

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

Office of the
Commissioner of Technical Education
Andhra Pradesh, Vijayawada

Cir. Memo No: B/NBA/Accreditation/333/2017-3

Dt: 11-09-2017

Sub:- Technical Education–Academics-Submission of Pre-Qualifier Application for
NBA– Instructions to Principals–Issued- Reg.

- Ref:- 1. Cir. Memo No: B/NBA/Accreditation/333/2017-2, dated:15-06-2017
2. Cir. Memo No: B/NBA/Accreditation/333/2017-2, dated:17-01-2017
3. Instructions issued in the workshop on NBA criteria 1,2,3 and 7
dated: 10-04-2017 and 11-04-2017.

@ @ @ @

The Principals of 12 Government Polytechnics which are proposed for NBA are hereby informed that National Board of Accreditation (NBA) introduced Pre-Qualifier for institutions for processing of Accreditation applications of Diploma Engineering Programs.

Under this new process, initially the institution will pay only 10 % of the fee and has to submit the pre-qualifier format. The details filled by the institution in the pre-qualifier format will be evaluated by NBA. In case, NBA finds that the information provided in the pre-qualifier is in compliance with the requirements, the payment link for the balance 90% will be opened.

In all other cases, NBA will intimate about the shortcomings of the institutions. The institute may apply for such programs after overcoming the shortcomings.

Registration Fee:

Registration fee amount is Rs. 1,00,000/- + 18% GST(Goods and Services Tax)

Processing Fees to be paid by the Institutions for NBA Accreditation of Engineering Diploma Programmes:

No. of Programmes to be Accredited	Payment to be made with application + 18% GST(Goods and Services Tax)
1	2,00,000/-
2	3,50,000/-
3	5,00,000/-

The Principals of 12 Government Polytechnics which are proposed for NBA are hereby instructed to submit the soft and hard copies of Pre-Qualifier application (enclosed) for NBA process to this office by 22-09-2017 without fail. They are further instructed to monitor the day to day progress of NBA in the Departments.

The Principals are also instructed to monitor the progress by periodically visiting the Departments and submit the above progress report to this office without fail. Further, the Principals are instructed to form committees, with members drawn from different Departments to improve the standards of the Polytechnic in respect to increasing greenery and maintaining cleanliness of campus. The soft copy (in word format) of filled application may be mailed to ddacte@gmail.com.

Sd/- G.S.PANDA DAS
SPECIAL COMMISSIONER

Enclosures:

1. Pre-Qualifier Application for NBA

Copy to

The Principals of 12 Government Polytechnics (Preparing for NBA)

For SPECIAL COMMISSIONER

NATIONAL BOARD OF ACCREDITATION

Pro-forma for Pre-Qualifiers –Diploma Engineering 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

Any other (Please specify)*

Deemed University

**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

Table A8.1

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

S. No.	Program Name

Table A9.1

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	Intake	Increase/ Decrease in intake, if any	Year of increase/ decrease	AICTE Approval	Accreditation Status*

Table B1.1

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 (2016-17)	CAYm1 (2015-16)	CAYm2 (2014-15)	Total
Sanctioned intake				
Number of students admitted*				
% of Students Admitted over last three assessment years (Total Admitted/Sanctioned Intake)				

Table B2.1

*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 divided by the sanctioned intake.

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**B 3.1. Faculty in the Department and Program**

Please provide the list of faculty in the program as per the below format

S. No.	Name	PAN No.	Qualification	Designation	Date of Joining
1.					
2.					
...					
N.					

Table B3.1.1**B3.2. Detail of Head of the Department for the program under consideration:**

Name:-

Qualification:-

B3.3. Student Faculty Ratio*(No of Faculty as per the sanctioned intake)*

Year	N	F	SFR=N/F
CAY (2016-17)	Sanction Intake of (CAY 2016-17 + CAYm1 -2015-16+ CAYm2- 2014-15)		
CAYm1 (2015-16)	Sanction Intake of (CAYm1 - 2015-16+ CAYm2 - 2014-15+ CAYm3 - 2013-14)		
Average SFR for all assessment years			

Table B3.3.1**N** = No. of students**F** = No. of faculty = (a + b - c) for every assessment year**a:** Total number of full-time equivalent regular Faculty(considering fractional load) serving this program from the department/program**b:** Total number of full-time equivalent regular Faculty(considering fractional load) serving this program from other Program(s)**c:** Total number of full-time equivalent regular Faculty(considering fractional load) of this program serving other Program(s)**B.4. Placement Ratio**

Year	No. of students Placed + selected for higher studies + opted Entrepreneurship (Z)	No. of Students appeared in final year examination (N)	Placement Ratio (Z/N)
CAYm1 (2015-16)			
CAY m2 (2014-15)			
CAY m3 (2013-14)			
Average Placement Ratio			

Compliance status to Pre-Visit Qualifiers

S.N.	Pre Visit Qualifiers	Current Status	Compliance Status (Complied/Not Complied)
Essential Qualifiers			
1	Whether approval of AICTE for the programs under consideration has been obtained for immediate previous 5 academic years including current academic year		
2	Whether admissions in the diploma programs under consideration has been more than or equal to 50%*average of the previous three years academic years including current academic year	% Admission	
3	Whether student faculty ratio in the department of the program under consideration is better than or equal to 1:25 average of the previous two academic years including current academic year	SFR	
4	Whether the placement ratio(Placement + higher studies) is greater than 40% average of the previous three academic years		
5	Whether two batches have passed out in the programs under consideration		
Desirable Parameters			
1	Whether the HoD is available in the respective Department.		
2	Whether department has program assessment and quality improvement committee. If so, its constitution and mandate		
3	Whether the departments under consideration receives separately earmarked funds for i. Maintenance of Laboratory/computational facilities(recurring funds) ii. Up-gradation of laboratory/computation facilities(non-recurring funds)		
4	Whether admissions in the program under consideration has been more than 60% (average of the previous three assessment years)		

*Total number of students admitted in first year in the respective program minus number of students migrated to other programs/ institutions plus the number of students migrated to this program divided by the sanctioned intake in the respective program.