

# **NATIONAL BOARD OF ACCREDITATION**

## **Pro-forma for Pre-Qualifiers TIER-II Institutions**

### **PARTA- Profile of the Institute**

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

Government Aided

Affiliated

Deemed University

Autonomous

A7. Ownership Status:

Central Government

Government Aided

Trust

Section 25 Company

State Government

Self financing

Society

Any Other (Please specify)

Provide Details:

Item	CAY	CAYm 1	CAYm 2
Sanctioned intake			
Number of students admitted			

Total Admitted/Sanctioned Intake= % Admitted			
Average % Admitted			

A8. Students Admissions (Institute level considering all programs):

CAY: Current Assessment Year

CAYm1: Current Assessment Year minus 1

CAYm2: Current Assessment Year minus 2

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

**PART B- Program information as per point A11**

B1. Provide separate Information for each program applied for:-

Name of the Department	Name of the programs running	Name of the program to be considered	Year of Start	Intake	Increase in intake, if any	Year of increase	AICTE Approval	Accreditation Status*

\* Write applicable one:

Applying first time

Granted provisional accreditation for two years for the period(specify period)

Granted accreditation for 5 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Withdrawn (specify visit dates, year)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

B1.1.

Name of the Department	Name of the program	No. of Classrooms	No. of Laboratories	No. of Equipments per Laboratory

B2. Student Admissions (Program specific):-

Item	CAY	CAYm 1	CAYm 2
Sanctioned intake of the program			

Number of students admitted in the Program			
Total Admitted/Sanctioned Intake= % Admitted			
Average % Admitted			

CAY: Current Assessment Year

CAYm1: Current Assessment Year minus 1

CAYm2: Current Assessment Year minus 2

### B3. Information of Faculty

S.No.	Designation/ Numbers	Number of Faculty in the Department for both UG and PG	Number of Faculty for the program applied*
1.	Professor		
2.	Associate Professor		
3.	Assistant Professor		
4.	Number of Ph.D		

Atleast one Professor or Associate professor should be available exclusively for the program under consideration

### B4. Student Faculty Ratio(No of Faculty as per the sanctioned intake):-

CAY: No. of Students in 2<sup>nd</sup>/ 3<sup>rd</sup>/ 4<sup>th</sup> Year :

No. of exclusive Faculties for the program :

Student Faculty Ratio :

CAYm1: No. of Students in 2<sup>nd</sup>/ 3<sup>rd</sup>/ 4<sup>th</sup> Year :

No. of Faculties for the program:

Student Faculty Ratio:

CAYm2: No. of Students in 2<sup>nd</sup>/ 3<sup>rd</sup>/ 4<sup>th</sup> Year:

No. of Faculties for the program :

Student Faculty Ratio:

Average: [Addition of SFRs of CAY + CAYm1 + CAYm2]/ 3

B5. Faculty Cadre Proportion:-

(The reference Faculty cadre proportion is 1:2:6 i.e; Professor: Associate professor: Assistant professor)

Year	Professors		Associate Professors		Assistant Professors	
	Required F1	Available	Required F2	Available	Required F3	Available
CAY						
CAYm1						
CAYm2						
Average Numbers	RF1=	AF1=	RF2=	AF2=	RF3=	AF3=

## Compliance status to Pre-Visit Qualifiers

S.N.	Pre Visit Qualifiers (Average of Assessment years)	Existence	Compliance Status Complied/ Not Complied
	<b>Essential qualifiers</b>		
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 Institute has received Zero deficiency report from the regulatory authority, i.e., AICTE, UGC etc. for the current academic session.		
4	Whether admissions in the undergraduate programs at the Institute level has been more than 50% * (average of the last three assessment years)		
5	Whether admissions in the undergraduate programs under consideration has been more than 50% ** (average of the last three assessment years)	Program 1<name>: % Admission	
Program 2<name>: % Admission			
Program n<name>: % Admission			
6	Whether student faculty ratio in the programs under consideration is better than or equal to 1:20 (average of the last three assessment years)	Program 1<name>: SFR	
Program 2<name>: SFR			
Program n<name>: SFR			
7	Whether at least one Professor or one Associate Professor available in the respective Program/ Department		
8	Whether number of available Ph.Ds in the department exceeds 10% of the required number of faculty		
9	Whether the placement		

	ratio(Placement + higher studies) is greater than 40% (average of the last three assessment years)		
11	Whether two batches have passed out in the programs under consideration		
<b>Desirable parameters</b>			
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/ computational 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		
5	Whether admissions in the undergraduate programs under consideration has been more than 60% (average of the last three assessment 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.

Decision: If compliance status in all the cases is yes, then the institute shall be treated as eligible for furnishing the e-SAR of the programs which may be considered for accreditation as per procedure.

As far as desirable parameters are concerned, the Institutions are expected to meet these parameters also. Although institutions which are non-compliant on these parameters may be



invited to prepare their SAR, it is expected that they would have taken necessary steps in this direction by the time of actual submission of the same.