

NATIONAL BOARD OF ACCREDITATION

Pro-forma for Pre-Qualifiers-Diploma Engineering Programs

PART A- Profile of the Institute

Name of the Program Applied for:

A1. Name of the Institute: -

Year of Establishment : Location of the Institute:

A2. Institute Address: -

City : State :

Pin Code : Website:

E-mail : Phone No (with STD Code):

A3. Head of the Institution: -

Name : Designation:

Status of Appointment :

A4. Contact details of Head of Institution: -

Mobile No. : Telephone No. (With STD Code):

E-mail :

A5. Name and Address of the Affiliating University (if any): -

Name of the University : City :

State : Pin Code:

A6. Type of the Institution: - (Tick the applicable choice)

Institute of National Importance

Deemed University

University

Autonomous

Non-Autonomous (Affiliated)

Any other (Please specify) *

***Provide Details:** _____

A7. Ownership Status: - (Tick the applicable choice)

Central Government

State Government

Government Aided

Self-financing

Any Other (Please specify) *

***Provide Details:** _____

A8. Details of all Programs being Offered by the Institution: -

- ❖ No. of Diploma (Engineering) programs: _____
- ❖ No. of UG (Engineering) programs: _____
- ❖ No. of PG (Engineering) programs: _____

Table No. A8.1: List of all programs offered by the Institute.

S.N.	Level of program (Diploma/UG/PG)	Name of the program	Year of Start	Year of close*	Name of the Department
1					
...					

Note*:

- ❖ During assessment period, if any program is closed/merged, please mention in the above said table (Table No. A8.1).

A9. Programs to be considered for Accreditation vide this Application:

Table No. A9.1: List of programs to be considered for accreditation.

S. N.	Name of the Department	Name of the Program
1.		
...		

PART B- Program information

(To be filled separately for the program applied for)

B1. Provide Separate Information for the Program Applied for: -

Table No. B1: Program details.

S. N.	Program Name	Year of start	Sanctioned Intake	Increase/ decrease in intake, if any	Year increase/ decrease	AICTE/ Competent Authority Approval Details	Accreditation Status*	No. of times program accredited
1.								

* Write applicable one:

- ❖ Applying first time
- ❖ Granted accreditation for 2/3 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- ❖ Withdrawn (specify visit dates, year)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.

B2. Information of Faculty

(Please provide details of the faculty in the Department and cumulative information for all three academic years starting from the current academic year (CAY) in the below format)

Table No. B2.A: Faculty details.

S.N.	Name of the Faculty	PAN No.	AP/AAR faculty ID*(if any)	Highest degree	University	Area of Specialization	Date of Joining in this Institution	Experience in years in current Institute	Designation at Time Joining in this Institution	Present Designation	Nature of Association (Regular/ Contract/ Ad hoc)	If contractual mention Full time or (Part time or hourly based)	Currently Associated (Y/N)	Date of Leaving if any (In case Currently Associated is "No")
1														
:														

Please provide details of the faculty in the Department including cumulative information for **all three academic years** starting from the current academic year (CAY) in the specified format. Programs such as **UG (Engineering), PG (Engineering), BCA, and etc** running in the Department need to have **sufficient faculty members** to support those programs. Note that these faculty members should not be included in the above said Table no. 5A.

B1. Student Faculty Ratio:

(The Student-Faculty Ratio (SFR) is to be calculated at the department)

- ❖ No. of Diploma (Engineering) programs in Department=>
 - $D_1=1^{\text{st}}$ Diploma program
 - $D_n=n^{\text{th}}$ Diploma program
 - **B**= No. of Students in diploma 2nd year (**ST**)
 - **C**= No. of Students in diploma 3rd year (**ST**)

Student-Faculty Ratio (SFR) = ST / F;

Where:

- ❖ ST = Total number of students admitted in the program (as defined earlier).
Number of students (ST)* = Sanctioned intake of the program (N) + Number of students actually admitted (L) through lateral entry (including leftover seats).

Note*: If the number of students admitted in the 2nd year through lateral entry, including leftover seats (L), **exceeds 10%** of the sanctioned intake (e.g., 120) for the respective program, then the total number of students to be considered as admitted to the program (ST) shall be the sanctioned intake (N) plus 10% of the sanctioned intake. However, the value of ST shall be **limited** to a **maximum of 132** (i.e., 120 (N) + 12 (L))

- ❖ F = Number of faculty members in the Department.

Table No. B3.1: Student-faculty ratio.

Year	CAY	CAYm1	CAYm2
$D_1. B$			
$D_1. C$			
D_1	$D_1.B+ D_1.C$	$D_1.B+ D_1.C$	$D_1.B+ D_1.C$
...			
$D_n. B$			
$D_n. C$			

D_n	$D_n.B + D_{1n}.C$	$D_n.B + D_n.C$	$D_n.B + D_n.C$
$S = \text{Total no. of students in all Diploma programs in the Department}$	$S1 = D_1 + D_2 + \dots + D_n$	$S2 = D_1 + D_2 + \dots + D_n$	$S3 = D_1 + D_2 + \dots + D_n$
$F^* = \text{Total no. of faculty members in the Department}$	$F1$	$F2$	$F3$
Student Faculty Ratio (SFR) = $S/(F)$	$SFR1 = S1/F1$	$SFR2 = S2/F2$	$SFR3 = S3/F3$
Average SFR for 3 years	Average SFR = $(SFR1 + SFR2 + SFR3)/3$		

Note*: All faculty members appointed in the department need to be included. Faculty members already listed in Section 8.1 of SAR should not be repeated here.

Compliance Status to Pre-Visit Qualifiers

S.N.	Pre-Visit Qualifiers	Current Status	Compliance Status Complied/ Not Complied
1	Whether AICTE approval for the program under consideration has been obtained for the previous five years, starting from the current academic year		
2	Whether the Student-Faculty Ratio (SFR) in the Department is less than or equal to 30:1, averaged over three academic years: the Current Academic Year (CAY), the Current Academic Year Minus One (CAYm1), and the Current Academic Year Minus Two (CAYm2)		
3	Whether two batches have passed out in the program under consideration		