

Assessment and Accreditation (A&A) of Higher Education Institutions (HEIs) by National Assessment and Accreditation Council (NAAC)

Duties and responsibilities of NAAC

1. Inform the HEIs of the current process / protocols of A&A.
2. In-house scrutiny of the LOI (Letter of Intent) by NAAC.
3. NAAC acknowledges the fulfilment of LOI requirements **within 40 days** from the receipt of all documents from the HEIs.

inform the following HEIs, applying for A&A for the first time to submit Institutional Eligibility for Quality Assessment (IEQA) online:

inform the following HEIs to submit its Self-Study Report (SSR) within **six months** from date of acceptance of LOI.

- * Affiliated / Constituent Colleges, except colleges offering only professional courses approved by Statutory Professional Regulatory body concerned.
 - * Teacher Education / Physical Education Colleges
 - * Teacher Education / Physical Education Departments of Colleges
 - * Colleges offering programmes recognized by Statutory Professional Regulatory bodies as well as other general programmes recognized by Universities.
 - * all Universities
 - * all Autonomous Colleges including its Department of Education
 - * all "Colleges with Potential for Excellence" (CPE) status awarded by UGC including its Department of Education
 - * all Professional Institutions (except Teacher Education / Physical Education colleges)
 - * all HEIs applying for Reassessment
 - * all HEIs applying for 2nd, 3rd and subsequent cycles.
4. Processing, finalising and intimating the decision on IEQA **within 75 days** from the date of IEQA submission.
 5. In-house analysis of the SSR and seek additional information, if necessary.
 6. Constitution of peer team by NAAC.

7. Briefing the Director of the findings of in-house analysis (only in case of universities).
8. Peer team to visit the HEI.
9. Submission of the Peer Team Report and Confidential Grade Sheet and work sheets in the prescribed format to NAAC along with other relevant documents by the Co-ordinator / Member Co-ordinator.
10. Feedback / debriefing (in the case of universities) by the NAAC coordinator, after the visit
11. Consideration of the Peer Team Report by the Executive Committee of NAAC and taking a decision within **90 days** of the visit.
12. Declaration of results and communicating the decision to the HEI.
13. Uploading Peer Team Report on the NAAC website.
14. In case of Appeals, final decision of Appeals Committee to be communicated within **90 days** of submission of appeal.
15. Issuing a Provisional Certificate with scores to the HEI and uploading the same on NAAC website within **60 days** from the declaration of results.
16. Accreditation Award Ceremony.

Duties and responsibilities of Higher Education Institutions (HEIs)

1. On-line submission of the “Letter of Intent” (LOI) by the HEIs desirous of getting accredited by NAAC, in the prescribed format.

(LOI is **valid for six months** from the date of acceptance of all pre-requisites)

The following hard copies (as applicable) to be submitted to NAAC

Colleges

- Latest letter of affiliation from the parent university.
- UGC 12B recognition certificate and latest grant certificate.
- Latest recognition / approval letter from a regulatory authority, if the HEI is offering professional courses for *e.g.*, AICTE, NCTE, DCI, etc...
- Letter from UGC regarding award and continuance of autonomy.
- Letter from UGC regarding award of CPE.
- If there is a change in the name of the institution, necessary approvals from the affiliating university and UGC.
- Statement of Compliance on fulfilment of affiliation / recognition norms. (please click:
<http://www.naac.gov.in/sites/naac.gov.in/files/Colleges.pdf>)

Universities

- Latest recognition / approval letter from a regulatory authority, if the HEI is offering professional courses for *e.g.*, AICTE, NCTE, DCI, etc...
- UGC 12B recognition certificate and latest grant certificate.
- Statement of Compliance (please click:
http://www.naac.gov.in/documents_submitted)

2. Submission of IEQA and other necessary documents **within six months** of acceptance of LOI by NAAC. #

In cases where IEQA is not required, submission of SSR and other necessary documents **within six months** of acceptance of LOI by NAAC. #

3. IEQA-eligible institutions to submit its SSR within **six months** from the date of acceptance of IEQA.

IEQA-ineligible institutions to resubmit LOI **only after six months** from the date of declaration of IEQA status.

4. HEI to upload SSR on the institution website one month prior to submission

of the final document (under intimation to NAAC) and retain the same till the Peer Team Visit is completed.

5. Submission of SSR to NAAC # - despatch date not beyond **six months** from the date of acceptance of LOI / IEQA. If submission of the SSR is delayed, no relaxation will be provided. HEI to submit LOI afresh.
6. Institutions to suggest 3 slots for peer team visit.
7. Co-ordinate the visit of the peer team to the campus and after the visit to submit feedback forms and necessary documents for reimbursement of eligible expenses.
8. If the institution wishes to appeal against the result, it may submit the 'intent to appeal' within **30 days** of communication of results.
9. Appeal to be submitted by the HEI within **30 days** of receipt of score sheet from NAAC.
10. Accreditation Award Ceremony - Head of the institution to receive the accreditation certificate in person.

For subsequent cycles of accreditation (2nd, 3rd, 4th, etc.)

- * IQAC to be functional.
- * Timely submission of AQARs annually.
- * Institutions to submit LOI, **six months** before the expiry of the accreditation status
- * Submission of SSR **within six months** of acceptance of LOI by NAAC, failing which the HEI will lose its accreditation at the end of the fifth year.
- * Other steps remain the same as first cycle.

Refer the link http://www.naac.gov.in/sites/naac.gov.in/files/Fee_1.pdf for fee structure