

## **Guidelines for Faculty Norms, Student Faculty Ratio and Faculty Retention Ratio**

### **1. Faculty Norms:**

- a. All faculty, whether regular or contractual, is to be counted in the respective year, if the faculty has joined on or before 31st August of that year and has continued at least until 30th April of the following year. However, considering the COVID-19 situation:
  - i. **For Academic Year 2020-21:** The joining date of faculty will be considered as 31<sup>st</sup> December 2020 instead of 31<sup>st</sup> August 2020 only for the Academic Year 2020-21.
  - ii. **For Academic Year 2021-22:** The joining date of faculty will be considered as 31<sup>st</sup> December 2021 instead of 31<sup>st</sup> August 2021 only for the Academic Year 2021-22.
- b. All the faculty, whether regular or contractual (**except part-time or hourly-based**), will be considered.
- c. The contractual faculty, appointed with any terminology whatsoever, who have taught for two consecutive semesters with or without a break between the two semesters in the corresponding academic year on a full-time basis shall also be considered for the purpose of calculation in the Student-Faculty Ratio (SFR). However, the following shall be ensured in case of contractual faculty:
  - ❖ Shall have the AICTE prescribed qualifications and experience. In case of Pharmacy program, shall have the PCI prescribed qualifications and experience.
  - ❖ Shall be appointed on full time basis and worked for consecutive two semesters with or without break between the two semesters during the particular academic year under consideration.
  - ❖ 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.
- d. The available and required number of PhD. in the Department would be calculated on the average basis for CAY and CAYm1.
- e. The available and required number of PhD. in the department shall be truncated to its nearest lower integer.
- f. In the multidisciplinary areas (like MBA or PGDM) or specialized areas like Biotechnology, all the qualifications relevant and purposeful to those disciplines need to be considered, in addition to the M.Tech/ MBA/PGDM degrees.
- g. There is no age limit for consideration of the emeritus faculty as long as they are physically fit to take classes and engage with students, and are employed on a full-time basis.
- h. The Pharmacy faculty designated as Lecturer/Assistant Professor with minimum qualification of M.Pharm/Pharm D will be considered. However, Pharmacy faculty having Ph.D. degree will only be considered as Associate Professor even if the PCI norms do not make Ph.D. degree mandatory with respect to the designation of Associate Professor.
- i. Academic year is considered from July to June.
- j. If the SAR is submitted before 30<sup>th</sup> September, then the CAY shall be the previous academic year and if the SAR is submitted after 30<sup>th</sup> September, then the CAY shall be the running academic year for the purpose of data consideration and calculations.

**CAY: Current Academic Year**

**CAYm1: Current Academic Year minus 1 = Current Assessment Year**

**CAYm2: Current Academic Year minus 2 = Current Assessment Year minus1**

**The year mentioned in the documents are just the examples; Institute has to consider the academic years as per the definition of CAY given in the document and according to the prevailing year.**

## 2. The Student Faculty Ratio (SFR) considered by NBA:

1. **UG Engineering Programs (Tier I & Tier II):-** 25:1 for the Accreditation of 3 years and 20:1 for the Accreditation of 6 years.
2. **PG Engineering Programs:** 25:1 for the Accreditation of 3 years and 20:1 for the Accreditation of 6 years.
3. **Diploma Engineering Programs:** 30:1 for the Accreditation of 3 years and also 6 years.
4. **PG Management Programs:** 25:1 for the Accreditation of 3 years and 15:1 for the Accreditation of 6 years.
5. **UG Pharmacy:** 20:1 for the Accreditation of 3 years and 15:1 for the Accreditation of 6 years.
6. **PG Pharmacy:** 20:1 for the Accreditation of 3 years and 15:1 for the Accreditation of 6 years.
7. **Diploma Pharmacy:** 25:1 for the Accreditation of 3 years and also 6 years.
8. **Bachelor of Hotel Management and Catering Technology:** 25:1 for the Accreditation of 3 years and also 6 Years.

## 3. Faculty Retention Ratio considered by NBA:

**Example:** Faculty Retention

Item	CAY (2023-24)	CAYm1 (2022-23)
No. of faculty retained	3	6
Total no. of required faculty in CAYm2	6	
% of faculty retained	50	100
Average faculty retained	75% (50+100)/2	

S.N.	Faculty name	Date of joining	Date of reliving	CAY (2023-24)	CAYm1 (2022-23)	Required faculty in CAYm2 (2021-22)	Faculty retention in CAY (2023-24)	Faculty retention in CAYm1 (2022-23)	Average
1	A	05/01/2021	NA	Y	Y	6	3/6=50%	6/6=100%	75% (50+100)
2	B	10/10/2021	NA	Y**	Y**				
3	C	05/01/2021	01/12/2023	N <sup>+</sup>	Y				
4	D	10/06/2023	NA	N <sup>*</sup>	N <sup>*</sup>				
5	E	15/10/2022	01/12/2023	N <sup>*</sup>	N <sup>*</sup>				
6	F	05/01/2021	01/12/2023	N <sup>+</sup>	Y				
7	G	10/01/2021	NA	Y	Y				
8	H	04/05/2020	28/04/2024	N <sup>+</sup>	Y				

\*\* Faculty members, who joined the Institute upto December 31, 2021, in the base year (CAYm2)- The pandemic year will be counted.

\* Faculty members, who joined the Institute after December 31, 2021 (CAYm2) will not be counted

+ Faculty members, who left the Institute before April 30, 2024 (CAY) will not be counted.

Note:

- ❖ During the academic year 2020-21, faculty members who joined the Institute by December 31, 2020, instead of the usual deadline of August 31, 2020, will be counted, given the impact of the COVID-19 pandemic.
- ❖ During the academic year 2021-22, faculty members who joined the Institute by December 31, 2021, instead of the usual deadline of August 31, 2021, will be counted, given the impact of the COVID-19 pandemic.