



**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE**  
(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi  
NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)  
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH), MBA & MCA

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Checklist for Documents Maintained by Departments**



## DAB, IAAB & PAC

**Site:** IQAC Office (WB211A)

**Date:**

**Department:**

- Faculty Name :
- Department :
- Designation :
- Responsibility :

**Documents to Check:** Please indicate the status of the following documents:

1. **DAB Circular:**

- Checked
- Requires clarification
- Not yet received

2. **DAB Minutes of Meeting:**

- Checked
- Requires clarification
- Not yet received

3. **PAC Circular:**

- Checked
- Requires clarification
- Not yet received

4. **PAC Minutes of Meeting:**

- Checked
- Requires clarification
- Not yet received

5. **IAAB Circular:**

- Checked
- Requires clarification
- Not yet received

6. **IAAB Minutes of Meeting:**

- Checked
- Requires clarification
- Not yet received



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**Clarifications:**

DAB Circular Date :

DAB MoM Date :

IAAB Circular Date :

IAAB MoM Date :

**PAC-1**

PAC-1 Circular Date :

PAC-1 MoM Date :

**PAC-2**

PAC-2 Circular Date :

PAC-2 MoM Date :

**Action Items:** [Specify any actions that need to be taken based on the document check.]

**Date of Verification :**



## Departmental Check List

### PAC 1

1. Curriculum
2. CO, PO & PSO Mapping
3. PO and PSOs Attainment
4. CO-PO Attainment analysis
5. Course Exit Survey Analysis
6. Recommend of MOOCs for Students by Internal Department Committee(IDC)
7. Recommend of the best projects for the IV- II by Internal Department Committee(IDC)
8. Recommend of Skill Oriented Course by Internal Department Committee (IDC).
9. Recommend of the Project Guide Allocation and Title confirmation for the by Internal Department Committee(IDC)
10. Result analysis and result improvement measures
11. Department academic calendar execution
12. Stakeholders feedback review
13. Attendance and mentoring reports

### PAC 2

1. Course Exit Analysis
2. Course Outcomes (CO), Program Outcomes (PO) & Program Specific Outcomes (PSO)
3. Result analysis and result improvement measures
4. Recommend of MOOCs by Internal Department Committee (IDC).
5. Recommend of Skill Oriented Course by Internal Department Committee (IDC).
6. Project Work /Internship titles confirmation by IDC
7. Attendance and mentoring reports.



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**DAB**

1. Analyzing the report of the Program Assessment Committee and monitoring the progress of the program
2. Attainment of POs, PSOs, Quality objectives and Program effectiveness Changes / revision needed (if any)
3. Curriculum Design / Modifications in Course structure
4. Department academic calendar execution
5. Result analysis and result improvement measures