

NATIONAL BOARD OF ACCREDITATION

Pro-forma for Pre-Qualifiers TIER-II Institutions

PARTA- Profile of the Institute

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	<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
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 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 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.

Table A8

CAY: Current Academic Year

CAYm1: Current Academic Year minus 1=Current Assessment Year

CAYm2: Current Academic Year minus 2=Current Assessment Year minus 1

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):-

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 <small>(mention the no. of seats increased/decreased, also)</small>	Year of increase	AICTE Approval Letter No.	Accreditation Status*

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/three 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
- Eligible but not applied

B2. Student Admissions (Program specific):-

Years	CAY 2019-20	CAYm1 2018-19	CAYm2 2017-18	CAYm3 2016-17
Sanctioned intake of the program (N)				
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 100%.

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

S. 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 " No")
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 2019-20	CAYm1 2018-19
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 with PhD. degree on regular basis 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 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 = UG1 + UG2 +.. +UGn + PG1 + ...PGm

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			
UGn	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			
PGm	pm.1+pm.2	pm.1+pm.2	pm.1+pm.2
Total No. of Students in the Department (S)	UG1 + UG2 +.. +UGn + PG1 + ...PGm	UG1 + UG2 + .. +UGn + PG1+... + PGm	UG1 + UG2 + .. +UGn + PG1+... + PGm
No. of Faculty in the Department (F)	F	F	F
Student Faculty Ration (SFR)	SFR1=S1/F1	SFR2= S2/F2	SFR3= S3/F3
Average SFR	SFR=(SFR1+SFR2+SFR3)/3		

Table B.4

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.*

Compliance status to Pre-Visit Qualifiers

S.N.	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 AICTE 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 50 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).		
4	Whether faculty student ratio in the department under consideration is better than or equal to 1:25 average of CAY, CAYm1 and CAYm2.	% Admission	
5	Whether at least one Professor or one Associate Professor on regular basis with Ph.D. degree is available in the respective Department during CAY and CAYm1.	SFR	
6	Whether number of available Ph.Ds. in the department is greater than or equal to 10% of the required number of faculty average of CAY and CAYm1.		
7	Whether two batches have passed out in the programs under consideration		

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 i. Maintenance of Laboratory/computational facilities (recurring funds) ii. Up-gradation of laboratory/ computation facilities(non-recurring funds)		
3	Whether HODs possess Ph.D degrees for the programs under consideration		
4	Whether number of available Ph.Ds in the department exceeds 15% of the required number of faculty for previous two academic years		
5	Whether admissions in the undergraduate programs under consideration has been more than 60% (average of the previous three academic years)		

*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.