

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi



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.	3. PAC Circular:		
	• Checked		
	Requires clarification		
	Not yet received		
4.	4. PAC Minutes of Meeting:		
	• Checked		
	Requires clarification		
	Not yet received		
5.	5. IAAB Circular:		
	• Checked		
	Requires clarification		
	Not yet received		
6.	6. IAAB Minutes of Meeting:		
	• Checked		
	Requires clarification		
	Not yet received		

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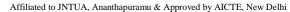




INTERNAL QUALITY ASSURANCE CELL (IQAC)
Checklist for Documents Maintained by Departments

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 Verificati	on :		

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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