

Frequently Asked Questions

1. About NAAC:

National Assessment and Accreditation Council (NAAC) is an autonomous institution established by the University Grants Commission (UGC), under Section 12-ccc of the UGC Act of 1956, for assessing and accrediting higher education institutions (HEIs) of the country. It is registered under the Karnataka Societies Registration Act of 1960, Karnataka Societies Registration Rules of 1961 and is headquartered at Bangalore.

2. What is assessment in the context of NAAC's process?

Assessment is the performance evaluation of an institution or its units based on certain established criteria.

3. What is accreditation in the context of NAAC's process?

Accreditation is the certification of quality for a fixed period, which in the case of NAAC is five years.

4. What is Institutional Accreditation?

Presently, NAAC is undertaking the evaluation of the overall functioning of the institution, which comprises of the governance structure and all its academic units i.e., Schools, Departments and Centres, based on identified criteria. This is referred to as institutional accreditation.

5. Is Assessment and Accreditation by NAAC mandatory?

The University Grants Commission (UGC) through a gazette notification dated 19th January 2013, has made it mandatory for Higher Educational Institutions (HEIs) to undergo accreditation.

6. What are the eligibility criteria for institutions to apply for Assessment and Accreditation (A&A) by NAAC?

Higher Education Institutions (HEIs) which have a record of at least two batches of students graduated or been in existence for six years, whichever is earlier, are eligible to apply for the process of Assessment and Accreditation (A&A) of NAAC. For more specific details the website may be referred to.

7. What is meant by different cycles of accreditation?

When an institution undergoes the accreditation process for the first time it is referred to as cycle 1 and the consecutive five year periods as cycle 2, 3, etc. The process in each cycle is similar except that from cycle 2, the frame of reference includes the impact of the last assessment and the consequential quality improvement as reflected in the AQARs submitted over the 4year post accreditation period.

8. What are the stages in the process of Assessment and Accreditation?

The process for assessment and accreditation broadly consists of:

1. Online submission of Institutional Information for Quality Assessment (IIQA) and Self-Study Report (SSR).
2. Data Validation and Verification (DVV) by NAAC.
3. Student Satisfaction Survey (SSS) by NAAC.
4. Peer Team Visit.
5. Institutional Grading.

9. What is Institutional Information for Quality Assessment (IIQA)?

IIQA is a process which ascertains whether an institution is "accreditation ready" or not. Eligible HEIs seeking A&A are required to submit Institutional Information for Quality Assessment (IIQA) online. NAAC will communicate to the HEI's about the acceptance/rejection within 10 days from the date of receipt of IIQA application.

10. Why is there an IIQA process?

The purpose of the IIQA process is:

- To ascertain the eligibility of the institution for comprehensive assessment and accreditation by NAAC.
- To ensure that the applicant institutions fulfils statutory requirements of agencies which govern it.

11. Is the IIQA process mandatory for all institutions?

Yes, the IIQA process is mandatory for all institutions.

12. Is there a specified time for submission of IIQA online?

Two Windows will be opened in a year for HEI's to submit their A&A application i.e. from May – June and from November-December.

13. If the IIQA application of the institution is not accepted, what steps should the institution take?

In case of rejection of IIQA application, HEIs may resubmit IIQA application; the IIQA fee submitted is applicable for a maximum of three attempts including the initial submission. For institutions whose IIQA is rejected they may make a second attempt using the same fee in the same window or the consecutive window.

14. What are the eligibility conditions for Cycle 2 or subsequent cycles?

The eligibility conditions are as follows:

- IQAC to be functional.
- Timely submission of AQARs annually. Regular submission of AQARs annually
- Institutions to submit IIQA, six months before the expiry of the accreditation status.
last quarter or the window which falls nearest to the last quarter.
- Other steps remain the same as first cycle.

15. What is the fee structure for institutional accreditation of a College and a University?

The fee structure for accreditation comprises of the following components viz. IIQA fee, Accreditation fee and Logistic expenses. The details as on July 2017 as follows:

- a. **Institutional Information Quality Assessment (IIQA)**- Rs. 25,000/- + G S T 18%.

- b. **Accreditation fee:**

For Colleges (Grant-in-Aid, Private and Government)

- General College with mono faculty viz.,
i.e. Arts, Commerce and Science - Rs. 1,85,000/- + GST18%.
- General College with multi faculty viz.,
Arts/Commerce/Science/or any other - Rs. 1,25,000/- + GST18%.

For Universities and Professional Institutions

- 1 to 10 departments - Rs. 3,75,000/-+ GST18%
- > 10 departments - Rs. 7,50,000/- + GST18%

The accreditation fee will be limited to a maximum amount of Rs. 7,50,000/- + GST18%, per institution.

- c. **Logistics Fee:**

The institution has to pay an advance, towards logistic expenses:

- for Colleges **Rs.1,50,000/- + GST 18%**
- for Universities & Professional Institution **Rs.3,00,000/- + GST 18%**

For details of the payment schedule may be refer to NAAC website.

16. Will NAAC reimburse the TA/DA, local hospitality and honorarium?
The TA/DA, local hospitality and honorarium will be reimbursed to the institutions recognized under section 2(f) and 12(B) of UGC Act, provided they have received 12th Plan Development Grants. The reimbursement is subject to the receipt of grants by NAAC from the UGC.
17. What is the structure of the Self-study Report?
The Self-Study Report is in an online format. It has the following sections.
1. Executive Summary
 2. Profile of the Institution.
 3. Quality Indicators Framework (QIF) comprising of Data Templates/Documents (Quantitative and Qualitative)
 4. Evaluative Report of Departments (University and Autonomous College).
18. What are the aspects on which the assessment and accreditation of an institution is carried out?
The NAAC has identified seven criteria which encompass the functioning of an institution. These criteria are disaggregated into Key Indicators (KIs) and further subdivided into Qualitative and Quantitative Metrics.
19. After the filling up of a SSR, what should the institution do?
After filling up the SSR, it should be submitted on the NAAC portal. The HEI will receive an auto generated link/ID of SSR in their registered email id. The same SSR in PDF format should be then uploaded on the college/university website.
20. What are the steps involved in the process of assessment and accreditation after the acceptance of the Self-study Report by NAAC?
NAAC checks the Self-Study Report through an online assessment mechanism/process. The Quantitative metrics in the SSR will be subjected to Data Validation and Verification. If institution clears the Pre-qualifier score, of 30% the Student Satisfaction Survey will be administered and the Peer Team Visit conducted. If there are any discrepancies/factual errors then a Deviation Report is sent to the institution seeking further clarifications. The institution should edit the information and respond to NAAC within 7 days. Subsequently NAAC will re-check the submitted data and depending on the extent of deviation will inform the institution of any of the following:
- Dates of the Peer Team Visit.
 - Deferring of the Peer Team Visit.
 - Debarring the institution from having a Peer Team Visit.

21. How will the Student Satisfaction Survey (SSS) be conducted?
After the Data Validation and Verification process, the NAAC will send online questionnaires to randomly selected students. The students will have to complete the survey and submit the same to NAAC online. The results of the Student Satisfaction Survey (SSS) will form a component of the overall grading of the institutions.
22. What will be the duration of peer team visit to the institution?
The duration of the peer team visit will depend on the size and complexity of the unit of assessment. It may vary from 2 to 3 days for colleges and 2 to 4 days for Universities.
23. What are the salient features of the Outcome of the Accreditation process?
The institution will be informed of the Overall Grade, CGPA and Suggestions for Quality enhancement of the institution.
24. What is the penalty for false data?
Some of the possible penalties which the Executive Committee of NAAC may levy upon an institution, depending on the severity of fraudulent data are as follows:
- forfeiting of accreditation fee.
 - deferring of Peer Team Visit.
 - debarring from accreditation for one year
 - being temporarily blacklisted by funding agencies.
 - loss of existing accreditation status, thereby becoming ineligible for schemes/grants linked to accreditation.
25. How will the NAAC arrive at the institutional score?
The institutional score will be the cumulation of the scores on the Quantitative Metrics, Qualitative Metrics and Student Satisfaction Survey.

26. What is the Grading Pattern followed by NAAC at present?

The current grading pattern of NAAC (is as follows:

Range of Institutional Cumulative Grade Point Average (CGPA)	Letter Grade	Status
3.51 - 4.00	A++	Accredited
3.26 - 3.50	A+	Accredited
3.01 - 3.25	A	Accredited
2.76 - 3.00	B++	Accredited
2.51 - 2.75	B+	Accredited
2.01 - 2.50	B	Accredited
1.51 - 2.00	C	Accredited
<= 1.50	D	Not Accredited

27. What is the meaning of the 'Grade' given to an institution?

The 'grade' given to an institution is the outcome of the assessment process. It is not an absolute measure of quality and only a relative indication for the institutions to know where they stand in a quality continuum.

28. Can the institution make public the report on its accreditation status?

Yes. Once the final decision is given, the institution may make public the report on its accredited status. The public disclosure should reflect the spirit of the entire report and the outcome should not be distorted in any communication/documentation.

29. Will NAAC make a public disclosure of the accreditation status of the institution?

Yes. NAAC will make a public disclosure of the grade through its website. The information will also on request be made available to the Government, UGC and any other agencies.

30. How long is the accreditation valid?

The accreditation given by NAAC is usually valid for a period of five years from the date of approval by the Executive Committee (EC) of NAAC. Institutions which have secured the highest grade consecutively in the previous two cycles of accreditation and continue to do so in the 3rd cycle will be eligible for extension of validity from 5 years to 7 years.

31. Is there a provision for an accredited institution, to improve its grade within the validity period (Re-assessment)?

Institutions, which would like to make an improvement in the accredited status, may volunteer for re-assessment, after a minimum of one year or before three years of accreditation. The current procedures and methodology including the manual for the Assessment and Accreditation is applicable for all institutions applying for re-assessment. However, the institution shall make specific responses based on the recommendations made by the peer team in the previous assessment and accreditation report, as well as the specific quality improvements made by the institution in the intervening period. The fee structure and other procedures would be the same as that for initial Assessment and Accreditation with the exception that the Institutions that volunteer for re-assessment will not be eligible for fee waiver and reimbursement of accreditation expenses.

32. Is it possible to convert the 'Grade' secured under one pattern to a 'Grade' in another pattern?

The grades are awarded by NAAC based on the recommendations of the Peer Team Report with reference to a given grading pattern prevalent at the time of assessment. It is not proper to convert a grade under one pattern of measurement to another.

33. Who are the Peer Team Members?

NAAC has a large database of experts, who are reputed academics, senior educational administrators and researchers. These experts undergo a Assessors Orientation Programme prior to being inducted as Peer Team Members.

34. What is the 'Appeals Mechanism' for an institution which feels that their accreditation grade is not satisfactory?

An aggrieved institution may make a written representation to the Director NAAC and pay the stipulated fee within thirty days from the date of receipt of the accreditation certificate. The matter will then be referred to the Appeals Committee.

35. If there are any further clarifications, who should be contacted?

NAAC has a dedicated Help desk to provide responses on any technical or academic difficulties which an institution may encounter. The Help desk contact details are as follows:

Tel: 23005192/193

E-mail: naachelpdesk@gmail.com