

Annexure II

Pro-forma for Pre-Qualifiers TIER-I Institutions

PART A- Profile of the Institution

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

Government Aided

Autonomous

Affiliated

Provide Details:

A7. Ownership Status

Central Government State Government Government Aided
 Self financing Trust Society
 Section 25 Company Any Other (Please specify) Provide Details

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

Item	CAY 2019-20	CAYm1 2018-19	CAYm2 2017-18	Total
Sanctioned intake				
Number of students admitted				
% of students admitted for previous three academic years including current academic year (Total Admitted/Sanctioned Intake)				

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

Table A8.1

CAY: Current Academic Year

CAYm1: Current Academic Year minus 1= Current Assessment Year

CAYm2: Current Academic Year minus 2= Current Assessment Year minus1

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.

Sl. No.	Program Name

Table A 11

PART B- Program information as per point A11

(To be filled in separately for all the programs applied for)

B1. Provide separate information for each program applied for (including shifts, if any):

Name of the Department	Name of the programs running	Name of the program to be considered	Year of start	Initial intake	Increase/decrease in intake, if any (mention the No. of seats increased/decreased)	Year of increase	AICTE Approval Letter No.	Accreditation Status*

Table B1

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

*** Write applicable one:**

- ☞ Applying first time
- ☞ Granted accreditation for years period, i.e. from (year) to (year)
- ☞ Not accredited (specify visit dates, year)
- ☞ Withdrawn (specify visit dates, year)
- ☞ Not eligible for accreditation
- ☞ Eligible but not applied

B2. Student Admissions (Program specific):

Item	CAY 2019-20	CAYm1 2018-19	CAYm2 2017-18	CAYm3 2016-17
Total number of students admitted in first year (N1)				
Number of students admitted in 2nd year in the same batch via lateral entry (N2)				
Total number of students admitted in the Program (N1 + N2)				
% of Students Admitted over the previous three academic years starting from CAYm1 (Total Admitted/Sanctioned Intake):				

Kindly note that the years mention here is for example only, institute is required to consider the academic years as per the definition of CAY given in the document and according to the prevailing year. The % of student admitted in the program is to be restricted upto

Table B2.1

CAY: Current Academic Year

CAYm1: Current Academic Year minus 1= Current Assessment Year

CAYm2: Current Academic Year minus 2= Current Assessment Year minus1

CAYm3: Current Academic Year minus 3= Current Assessment Year minus2

B3. Information of Faculty

Please provide the list of faculty in the Department as per the below format separately (year wise) for each year under consideration

Sl. 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)	If contractual mention Full time or Part time	Date of Leaving (In case currently associated is
1.											
2.											

Table B3.1**B3.1. No. of the Available Faculty**

Sl. No.	Designation/Numbers	Number of Faculty in the Department for both UG and PG	
		CAY (2019-20)	CAYm1 (2018-19)
1.	Professor		
2.	Associate Professor		
3.	Assistant Professor		
4.	Number of Ph.D.* (as per the AICTE norms)		

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

Table B3.1

- At least two Professors or one Professor and one Associate Professor on regular basis with Ph.D. degree is available in the respective Department for CAY and CAYm1.

B3.2. Details of the 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 2nd Year= **u1**)(No. of Students in UG 3rd Year= **u2**)(No. of Students in UG 4th Year= **u3**)(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 Students)**

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

S=Number of Students in the Department = U1 + U2 + U3 + P1 + P2**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	u1.1+u1.2+u1.3	u1.1+u1.2+u1.3	u1.1+u1.2+u1.3
...			
u _n .1			
u _n .2			
u _n .3			
UG _n	u_n.1+u_n.2+u_n.3	u_n.1+u_n.2+u_n.3	u_n.1+u_n.2+u_n.3
p1.1			
p1.2			
PG1	p1.1+p1.2	p1.1+p1.2	p1.1+p1.2
.....			
pm.1			
pm.2			
PG _m	pm.1+pm.2	pm.1+pm.2	pm.1+pm.2
Total No. of Students in the Department (S)	UG1 + UG2 + .. +UG_n + PG1 + ...PG_m	UG1 + UG2 + .. +UG_n + PG1+ ...+PG_m	UG1 + UG2 + .. +UG_n + PG1+... +PG_m
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 B 4.1

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.

Compliance Status to Pre-Visit Qualifiers

Sl. No.	Pre-Visit Qualifiers	Current Status	Compliance Status Complied/Not Complied
Essential Qualifiers			
1	Vision, Mission & PEOs 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 the competent authority (Approval of AICTE/ UGC/ BoG of Universities/ Deemed Universities etc.) for the programs under consideration has been obtained for all the years including current year		
3	Whether the admissions in the UG program is more than or equal to 60 per cent, averaged over three academic years (including lateral entry), i.e., Current Academic Year minus One (CAYm1), Current Academic Year minus Two (CAYm2) and Current Academic Year minus Three (CAYM3).	% Admission	
4	Whether faculty student ratio in the department under consideration is better than or equal to 1:25 averaged over CAY, CAYm1 and CAYm2	SFR	
5	Whether at least two Professors or one Professor and one Associate Professor on regular basis with Ph.D. degree is available in the respective Department for CAY and CAYm1 .		
6	Whether number of available PhDs in the department is greater than or equal to 20% of the required number of faculty averaged for CAY and CAYm1.		
7	Whether two batches have passed out in the programs under consideration		
8	Whether HODs possess Ph.D. degrees for the programs under consideration		

Sl. No.	Pre-Visit Qualifiers	Current Status	Compliance Status Complied/Not Complied
Desirable Parameters			
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 <ul style="list-style-type: none"> i. Maintenance of Laboratory/computational facilities(recurring funds) ii. Up-gradation of laboratory/computation facilities(non-recurring funds) 		

*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.