NATIONAL BOARD OF ACCREDITATION

Pro-forma for Pre-Qualifiers–MCA 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 Institution:-

STD Code: -   Telephone No: -

E-mail:-   Mobile No:-

A5. Name and Address of the Affiliating University (if any):-

Address:-   City:-

State:-   Pin Code:-

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

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

A7. Ownership Status: (Tick the applicable choice)

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

Provide Details:

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

S.N.	Name of the Program	Name of the Department	Year of Start with sanctioned intake	Present intake with year of inception
1				
..				
N.				

Table No. A8

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

S.N.	Program Name
1	
..	
N.	

Table No. A9.

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

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

S.N.	Name of the program to be considered	Year of Start	Initial Intake	Year of increase/ decrease	Increase/ Decrease in intake, if any (mention the no. of seats increased/ decreased)	AICTE Approval Letter no.	Accreditation Status*
1.							
..							
N.							

Table No. B1

Note: Please mention **all increase/decrease intake** starting from the first change in intake 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    * Withdrawn (specify visit dates, year)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 of a program				
Number of students admitted at program*				
Percentage of Students Admitted Over the Last 3 Assessment Years [(Total No. of Students Admitted/Sanctioned Intake of a Program)*100]				

Table No. B2

*Total number of students admitted in first year minus number of students migrated to otherinstitutions, 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 members in the department as per the below format for CAY, CAYm1, CAYm2 separately

S. No.	Name	PAN No.	Highest Qualification with Year of passing (MM/YYYY)	Area of Specialization if any	Present Designation	Date of Joining in the Department	Date on which Designated as Professor/Associate Professor if any	Nature of Association (Regular/Contract/Adjunct)	Currently Associated(Y/N)	Date of Leaving (In case Currently Associated is " N")
1.										
..										
N.										

Table No. B3.

B3.1. Faculty Cadre in the Department and Program

S.N.	Designation/ Numbers	CAY		CAYm1	
		Number of Faculty Members in the Department	Number of Faculty for the program applied*	Number of Faculty Members in the Department	Number of Faculty for the program applied*
1.	No. of Professors				
2.	No. of Associate Professors				
3.	No. of Assistant Professors				
4.	No. of Ph.D holders				

Table No. B3.1

*One Professor or one Associate Professor should be available for MCA program running in the Department/Institution.

B3.2. Student Faculty Ratio
(To be calculated at Department Level, if the program is offered in Engineering Department, then include all UG and PG engineering programs for SFR calculations)
No. of UG(Eng) Programs in the Department (n): _____
No. of PG(Eng) and MCA Programs in the Department (m): _____
No. of Students in MCA 1st Year=**mc1**
No. of Students in MCA 2nd Year=**mc2**
No. of Students in MCA 3rd Year=**mc3***
No. of Students in UG(Eng) 2nd Year=**u1**
No. of Students in UG(Eng) 3rd Year=**u2**
No. of Students in UG(Eng) 4th Year=**u3**
No. of Students in PG(Eng) 1st Year=**p1**
No. of Students in PG(Eng) 2nd Year=**p2**
No. of Students = Sanctioned Intake + Actual admitted students via lateral entry if any
S = No. of students in the Department
F = Total no. of regular or contractual faculty members (Full Time) in the Department
Student Faculty Ratio (**SFR**) = **S/F**.
*It is applicable to a program that has 3rd year students in the Master of Computer Applications (MCA) program

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Year	CAY	CAYm1	CAYm2
mc1			
mc2			
mc3*			
MCA	**mc1+mc2+mc3**	**mc1+mc2+mc3**	**mc1+mc2+mc3**
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**
…			
$u_n.1$			
$u_n.2$			
$u_n.3$			
UGn	**$u_n.1+u_n.2+u_n.3$**	**$u_n.1+u_n.2+u_n.3$**	**$u_n.1+u_n.2+u_n.3$**
p1.1			
p1.2			
PG1	**p1.1+p1.2**	**p1.1+p1.2**	**p1.1+p1.2**
…..			
pm.1			
pm.2			
PGm	**pm.1+pm.2**	**pm.1+pm.2**	**pm.1+pm.2**
Total No.of Students in the Department **(S)**	**mc1+ mc2+ mc3+ UG1+UG2 +.. + UGn+PG1 + …PGm=S1**	**mc1+ mc2+ mc3+ UG1+UG2+..+UGn + PG1+… + PGm=S2**	**mc1+ mc2+ mc3+UG1 + UG2 + ..+UGn + PG1+… + PGm=S3**
No. of Faculty in the Department **(F)**	**F1$^+$**	**F2$^+$**	**F3$^+$**
Student Faculty Ration (SFR)	**SFR1=S1/F1**	**SFR2= S2/F2**	**SFR3= S3/F3**
Average SFR for 3 years	**SFR=(SFR1+SFR2+SFR3)/3**		

Table No. B3.2.1. Student-Faculty Ratio for past 3 years including CAY

$^+$excluding faculty involved in first year engineering teaching if any.

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

Note: Marks to be given proportionally from a maximum of 20 to a minimum of 10 for average SFR between 15:1 to 25:1, and zero for average SFR higher than 25:1. Marks distribution is given as below:

SFR $\leq$ 15 - 20 Marks
$\leq$ 17 - 18 Marks
$\leq$ 19 - 16 Marks
$\leq$ 21 - 14 Marks
$\leq$ 23 - 12 Marks
$\leq$ 25 - 10 Marks
> 25 - 0 Marks

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 AICTE 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

SN.	Pre-Visit Qualifiers	Current Status	Compliance Status Complied/Not Complied
1	**Vision, Mission & PEOs** ❖ **Are the Vision & Mission of the Department stated in the Prospectus/ Website?** ❖ **Are the PEOs of the Program listed in the Prospectus / Website?**		
2	**Whether approval of the competent authority (Approval of AICTE/ UGC/ BoG of Universities/ Deemed Universities etc.) for the programs under consideration has been obtained for all the years including current year**		
3	**Whether the admissions in the MCA program is more than or equal to 50%, averaged over three academic years i.e Current Academic Year (CAY), Current Academic Year Minus One (CAYm1) and Current Academic Year Minus Two (CAYm2).**	**% of Admission**	
4	**Whether Faculty- Student Ratio in the Department under consideration is better than or equal to 1:25 averaged over CAY, CAYm1 and CAYm2**	**Average SFR value for 3 years**	
5	**Whether at least one Professor or one Associate Professor with Ph.D. qualification (on regular basis) for MCA program being offered by the Department/ Institution for two academic years, i.e. Current Academic Year (CAY) and Current Academic Year Minus One (CAYm1).**	**No. of Professors & No. of Associate Professors for 2 years**	
6	**Whether number of available Ph.D in the Department is greater than or equal to 10% of the required number of faculty averaged for CAY and CAYm1**	**% of Ph.D holders**	
7	**Whether two batches have been graduated for the program under consideration**		