

NAAC

Institutional Eligibility For Quality Assessment

(Effective from 1st April 2007)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

NAAC

Vision

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives;

Mission

- ❖ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ❖ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ❖ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ❖ *To undertake quality-related research studies, consultancy and training programmes, and*
- ❖ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country :

- ❖ *Contributing to National Development*
- ❖ *Fostering Global Competencies among Students*
- ❖ *Inculcating a Value System in Students*
- ❖ *Promoting the Use of Technology*
- ❖ *Quest for Excellence*

Institutional Eligibility for Quality Assessment (IEQA)

(For Affiliated/ Constituent Colleges seeking A/A for the first time)
Effective from 1st April 2007



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An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072. INDIA

Prepared by :

Dr. Mariamma A. Varghese

Sr. Education Consultant, NAAC

&

Dr. Katre Shakuntala

Sr. Academic Consultant, NAAC

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1. INTRODUCTION

The Assessment and Accreditation Process is broadly used for understanding the 'Quality Status' of an institution. The "Accreditation Status" indicates that the College, University or any other institution or programme, meets the standards of quality set by the Accreditation Agency, in terms of the curriculum, teaching-learning and evaluation, faculty, research and development, infrastructure and learning resources, governance and leadership, financial status and student services.

Indian higher education system has large number of institutions. There are over 350 Universities and around 18,000 Affiliated Colleges in the country. The Universities, the Autonomous Colleges and the Colleges with Potential for Excellence as recognized by the UGC, would have gone through the process of acquiring their recognition from the UGC, based on specific standards set by it. Therefore, these institutions are considered directly eligible for undergoing the Assessment and Accreditation process of NAAC. However, in the case of the large number of Affiliated Colleges and Constituent Colleges of Universities, the situation is different. The quality status of these institutions is highly varied and many may even be below the threshold level in terms of quality of education. In order to cater to the large numbers of varying levels of quality, it is imperative for NAAC to introduce an initial process of declaring the 'Institutional Eligibility' to these institutions, for seeking Assessment and Accreditation. The 'candidate' institution must necessarily satisfy the Institutional Eligibility for Quality Assessment as set by NAAC. Such an institution must demonstrate basic compliance with the minimum requirements necessary for teaching-learning processes, to achieve the educational outcome. This means, the institution should have at least adequate human, financial and physical resources and the potential to attain its goals.

2. WHAT IS "INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT (IEQA)?"

"Institutional Eligibility for Quality Assessment (IEQA) status" is granted to an institution in the planning stage of its Assessment and Accreditation. The objectives of the process are:

- ♦ To identify the institutions as eligible for applying for the comprehensive Assessment and Accreditation by NAAC.
- ♦ To provide feedback to the applicant institutions regarding specific improvements needed for reaching the threshold level of quality.

Essentially, this is a process which ascertains whether an institution is "accreditation ready" or not. Institutions which are of very low quality need not go through the detailed process of Assessment and Accreditation by a peer team at this stage. They can be advised by NAAC to undertake further measures to qualify for the IEQA status, in due course of time.

Being a 'candidate' at this stage means in effect, that an institution is probably ready for undergoing Assessment and Accreditation. The approach is more comprehensive and directional, but does not necessarily mean that the institution shall be accredited. The status of institutional accreditation is based on the recommendation of the peer team, after the on site visit.

3. METHODOLOGY FOR IDENTIFYING INSTITUTIONS FOR IEQA STATUS

This instrument consists of a schedule, which will elicit the organizational profile and specific quantitative information about the institution, related to its performance requirements. The analysis of the same will be used for establishing the Institutional Eligibility Status. Appropriate essential attributes are included in this schedule, which will be evaluated using a predetermined scoring guideline. There are ten probes, which are expected to elicit 'Yes', or 'No' type of responses and another fifteen probes, to elicit quantitative information about the institution. The institution is expected to fill in the responses in the space provided or check-in the appropriate boxes as the case may be. The Head of the institution will have the responsibility for the authenticity of the information provided. The information will be checked by the peer team during the institutional visit for A & A, at a later stage.

4. PROCEDURE FOR SEEKING IEQA STATUS

- ◆ Submit a Letter of Intent (LOI) to NAAC, on-line, as per the Format (Annexure -1).
- ◆ Fill-in and submit the Format for seeking IEQA status, on line (Annexure 2).
- ◆ Remit a non-refundable Bank Draft of Rs. 2000/- (Rupees Two thousand only) as application fee, drawn in favour of The Director, NAAC Payable at Bangalore. The details of the draft are to be enclosed along with a hard copy of the filled-in format.
- ◆ Await declaration/ intimation on your IEQA status or otherwise from NAAC, normally within two months of application by the institution.
- ◆ Communicate with NAAC for any further clarifications.

As the Instrument is expected to be administered on-line, once a filled-in format is received by NAAC, the responses are subjected to computer analysis, based on a set of predetermined scoring guidelines, and the scores obtained by the applicant institution are presented to an appropriate Committee. The Committee will finalize the list of the recommended institutions, which would be declared as 'candidates' for undergoing the next process of Assessment and Accreditation by NAAC.

5. DECLARATION OF THE "INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT" STATUS

Once the applicant institutions have gone through the first step process as above, NAAC shall declare the status of the institution as follows:

1. ----- Institution has earned the 'Institutional Eligibility for Quality Assessment (IEQA)' status of NAAC. A Self-Study Report (SSR) may be prepared as per the specific NAAC Assessment and Accreditation Manual applicable to Affiliated/ Constituent Colleges, and submitted to NAAC, within six months from this Declaration.

OR

2. ---- Institution has not earned the 'Institutional Eligibility for Quality Assessment (IEQA)' status of NAAC. The suggestions for improvement made by the NAAC Committee, are enclosed along with this Declaration. For improving the quality parameters and seeking guidance from NAAC, the institution may approach the Regional Coordinator at NAAC. An institution will normally be eligible to seek the IEQA status again, only after one year from the date of this Declaration.

For Re-assessment and Reaccreditation of Affiliated/Constituent Colleges, Institutional Eligibility for Quality Assessment (IEQA) status, is not required.

ANNEXURES



NAAC

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission

Annexure 1 : LETTER OF INTENT - AFFILIATED / CONSTITUENT COLLEGE

1. We would like to opt for	<input type="checkbox"/> Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/> Re-Accreditation
2. Name of Institution	
3. Name of the Head of the Institution	<input type="text"/> Designation : <input type="text"/>
4. Postal Address : Plot No. / Street : <input type="text"/> P.O. Box No./Post : <input type="text"/> Town/City : <input type="text"/> District : <input type="text"/> Pin Code : <input type="text"/> State : <input type="text"/>	Contact Details : STD Code <input type="text"/> Tel : <input type="text"/> Mobile : <input type="text"/> Fax : <input type="text"/> E-mail : <input type="text"/> Website : <input type="text"/>
5. Date of Establishment	(DD/MM/YYYY) <input type="text"/>
6a. Date of Recognition by UGC under section 2(f)	(DD/MM/YYYY) <input type="text"/>
6b. Date of Recognition by UGC under section 12B	(DD/MM/YYYY) <input type="text"/>
6c. College with Potential for Excellence	<input type="checkbox"/> Yes <input type="checkbox"/> No
6d. Recognised under any other (please specify)	<input type="text"/>
7. University to which the College is Affiliated	<input type="text"/>

8. Nature of Funding	<input checked="" type="checkbox"/> Govt Funded <input checked="" type="checkbox"/> Grant In Aid <input checked="" type="checkbox"/> Private/Self Financing
9. Faculties	<input type="checkbox"/> Arts <input type="checkbox"/> Commerce <input type="checkbox"/> Science <input type="checkbox"/> Education <input type="checkbox"/> Medical Sci. <input type="checkbox"/> Engineering and Tech. <input type="checkbox"/> Management <input type="checkbox"/> Distance Edu. <input type="checkbox"/> Any other: <input style="width: 150px;" type="text"/>
10. Total Number of (Numbers only)	Teaching Staff: <input style="width: 100px;" type="text"/> Students: <input style="width: 100px;" type="text"/> Non-Teaching Staff: <input style="width: 100px;" type="text"/>
11. Programmes offered (Numbers only)	UG: <input style="width: 50px;" type="text"/> PG: <input style="width: 50px;" type="text"/> Research: <input style="width: 50px;" type="text"/> Others: <input style="width: 50px;" type="text"/>
12. Date of accreditation (applicable for Re-Assessment/ Re-Accreditation only)	(DD/MM/YYYY) <input style="width: 50px;" type="text"/>
13 . Date of establishment of IQAC (applicable for Re-Accreditation only)	(DD/MM/YYYY) <input style="width: 50px;" type="text"/>

1.10 Is your Institution registered under

Society's Registration Act of 1960 Yes No

Relevant Act of the respective State Govt. Yes No

1.11 Received recognition under UGC Act 2f 2f & 12 B

Not under 2f & 12B

1.12 Number of programs offered by the college

<i>UG</i>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<i>PG</i>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<i>UG & PG (Integrated programme)</i>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<i>M. Phil./Ph.D.</i>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<i>Self financed degree courses</i>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<i>Other value added courses</i> (Certificate, UG-Diploma, PG-Diploma)	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Total	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

1.13 Number of faculties {specify}
(Eg. Arts, Comm. & Science etc.)

<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

1.14 Number of departments

<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

1.15 Total number of students

	UG		PG		M. Phil./ Ph.D.		Value added courses (Certificate/ Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General								
SC/ST								
OBC								
Total								
GRAND TOTAL								

1.16 Number of teaching, technical and administrative staff

	Permanent		Temporary		Total	
	Male	Female	Male	Female	Male	Female
a) Total no. of teachers						
b) Teachers with Ph.D. or equivalent as the highest qualification						
c) Teachers with PG or equivalent as the highest qualification						
d) Teachers with other specific eligible qualification (specify)						
e) Technical staff						
f) Administrative staff						
g) Support staff						

1.17 Library holdings

No. of titles of Books	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. of Journals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. of E-resources	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1.18 Unit Cost of Education

(a) Unit cost = total annual expenditure budget (actuals)
divided by number of students enrolled

(b) Unit cost calculated excluding the salary component

1.19 Mention five academic milestones of the institution

(Institutions are required to highlight chronologically in bullet form, the achievements of the institution or Progress made by the institution)

➤

➤

➤

➤

➤

Section 2: Institutional data

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. The Institution has in place a structured internal quality assurance system for ensuring continuous quality monitoring/ improvement | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Library has reading room facilities for students and faculty | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Institution has a mechanism for seeking regular feedback from students regarding the teaching-learning processes | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Basic computer literacy is ensured for all students | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Institution provides financial aid to at least 5% of the general students (excluding the scholarship to SC/ ST students) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. The institution has a mechanism for counseling students | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. An annual academic calendar is prepared and implemented by the institution | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. The institution has a mechanism for addressing grievances of students | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. The institution has provision for promoting 'in house' research activities | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Internet facility is available in the institution | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

11. Percentage of teachers using audio-visual aids,
including computer-aided teaching
- <10%
- 11-20%
- >20%
12. Average number of extension activities organized
by the institution
(Average of last two years)
- <2
- 2-5
- >5
13. Percentage utilization of annual allocated funds
(Average of last two years)
- <50 %
- 50- 75%
- >75 %
14. Percentage maintenance expenditure of the total
annual budget on infrastructure
(Average of last two years)
- <2%
- 3-4%
- >4%
15. The average pass percentage of graduating
students
(Average of last two years)
- <40%
- 40-50%
- >50%

16. Computer: students ratio

1: > 60

1: (30-60)

1: < 30

17. Percentage of faculty benefited from - UGC and other staff development programmes (Average of last two years)

<5%

6-10%

>10%

18. Percentage of teachers with Ph.D. qualification

<5%

6-20%

>20%

19. Students: Teacher ratio

>50:1

30-50:1

<30:1

20. Percentage of faculty positions filled against sanctioned posts

<60%

60-80%

>80%

21. Number of add-on courses conducted by the institution

Nil

1-2

>2

22. Number of awards received by students in sports and cultural activities (Average of last two years)	None	<input type="checkbox"/>
	State/ University level	<input type="checkbox"/>
	National/ International	<input type="checkbox"/>
23. Number of research projects (completed or on going) with the faculty (Average of last two years)	Nil	<input type="checkbox"/>
	1-2	<input type="checkbox"/>
	>2	<input type="checkbox"/>
24. Number of academic seminars/conferences/workshops that the institution has organized. (Average of last two years)	Nil	<input type="checkbox"/>
	1-2	<input type="checkbox"/>
	>2	<input type="checkbox"/>
25. Academic linkages/collaborations the institution has established (Average of last two years)	None	<input type="checkbox"/>
	1-2	<input type="checkbox"/>
	> 2	<input type="checkbox"/>

Certification by the Head of the Institution

I, as the Head of the institution certify that the information provided above is true to the best of my knowledge. I also certify that my institution has complied with all the norms stipulated from time to time, by the UGC/ the State Government and the Affiliating University.

I am aware that the Peer team will validate the information provided in this IEQA format during the peer team visit.

A Demand draft for Rs. 2000/- (Rupees two thousand only) drawn in favor of The Director, NAAC, No. -----

Dated-----Bank-----Branch-----, is sent separately.

Place:

Date:

Signature of the Head of the institution with seal:

For Communication with NAAC

Prof. V.S. Prasad

Director

National Assessment and Accreditation Council

P.O. Box No. 1075, Nagarbhavi, Bangalore-560 072

Karnataka, INDIA

Phone : +91-80-23210261 / 62 /63/64/65

E-mail : naac@blr.vsnl.net.in

Website : www.naacindia.org

