NATIONAL BOARD OF ACCREDITATION

Pro-forma for Pre-Qualifiers –Diploma Engineering Programs

PART A- Profile of the Institute

A1. Name and Address of the College:-

City:-

State:-   Pin Code:-

Website:-   E-mail:-

STD Code:-   Phone No:-

Fax STD Code:-   Fax:-

A2. Year of Establishment:-

A3. Head of the Institution:-

Name:-   Designation:-

Status of Appointment:-

Phone No:-   Mobile:-

E-mail:-   Fax No:-

A4. Name and Address of the Affiliating University:-

City:-

State:-   Pin Code:-

Website:-   E-mail:-

Phone No:-   Fax:-

A5. Type of the Institution:

Institute of National Importance ☐	Autonomous	☐
University ☐	Any other (Please specify)*	☐
Deemed University ☐		

Provide Details:

A6. Ownership Status:

Central Government	☐	Trust	☐
State Government	☐	Society	☐
Government Aided	☐	Section 25 Company	☐
Self financing	☐	Any Other (Please specify)*	☐

Provide Details:

A7. Campus Information:-

Does the College have its own building:-

Sports Complex:-

Canteen and Hostel (If any):-

Medical Room:-

Computer Laboratories:-

Counselling and guidance:-

A8. Details of all the programs offered by the institution:

S. No.	Program Name	Year of Start

A8.1

A9. Programs to be considered for accreditation vide this application:

S. No.	Program Name

Table A9.1

PART B- Program information

(To be filled separately for all the programs applied for)

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

Sr. No.	Name of the program to be considered	Year of Start	Intake	Increase/Decrease in intake, if any	Year of increase/decrease	AICTE Approval	Accreditation Status*

Table B1.1

Note: Please mention **all increase/decrease 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  - Withdrawn (specify visit dates, year)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):-

Item	CAY	CAYm1	CAYm2	Total
Sanctioned intake				
Number of students admitted*				
% of Students Admitted over last three assessment years including the current academic year (Total Admitted/Sanctioned Intake)				

*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.

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

B3. Information of Faculty

B 3.1. Faculty in the Department and Program: Please provide the list of faculty in the program as per the below format

S. No.	Name	PAN No.	Qualification	Area of Specialization	Designation	Date of Joining	Distribution of Teaching Load (%)			Currently Associated (Y/N)	Nature of Association (Regular/Contract)	In case of contractual (Mention Full time or Part time)	Date of Leaving (In case Currently Associated is "No")
							a	**b**	**c**				
1.													
....													
N.													

Table B3.1.1

B3.2. Detail of Head of the Department for the program under consideration:

Name:-

Qualification:-

B3.3. Student Faculty Ratio
  (No of Faculty as per the sanctioned intake)

Year	N	F	SFR=N/F
CAY			
CAYm*1*			
CAYm2			
Average SFR for all assessment years			

S: F ratio = N/F; F = No. of faculty = (a + b) for every assessment year

a: Faculty of the specific program/ department considering fractional load

b: Faculty serving this program from other Program / department considering fractional load

c: Faculty of this program serving other program/ department considering fractional load

N = No. of students = Sanctioned Intake + Actually admitted lateral entry students

Note: Fractional load calculation

1. **Faculty taking physics course is having 50% of allocated load of first year civil engineering students, 25% load of first year mechanical engineering and 25% load of electrical engineering then the fractional load contribution will be 0.50 for civil engineering, 0.25 each for mechanical and electrical engineering.**
2. **Similarly fractional load to be calculated for inter department/program work load distribution.**

Consideration of Contractual Faculty:

All the faculty whether regular or contractual (except Part-Time), will be considered. The contractual faculty (doing away with the terminology of visiting/adjunct faculty, whatsoever) who have taught for 2 consecutive semesters in the 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 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	Whether approval of AICTE for the programs under consideration has been obtained for last 5 years including current year		
2	Whether admissions in the diploma programs under consideration has been more than or equal to 50% * averaged CAY, CAYm1 and CAYm2.	% Admission	
3	Whether student faculty ratio in the department of the program under consideration is better than or equal to 1:30 averaged CAY, CAYm1 and CAYm2.	SFR	
4	Whether two batches have passed out in the programs under consideration		
Desirable Parameters			
1	Whether the HoD is available in the respective Department.		
2	Whether department has program assessment and quality improvement committee. If so, its constitution and mandate		
3	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)		
4	Whether admissions in the program under consideration has been more than 60% (average of the last three assessment years)		

*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.