

NATIONAL BOARD OF ACCREDITATION

Pro-forma for Pre-Qualifiers –PG Management 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

AICTE Approved PGDM Institutions

Deemed University

Any other (Please specify)*

**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

TableA8

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

S. No.	Program Name

TableA9

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	Initial Intake	Increase/Decrease in intake, if any (mention the no. of seats increased/decreased)	Year of increase/decrease	AICTE Approval Letter No.	Accreditation Status*

TableB1

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- Withdrawn (specify visit dates, year)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 (Total Admitted/Sanctioned Intake)				

TableB2

*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.

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

Please provide the list of faculty in the department as per the below format since CAYm3 (2013-14), please provide separate list for each year till CAY

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. Faculty in the Department and Program

S. No.	Designation /Numbers	CAY		CAYm1	
		Number of Faculty in the Management Institution/Department of Mgmt.	Number of Faculty for the program applied*	Number of Faculty in the Management Institution/Department of Mgmt.	Number of Faculty for the program applied*
1.	Professor				
2.	Associate Professor				
3.	Assistant Professor				
4.	Number of Ph.D. (as per the AICTE norms)				

Table B3.1

*Either two professors or one Professor and one Associate Professor should be available for each management program running in the department/institution.

B3.2. Student Faculty Ratio (to be calculated as per the Department)

(No of Faculty as per the sanctioned intake)

No. of UG Programs in the Department (n): No. of PG Programs in the Department (m): No. of Students in UG 1st Year= **u1**

No. of Students in UG 2nd Year= **u2**

No. of Students in UG 3rd Year= **u3**

No. of Students in PG 1st Year= **p1**

No. of Students in PG 2nd Year= **p2**

No. of Students = Sanctioned Intake

(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 +UG3 + PG1 + PG2

F = Total Number of Regular Faculty Members in the Department

Student Faculty Ratio (SFR) = 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			
UG _n	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			
PG _m	pm.1+pm.2	pm.1+pm.2	pm.1+pm.2
Total No. of Students in the Department (S)	UG1 + UG2 +... +UG_n + PG1 + ...PG_m=S1	UG1 + UG2 + .. +UG_n + PG1+... + PG_m=S2	UG1 + UG2 + .. +UG_n + PG1+... + PG_m=S3
No. of Faculty in the Department (F)	F1	F2	F3
Student Faculty Ratio (SFR)	SFR1=S1/F1	SFR2= S2/F2	SFR3= S3/F3
Average SFR	SFR=(SFR1+SFR2+SFR3)/3		

Table B3.3

Note:

1. 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:
 - i. Shall have the AICTE prescribed qualifications and experience.
 - ii. Shall be appointed on full time basis and worked for consecutive two semesters during the particular academic year under consideration.
 - iii. 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
2. Depending upon the No. of programs in UG and PG the above table has to be updated accordingly. For Ex: if UG="0" and PG="1". The table may be prepared for only one PG program.

B3.3 Placement, Higher studies & Entrepreneur Ratio

Year	Z=(No. of students placed in companies or Government Sector + No. of students pursuing Ph.D. / Higher Studies + No. of students turned entrepreneur (In the areas related to management discipline))	N=No. of Students admitted in 1st year	Placement, Higher Studies and Entrepreneurship Ratio (Z/N)
CAYm1			
CAYm2			
CAYm3			
Average Placement, Higher Studies and Entrepreneurship Ratio			

Table B3

Compliance Status to Pre-Visit Qualifiers

Sr. No.	Pre Visit Qualifiers	Current Status	Compliance Status Complied/Not Complied
1	Whether 3 batches have been graduated for the program under consideration		
2	Whether number of available PhDs in the Management Institution/Department of Management is greater than or equal to 20% of the required number of faculty averaged over two academic years i.e. CAY and CAYm1.		
3	Whether Admissions in the program should be more than or equal to 60% of Sanctioned Intake, either for CAY or as an average of three academic years i.e. Current Academic Year (CAY), Current Academic Year Minus One (CAYM1) and Current Academic Year Minus Two (CAYM2), whichever complies with the requirement.		
4	Whether the institution has two Professor(s) or one Professor and one Associate Professor with Ph.D. qualification on regular basis for each Management Program being offered by the department/ institution for two academic years i.e. CAY and CAYm1.		
5	Whether the placement ratio (Placement + Higher Studies + Entrepreneurship) is greater than or equal to 60% averaged over three academics years i.e. CAYm1, CAYm2 and CAYm3.		
7	Whether student faculty ratio in the department under consideration is better than or equal to 1:25, averaged over three academic years i.e. CAY, CAYm1 and CAYm2.		