions in the undergraduate programs under consideration has been more than or equal to 50% ** (average of the last three academic years including current academic year)		
5	Whether faculty student ratio in the department under consideration is better than or equal to 1:20 averaged over last three academic years including current academic year.	% Admission	
6	Whether at least one Professor or one Associate Professor available in the respective Department during last two academic years including current academic year.	SFR	
7	Whether number of available Ph.Ds in the department is greater than or equal to 10% of the required number of faculty during last two academic years including current academic year.		
8	Whether the placement ratio(Placement + higher studies) is greater than or equal to 40% (average of the last three assessment years)		
9	Whether two batches have passed out in the programs under consideration		



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

\*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.