

Citizens Charter

No	Activity	Expected duration
REGISTRATION OF INSTITUTION WITH NBA		
1	Filling complete institution profile and payment of registration fee by institution	Within 15 working days after getting login details on NBA portal
APPLICATION FOR ACCREDITATION OF SPECIFIC PROGRAMME (s) AND SUBMISSION OF PRE-QUALIFIERS (PQ)		
2	Institute generates the temporary application for the program(s), wishes to apply for accreditation.	Within 30 days from the generation of the temporary application by the institution
3	Submission of Pre-Qualifiers (PQ)	
4	Payment of 10 per cent accreditation fee by institution	
SELF ASSESSMENT REPORT (SAR)		
5	Payment of balance 90 per cent accreditation fee by institution and Submission of SAR	Within two months (60 days) from the date of verification of 10 per cent application fee and activation of SAR link
VISIT OF THE TEAM		
6	Five sets of dates for visit to be suggested by the institution	Within three working days of submission of SAR
7	Visit is scheduled by NBA	Within 15 days of submission of suggested dates by institution
8	Visit to the institute	Two-three days
9	Visiting team submits its evaluation report	Within seven working days after the conclusion of the visit
10	Moderation Committee receives the visit report and asks for comments of the institute in borderline cases	Within 15 days after receiving the report
11	Institute offers its comments to NBA	Within 10 days of receipt of the Moderation Committee communication
12	EAC meets and gives recommendation	Within 15 working days of the Moderation Committee
13	EAC recommendation is placed before the sub-committee of AAC	Within seven working days of the availability of EAC's recommendation
14	Decision of the sub-committee of AAC is	Within five working days after receiving the

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	communicated to the institution / college	minuted decision of the sub-committee of AAC
15	Appeal by the institution if it is not satisfied with the decision of the sub-committee of AAC	Within 30 days of receipt of NBA decision
16	The appeal is examined by the Appellate Committee	Within two months of receipt of appeal
17	Appellate Committee recommendation is placed before AAC	Within seven working days of the availability of Appellate Committee's recommendation
18	Decision of AAC is communicated to the institution /college	Within five working days after receiving the minuted decision of AAC