Process of Accreditation

The process of accreditation can be grouped into the following four sequential stages essentially in the same order. These stages are: i) Initial Stage; ii) Pre-Assessment Stage; iii) Assessment Stage; and iv) Post Assessment Stage (Decision-Making). Applicant institution must complete the previous stage, before proceeding to the next stage.

1. Initial Stage: Registration

Institutions willing to seek accreditation of its programs by NBA are required to register with eNBA (http://www.nbaind.org). Registration with eNBA is a one-time process. After filing the initial registration form, user gets user-id and password to fill the Complete Registration Form. Fig.1 is screen shot of initial registration and login interface for registered institutions.

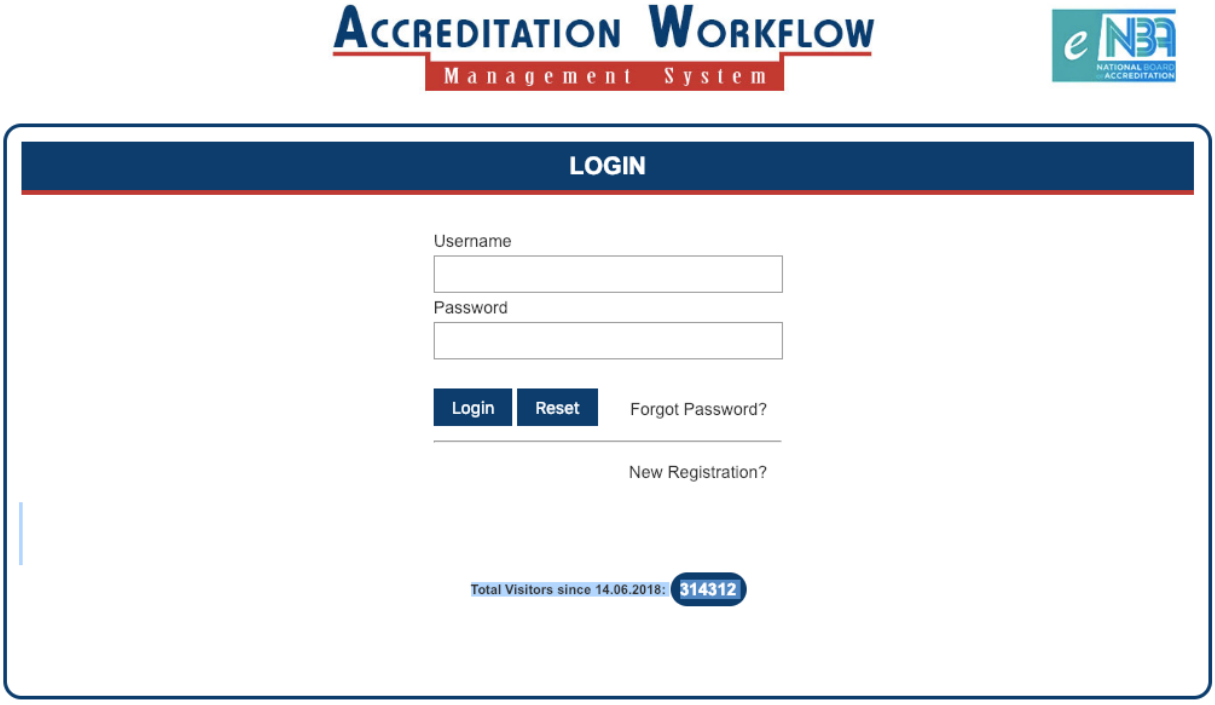

Fig. 1: Registration of Institutions on e-NBA

Steps involved in the process of registration are as follows:

- ☞ The process of registration involves filling-in and submission of basic information of the registering institution in the data input boxes on e-NBA Registration Interface. On submission of basic information, the Institution receives temporary login credentials through their registered e-mail, which become permanent user ID after submission of one-time Registration fee (See*: **Fee Structure***).

- ☞ The institution is required to login using credentials received through their registered e-mail to complete the process of registration which includes keying-in of information in the data input boxes on e-NBA portal, such as the head of the institution, details of key promoters, bank details, details of the programs proposed for accreditation by the institution and uploading copies of all AICTE Approval Letters (academic year wise) or any other appropriate regulatory authority. The copies should be duly authenticated by the Head of the Institution on each page.

☞ The institution is required to pay one-time registration fee to complete the process of registration.

☞ The above-mentioned process should be completed within 15 working days of the initiation of the registration.

2. Pre Assessment Stage

2.1. Application for Accreditation

☞ Registered institution may apply online for accreditation of its programs by NBA. Login into eNBA portal using login credentials obtained during the Registration process mentioned above.

☞ Generate appropriate format for application by selecting Discipline, Level and Programs from pull-down menus as shown in Fig. 2.

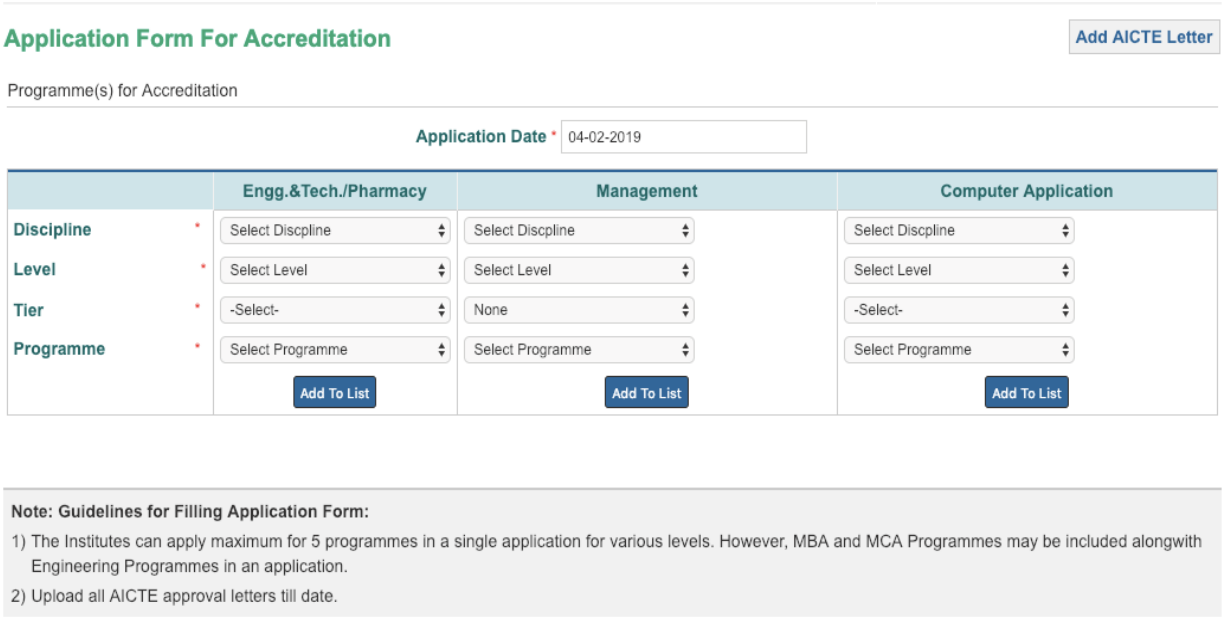

Fig. 2: Generating Application(s) for Accreditation of Specific Program

☞ Upload the latest copies of Approval Letter from AICTE or any other appropriate regulatory authority duly authenticated by Head of the Institution.

☞ Institutions can apply for accreditation of up to five programs through a single application on the e-NBA portal. Management and MCA programs can be clubbed with other programs. Applications for accreditation can be submitted any time when an institute is fairly confident that its programs comply with the relevant pre-qualifiers, and their system for outcome-based education and accreditation have been put in place and well imbibed by the faculty members of the program.

☞ Click at "**Submit"** button, for submission of temporary application to NBA for further processing. Application ID gets generated on successful submission of application.

2.2. Submission of Pre-Qualifiers

After the generation of the temporary application, the institution is required to fill the pre-qualifiers for program(s) to be accredited through eNBA portal. Login into eNBA portal and Click at "Pre-qualifier / e-SAR" under "Application" from the Left Navigation Panel. eNBA would display your Application No., Program and Level. Click at "Proceed to Pre-qualifiers". e-NBA seeks information on pre-qualifiers under six sub-heads, namely i) Programme-specific Information; ii) Student Admissions; iii) Information on Faculty; iv) Student Faculty Ratio; v) Placement Ratio; and vi) Compliance Status. Fill-in all requisite information for the first sub-head and click at "Save and Next" to move to the next sub-head. Screenshot of program-specific information is given below as an example in Fig. 3.

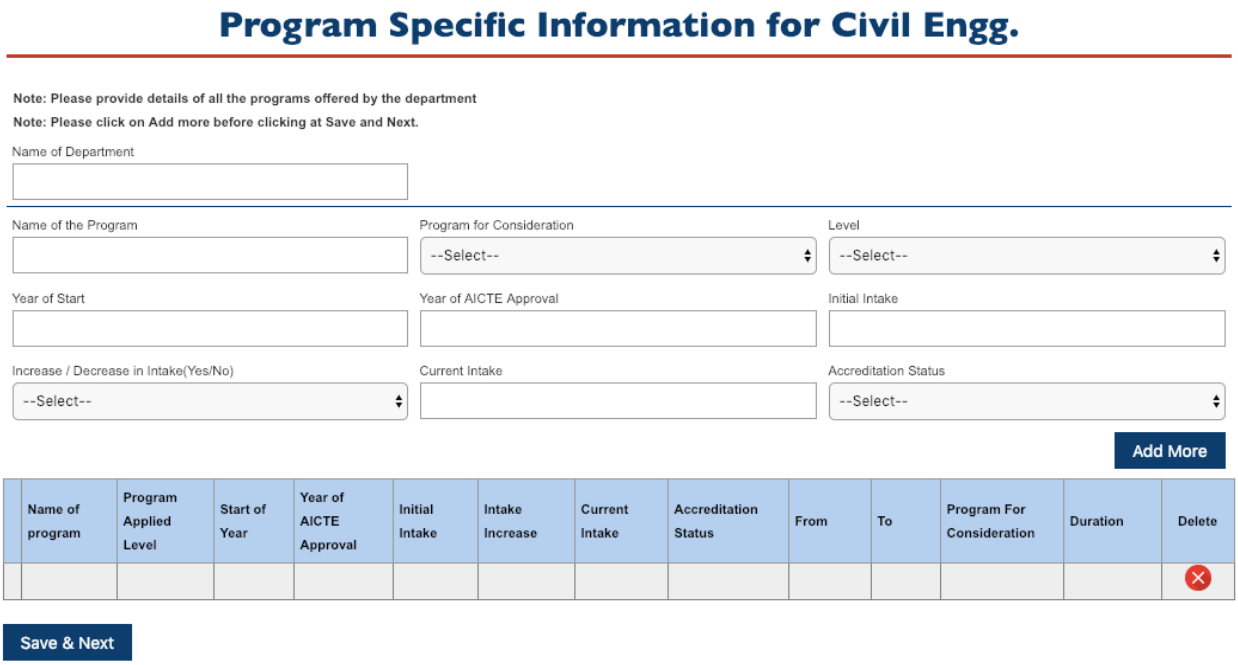

Fig.3: Screenshot of Pre-qualifier: Program-Specific Information

2.3. Submission of 10 % of Total Accreditation Fee

The institution is required to submit 10 per cent of the total applicable accreditation fee (as prompted by eNBA portal) (See*: **Fee Structure** *) along with duly filled-in pre-qualifiers for further processing of the application. This first stage fee is non-refundable. If all the pre-qualifiers applied through an application are not approved, then the application is not processed further and the institution is informed accordingly.

All pre-assessment steps mentioned-above should be completed within 30 days from the generation of the temporary application.

3. Assessment Stage

3.1. Submission of Self-Assessment Report (SAR)

Submission of Self-Assessment Report (SAR) and Assessment by Visiting Team of NBA involves the following steps:

- ☞ Once the Pre-Qualifiers are approved, the institution is required to submit remaining 90 per cent of the fee for the programs whose pre-qualifiers are approved as prompted by eNBA portal. (See: ***Fee Structure***).

- ☞ Download the prescribed format for Self-Assessment Report (SAR) from NBA web site or from eNBA for programs whose pre-qualifiers are approved. The SAR contains more detailed information about the programs and helps the institution to self-assess itself on each accreditation criteria. It is an opportunity for the institution to showcase its strengths for evaluation and assessment criteria of NBA. However, SAR is expected to be factual and not narrative.

- ☞ Login into eNBA portal, click at "PQ/e-SAR" under "Application" and upload duly filled-in Self-Assessment Report (SAR) in the prescribed format, for further necessary action by NBA. Institution can also view SAR online submitted by it and save it as PDF.

- ☞ On submission of SAR, institution is invited to suggest dates for the visit and prepare itself for the visit as shown in Fig. 4. Submit five sets of dates for the visit spread over a period of five months. The institution is required to propose such sets of dates for the visit when the regular classes and all academic activities of the program applied for accreditation are on. NBA selects one set of dates and communicates the same to the institution. After receiving the concurrence of the institution, the dates of visit are fixed and Visiting Team of NBA conducts the visit.

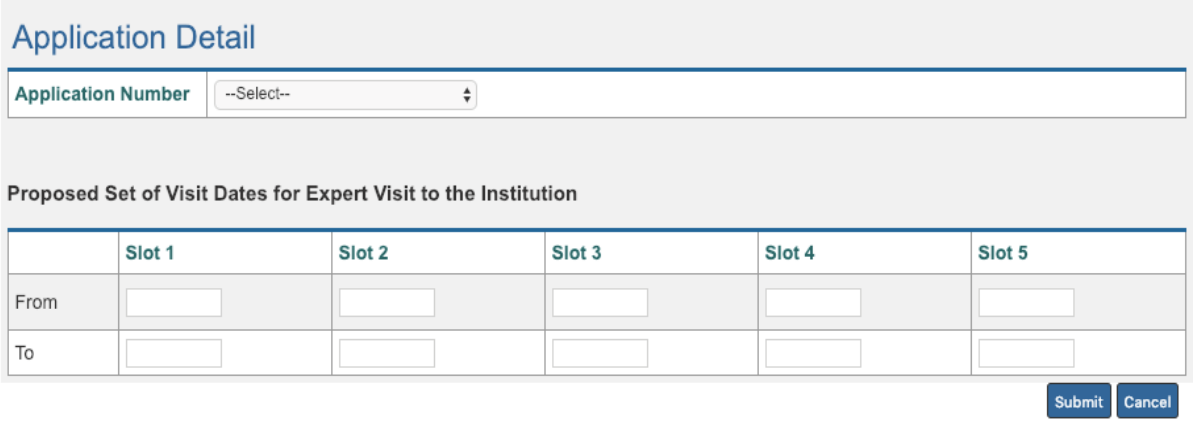

Fig. 4: Propose Five Sets of Date for Visiting Team

3.2. Visiting Team to the Institution for Accreditation

- ☞ Once the Institution confirms the visit date, NBA constitutes the Visit Team. A typical accreditation visit is for 3 days. The Visiting Team consists of a Chairperson and two program evaluators for each program.

- ☞ While constituting a Visiting Team, NBA checks for the conflict of interest, i.e., expert must not be from the same state as of the institution and should not have any professional relation with the institution and program.

- ☞ The Complete Evaluation Process including composition of visiting team, criteria for nomination, General Policies for Team Formation, etc. have been elaborated in Part III of **General Manual of Accreditation**.

4. Post- Assessment Stage

4.1. Processing of Evaluation Report

Processing of Evaluation Report submitted by the Visiting Team involves the following steps:

- ☞ Once the accreditation visit is completed, the experts prepare the evaluation report and submit it to the NBA.

- ☞ In respect of the UG Engineering programs, the report is first placed before the Moderation Committee. The Moderation Committee considers the Evaluation Report and find out the borderline cases. The observations of the Moderation Committee, for such cases are communicated to the institution for seeking necessary clarification within 10 days of submission of evaluation report. Response of the institution is sent to Chairperson of the Visiting Team.

- ☞ The observations of Moderation Committee and the response of the institution are considered by the EAC (Evaluation and Accreditation Committee) in the presence of Chairperson of the Visiting Team. In case of the programs of all other disciplines the evaluation reports are considered directly by the respective EAC.

- ☞ The recommendations of the EAC are considered by the concerned Sub Committee of AAC for taking a final decision on accreditation status. The final status of accreditation, as per the decision of Subcommittee of AAC, is communicated to the institution by NBA.

- ☞ If the institution is not satisfied with the accreditation status of the program, it can make an appeal against the accreditation status conveyed by the NBA by submitting an appeal within 30 days of the date of receipt of the communication along with the prescribed fee as detailed in **Fee Structure.**

4.2. Continuation of Accreditation

Institutions that have already been granted accreditation for a period of three years, are required to submit the compliance report at least 6 months before the expiry of validity of accreditation along with the compliance fee.

On receipt of compliance report, a two-member Visiting Team of experts is constituted by NBA for the visit of the respective institution. The report of the visiting team is considered by the concerned committee in NBA for continuation (or otherwise) of accreditation for an appropriate period.