NATIONAL BOARD OF ACCREDITATION
Pro-forma for Pre-Qualifiers of B. Architecture Program

PART A- Profile of the Institute

Name of the Program applied for:

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:

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:

A5. Name and address of the of the Affiliating University:

A6. Type of the Institution: (Tick the applicable choice)

University	☐
Deemed University	☐
Autonomous	☐
Affiliated	☐
Any Other (Please specify)	☐

Provide Details:

A7. Ownership Status: (Tick the applicable choice)

Central Government ☐

State Government ☐

Government Aided ☐   Self financing

Trust ☐

Society ☐

Section 8 Company ☐

Any Other
(Please specify) ☐
Provide Details:

A8. Campus Information:-

Does the College have its own building:

Sports Complex:

Canteen and Hostel (If any):

Medical Room:

Computer Laboratories:

Counselling and guidance:

Placement:

A9. Names of programs offered by the College:-

UG:

PG:

Note: - Please mention department wise.

A10. Programs to be considered for Accreditation vide this application.

S. No.	Program Name

Table A10. List of programs applying for NBA accreditation

PART B- Program information as per A10
(To be filled separately for all the programs applied for)

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

Table B1.

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- Withdrawn (specify visit dates, year)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):-

Years	CAY	CAYm1	CAYm2
Sanctioned intake of the program (*N*)			
Total number of students admitted in first year (N1)			
% of Students admitted over the previous three academic years starting from CAY (Total Admitted/Sanctioned Intake):			

Table B2.1. Student admissions for past 3 years

Kindly note that the years mentioned here are for example only, institute is required to consider the academic years as per the definition of CAY given in the document and according to the prevailing year. The No. of student admitted in the program is to be restricted upto 100%.

CAY: Current Academic Year
CAYm1: Current Academic Year minus 1= Current Assessment Year
CAYm2: Current Academic Year minus 2= Current Assessment Year minus 1
CAYm3: Current Academic Year minus 3= Current Assessment Year minus 2

B3. Information of Faculty:

Please provide the list of faculties in the Department for past 3 years by considering CAY, CAYm1, CAYm2 as per the below format under consideration:

S. No.	Name	PAN No.	Highest Qualification	Date of Receiving Highest Degree	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. List of faculty members in Department for past 3 years.

B3.1. No. of the Available Faculty:

S. No.	Designation/Numbers	Number of Faculty member in the Department for both UG and PG	
		CAY	CAYm1
1.	No.of **Professors**		
2.	No.of **Associate Professors**		
3.	No.of **Assistant Professors**		
4.	No.of **Ph.Ds** (as per the CoA norms)		

Table B3.1 Faculty designation in Department for past 2 years

At least two Professors or one Professor and one Associate Professor on regular basis should beavailable exclusively for the department of the program under consideration.

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

Name:

Qualification: (Tick the applicable choice)

Ph.D ☐

Other ☐

B.4. Student Faculty Ratio (No.of Faculty as per the sanctioned intake):-

*(*To be calculated at Department Level;*)*

      No. of UG Programs in the Department(n):_____
      No. of PG Programs in the Department(n): _____
      No. of Students in UG 1st Year = u1
      No. of Students in UG 2rd Year = u2
      No. of Students in UG 3rd Year = u3
      No. of Students in UG 4th Year = u4
      No. of Students in UG 5th Year = u5
      No. of Students in PG 1stYear = 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 + PG1 + PG2……

      F = Total Number of Regular Faculty Members (Selected and appointed through regular selection process as applicable from time to time by regulatory bodies) as well as contractual faculty members (except part-time or hourly based) in the Department including allied faculty other than Architects.

      Student Faculty Ratio (SFR) = S/F

Year	CAY	CAYm1	CAYm2
u1.1			
u1.2			
u1.3			
u1.4			
u1.5			
UG1	**u1.1+u1.2+u1.3+u1.4+u1.5**	**u1.1+u1.2+u1.3+u1.4+u1.5**	**u1.1+u1.2+u1.3+u1.4+u1.5**
p1.1			
p1.2			
PG1	**p1.1+p1.2**	**p1.1+p1.2**	**p1.1+p1.2**
…..			
pm.1			
pm.2			
PGm	**pm.1+pm.2**	**pm.1+pm.2**	**pm.1+pm.2**
Total No. of Students in the Department**(S)**	**UG1 + PG1 + …PGm=S1**	**UG1 + PG1+… + PGm= S2**	**UG1 + PG1+… +PGm= 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 B.5.1
Note: All the faculty whether regular or contractual (except part-time or hourly based), will be considered. The contractual faculty appointed with any terminology whatsoever, who have taught for 2 consecutive semesters with or without break between the 2 semesters in 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:

  a. *Shall have the CoA prescribed qualifications and experience*
  b. *Shall be appointed on full time basis and worked for consecutive two semesters with or without break between the 2 semesters during the particular academic year under consideration*
  c. *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	**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 CoA for the programs under consideration has been obtained for all the years including current academic year?**		
3	**Whether the admissions in the UG program is more than or equal to 50 percent, averaged over three academic years, i.e., Current Academic Year (CAY), Current Academic Year minus One (CAYm1) and Current Academic Year minus Two (CAYm2)**		
4	**Whether faculty student ratio in the department under consideration is better than or equal to 1:20 average of CAY, CAYm1 and CAYm2**		
5	**Whether at least two Professors or one Professor and one Associate Professor on regular basis is available in the respective Department during CAY and CAYm1.**		
6	**Whether two batches have passed out in the programs under consideration.**		