

# **Frequently Asked Questions**

## **On**

## **Accreditation Process**

## **&**

## **Self-Assessment Report**

## **(SAR)**



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**General Query on NBA Accreditation:**

**1. Does the National Board of Accreditation (NBA) grant accreditation to an institute?**

**Answer:**

- ❖ No, the NBA grants accreditation to programs, not to institutes.

**2. What formats need to be used to submit the SAR for our UG (Engineering) programs for NBA accreditation?**

**Answer:**

- ❖ All programs in autonomous institutions, where the final-year students belong to an autonomous batch/system, fall under the Tier-I format.
- ❖ All non-autonomous institutions' programs fall under the Tier-II format.

**3. An institution was established in 2017, and two batches of students have graduated from the affiliated college. Can the Institution submit the SAR under the Tier-I format?**

**Answer:**

- ❖ No, the institute should submit the SAR in the Tier-II format.

**4. An institution was established in 2010, and its programs have not been accredited to date. In 2017, the institution was granted autonomous status by the University Grants Commission (UGC), New Delhi, and two batches of students have graduated under the autonomous stream. Can the institution submit the SAR under the Tier-II format?**

**Answer:**

- ❖ No, the institute should submit the SAR in the Tier-I format, as two batches of students have already graduated under the autonomous stream.

**5. An institution was established in 2010, and its five UG (Engineering) programs were accredited by the NBA under the Tier-II format with a validity period from 01/07/2022 to 30/06/2025. During this period, the institution received autonomous status from the UGC on 30/06/2022, with**

**autonomy effective from the academic year 2022-23. Can Institution submit the SAR or Compliance Report (CR) under the Tier-I format?**

**Answer:**

- ❖ No, the institute needs to submit a fresh SAR under the Tier-II format, as its final-year students do not fall under the autonomous stream

**6. An institution was established in 2010, and its five UG (Engineering) programs were accredited by the NBA under the Tier-II format with a validity period from 01/07/2022 to 30/06/2025. During this period, the institution received autonomous status from the UGC on 30/06/2021, with autonomy effective from the academic year 2021-22. Can Institution submit the SAR/Compliance Report under the Tier-II format?**

**Answer:**

- ❖ No, the institute needs to submit a fresh SAR under the Tier-I format, as its final-year students are under the autonomous stream.

**7. An institution was established in 2010, and its five UG (Engineering) programs were accredited by the NBA under the Tier-II format, with validity from 01/07/2023 to 30/06/2026. The accreditation of these five UG (Engineering) programs is about to expire. When does Institution need to submit the PQ/SAR for the renewal of accreditation for these programs?**

**Answer:**

- ❖ Before 6 months of expire of the current accreditation period.

**8. The accreditation of three UG (Engineering) programs is set to expire on June 30, 2026. Can the institute submit a compliance report?**

**Answer:**

- ❖ No, from the academic year 2025-26 onwards, there will be no compliance visits for any UG (Engineering) programs."
- ❖ The institute needs to submit a fresh SAR in the 2024 format if the program falls under Tier-I.

- ❖ The institute needs to submit a fresh SAR in the 2025 format if the program falls under Tier-II.

**9. CDE Institution was established in 2010 with five UG (Engineering) programs (CSE, IT, ECE, EE, ME), and its sister institution-FGH was established in 2012 with three UG (Engineering) programs (CSE, IT, ECE). In the academic year 2022-23, AICTE, Delhi, granted permission to merge the sister institution-FGH with CDE Institution. Now, in 2024-25, the CDE institution wants to apply for NBA accreditation for five UG (Engineering) programs (CSE, IT, ECE, EE, ME). How should the CDE institution calculate the SFR, faculty qualifications, and faculty cadre ratio?**

**Answer:**

- ❖ Your sister institution(FGH) merged with the parent institution(CDE) in the academic year 2022-23.
- ❖ All rules (SFR, and faculty qualification, and faculty cadre ratio, etc), apply from 2022-23 onwards. Before 2022-23, the two institutions were separate, and the NBA followed AICTE norms accordingly.

**10. An institution was established in 2010 with five UG (Engineering) programs (CSE, IT, ECE, EE, ME). In the academic year 2022-23, the All India Council for Technical Education (AICTE), New Delhi, granted permission to merge the UG (IT) program with UG (CSE). Now, in 2024-25, the institution wants to apply for NBA accreditation for three UG (CSE, ECE, EE) programs. How should the institution calculate the SFR, faculty qualifications, and faculty cadre ratio?**

**Answer:**

- ❖ The UG (IT) program merged with the UG (CSE) program in the academic year 2022-23.
- ❖ All rules (SFR, Faculty qualification, and Faculty cadre ratio, etc) apply from 2022-23 onwards. Before 2022-23, there were five UG (Engineering) programs, and the NBA followed AICTE norms accordingly.

**11. An institution was established in 2010 with five UG (Engineering) programs (CSE, IT, ECE, EE, ME), all of which were accredited by the NBA under the Tier-II format with a validity period from 01/07/2022 to 30/06/2025. In the academic year 2023-24, AICTE, Delhi, granted permission to merge the UG (IT) program with UG (CSE). Does the institution need to submit the SAR, a compliance report, or a letter requesting an extension of accreditation until the last batch of the UG (IT) program graduates?**

**Answer:**

- ❖ The 2021-25 and 2022-26 batches are ongoing for the UG (IT) program. The institute needs to submit a fresh SAR for accreditation.

**12. According to the NBA, New Delhi, what do Cycle 1 and Cycle 2 mean?**

**Answer:**

- ❖ Let us assume that the institute has two UG Engineering programs accredited under Tier-II. One UG Engineering (CS) program received a six-year accreditation in 2018, with a validity period from 01/07/2018 to 30/06/2024. The other UG Engineering (ECE) program received a three-year accreditation in 2018 and, based on compliance, received an additional three-year accreditation in 2022, with a validity period from 01/07/2022 to 30/06/2024.
- ❖ Now, if the institute wants to apply for NBA accreditation for the above two UG Engineering programs (CS and ECE), it should submit the SAR at least six months before the program's validity expires. The UG Engineering (CS) program should submit the SAR under the Cycle 2 format, while the UG Engineering (ECE) program should submit the SAR under the Cycle 1 format.

**13. The ABC Institute is a non-autonomous institution offering five UG (Engineering) programs related to Computer Science and Engineering, either as separate departments or combined offerings—UG (CSE), UG (IT), UG (AIML), UG (AIDS), and UG (AI). We have five Professors in the CSE Department during both CAY and CAYm1, but we do not have any Professors or Associate Professors in the other departments (IT, AIML, AIDS, or AI). Can we apply for NBA accreditation for UG(CSE) program.**

**Answer:**

- ❖ Yes. Total no.of UG (Engineering) programs in CSE cluster is 5 including CSE.
- ❖ The program under consideration (e.g., UG in CSE) must have at least one Professor or one Associate Professor with a Ph.D. degree, working on a regular basis during both CAY and CAYm1.
- ❖ In addition, the remaining four UG (Engineering) programs (e.g., IT, AIML, AIDS, AI) collectively require a total of four Professors or Associate Professors with Ph.D. degrees, working on a regular basis during both CAY and CAYm1 and available in the CSE Department or allied departments (i.e., IT, AIML, AIDS, AI) or, combination.

**Query on Criterion 1 of SAR:**

**14. Should the department's vision statement be in line with the institute's vision statement?"**

**Answer:**

- ❖ Yes.

**15. What is the mechanism used in defining Vision, Mission and PEO statements.**

**Answer:**

- ❖ The institute needs to define the Vision, Mission, and PEO statements with the involvement of all stakeholders.

**16. What mechanism should be used to map PEOs with the mission of the department?"**

**Answer:**

- ❖ It is based on the correlation strength (e.g., 1/2/3) between the PEOs and the Mission of the Department.

**17. Where should the Vision, Mission, and PEO statements be disseminated**

**Answer:**

- ❖ In general, the institute should display them in prominent places to ensure that all stakeholders are aware.

**18. Can the vision and PEO statements be measured?**

**Answer:**

- ❖ Yes, the Vision and PEO statements should be realistic when being framed.
- ❖ The institute can measure achievements of Vision & PEOs over a period of time using indirect assessment tools

**19. Can an institute articulate its own program outcomes for its UG (Engineering) programs?**

**Answer:**

- ❖ Program Outcomes (POs) were defined by NBA for UG (Engineering) program.

**20. How many Course Outcomes (COs) should a faculty member write for a course/subject?**

**Answer:**

- ❖ Typically, 4-6 COs are recommended. However, a faculty member may write additional COs for a subject if needed.

**21. Does a faculty member need to write COs for laboratory courses as well?**

**Answer:**

- ❖ Yes, COs are required for all theory courses/subjects, laboratory courses/subjects, and project work, as long as they are part of the curriculum and need to be written.

**22. What is the need for the correlation value in CO-PO mapping**

**Answer:**

- ❖ The correlation value is essential in CO-PO mapping as it quantifies the strength of the relationship between Course Outcomes (COs) and Program Outcomes (POs). Typically, a scale of 1 (Low), 2 (Moderate), and 3 (High) is used to indicate the extent to which a CO contributes to a PO. This value plays a crucial role in computing the overall attainment of POs.

**23. What is the mechanism for mapping courses to POs or CO-PO mapping?**

**Answer:**

- ❖ It is based on the syllabus content, teaching methodology, and assessment tools

**24. During the assessment period, the institute revised three curricula as per the University norms (e.g., R19, R20, and R21). Which regulation of the program curriculum needs to be included in the SAR?**

**25. During the assessment period, the institute revised three curricula as per university norms (e.g., R19, R20, and R21). Which regulation of the program curriculum needs to be included in the SAR**

**Answer:**

- ❖ In the SAR, it is not necessary to include all program curriculum regulations. Only the latest passed-out batch's curriculum should be provided as a sample. However, the institute must ensure that all other curriculum regulations are available for review during the NBA visit.

**26. Are curriculum gaps and content beyond the syllabus the same**

**Answer:**

- ❖ No, curriculum gaps and content beyond the syllabus are not the same.
  - Curriculum Gaps: These are deficiencies in the syllabus that need to be addressed to meet industry standards, accreditation requirements, or program outcomes. Institutes must take measures to bridge these gaps through additional topics, training, or activities.
  - Content Beyond the Syllabus: This refers to additional knowledge or advanced topics introduced beyond the prescribed curriculum to enhance student learning and provide exposure to emerging trends.

**27. Should a faculty member write Course Outcomes (COs) based on units/modules in a course/subject?"**

**Answer:**

- ❖ It is a good practice to write COs by considering the entire syllabus (all units/ modules), Teaching-Learning Process (TLP), and assessment tools, rather than defining them strictly for each unit or module. This ensures that COs are comprehensive, measurable, and aligned with POs.

## **28. Are there any automation tools for mapping and tracking CO-PO mapping and attainment?**

**Answer:**

- ❖ Yes, institutes can use automation tools to map and track CO-PO mapping and attainment. They can either:
  - Develop their own software for tracking CO-PO mapping and attainment.
  - Use existing tools like Excel-based models, NBA accreditation software, or Learning Management Systems (LMS) that support outcome-based education (OBE) tracking.

## **29. How can the entire evaluation process conducted over the past three years be restructured based on the 11 POs in the UG (Engg.,) program, considering that all related documents and records were originally prepared using the 12 POs framework?**

**Answer:**

- ❖ We are currently in a transition phase from the earlier set of 12 Program Outcomes (POs) to the revised set of 11 POs.
- ❖ From the academic year 2024–25 onwards, all courses/subjects must be mapped to the revised 11 POs based on the GAPC V4.
- ❖ Accordingly, starting from AY 2024–25, all mapping activities under Sub-Criteria 1.3, 1.4, and 1.5 must align with the revised 11 POs.
- ❖ However, for Sub-Criterion 3.8, PO attainment calculations should continue to be based on the old set of 12 POs for CAYm1 (2023–24) and CAYm2 (2022–23), as GAPC V4 (which incorporates the 11 POs) is applicable only from AY 2024–25 onward.

**Query on Criterion 2 of SAR:**

**30. In the course file, does a faculty member need to include the academic calendar of the University, College, or Department?"**

**Answer:**

- ❖ Faculty members must adhere to the University academic calendar. However, if the College or Department has its own academic calendar that aligns with the University calendar, it can be included in the course file.

**31. Does a faculty member need to map Internships/Industrial Training with POs/PSOs?"**

**Answer:**

- ❖ Yes, faculty members need to map Internships and Industrial Training to relevant POs and PSOs. Since these activities are an essential part of the curriculum, mapping them helps in assessing their contribution to skill development and outcome attainment.

**32. In the SAR, does the institute need to include all student details of Internships/Industrial Training?"**

**Answer:**

- ❖ No, the institute does not need to include complete details for all students. In the SAR, only a summary of Internship/Industrial Training data during the assessment period should be provided. However, during the NBA visit, all relevant evidence and detailed records must be made available for verification.

**33. What does 'Industry involvement in the partial delivery of any regular courses for students' mean?"**

**Answer:**

- ❖ Industry involvement refers to professionals from the industry contributing to the delivery of a course by:
  - Handling a module/unit of the course.
  - Delivering an entire course or part of a course.

### **34. What does 'Industry-supported laboratories' mean.**

**Answer:**

- ❖ Industry-supported laboratories are those developed or sponsored by the industry in the form of hardware, software, or financial support through MoU.
- ❖ Industry-supported laboratories are labs that are developed or sponsored by industries through an MoU in the form of:
  - Hardware or equipment contributions
  - Software tools or licenses
  - Financial support or funding, etc.

**Query on Criterion 3 of SAR:**

### **35. Does the institute need to assess CO coverage in unit tests, class tests/mid-term tests, and assignments in a course/subject?**

**Answer:**

- ❖ Yes, the institute must assess CO coverage in unit tests, class tests, mid-term tests, and assignments. All questions should be mapped to the corresponding COs to evaluate students' learning and measure CO attainment effectively.

### **36. What assessment tools can an institute use to measure COs for a course/subject?"**

**Answer:**

- ❖ An institute can use the following assessment tools to measure Course Outcomes (COs):
- ❖ Direct Assessment Tools (via marks):
  - Continuous Internal Evaluation (CIE): Unit tests, quizzes, assignments, laboratory assessments, projects, etc.
  - Semester End Examination (SEE): Final exams evaluating overall course learning.
- ❖ Indirect Assessment Tools (via without marks):
  - Course-End Surveys: Feedback from students on course effectiveness, etc.

- Self and Peer Assessments: Evaluations by students or faculty to gauge learning impact.

**37. What target value/benchmark can an institute set for a CO in a course/subject?**

**Answer:**

- ❖ The target value for a Course Outcome (CO) is determined based on:
  - Previous years' results, which help establish a realistic benchmark.
  - If the course is newly introduced, the class average marks can be used as the initial benchmark.

**38. Can an institute set the same target value for all COs in a course/subject?**

**Answer:**

- ❖ No, the target value for all COs may not be the same. The target value should be determined based on factors such as:
  - Complexity of the CO
  - Nature of assessments used to evaluate the CO
  - Previous performance trends in similar courses

**39. Can an institute use only indirect assessment tools to measure COs in a course/subject?"**

**Answer:**

- ❖ No, the institute must use direct assessment tools to measure Course Outcomes (COs). Indirect assessment tools can be used as a supplementary method but cannot replace direct assessments.
  - Direct Assessment Tools (via marks): CIE (unit tests, quizzes, assignments, lab assessments) and SEE (semester-end exams), etc.
  - Indirect Assessment Tools (via without marks): Course-end surveys, self and peer evaluations, etc.

#### **40. Can an institute measure CO on a scale of 3 or as a percentage?**

**Answer:**

- ❖ Since CO-PO mapping is typically done on a scale of 3 (1, 2, 3), it is preferable to use this scale for consistency. However, CO attainment can also be measured as a percentage if required for analysis and reporting.

#### **41. Should an institute calculate PO attainment batch-wise or year-wise?**

**Answer:**

- ❖ Generally, PO/PSO attainment is calculated both batch-wise and year-wise:
  - Batch-wise (e.g., 2020-24, 2019-23, 2018-22, etc.) – Considers only the respective batch of students.
  - Year-wise (e.g., 2023-24, 2022-23, 2021-22, etc.) – Considers students irrespective of their batch.

#### **42. Should extracurricular activities be used to measure POs?**

**Answer:**

- ❖ Yes, extracurricular activities such as NSS, NCC, sports, cultural events, and community service can be used to measure POs. However, these are considered indirect assessment tools and should be used as a supplementary measure alongside direct assessments.

#### **43. In the SAR, does an institute need to include PO/PSO attainment values for three assessment years?"**

**Answer:**

- ❖ No, it is not required to include PO/PSO attainment values for all three assessment years in the SAR. The institute can include the latest assessment year as a sample. However, during the NBA visit, the institute must make attainment data for all three assessment years available.

**44. During the NBA visit, what evidence needs to be provided to demonstrate efforts toward addressing Sustainable Development Goals (SDGs)**

**Answer:**

- ❖ Institutes can provide evidence through various activities, such as:
  - Student projects aligned with SDGs, carried out through coursework, research work, and final-year projects.
  - Community outreach programs focused on sustainability, environmental conservation, and social impact.
  - Industry collaborations addressing SDG-related challenges.
  - Infrastructure initiatives, such as renewable energy adoption or waste management efforts on campus.
  - Workshops, seminars, or awareness programs on sustainability and global challenges.

**45. Do we need to map all Sustainable Development Goals (SDGs) to our UG (Engineering) program**

**Answer:**

- ❖ No. It depends on the program, its contents, and other factors offered by your institution. Accordingly, you need to map only the relevant Sustainable Development Goals (SDGs).

**Query on Criterion 4 of SAR:**

**46. What is meant by the sanctioned intake of a program?**

**Answer:**

- ❖ The sanctioned intake refers to the approved number of students that can be admitted into a program in an academic year. It is verified based on:
  - For institutions under AICTE purview: The sanctioned intake is verified using the AICTE approval letter.
  - For institutions not under AICTE purview: It is verified through the Board of Governors (BoG) or Senate approval letter.
- ❖ Important Note:

- Lateral entry students should not be included in the sanctioned intake (N).
- Example: If a program has a sanctioned intake of 60, and an additional 10% (6 seats) are allotted for lateral entry, the sanctioned intake remains 60, while the lateral entry intake is counted separately as N2.

**47. Should supernumerary quotas be included in the enrollment ratio for the 1st year?"**

**Answer:**

- ❖ Yes, supernumerary quotas should be included in the enrollment ratio for the 1st year.

**48. What is the success rate without backlogs in any semester or year of study?**

**Answer:**

- ❖ The success rate without backlogs refers to the percentage of students who have successfully completed their semester or academic year without any pending backlogs, compared to the total number of students enrolled in the respective batch.

**49. What is the success rate with backlogs within the stipulated period of study?"**

**Answer:**

- ❖ The success rate with backlogs within the stipulated period of study refers to the percentage of students in a batch who complete their degree within the standard duration (e.g., four years for UG engineering programs), even if they had backlogs at some point during their studies.

**50. Can students admitted through the multiple-entry and exit scheme be included in the academic performance and placement sections?"**

**Answer:**

- ❖ Yes, students admitted through the multiple-entry and exit scheme are required to be included in the academic performance and placement section

**51. Can year-back students be included in the 'Success Rate of the Students in the Stipulated Period of the Program?**

**Answer:**

- ❖ No, only the students from the corresponding batch should be included in the success rate calculation. Year-back students should not be considered.

**52. In admission details, should students admitted under management quota, economically weaker sections (EWS), SNQ, etc., be considered in the 1st-year enrolment ratio?**

**Answer:**

- ❖ Yes, students admitted under management quota, economically weaker sections (EWS), SNQ, etc., should be considered in the 1st-year enrolment ratio. Sometimes, due to various quotas, the enrolment ratio may exceed 100%.
- ❖ Example:
  - Enrolment Ratio = (Number of students admitted in 1st year) / (Sanctioned intake of the program)= 123 / 120 = 102.5%

**53. For 1st-year academic performance, should the institute consider all 1st-year students of all UG (Engineering) programs?"**

**Answer:**

- ❖ No, the institute should provide only the program-specific first-year academic performance, not the overall performance of all UG (Engineering) programs.

**54. In placements, students received multiple offers. Should the institute consider multiple placements per student or only one headcount?**

**Answer:**

- ❖ Multiple placements are beneficial, but for reporting purposes, only one job offer per student is considered (one headcount).

**55. In placements, can the institute consider internships as placements?"**

**Answer:**

- ❖ No, internships are different from placements and should not be counted as placements.

**56. How many years of data does the institute need to provide in professional activities?"**

**Answer:**

- ❖ The department should provide data for 3 years, starting from CAYm1 (Current Academic Year minus 1).

**Query on Criterion 5 of SAR:**

**57. The ABC College of Engineering wants to calculate the SFR value in the CSE department. Which students should we consider?**

**Answer:**

- ❖ Consider all students from the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> years of all UG (Engineering) programs and the 1<sup>st</sup> and 2<sup>nd</sup> years of all PG (Engineering) programs in the CSE department including allied departments/cluster (if any).
- ❖ Student Faculty Ratio (SFR) = S/F
  - S= No. of students of all programs in the CSE Department including all students of allied departments (Ex: IT, AI, DS, etc).
  - No. of students (ST)=Sanctioned Intake (SA)+ Actual admitted students via lateral entry including leftover seats (L) if any (limited to 10 % of SA)
  - Exclusions: Students admitted under supernumerary quotas (SNQ, EWS, etc.) are not considered in SFR calculations.
  - F(Number of Faculty Members)=Total full-time (regular/contractual) faculty members in the CSE department, including allied departments/cluster, excluding first-year faculty (those with a 100% teaching load in first-year courses).

**58. Does the institute need to include supernumerary quotas (SNQ, EWS, etc.) while calculating the SFR value in the department?**

**Answer:**

- ❖ No, students admitted under supernumerary quotas (SNQ, EWS, etc.) will not be considered in the SFR calculation. These students are exempted.
- ❖ The number of students (ST) is determined as follows:
  - ST= Sanctioned Intake (SA) + Actual admitted students via lateral entry (including leftover seats, if any, limited to 10% of SA).

**59. Shall NBA consider Associate Professors/Professors without Ph.D. degrees who are working in Engineering/Management programs?**

**Answer:**

- ❖ No, as per AICTE/UGC norms (qualification and experience) under the 6<sup>th</sup>/7<sup>th</sup> Pay Commission, Associate Professors and Professors must possess a Ph.D. degree in their respective fields.

**60. Does NBA consider contractual faculty members, who are on a full-time basis during the academic year, when calculating the SFR?**

**Answer:**

- ❖ Yes, faculty members who have served two consecutive semesters in the corresponding academic year on a full-time basis, with or without a break, are considered in the Student-Faculty Ratio (SFR) calculation.

**61. Does NBA consider the Principal/Director as faculty when calculating the SFR value in the department?**

**Answer:**

- ❖ Yes, as long as the Principal/Director has a teaching load, he/she will be counted as faculty for Student-Faculty Ratio (SFR) calculation.

**62. What is the mechanism used to count the faculty in the respective academic year?**

**Answer:**

- ❖ A faculty member is counted for the respective academic year if they have joined on or before 31st August of that year and continued at least until 30th April of the following year.

- ❖ Example: For the 2023-24 academic year, the faculty must have joined on or before 31/08/2023 and remained employed until at least 30/04/2024.

**63. While calculating the Student-Faculty Ratio (SFR) value in the Department, does institute need to exclude 1<sup>st</sup>-year faculty members from the core engineering department?**

**Answer:**

- ❖ Formula for SFR Calculation:  $S/F$ 
  - $S$  = Total number of students from all programs:
    - ✓ UG students (2nd, 3rd, and 4th years)
    - ✓ PG students (1st and 2nd years)
    - ✓ Includes students from allied departments/clusters
  - $F$  = Total number of regular or contractual full-time faculty members in the department and allied departments/clusters.
    - ✓ Excludes faculty members with 100% teaching load in first-year courses.

**64. How to calculate the Student-Faculty Ratio (SFR) in the CSE Department if a faculty member has a mixed teaching load (20% for 1<sup>st</sup>-year courses and 80% for higher-semester courses) during the academic year 2023-24?**

**Answer:**

- ❖ Since the faculty member has 80% teaching load in CSE Department courses and 20% in 1<sup>st</sup>-year courses, he/she will be counted in both places:
  - SFR Calculation (Section 5.1 of SAR) – The faculty member is included in the department's SFR calculation.
  - FSFR Calculation (Section 9.1 of SAR) – The faculty member is also counted here.
- ❖ Faculty members with a 100% teaching load in first-year courses should be excluded from:
  - SFR Calculation (Section 5.1 of SAR)
  - Faculty Qualifications (Section 5.2 of SAR)
  - Faculty Cadre Ratio (Section 5.3 of SAR)

**65. Who should be considered as a faculty member while calculating the Student-Faculty Ratio (SFR)?**

**Answer:**

- ❖ Faculty members who:
  - Joined on or before 31st August of the academic year.
  - Continued their service until at least 30th April of the subsequent year.
- ❖ Example:
  - For the 2023-24 academic year, only faculty members who served from 31st August 2023 to 30th April 2024 will be considered.

**66. Does NBA consider the Student-Faculty Ratio (SFR) value department-wise or program-wise in ABC Institution?**

**Answer:**

- ❖ For UG (Engineering), PG (Engineering), MBA, and Pharmacy programs:
  - SFR is calculated department-wise.
- ❖ For Diploma (Engineering) programs:
  - SFR is calculated program-wise (specific to each diploma program).

**67. Should part-time or daily-wage (hourly-based) faculty members be considered while calculating the Student-Faculty Ratio (SFR) value?**

**Answer:**

- ❖ No, part-time or daily-wage (hourly-based) faculty members should not be considered.
- ❖ Only regular and contractual faculty members who have served two consecutive semesters in the corresponding academic year on a full-time basis, with or without a break, should be considered.

**68. CDE Institute is running UG (CSE), UG (IT), and UG (ALML) programs. The institute is going for accreditation for the UG**

**(CSE) program. Can the institute calculate the Student-Faculty Ratio (SFR) value by considering only the students of the UG (CSE) program?**

**Answer:**

- ❖ No, you must consider:
  - All students and faculty members in the UG (CSE) department
  - All students and faculty members in Allied Departments, such as UG (IT) and UG (ALML) programs
- ❖ Even if UG (IT) and UG (ALML) programs are not eligible for accreditation, their students and faculty members must be included in the cluster while calculating the SFR value.

**69. One of the faculty members resigned in the middle of the year, and the institute immediately appointed a new faculty member as a replacement. Can the institute consider the new faculty member for calculating the Student-Faculty Ratio (SFR) value?**

**Answer:**

- ❖ No, neither of the faculty members will be counted when calculating the SFR. A faculty member who resigns or joins in the middle of the year will not be considered for SFR calculation.

**70. What SFR value (1:15, 1:20, or 1:25) should an institute consider for its programs**

**Answer:**

- ❖ In the Engineering & Technology discipline,
  - For Diploma (Engineering) programs:
    - ✓ For a 3-year/6-year NBA accreditation: The average SFR value should be  $\leq 30$  for the department.
  - For UG(Engineering)/PG (Engineering)/MCA programs:
    - ✓ For a 3-year NBA accreditation: The average SFR value should be  $\leq 25$  for the department.
    - ✓ For a 6-year NBA accreditation: The average SFR value should be  $\leq 20$  for the department.
- ❖ In the Pharmacy discipline,

- For Diploma (Pharmacy) programs:
  - ✓ For a 3-year/6-year NBA accreditation: The average SFR value should be  $\leq 25$  for the department.
- For UG(Pharmacy)/PG(Pharmacy) programs:
  - ✓ For a 3-year NBA accreditation: The average SFR value should be  $\leq 20$  for the department.
  - ✓ For a 6-year NBA accreditation: The average SFR value should be  $\leq 15$  for the department.
- ❖ In the architecture discipline,
  - For UG/PG (architecture) programs:
    - ✓ For a 3-year NBA accreditation: The average SFR value should be  $\leq 20$  for the department.
    - ✓ For a 6-year NBA accreditation: The average SFR value should be  $\leq 15$  for the department.
- ❖ In the Management discipline,
  - For MBA/PGDM programs:
    - ✓ For a 3-year NBA accreditation: The average SFR value should be  $\leq 25$  for the department.
    - ✓ For a 6-year NBA accreditation: The average SFR value should be  $\leq 15$  for the department.
- ❖ In the Hotel Management & Catering Technology
  - For UG programs:
    - ✓ For a 3-year/6-year NBA accreditation: The average SFR value should be  $\leq 25$  for the department.

**71. Does the NBA consider an age limit for visiting faculty members?"**

**Answer:**

- ❖ No, there is no age limit for visiting faculty members, as long as they are fit to conduct classes.

**Query on Criterion 6 of SAR:**

**72. Can an institute include institution-funded projects under sponsored research projects**

**Answer:**

- ❖ No, only research projects funded by external sources should be included. Institution-funded projects should be categorized under the 'Institution Seed Money' section.

**73. I am executing a consultancy project as a Co-Principal Investigator (Co-PI), and my colleague, who is the Principal Investigator (PI), is from another department or another college. Can the institute claim this project in the SAR?"**

**Answer:**

- ❖ Yes, since you are a Co-PI of this project, the institute can claim it.

**74. One of the projects was sanctioned by an external agency in CAY with duration of three years and a total grant of 60 lakhs. Can the institute include it in the SAR?"**

**Answer:**

- ❖ No, you need to provide a list of projects received cumulatively during CAYm1, CAYm2, and CAYm3.

**75. One of the projects was sanctioned by an external agency in CAYm1 with duration of three years and a total grant of 60 lakhs. However, we received 20 lakhs each year. Can the institute include the same project in CAYm1, CAYm2, and CAYm3?"**

**Answer:**

- ❖ No, since the project was sanctioned in CAYm1, it can be claimed only in CAYm1 with the total grant of 60 lakhs.

**76. One of faculty members has conducted testing work in the department. Can this be included in the SAR under the consultancy section?**

**Answer:**

- ❖ Yes, testing work conducted by department faculty can be included under the consultancy section.

**77. One of the faculty members in the department has created IPRs and working models. Where should this data be included in the SAR?"**

**Answer:**

- ❖ You can include them in the section 6.2.3 of SAR (Development Activities).

**Query on Criterion 7 of SAR:**

**78. How many laboratories/workshops are required to run the UG (Engineering) program in the department?**

**Answer:**

- ❖ The number of laboratories/workshops required depends on the sanctioned intake of the program as per AICTE/University norms.

**79. How many qualified technical supporting staff members are required to support the laboratories/workshops in the department?**

**Answer:**

- ❖ The required number of qualified technical supporting staff depends on the number of laboratories/workshops as per AICTE/University norms.

**80. What are the required qualifications for the technical supporting staff working in the laboratories/workshops in the department?"**

**Answer:**

- ❖ The qualifications and experience of technical supporting staff should be as per University/AICTE norms.

**81. Can the department include PG labs in addition to UG labs in the SAR?"**

**Answer:**

- ❖ Yes, the department can include all laboratories (UG, PG, and Ph.D.) in the SAR, as they are utilized by students across the department.

**82. Can the department include laboratories from other departments in the SAR?"**

**Answer:**

- ❖ No, the department should provide details only of the laboratories within its own department.

**83. What does 'Additional Facilities' mean?**

**Answer:**

- ❖ Additional facilities are those that are not part of the curriculum but are used to enhance the quality of learning in laboratories.

**84. Can the department use the R&D lab as a project lab for executing student projects?**

**Answer:**

- ❖ Yes, the department can utilize all R&D labs, Centers of Excellence (CoEs), and industry-supported labs for executing student projects.

**Query on Criterion 8 of SAR:**

**85. What is the threshold value or benchmark that can be set for a CO/PO/PSO?**

**Answer:**

- ❖ The threshold value or benchmark for CO/PO/PSO is determined based on previous assessment results.

**86. Can an institute change the PO target value for the next year if the PO attainment value has reached the target level?**

**Answer:**

- ❖ Yes, the institute is expected to revise the PO target value for the next year based on attainment levels and continuous improvement strategies.

**87. What should be done if the PO attainment value has not reached the target level in CAYm1?"**

**Answer:**

- ❖ The institute needs to organize events and activities for students in CAY based on the PO/PSO attainment level of CAYm1 to improve outcomes.

**88. Can an institute conduct only an internal academic audit instead of an external audit?**

**Answer:**

- ❖ No, an external audit is mandatory.

**89. Can an institute conduct an external audit with the help of colleagues from other departments within the institute?**

**Answer:**

- ❖ No, an external audit must be conducted by experts from other institutions.

**Query on Criterion 9 of SAR:**

**90. Should faculty from core engineering departments be considered while calculating the First Year Faculty-Student Ratio (FSFR)?**

**Answer:**

- ❖ Yes, faculty members from core engineering departments should be considered if they had a partial teaching load (even 1 hour/week) during the same academic year (odd semester, even semester, or both)

**91. What weightage should be given to faculty members from 'Basic Science Courses, Humanities and Social Sciences (including Management)' and 'Engineering Science' while calculating the First Year Faculty-Student Ratio (FSFR) in the Tier-I UG (Engineering) format?"**

**Answer:**

- ❖ The weightage should be 80% for 'Basic Science Courses, Humanities and Social Sciences (including Management)' and 20% for 'Engineering Science'.

**92. While calculating the FSFR value, can an institute consider admitted students instead of the sanctioned intake?**

**Answer:**

- ❖ No, the institute must consider the sanctioned intake of all UG (Engineering) programs.

**93. If the CSE department is running only one UG (Engineering) program, can the institute consider the program-specific budget as the department budget?**

**Answer:**

- ❖ Yes, if the department is running only one UG (Engineering) program, the program-specific budget can be considered as the department budget. However, if the department also runs other programs such as Ph.D. or M.E., then the department budget and the program-specific budget should be treated separately.

**94. Which administrative committees should be included in the SAR?"**

**Answer:**

- ❖ The institution should include administrative committees as per AICTE/University norms.

**95. The institute is applying for accreditation for the UG (CSE) program. Can the institute showcase placement and training activities only for UG (CSE) students?**

**Answer:**

- ❖ No, the institute must provide placement and training activities for all students across all programs, including the UG (CSE) program, as these are considered institutional activities.

**96. Does the institute need to display the financial audited statement verified by a CA on its website?"**

**Answer:**

- ❖ Yes, the institute must display the financial audited statements for the last three years on its website.

**97. The institute is applying for accreditation for the UG (CSE) program. Can the institute showcase outreach activities only for UG (CSE) students?**

**Answer:**

- ❖ No, the institute must provide outreach activities for all students across all programs, including the UG (CSE) program, as these are considered institutional activities.