PART A

Evaluator's Visit Report

Master of Computer Applications (MCA) Program

Name of the Institution

_____

Name of the Program

_____

Visit Dates

_____

NATIONAL BOARD OF ACCREDITATION
NBCC Place, East Tower, 4th Floor, Bhisham Pitamah Marg,
Pragati Vihar, New Delhi 110003
Tel: +91 112430620-22; 01124360654; www.nbaind.org

Program Evaluator Summary

The Expert team of National Board of Accreditation (NBA) conducted a three-day accreditation visit from

_____to _____at _____

to evaluate Master of Computer Applications (MCA) Program.

During the visit, the visiting team met with Head of the Institution/Director/Principal/Dean

_____ The briefing on the Institution was given by

_____ and on the program was given by

_____

Apart from comprehensive review of documental evidences pertaining to various accreditation criteria, the visiting team also held meeting and discussions with the following stakeholders (kindly tick).

Faculty	☐	Alumni	☐
Employers	☐	Parents	☐
Staff members	☐	Student	☐

The Program Evaluation Team found that (general findings about the program to be mentioned)

_____

_____

_____

_____

_____

Program Details

Name of the MCA Program:					
Year of Commencement					
Number of **Students** admitted		Year	Sanctioned Intake of the program as per AICTE/ Competent authority (S)	Actual Admitted	% of students admitted
		CAY (20--20--)			
		CAYm1 (20--20--)			
		CAYm2 (20--20--)			
		Average percentage of students admitted over 3 years (Refer Table B.4A in the SAR)			

Number of **Faculty** (Attach a Copy of faculty list compared with Time Table)				CAY (20-- 20--)	CAYm1 (20--20--)	CAYm2 (20--20--)
	Number of **Regular faculty members** for past **3 years** including **CAY** (Refer criteria-5.2 in the SAR)	No.of Professors	With Ph.D degree			
			Without Ph.D degree			
		No.of Associate Professors	With Ph.D degree			
			Without Ph.D degree			
		No.of Assistant Professors				
	Number of **Contractual faculty members** for past **3 years** including **CAY** (Refer criteria-5.2 in the SAR)	No.of Professors	With Ph.D degree			
			Without Ph.D degree			
		No.of Associate Professors	With Ph.D degree			
			Without Ph.D degree			
		No.of Assistant Professors				
	No. of Ph.D holders in the Department (Refer criteria-5.3 in the SAR)					
				CAY (20-- 20--)	CAYm1 (20--20--)	CAYm2 (20--20--)
	Student - Faculty Ratio (SFR) averaged over CAY, CAYm1 and CAYm2 (Refer criteria 5.1 in the SAR)	Total no. of students in Dept.(S)				
		No.of faculty in Dept.(F)				
		SFR (S/F)				
		Average SFR over 3 years				

Previous accreditation (if any)	**Last time NBA accreditation**	No. of years accredited by NBA for a program	
		With effect from	

CAY: Current Academic Year;
CAYm1: Current Academic Year minus 1= Current Assessment Year
CAYm2: Current Academic Year minus 2= Current Assessment Year minus 1.

Note:

All the faculty whether regular or contractual (except part-time or hourly based), will be considered. The contractual faculty appointed with any terminology whatsoever, who have taught for 2 consecutive semesters with or without break between the 2 semesters in 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 with or without break between the 2 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*

❖ *Faculty to be calculated Department wise as per the format given in SAR; Faculty appointment letters, time table, subject allocation file, salary statements and random interaction in person.*
❖ *No. of student's calculation as mentioned in the SAR (please refer table under criterion 5.1)*
❖ *Faculty Qualification as per AICTE guidelines shall only be counted.*

Explicit observations about the program

(Please use additional sheets if necessary to elaborate)

Program title: _____

Strengths:

1. _____

2. _____

3. _____

4. _____

5. _____

Concerns:

1. _____

2. _____

3. _____

4. _____

5. _____

Weakness/Areas of improvement:

1. _____

2. _____

3. _____

4. _____

5. _____

Deficiencies:

1. _____

2. _____

3. _____

4. _____

5. _____

Other Observations, if any:

1. _____

2. _____

3. _____

4. _____

5. _____

EVALUATION CRITERIA
AWARD OF ACCREDITATION FOR THE MASTER OF COMPUTER APPLICATIONS(MCA) PROGRAM

Accreditation for 6 years:

i.   Program should score a minimum of 750 points out of 1000 with minimum score of 60 percent in mandatory fields (i.e. criteria 4 to 6).

ii. The admissions in the MCA program under consideration should be more than or equal to 50 percent, averaged over three academic years, i.e., Current Academic Year (CAY), Current Academic Year minus One (CAYm1), Current Academic Year minus Two (CAYm2).

iii. Number of Ph.D. available in the program should be greater than or equal to 30% of the required number of faculty, averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYm1).

iv. The institution should have two Professor(s) or one Professor and one Associate Professor with Ph.D. qualification (on regular basis) for Master of Computer Application program being offered by the Department/ Institution for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYm1).

v.   The Faculty- Student Ratio in the Department under consideration should be less than or equal to 1:20, averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYm1) and Current Academic Year Minus Two (CAYm2)

vi. The HOD should possess Ph.D. degree for the programs under consideration in Current Academic Year (CAY).

Accreditation for 3 years:

i.   Program should score a minimum of 600 points with at least 40% in criteria V (Faculty Information and Contributions)

ii. Number of Ph.Ds available in the program should be greater than or equal to 10% of the required number of faculty, averaged over two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYm1).

iii. The admissions in the MCA program under consideration should be more than or equal to 50 percent, averaged over three academic years, i.e., Current Academic Year (CAY), Current Academic Year minus One (CAYm1), Current Academic Year minus Two (CAYm2).

iv. The institution should have one Professor or one Associate Professor with Ph.D. qualification (on regular basis) for Master of Computer Application program being offered by the Department/Institution for two academic years i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYm1).

v.   The Faculty- Student Ratio in the department under consideration should be less than or equal to 1:25, averaged over three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYm1) and Current Academic Year Minus Two (CAYm2).

No Accreditation
- ❖ If the program fails to meet the criteria for award of accreditation for three years, it is awarded "Not Accredited" Status

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Programme Specific Criteria:

S.N.	Criteria	Max. Marks	Marks Awarded	Remarks
1	Vision, Mission and Program Educational Objectives	60		
2	Program Curriculum and Teaching –Learning Processes	130		
3	Course Outcomes and Program Outcomes	100		
4	Students' Performance	180		
5	Faculty Information and Contributions	200		
6	Facilities and Technical Support	80		
7	Continuous Improvement	50		
	TOTAL	800		

_____
Signature
(Program Evaluator 1)

_____
Signature
(Program Evaluator 2)

Declaration of Conformity with Evaluator's Report by the Team Chair

I agree with the observations of the program evaluators on each criterion.

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<div align="center">**Or**</div>

I agree with most of the observations of the program evaluators. However, I have followingcomments to make on certain criteria:

Criteria	Comments

Signature (Chairperson)

_____